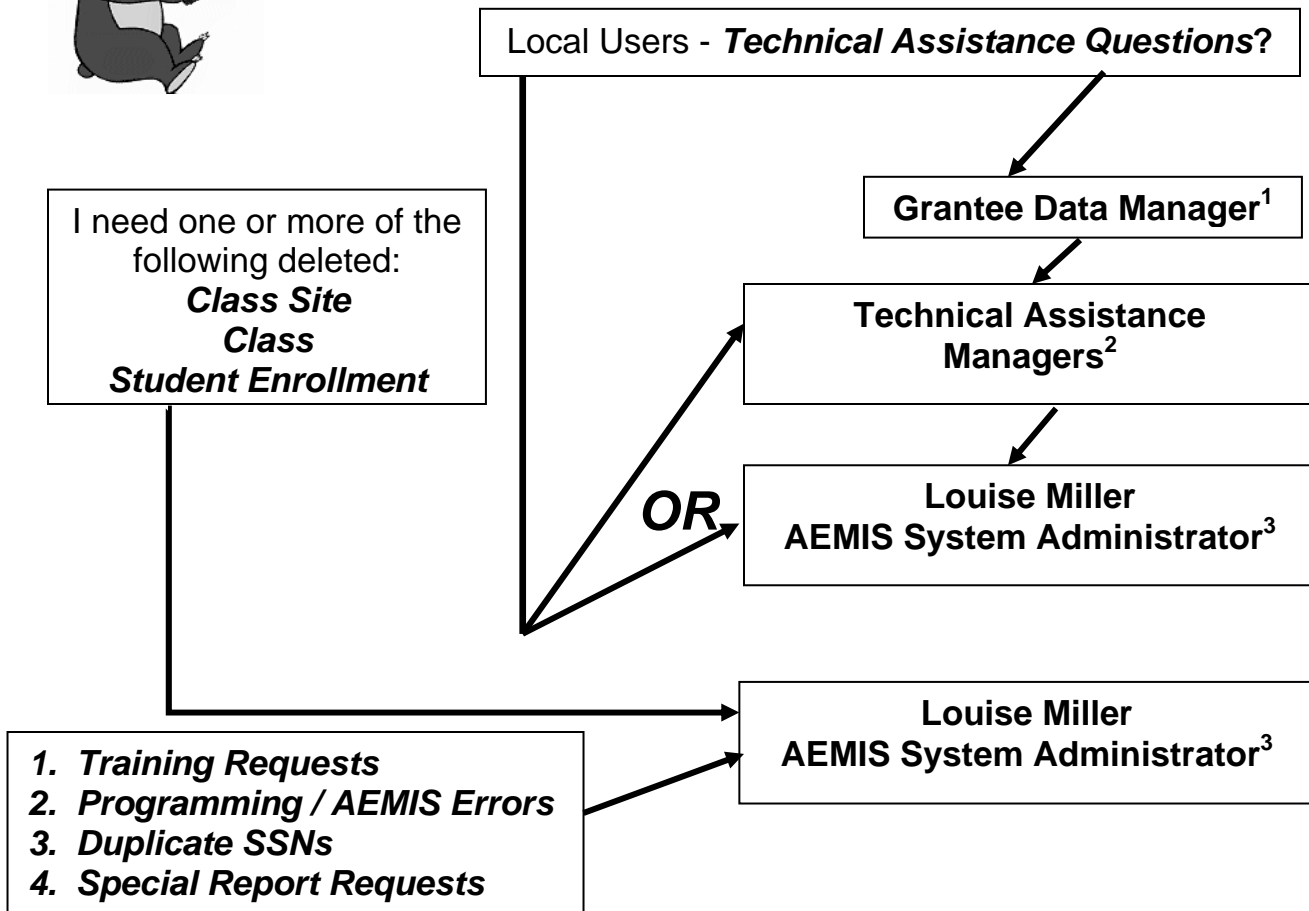


AEMIS Technical Assistance



I have questions about AEMIS! Who do I contact?



Grantee Data Managers¹ and **Technical Assistant Managers²** are responsible for “managing” AEMIS for individual grantees (programs). However, it is the responsibility of **Grantee Data Managers¹** to ensure that student data (enrollment, exit/withdrawal, attendance) is entered into AEMIS accurately and timely (by the 10th of the following month). **Grantee Data Managers¹** are responsible for creating class sites and classes at the local level. Individual teachers are encouraged to enter their class data into AEMIS (i.e. 400A, 400B, attendance). However, it is the responsibility of the **Grantee Data Managers¹** to provide training and support to the local users. While **Grantee Data Managers¹** do NOT have to be current ABE employees, it is recommended that they are, or, if not, become very familiar with the ABE 400A/B and ABE 300.

Technical Assistant Managers² provide technical assistance to local users and grantee data managers for their assigned locations.

AEMIS System Administrator³, Louise Miller, is available to answer all questions in all regions and can be reached at lbmiller@access.k12.wv.us or louise@wvabe.org and 1-800-766-7372, ext. 1122 or 1-304-256-4712, ext. 1122.



AEMIS Technical Assistance Contacts

Contact	Region / Grantee	Phone /E-mail
Louise Miller AEMIS System Admin.	RESAs I, II, IV Boone County Putnam County Clay County	lbmiller@access.k12.wv.us louise@wvabe.org 1-800-766-7372, ext. 1122 304-256-4712, ext. 1122
Bunny Guido AEMIS Technical Assistance Manager	RESA VII	eguido@access.k12.wv.us 304-363-7372
Linda Nixon AEMIS Technical Assistance Manager	RESAs 6 & VIII	lnixon@access.k12.wv.us 304-822-3979
Juli Dilworth AEMIS Technical Assistance Manager	RESA V	dilpickles@yahoo.com 304-472-3330
Christina Harper AEMIS Technical Assistance Manager	SPOKES Programs Statewide	cdharper@access.k12.wv.us 1-800-257-3723, ext. 115
Joan Carloni AEMIS Technical Assistance Manager	Kanawha County	joan_carloni@yahoo.com 304-348-6670, ext. 111
Mike Shaffer AEMIS Technical Assistance Manager	Institutional Educational Programs	mcshaffe@access.k12.wv.us 304-765-7904

AEMIS Technical Assistance Managers were selected based upon their AEMIS expertise to assist local programs across the state. However, all AEMIS users are welcome to continue to contact Louise Miller for technical assistance for specific needs and requests.