

# Preparing for the ELL October 1 Count

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Jan Lanier, ESL Coordinator

# What is EIS?

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EIS = Education Information System

EIS contains data received from LEA student management systems.

LEA student management systems send data to EIS at scheduled intervals.

# Having accurate data from EIS is important.

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- ❑ Data from EIS used for BEP 2.0 (State funding for ELL)
- ❑ Data collected/reported plays a role in allocations
- ❑ Data is used to provide reports to U.S. Department of Education

# Purpose for WEB EX

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- ❑ Demonstrate how to run a query in EIS to verify accuracy of data.
- ❑ Show opportunities to clean up data and to develop processes for data entry.
- ❑ Discuss required update to District plans for ELL



# How to Run a Query and View Results

http://state.tn.us/education/

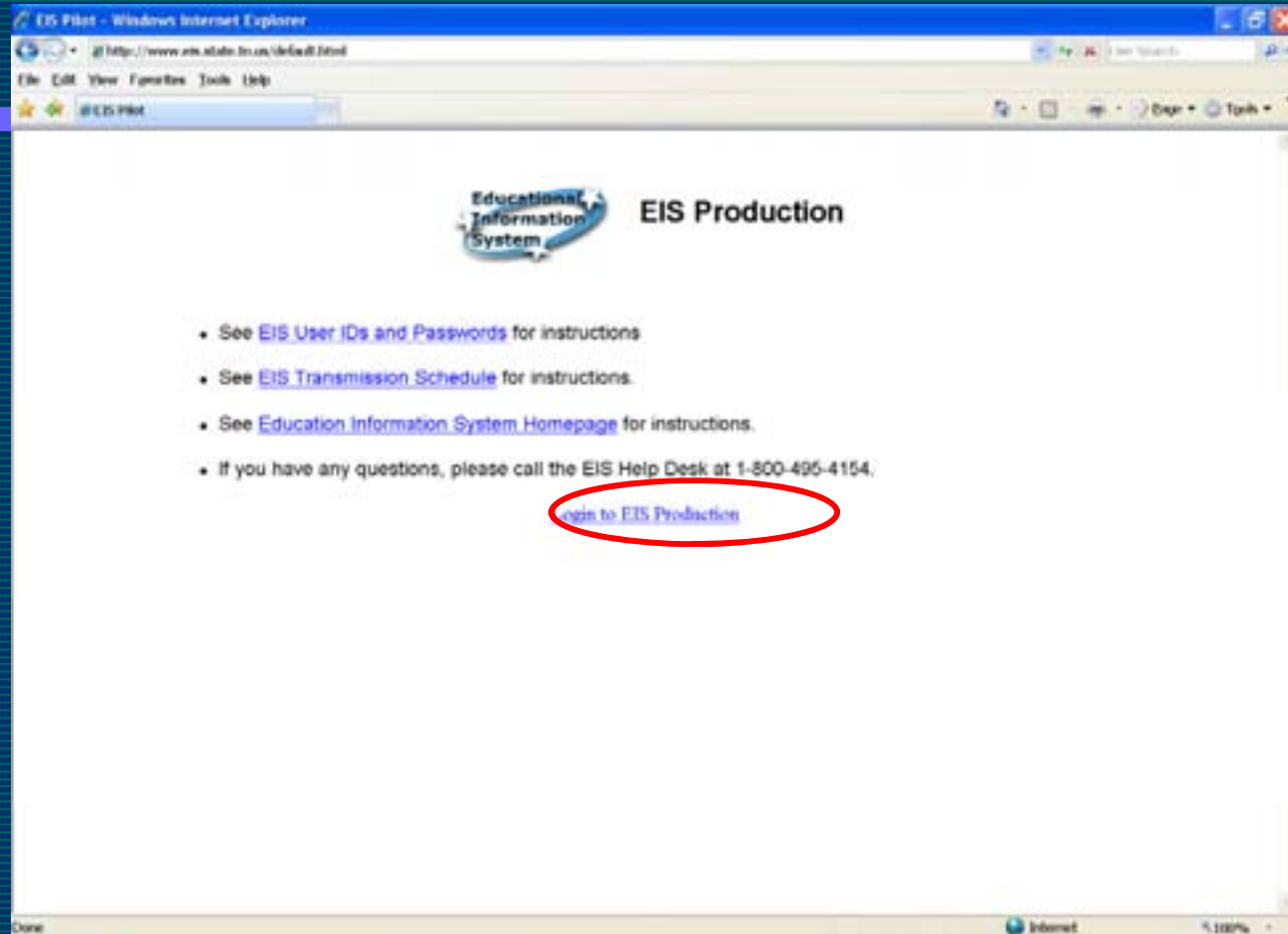
Go to <http://state.tn.us/education/>

Type EIS into the search engine

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The screenshot shows a web browser window displaying the Tennessee Department of Education's website. The browser's address bar shows the URL <http://tennessee.gov/education/eis/>. The website header includes the Tennessee state logo and the text "TENNESSEE.GOV The Official Web Site of the State of Tennessee". Below the header, there is a navigation menu with links for Home, Directories, Data, Reports, Programs, Online Services, and Contact Us. The main content area features the "Educational Information System (EIS)" logo and a message stating "All information on this page is the most current information available." A red circle highlights the "EIS Production Login" link. Below this link are several other links, including "Next Generation Data Collection Tools Logical Diagram", "Spring Attendance Conference 2007 EIS", and "Spring Attendance Conference 2007 SGM". At the bottom of the page, there are three columns of links: "RECORD LAYOUTS" (Student Management Extract Format, Student Management Extract Description, Special Education Extract Format, Social Education Extract Description), "TRAINING MATERIALS" (Part-1, Part-2, Part-3, Part-4), and "EIS MANUAL" (Reports, Questions and Answers, Error Messages, Introduction).

Select EIS Production Login




Select Student Management (EIS)

Depart. of Education - Login Authorization - Windows Internet Explorer

https://www.k-12.state.tn.us/edferis/Login.asp

File Edit View Favorites Tools Help

Depart. of Education - Login Auth...

 **Login Authorization**  
Tennessee Department of Education [Help](#)

Warning: The unauthorized use of this computer system or its contents and / or any attempt to gain unauthorized access thereto could constitute a violation of the Computer Crimes Act of the State of Tennessee.

User ID

Password

New Password

Verify Password

Login

**Note:** If a new password and a verify password is present, then your password will be changed. If you have any problems, please contact your application manager listed on the [Help](#) page.

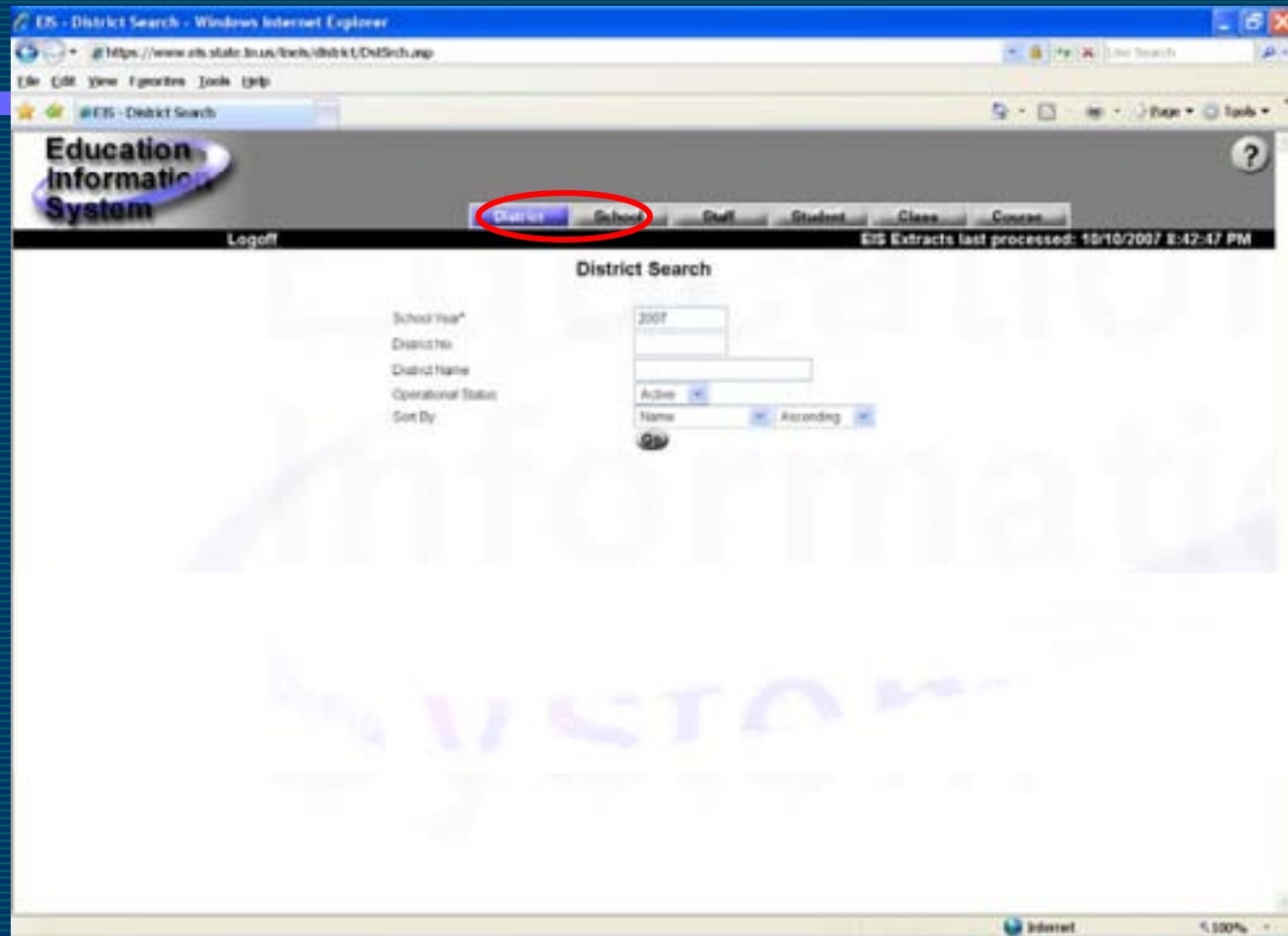
State of Tennessee  
Department of Education  
710 James Robertson Parkway  
Nashville, TN 37243

Please report any other webpage problems to [Ed Webmaster](#).

Last revised:  
August 29, 2006

Internet 100%

Login to EIS using your assigned username and password.



Make sure the District tab is selected.

Education Information System

District School Staff Student Class Course

Logoff EIS Extracts last processed: 10/10/2007 3:42:47 PM

District Search

District EIS Contacts

Ennis Reports

Block Absent Ennis

Standard Reports

200 Day Acc. Sem.

Ennis Table List

**Research Queries**

District List

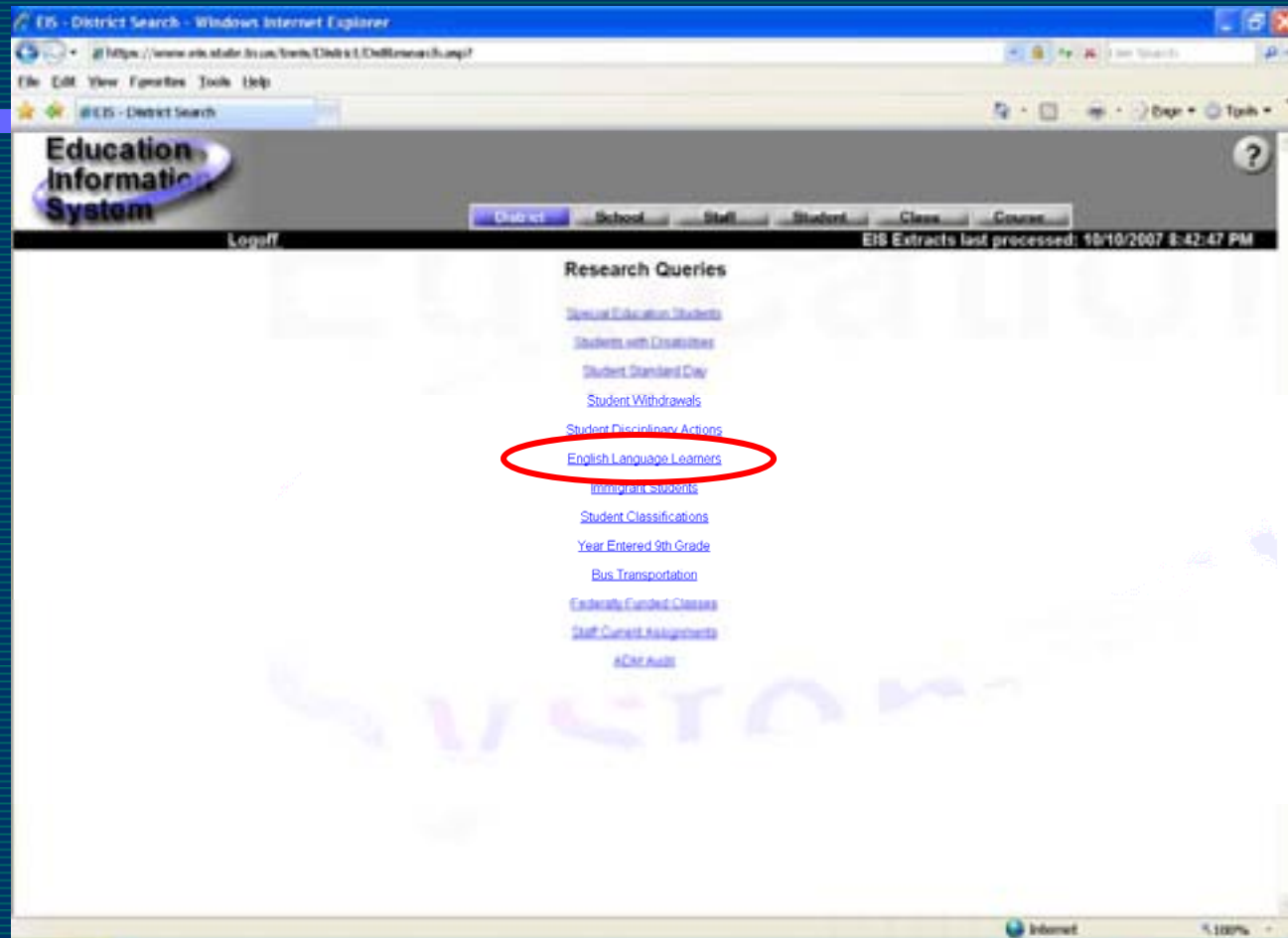
District List

School Year: 2007

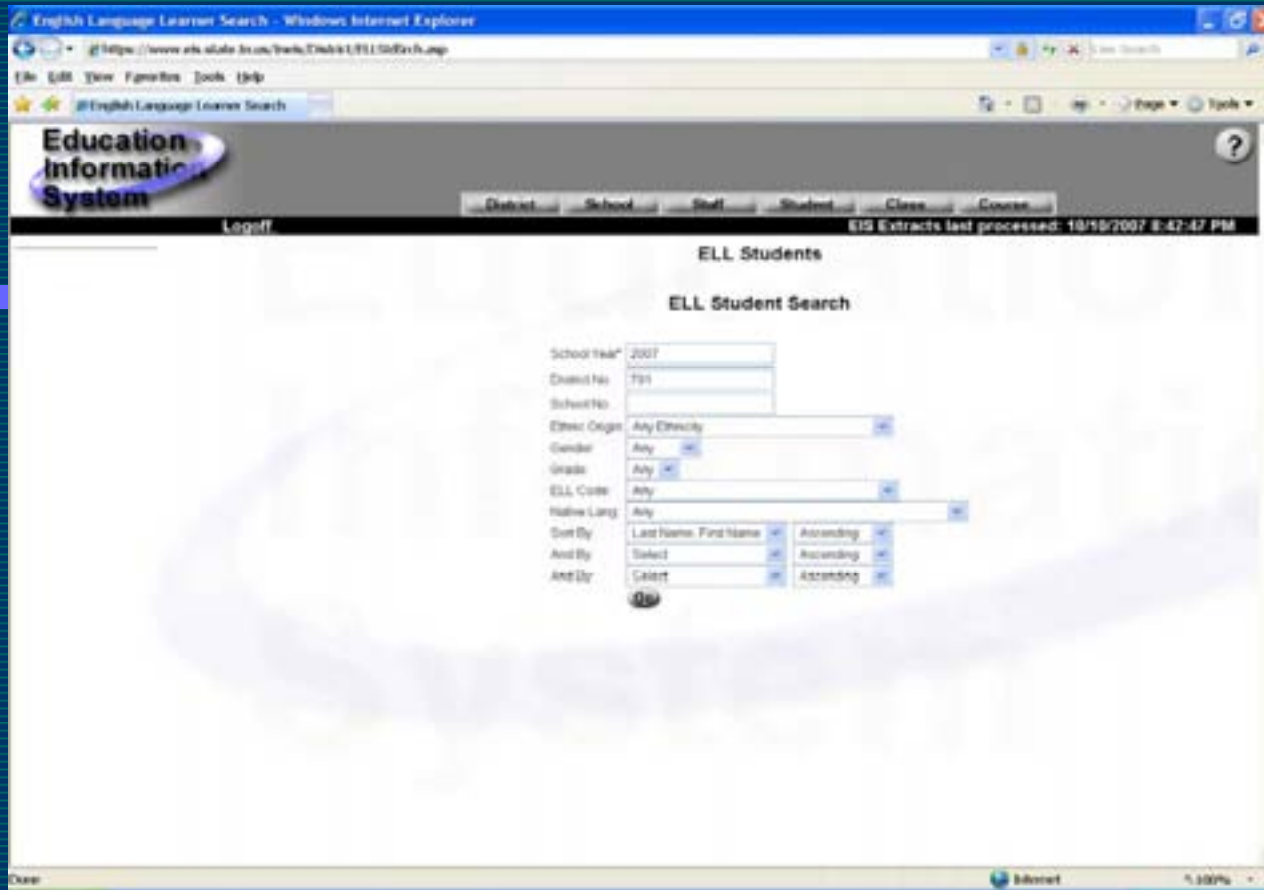
Sort By: Name Order By: Ascending

Status	No	Name	Additional District Information
A	791	Memphis	Select Detailed Info 200 Day Calendar List School List EIS Contacts Report Period Approval

Select the Research Queries link on left.



Select English Language Learners from the list.



- Verify your search criteria matches the above example.

<b>School Year</b>	2009
<b>District Number</b>	Enter your district number (i.e. 010)
<b>School Number</b>	Leave this field blank
<b>Ethnic Origin</b>	Any
<b>Gender</b>	Any
<b>Grade</b>	Any
<b>ELL Code</b>	Any
<b>Native Lang.</b>	Any
<b>Sort by</b>	Last Name, First Name
<b>And by</b>	Do not select anything in this field
<b>And or</b>	Do not select anything in this field

- Click Go

EIS - Student List - Windows Internet Explorer

https://www.ats.state.tx.us/trwh/District/elllist.asp

EIS - Student List

Education Information System

Logoff

EIS Extracts last processed: 10/11/2007 6:30:05 PM

Student List

Page: 1 of 17

Sort By: Last First Name, Order By: Ascending

Sort By: Select, Order By: Ascending

Sort By: Select, Order By: Ascending

Last First Middle Name Previous Last Name	State ID	DOB	ethnicity Gender	TOS	IP	District School	Enrollment Withdraw	ELL Code	Native Language
B P 8	791		B	P	8	W130007 - E	na	N	na
B M 692	791		B	M	K	W130007 - E	na	N	na
W E 4	791		W	E	4	W040007 - 3		N	ENG
W M 3	791		W	M	3	W130007 - 4		N	ENG
W M X	791		W	M	X	W130007 - 4		N	na
B F 680	791		B	F	3	W130007 - E	na	N	na
B M 680	791		B	M	6	W130007 - E	na	N	na
B M 680	791		B	M	2	W130007 - E	na	N	na
A F K	791		A	F	K	W130007 - E	na	N	na
H M 373	791		H	M	2	W130007 - E	na	N	na
H F 375	791		H	F	9	W130007 - E	na	N	na
H M 375	791		H	M	9	W130007 - E	na	N	na
H M 377	791		H	M	9	W210007 - 9H	na	N	na
B M 640	791		B	M	3	W130007 - E	na	N	na
B M 680	791		B	M	3	W130007 - 9H	na	N	na

Sorry this information is private.

After your query has finished running, you should see a report like this one. Review this report for accuracy.

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- ❑ Choose a delimited file
  - ❑ You can manipulate that data by sorting

# Verify and correct your data.

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- ❑ Review report for inaccuracies.
- ❑ Make corrections in your student management system.
- ❑ Clean up duplicates and inaccuracies. Duplicates are not counted and inaccuracies can skew your counts.

# ELL students cannot have

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- English as their language
- Any blank fields

# Immigrant students

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- ❑ Are 3-21 years old (TN does not count pre-K)
- ❑ Have been in a US school not more than 3 academic years (TN uses June 1, 2006) in queries
- ❑ Were not born in a US state or Puerto Rico

# Verification report

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- Sent between Oct. 2 and 9<sup>th</sup>
- Must be returned signed by October 19<sup>th</sup>
- Any corrections need to be made between the 2<sup>nd</sup> and 19<sup>th</sup>

# Getting Help

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Notify your EIS contact.

EIS Help Desk: 800-495-4154

# District Plan

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- ❑ Required every 5 years
- ❑ Required when a change is made to the program
- ❑ Need to have complete by Oct. 1 if possible
- ❑ Will be made into pdf and returned to you for verification
- ❑ Revised when your program changes

# Questions.....

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- Jan Lanier
- [Jan.lanier@tn.gov](mailto:Jan.lanier@tn.gov)
- 615-532-6314