

School Directory Webinar Frequently Asked Questions

April 9, 2020

If the SDE contact for my district on the SDE contact list is incorrect, who do I submit the correction to?

Contact changes do not require department approval and can be submitted through this [link](#) to School.Directory@tn.gov. Phone number changes may take longer due to IT challenges and will be processed in the next couple of weeks.

If we have district/school contact changes that happen after August 7, will they still be processed?

Email School.Directory@tn.gov and they will be processed separately from the rest of your school changes. We will need first and last name, and phone number. Changes submitted after the deadline will still be processed, but due to the influx of changes, there may be a delay in the processing time. We have this deadline so that these data will be finalized by the start of the school year and for reporting purposes.

So for changes at the end of 1st semester, we should hold those until the following year?

You may go ahead and send in the changes. We request if it a change to happen in the future, you indicate that information with the date to implement the change(s).

We have several student programs, where students attend vocational type programs for half of the day. We are unable to keep attendance/grades in our SIS without a school/program number that feeds to EIS. Is there any chance we can get program numbers that submit this data to EIS and get referred back to zone school for accountability (like alt and adult schools)?

We will not be able to produce a school number for this based on TDOE legal team guidance.