

Tennessee Education Data System (TEDS) and Student Information System (SIS) Guide

Each year, local education agencies (LEAs) must report students enrolled in the Tennessee Education Savings Account (ESA) Program. To ensure the ESA students are generating state funds, the LEA must continue to code these ESA students into the student information system for the entire time that they are participating in the K-12 ESA Program and zoned for attendance in the LEA. The ESA Team will provide districts with their zoned ESA participating students' basic demographic and enrollment data to assist in this process. Each LEA will then enroll the ESA students in the district's shell school.

Please see the following guidance to assist you with this process.

If a student is currently listed as zoned in your district on the list provided by ESA Program Team:

1. Withdraw the student from the school they are currently enrolled in and/or zoned for:
 - a. Since the ESA Program is utilizing public funding, LEAs should always use **withdrawal code "6"**.
 - b. Input the withdrawal from the LEA and confirm that it is showing in SWORD before proceeding to the next step.
2. Students should be re-enrolled in the identified school listed within the report/spreadsheet provided by the Tennessee Department of Education ESA Team. The re-enrollment will be for one of the ESA schools shown in the following chart.

School Number	School Name and Address
4000	Achievement School District (ASD) ESA School
4001	Hamilton County ESA School
4002	Metro Nashville Public Schools (MNPS) ESA School
4003	Memphis-Shelby County Schools (MSCS) ESA School

3. If a student is entering kindergarten, moving from out of state, or transferring from another LEA:

- a. LEAs should search the identity management system to see if an eduid has been generated, if not, follow the normal procedures of having one created within your SIS package.

TEDS & SIS Data Entry Instructions

1. School Calendar

- a. Please use one of your existing school calendars with your 180 days of instruction. This is a one-time step for the remainder of the school year.

2. Student Record

3. Student Education Organization

- a. Student Demographic (Race, Native Language, English Learner Background (default it to "E", if not student with ELB status). If student has an ELB status, the "Date first enrolled in US schools" is required to document the data in SWORD)
- b. Student Characteristics (If the district has any applicable student classifications for the current school year, the data should also be reported for the ESA enrollment.)

4. Student School Association

- a. Entry Grade Level
- b. Entry Date/Entry Type
- c. Exit Withdrawal/Exit Type (using one of the valid withdrawal reason codes (0 –17, excluding 12).

- i. At the end of the school year, district would send:
 - ExitWithdrawDate = the date of successful completion,
 - ExitWithdrawTypeDescriptor = Completed or Graduated, and
 - EntryGradeLevelReasonDescriptor = the appropriate promotion, non-promotion, or demotion value.

Note: *For any student withdrawn from the ESA Program, the ESA Team will contact the LEA once we receive confirmation from the ESA parent and ESA school. If an LEA finds that they cannot enroll a student in their EIS system due to the student's enrollment in another school district, please allow this student to enroll in public school immediately so as not to hinder the student's educational learning. Please contact Andrea Nichols at Andrea.Nichols@tn.gov for the last day the student attended the non-public school or if you have any additional questions regarding ESA students.*

- d. Student Standard Day

5. Student School Attendance

- a. Ensure students are counted as present in the school's SIS for SWORD attendance reporting purposes.

6. Class Section/Student Class Section

- a. Add ESA Course Code G25X43 to your SIS.
- b. Begin and End dates should be within 7/1–6/30
- c. Assign student to this class for the full day

7. Staff Member

- a. No Staff data is required.

Contact Information

For IT support with TEDS, please contact the help desk at TEDS.Onboarding@tn.gov.

If you have questions regarding district ESA/LEA information, please contact (629) 261-4088 or Andrea.Nichols@tn.gov.

For specific questions regarding the ESA Program, please contact (615) 741-9360 or ESA.Questions@tn.gov.

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