

Education Information System (EIS) 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 guidance below 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 EIS before proceeding to the next step.
2. Students should be re-enrolled in the identified school listed within the report/spreadsheet provided by the TDOE ESA Team. The re-enrollment will be for one of the ESA schools shown in the chart below.

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 generate a new pin for any student provided on the ESA report using the normal procedure within your SIS package.

EIS & SIS Data Entry Instructions

1. School Calendar: (20, 21, 22)

- 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. Class Section: (30)

- a.** Please add ESA course code **G25X43** to your SIS package.
- b.** Begin date and end date should be within the school year 7/1 – 6/30.
- c.** This is a one-time step for the remainder of the school year.

3. Class Section Schedule: (31)

- a.** Use ESA course code **G25X43** for your SIS package.
- b.** Use “Student Standard day minutes” for Monday through Friday.
- c.** This is a one-time step for the remainder of the school year.

4. Student: (40)

- a.** Submit Student SSN or PIN, Name, Date of Birth (DOB), Gender, Native Language (default it to E, if not available), Race.
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 EIS.
- b.** If you have data from a previous enrolled student, please continue to use the data you have when enrolling the student.

5. Student Enrollment: (41)

- a.** Submit Student Social Security Number or Personal Identification Number, Type of service (“P”-Primary), English Learner Background (Default it to “E,” if not student with ELB status).
- b.** Enrollment date (Please use the enrollment data provided on the ESA spreadsheet).
- c.** Number of years of English Language services, (optional, if available).

6. Student Instructional Grade: (43)

- a.** Please use the ESA spreadsheet information to complete this information for each student.

7. Student Classification: (44)

- a.** If the district has any applicable student classifications for the current school year, the data should also be reported for the ESA enrollment.

2. Student Standard Day: (47)

- b.** Enter school day minutes for the full day (Student Standard Day).

8. Student Class Assignment: (48)

- a. Use ESA class section **G25X43** with date range within the school year 7/1-6/30.

9. Student Withdrawal: (50)

- a. In the event a student leaves the ESA program, please see the ESA spreadsheet.
- b. Use [EIS](#) Appendix for proper withdrawal reason/code.

Note: For any student who has withdrawn from the ESA Program, the ESA Team will contact the LEA once we receive withdrawal confirmation from the ESA parent. If an LEA finds, they cannot enroll a student in their EIS system due to the student's enrollment in another district school, please contact Andrea Nichols at Andrea.Nichols@tn.gov for confirmation before proceeding.

10. Staff Member: (60)

If your SIS vendor requires the following information, please use the following information.

- a. Assign **license code 'S'** in the licensure check field.
- b. Social Security Number: 867530998
- c. License Number: 867530998
- d. First Name: ESA
- e. Last Name: Teacher
- f. The LEA can set the date of birth, race, and ethnicity to their preferred values.
- g. Staff Work Email Address: If required, enter '**ESA_Teacher@tn.gov**'

For IT support with EIS, please contact the help desk at DT.Support@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.