

## School Closure Guidance: EIS Coding FAQ

*Updated 4/6/2020*

- **How should districts code the school closures related to COVID-19?**
  - The district should use all of the remaining stockpile inclement weather days (SI) and stockpile professional development days (SP).
  - After all stockpile inclement weather and stockpile professional development days have been used, the district should code additional days of unexpected closure as “Commissioner Waived/Instructional” days through the remainder of any closure due to COVID-19 response efforts. The districts should submit calendar data through April 24<sup>th</sup>, per current closure guidance.
  
- **What changes are needed for attendance or transportation coding related to COVID-19?**
  - Districts may leave their attendance records blank during unexpected closures. Students should not be coded as absent during these days.
  - There are no required changes to student transportation coding in EIS, at this time. Leaving attendance blank will ensure the records continue to apply to the ADT calculations.
  
- **How should student attendance and activities related to virtual learning be coded in EIS?**
  - Based on the current guidance and waivers, there is not a need to code virtual learning days and differently at this time. All days in which students are not attending school should be coded as “Commissioner Waived” The coding of these days should not preclude the district from starting any online instructional program.
  
- **Does the district need to resubmit any additional EIS data at this time?**
  - Once the district makes the approved calendar updates, the district will need to resubmit their calendar data.
  - The districts should code the missed days through April 24<sup>th</sup> and resubmit calendars.
  
- **How does EIS coding impact state and federal funding?**
  - For FY20, no existing allocations of state or federal funding will change as a result of these unexpected closures (Please see additional guidance [here](#)).
  - The department is working with the General Assembly and other oversight bodies to ensure that district’s subsequent fiscal year allocations experience no negative impact.
  
- **Should a district(s) process enrollment and/or withdrawals? *(Updated 4/6/2020)***
  - Yes. Though school buildings are currently closed, districts should still process enrollments and withdrawals at this time. Districts should continue to provide the essential service to ensure students are enrolled correctly for the remainder of this school year and next.
  - The enrolling district should provide a record request to the previous district to ensure records are transferred properly.

- The previous district should use the records request to process the withdrawal. If the previous district is unable to forward paper records due to building closure, they must notify the enrolling district immediately and flag those students to provide the records when they are able to access the building. Electronic records should be sent as soon as the request is made.
- If you use paper enrollment packets to enroll your students, please provide these via mail to the families that wish to enroll in school in your district. You can ask the family to mail the packet back to the district office for normal processing.
- If the student has accommodations, the receiving district can request the IEP information can be transferred in EasyIEP as normal. In order for the record to be transferred, the previous district must complete the withdrawal so the receiving district can process the enrollment. Any paper records that go along with those students should be sent to the receiving district as early as possible after schools can return to their buildings.
- Because EIS does not allow for a students to be enrolled in two districts at the same time, in order to prevent errors in BEP calculations, it is the responsibility of each district to ensure their EIS errors are processed as normal during this time. The normal deadlines and timelines for reporting remain unchanged. For the yearly calendar, please visit the LEA Operations Reporting page [here](#).

Questions or Support: For specific questions or support, please email [dt.support@tn.gov](mailto:dt.support@tn.gov).