

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

Each year, local education agencies (LEAs) must report the students enrolled in the Individualized Education Account (IEA) Program. Following the steps below is critical for proper tracking and funding of IEA students.

If a student is currently enrolled in your LEA and participating in the IEA program:

1. The LEA must ensure that the student is enrolled in his/her zoned public school of residency. If a school other than the student's zoned public school of residency holds the student's enrollment, the LEAs must:
 - a. Withdraw the student from the school they are currently enrolled in using a withdrawal code of "4,"
and
 - b. Re-enroll the student within their zoned public school of residency.
2. The LEA must apply the **student classification code '8'** to all students enrolled in the IEA Program.
 - a. LEAs should use any other applicable classification codes for the student (Student Characteristic Descriptor).
 - b. LEAs can request that parents show proof of IEA Program eligibility from the Tennessee Department of Education (department).
3. The LEA must report these students in full-time attendance in the zoned public school of residency. LEAs must schedule the student within the **IEA course code G25X35** and ensure that the student's daily schedule reflects that all instructional time is spent within this class so that the student earns

an average daily membership (ADM) of 1 (i.e., should equal the same as your standard student day).

The last special education funding option in place from the student's most recent individual education program (IEP) will be reported by the department for students participating in the IEA Program. The department is responsible for retaining this information for students with classification code '8' applied.

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

1. The LEA must enroll the student in their zoned public school of residency; then apply the **student classification code '8' (IEA Program)** to all students enrolled in the IEA Program.
 - a. LEAs should use any other applicable EIS classification codes for the student (Student Characteristic Descriptor).
 - b. LEAs can request that parents show proof of IEA Program eligibility from the department.
2. The LEA must report these students in full-time attendance in the zoned public school of residency. LEAs must schedule the student within the **IEA course code G25X35** and ensure that the student's daily schedule reflects that all instructional time is spent within this class so that the student earns an average daily membership (ADM) of 1 (i.e., should equal the same as your standard student day).

The last special education funding option in place from the student's most recent IEP will be reported by the department for students participating in the IEA Program. The department is responsible for retaining this information for students with classification code '8' applied.

The department will provide each LEA with a list of program participants within their district monthly. LEAs are encouraged to check these students to ensure they are properly enrolled, scheduled, and the student classification code '8' is applied.

TEDS & SIS Data Entry Instructions

1. Student Record
2. Student Education Organization Record
 - a. Student Demographics (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 (Use *student classification code* ‘8,’ IEA Program)
3. Student School Association
 1. Entry Grade Level
 2. Entry Date/Entry Type
 3. Exit Withdrawal Date/Exit Type (using one of the valid withdrawal reason codes (0 –17, excluding 12).
 - a. 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.
 4. Student Standard Day
4. Student School Attendance Events
 - a. Attendance (Ensure students are counted as present in the school’s SIS for SWORD attendance reporting purposes)
5. Student Sections
 - a. Student Class Section Associations
 - IEA Course Code: G25X35 for the full day
 - Begin and End dates should be within 7/1 – 6/30
6. No Staff Data is required

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