

Education Information System (EIS) and Student Information System (SIS) Guide

Each year, local education agencies (LEAs) must report students enrolled in the Individualized Education Account (IEA) Program using the EIS **classification code '8'**. LEAs must report IEA students in full-time attendance using the **course code G25X35**. LEAs should report students in attendance at the public school the student is zoned to attend. Additional guidance is as follows:

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

1. Withdraw the student from the school they are currently enrolled in and/or zoned for:
 - a. Since the IEA Program is utilizing public funding, LEAs should always use **withdrawal code "4"**.
 - b. Input the withdrawal from the LEA and confirm that it is showing in EIS before proceeding to the next step.
2. Re-enroll students in the school they are zoned for and then report students enrolled in the IEA Program in EIS using **classification code '8'**.
 - a. LEAs should use any other applicable EIS classification codes as needed for the student.
 - b. LEAs can request that parents show proof of IEA Program eligibility from the Tennessee Department of Education (the department).
3. Report these students in full-time attendance in the public school the student would have attended using the **IEA course code G25X35**.

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.

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

1. Enroll the student in the school they are zoned for and then report student enrollment in the IEA Program in EIS using **student classification code '8' (IEA Program)**.
 - a. LEAs should use any other applicable EIS classification codes for the student.
 - b. LEAs can request that parents show proof of IEA Program eligibility from the department
2. Report these students in full-time attendance in the public school the student would have attended using the IEA **course code G25X35**.

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.

EIS & SIS Data Entry Instructions

1. Class Section:

- a. Send extract 30

2. Class Section Schedule:

- a. Send extract 31

3 Student Demographics:

- a. Send extract 40

4 Enrollment:

- a. Send extract 41
- b. If the student is withdrawn, send extract 50
- c. For enrollment reason, see [EIS appendix D](#)

5 Grade Assignment:

- a. Send extract 43
- b. Enter the grade level the student would have been in if the student was attending the public school.

6 Student Classification:

- a. Send extract 44
- b. Use **student classification code '8'**, IEA Program

7 Standard Day:

- a. Send extract 47
- b. Enter school day minutes for the full day

8 Student Schedule:

- a. Send extract 48
- b. Use the **IEA course code G25X35** for the full day

9 Attendance Data:

- a. Send extract 49
- b. Students in **EIS classification code '8'** and **course code G25X35** should be counted present each school day

10 For the 2020–21 school year, if your SIS vendor requires the following information, please use the following for **'Staff Member':**

- a. Send extract 60
- b. Assign **license code 'E'** in the licensure check field
- c. Social Security Number: XXXXXXXXX
- d. License Number: XXXXXXXXX
- e. First Name: IEA
- f. Last Name: Teacher
- g. The LEA can set the date of birth, race, and ethnicity to their preferred values.
- h. Staff Work Email Address: If required, enter **'IEA_Teacher@tn.gov'**

11 Staff Member Current Assignment

- a. Send extract 62
- b. See [EIS Appendix I](#)

12 Staff Member Class Assignment

- a. Send extract 63

If you have questions about the IEA Program, please contact (615) 253-3781 or IEA.Questions@tn.gov