



## EIS & SIS Guide for School Districts

Each year, local education agencies (LEAs) must report students enrolled in the Individualized Education Account (IEA) Program in the Education Information System (EIS) using the classification code '8'. LEAs must report students in full-time attendance using the following course code for the IEA Program: 9696. LEAs should report students in attendance at the public school the student is zoned to attend.

### If a student is currently enrolled in your school district:

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, districts should always use code '4'. LEAs should follow the existing withdraw EIS rules—see the EIS Appendix Section H.
  - b. Send the withdrawal from your district and confirm that it has loaded 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 EIS classification code '8'.
  - a. Districts should use any other applicable EIS classification codes for the student.
  - b. Districts can request for parents to show the district the IEA application approved by the department as proof that the student is enrolling in the IEA Program.
3. Report these students in full-time attendance in the public school the student would have attended using the IEA course code (9696).

The last SPED funding option in place from the student's most recent IEP will be reported by the Tennessee Department of Education for students participating in the IEA Program. The department will be responsible for retaining this information.

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

1. Enroll students in the school they are zoned for and then report students enrolled in the IEA Program in EIS using EIS student classification code '8', IEA Program.
  - a. Districts should use any other applicable EIS classification codes for the student.



- b. Districts can request for parents to show the district the IEA application approved by the department as proof that the student is enrolling in the IEA Program.
2. Report these students in full-time attendance in the public school the student would have attended using the IEA course code (9696).

The last SPED funding option in place from the student's most recent IEP will be reported by the Tennessee Department of Education (department) for students participating in the IEA Program. The department will be responsible for retaining this information. If the student has moved from out of state, the department will use "Option 2."

### 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
  - a. This should be the grade level the student would have been in, if the student was attending the public school.
4. Student Classification:
  - a. Send extract 44
  - b. Use student classification code '8', IEA Program
5. Standard Day:
  - a. Send extract 47
  - b. Enter school day minutes for the full day
6. Student Schedule:
  - a. Send extract 48
  - b. Use the IEA course code (9696) for the full day



7. Attendance Data:
  - a. Send extract 49
  - b. Students in EIS classification code 8 and course code 9696 should be counted present each school day
8. For the 2016-17 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: 867530999
  - d. License Number: 867530999
  - e. First Name: IEA
  - f. Last Name: Teacher
  - g. The district 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'
9. Staff Member Current Assignment
  - a. Send extract 62
  - b. See EIS Appendix I
10. 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](mailto:IEA.Questions@tn.gov)