

# Summer Programming EIS Coordinator Overview

EIS Supervisors,

In preparation for Summer Programming 2025, please review the overview of the program phases and related guidance linked below.

This overview document provides a basic introduction to the EIS Coordinator actions required for districts to be prepared for 2025 summer programming. In anticipation of questions or help needed, please find contact information below.

- For questions regarding Summer Programming enrollment processes and technical support, contact [dt.support@tn.gov](mailto:dt.support@tn.gov).
- For general questions about the Summer Programming, contact [summer.programs@tn.gov](mailto:summer.programs@tn.gov).

To ensure all data is accurate and correct, the two major steps explained below will need to be completed:

1. In TNShare, EIS Coordinators ensure single sign on (SSO) requests, bulk teacher submission, and administrator access requests have been completed using the designated tracker submissions (see below for links).
  - Districts create accounts for primary and any backup staff that will support summer programming.
  - Completing an Administrator request for access will provide access to both [SPEAR](#) and the [SPEAR Admin Portal](#) for those users.
  - The trackers do not provide access to SchoolNet.
2. Once the State Program Enrollment & Attendance Reporting (SPEAR) Admin Portal is opened for district use, districts complete enrollment including class creation, teacher assignment, and student enrollments.

## Staff Access for SPEAR

*Please note, only an EIS coordinator will have access to open the linked forms and requests below.*

## Single Sign On (SSO) Accounts Required

Teachers and administrators must have an active single sign on (SSO) account prior to requesting access for others. To request SSO access for newly hired staff, submit a [request for a SSO account](#) to be created. The SSO creation process may take up to 48 hours (about 2 working days) to be completed.

Steps to request SSO accounts:

1. District leadership determines the staff that will be supporting summer programming and shares this list with the EIS Coordinator.
2. EIS Coordinators complete the requests for [teachers](#) and [administrators](#) on the trackers in TNShare.

SSO requests are required prior to adding any enrollment information into the SPEAR Admin Portal.

### **SchoolNet Access**

*The SchoolNet access process is separate from access to both the SPEAR Admin Portal and the SPEAR attendance app.*

For administrators to access SchoolNet, they must have **both** of the following:

1. An account in [PearsonAccessNext](#) with the appropriate role and organization assignment. These accounts must be always active to have access to SchoolNet.
2. A Single Sign On (SSO) account with the SchoolNet tile on the Orion dashboard.

Obtaining SchoolNet Access:

#### **SSO Accounts and a SchoolNet tile on the Orion Dashboard:**

- If an administrator does not have a SSO account, request a SSO account following the steps found [in the Steps to Request a SSO Account](#) section.
- If an administrator user does not have the SchoolNet tile on their Orion dashboard, the [District/School Access form](#) must be completed and submitted by the Director of Schools or the SIS/EIS Supervisor to [dt.support@tn.gov](mailto:dt.support@tn.gov) with the request for SSO account and/or SchoolNet tile. with the request for SSO account and/or SchoolNet tile.

#### **PearsonAccessNext Accounts:**

Teachers who do not have an account in PearsonAccessNext must contact their District Testing Coordinator. District Testing Coordinators will create a request for an account.

### **Teacher Pre-Enrollment Pre-Loading**

*Teachers will be submitted via a bulk spreadsheet template. Teachers cannot be created in the SPEAR Admin Portal and must be created via the teacher access request tracker.*

The Tennessee Department of Education (department) will use the bulk teacher template submission process as a one-time pre-loading for district staff via the [Teacher Bulk Enrollment Template Submission Form](#). Additional teacher requests may be submitted individually through the [teacher access request](#) form. Teachers must have an active Single Sign On (SSO) account prior to submission.

- **All teachers** that will participate in summer programming should be included in the bulk enrollment process. Once submitted, teachers will be pre-loaded into SPEAR for selection during the enrollment process.
- During the enrollment process, administrators may search, and filter imported teachers to assign them to a class in the [SPEAR Admin Portal](#).
  - See the [SPEAR Enrollment and Attendance Manual](#) for information on assigning teachers to classes.

**Note:** Staff members who will be tracking make up days and/or support multiple schools should be provided school or district administrator access instead of teacher access.

### **Student Pre-Enrollment Pre-Loading**

All rising grade K–9 student records in EIS for each district have been loaded to the SPEAR Admin Portal so that districts can easily place students into classes. During the enrollment process, administrators may search, filter, and select multiple students at once to add to a class.

Additional temporary students can be created in the [SPEAR Admin Portal](#) for use during the summer programming for students not yet enrolled or home schooled.

### **Enrollment Management (Three Weeks Prior to Program Start)**

Prior to the start of summer programming administrators will utilize the [SPEAR Admin Portal](#) to create classes for each summer camp. Once classes have been created, administrators are able to enroll students, and assign staff to the designated class.

**Note:** Additional temporary student records can be created in the SPEAR Admin Portal for participation in the summer program (see the [SPEAR Enrollment and Attendance Manual](#) for temporary Student ID creation). Teachers cannot be added through the SPEAR Admin Portal and must instead be registered using the teacher access request tracker.

### **Reporting (End of Summer Programming)**

Note: All reporting for attendance, make up days, assessments scores, and all updates to class rosters must be updated by the end of Summer Programming for reporting purposes.

- Attendance, make up days, and assessment scores may be updated via the Attendance application.
- Class dates and rosters may be updated via the [SPEAR Admin Portal](#).
- All submitted data may be reviewed via reports located in the [SPEAR AdminPortal](#).
- See the [SPEAR Enrollment and Attendance Manual](#) or further information on updating SPEAR Data.

## **Reviewing SPEAR Application Records**

Quick reminders for usage of the SPEAR application for users:

### **SPEAR Attendance App**

- Update student absences for all classes.
- Add post test scores for Summer Learning camps for rising kindergarten and math for rising grades K-3.
- Ensure participation is recorded for all students who attended a make-up day.
- Remove any students who enrolled but did not attend summer camps.

### **Classes**

- Ensure teachers are assigned to all classes taught during summer programming and have the correct subject taught associated with them per class.
- Review student rosters to verify students participated in summer programming and are rostered to an appropriate class.
- Ensure start and end dates for classes in SPEAR are accurate.