

Virtual Education Reporting Guidance

Generally, data reporting requirements are the same for public virtual schools and virtual education programs as for any other public school. The following information highlights data reporting nuances relative to virtual education programs and public virtual schools.

EIS Teaching Method Reporting

LEAs and public charter schools must report the primary teaching methods used within each class via its student information system. Teaching method data are reported to the department via EIS extract number 30 as outlined in the department's [EIS extracts and appendices documentation](#). Public virtual schools and public schools that operate a virtual education program should use the appropriate virtual teaching method codes in the following table.

Below are explanations of the teaching method fields found in EIS extract 030:

EIS Code	Description
A	Asynchronous Virtual Course: An instructional model that provides students access to on-demand instruction that is fully virtual/online. This model allows students to access instructional materials and progress at their own pace and does not require students to attend regularly scheduled (daily/every other day) virtual classes with a teacher.
B	Bisynchronous Virtual Course: An instructional model that utilizes both asynchronous and synchronous virtual instruction, allowing flexibility while also providing scheduled interactive sessions with teachers.
D	Distance Learning (other than online): A course offered primarily or entirely in-person within a brick-and-mortar location taught by an instructor from outside the student's school of primary enrollment. Distance learning courses are not online/virtual; however, students may leverage video/teleconferencing technology while present in a brick-and-mortar setting.
H	Hybrid Virtual Course: An instructional model that provides students access to virtual instruction and requires students to periodically attend class in-person within a brick-and-mortar location. This model integrates online learning with traditional face-to-face instruction. Note, this model is not permissible in virtual education programs¹.
S	Synchronous Virtual Course: An instructional model that provides scheduled, teacher-supervised instruction that is fully virtual/online. Students are required to attend virtual classes at set times, allowing real-time interaction with the teacher and classmates.
T	Traditional: A course offered in-person within the brick-and-mortar school that holds the student's primary enrollment. Instruction is delivered face-to-face by teachers in a traditional classroom setting.

¹ See [SBE Rule 0520-01-03-.05\(2\)\(b\)](#).

Attendance Monitoring and Tracking for Virtual Students

Both public virtual schools and public schools operating virtual education programs must monitor, track, and report daily student attendance² to the department via EIS. Schools that offer virtual education must use two or more of the following methods to actively monitor daily student attendance in virtual courses:

- Students can participate in synchronous verbal communication³ with a teacher, with parent or legal guardian support as appropriate for the age of the student;
- Student can participate in synchronous virtual instruction;
- Students can complete work in a learning management system;
- Students can submit work via hard-copy or virtual formats; or
- Another method that the LEA identifies as appropriate to track individual student participation in instructional activities.

LEAs that establish public virtual schools, and LEAs and public charter schools that operate virtual education programs, must develop and implement procedures to determine excused versus unexcused absences and communicate attendance policies to parents, legal guardians, and students.

Notifying Other LEAs of Student Enrollment and Withdrawal

If a non-resident student enrolls into or withdraws from a public virtual school, the virtual school or establishing LEA must notify the student's LEA of residency within two (2) weeks of the enrollment change. Additionally, on or before August 1 of each year, public virtual schools or their establishing LEA must notify other LEAs of enrolled virtual school students that live within the other LEA's jurisdiction.⁴ LEAs may determine the most appropriate information sharing procedure to meet this requirement, provided that the procedures meet or exceed all federal, state, and local data privacy laws including the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99.

Staff Coding

Pursuant to [SBE Rule 0520-01-03-.05](#), LEAs and public charter schools are required to ensure that each course within a virtual school and/or virtual education program has an assigned teacher of record who is properly endorsed and licensed to teach in Tennessee in compliance with state law, [State Board Rules Chapter 0520-02-03](#), and [State Board policy 5.502](#).

It may be necessary for LEAs and/or public charter schools to coordinate with any third-party that provides the teacher of record for the virtual/remote course in order to gather the required fields for accurate reporting on the 060 – Staff record in EIS.

² See [SBE Rule 0520-01-03-.05\(1\)\(c\)](#) and [SBE Rule 0520-01-03-.05\(2\)\(f\)](#).

³ Examples of synchronous verbal communication include, but are not limited to, phone calls, video meetings, real-time virtual class discussions with a teacher, etc.

⁴ See [SBE Rule 0520-01-03-.05\(1\)\(d\)](#).

TDOE Contact Information:

For more information, please contact Virtual.Schools@tn.gov.

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