

# Importing Student Records from the Tennessee Early Intervention Data System (TEIDS)

Beginning on January 5, 2026, LEAs will implement a new process for generating state IDs for children transitioning from the Tennessee Early Intervention System (TEIS). This updated process is designed to support LEAs in ensuring timely access to student records to help LEAs meet IDEA 34 C.F.R. §§ 300.124(b) requirements for completing eligibility determinations and developing an IEP, if applicable, by a child’s third birthday.

Step 1	Step 2	Step 3	Step 4
LEA generates State ID* immediately following the Transition Planning Conference (TPC)	TEIS generates the TEIDS import file for TDOE on the 5 <sup>th</sup> and 20 <sup>th</sup> of each month	TEIS provides TEIDS import file to TDOE on the 5 <sup>th</sup> and 20 <sup>th</sup> of each month	TDOE merges the TEIDS file with TN PULSE records for children who have a state ID within three (3) business days
<p>All P3 children transitioning from TEIS will be enrolled by the LEA in the Special Education Service School while being evaluated for a disability and special education services.</p> <p><i>*Some children transitioning from TEIS may have had a state ID generated prior to this process change. To avoid duplication, please search for a child's record prior to generating a state ID.</i></p>	<p>On the 5<sup>th</sup> day of each month, TEIS will generate an import file with children whose TPCs occurred between the 16<sup>th</sup> and the last day of the previous month.</p> <p>On the 20<sup>th</sup> day of each month, TEIS will generate an import file with children whose TPCs occurred between the 1<sup>st</sup> and the 15<sup>th</sup> of the current month.</p>	<p>TDOE will identify children in the TEIDS import file with missing State IDs and follow up with the respective LEAs. The LEAs will have three (3) business days to generate the State ID.</p> <p>Children who did not have State IDs generated prior to the 5<sup>th</sup> and 20<sup>th</sup> may not be imported until the next import date.</p>	<p>If a student’s TEIDS record does not merge after the import dates, LEAs should confirm that the state ID was generated following the TPC.</p> <p>If the state ID was generated and the file did not merge, the LEA should submit a Zendesk ticket.</p>

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## Frequently Asked Questions

### 1. How soon after the transition planning conference (TPC) should LEAs generate state IDs for children?

The LEA should generate the State ID within 3 business days of the TPC to ensure that the child can be included in the imports which occur on the 5<sup>th</sup> and 20<sup>th</sup> of each month.

### 2. What personal identifying information is needed to generate a state ID?

Required information needed to generate a state ID can be found in the TEIS records provided to the LEA following the TPC meeting. Families do not need to complete the enrollment process. Required information includes:

- First and last name
- Date of birth
- Gender

### 3. What information is imported into TN PULSE from the TEIDS file?

Information included in the TEIDS import file includes:

- TEIS Notification/Referral Information
- IFSP Eligibility Information
- IFSP Information
- Developmental Information – Cognitive, Communication, Motor, Self-Help/Adaptive, Social/Emotional
- Most recent developmental information
- TEIS Referral Source
- Parent/guardian contact information

### 4. How will an LEA confirm that a TEIDS file imported into TN PULSE?

An LEA can confirm that a TEIDS file imported by accessing the student record in TN PULSE and navigating through the following click path:

*Student Info > Preschool > Transition*

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## 5. Should the LEA wait until the TEIDS file imports to generate documents in TN PULSE?

No, the LEA can begin generating documents such as initial consent and invitation to meetings after the state ID is generated, and the child is enrolled in the Special Education Service School. The TEIDS file will merge with the student record once it is available.

## 6. Why are children who are referred to the LEA from TEIS enrolled in the Special Education Service School rather than their school of zone?

Children are enrolled into the Special Education Service School while being evaluated for a disability and eligibility for special education services.

Children referred to the LEA from TEIS may not enroll into their school of zone for several reasons. This includes:

- Receiving special education and related services from the LEA while attending their community-based child care provider or private preschool,
- Receiving special education and/or related services from the LEA through a “drop-in” or “walk-in” service delivery model,
- Choosing the TEIS Extended Services Option,
- Being found ineligible for Part B services, or
- Declining both TEIS Extended Option and Part B services.

The child will only need to enroll in their school of zone if they are found Part B eligible, and the IEP team determines that the child will receive services through the LEA by enrolling in an LEA-operated preschool program.

## Additional Information

For questions related to early learning programming, please contact [TDOE.EarlyLearning@tn.gov](mailto:TDOE.EarlyLearning@tn.gov).