

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. Following the steps below is critical for proper tracking and funding of IEA students.

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

1. The LEA must ensure that the student is enrolled in his/her zoned public school of residency. If a school other than the student's zoned public school of residency holds the student's enrollment, the LEAs must:
 - a. Withdraw the student from the school they are currently enrolled in using a withdrawal code of "4," and
 - b. Re-enroll the student within their zoned public school of residency.
2. The LEA must apply the **student classification code '8'** to all students enrolled in the IEA Program.
 - a. LEAs should use any other applicable EIS classification codes for the student ([EIS appendix S](#)).
 - b. LEAs can request that parents show proof of IEA Program eligibility from the Tennessee Department of Education (the department).
3. The LEA must report these students in full-time attendance in the zoned public school of residency. LEAs must schedule the student within the **IEA course code G25X35**, and ensure that the student's daily schedule reflects that all instructional time is spent within this class so that the student earns an average daily membership (ADM) of 1 (i.e., should equal the same as your standard student day).

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 for students with classification code '8' applied.

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

1. The LEA must enroll the student in their zoned public school of residency; then apply the **student classification code '8' (IEA Program)** to all students enrolled in the IEA Program.
 - a. LEAs should use any other applicable EIS classification codes for the student ([EIS appendix S](#)).
 - b. LEAs can request that parents show proof of IEA Program eligibility from the department.
2. The LEA must report these students in full-time attendance in the zoned public school of residency. LEAs must schedule the student within the IEA course code G25X35, and ensure that the student's daily schedule reflects that all instructional time is spent within this class so that the student earns an average daily membership (ADM) of 1 (i.e., should equal the same as your standard student day).

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 for students with classification code '8' applied.

The department will provide each LEA with a list of program participants within their district monthly. LEAs are encouraged to check these students to ensure they are properly enrolled, scheduled, and the student classification code '8' is applied.

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
- c.** When a student completes grade 12 without a regular diploma and will continue for the next school year, enter grade 12 for the Instructional Grade Assignment for multiple years as the student continues (**see #10-13 of this document for more information**)

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.** Ensure students are counted as present in the school's SIS for EIS attendance reporting purposes.

- 10. Student Withdrawal** – Use when student does not receive a regular diploma and is not returning for additional years until the age of 22
- Send extract 50
 - According to [EIS Appendix H](#), the proper Withdrawal Reason/Code in this instance would be “**16 – Permanent Withdrawal of a Special Education Student**”

Note: For any student who is withdrawn from the IEA Program, the IEA account holder is required to notify the LEA liaison that the student has exited the program. This includes notice *by July 1 of each year* for any student who has graduated or completed a program. Graduation requirements are found in high school policy 2.103; the AAD, occupational diploma, and special education diploma all have a requirement that the student: “Received special education services or supports and made satisfactory progress on an individualized education program (IEP).” Students in a non-public placement do not have an IEP; therefore, they are not eligible to receive any alternate diploma. The LEA cannot issue such a diploma. *Students without a regular diploma are eligible to continue in a K-12 course of instruction until the year the student turns 22.*

- 11. Student End of Service** – For a student who graduates with a regular diploma:
- It should be confirmed with the account holder (legal guardian) that the student has received a regular diploma before proceeding
 - Send extract 51
 - Use last date of school year as End of Service Action Date
 - Students graduating with a regular diploma should be coded with an End of Service Action of **P** for **Promoted**
 - Use graduation date, or if unknown use the last day of the school year, as the Completion Document Date in CCYYMMDD format
 - Completion Document Type should correspond to correct type of diploma/certificate issued; see [EIS Appendix J](#) which advises to use Document Code 1 if a student is receiving a Regular Diploma
 - Enter the Completion Document Period to show when student is graduating
 - SP = Spring: student graduated during normal spring graduation
 - SU = Summer: student graduated after completion of summer school
- 12. Student End of Service** – For a student who completes grade 12 without a regular diploma and will continue for the next school year (**also refer to guidance for extract 43 | #5 in this document, and to guidance for extract 50 | #10 in this document**):
- Send extract 51
 - Use last date of school year as End of Service Action Date
 - Students should be coded with an End of Service Action of **P** for **Promoted**
 - Do not enter any other fields if student is returning

13. Student End of Service – For a student who reaches the age of 22 (These are the same procedures for a student who does not return to the school the following year and is discontinued according to the attendance guidelines):

- a.** Send extract 51
- b.** Use the last date of the school year in which the student turns 22 or the last date of the school year in which the student attends as End of Service Action Date
- c.** Students graduating with a regular diploma should be coded with an End of Service Action of **P** for **Promoted**
- d.** Use last day of attending as the Completion Document Date in CCYYMMDD format; use all zeros, or follow current practices, if student is not a completer
- e.** Completion Document Type should correspond to correct type of diploma/certificate issued; see [EIS Appendix J](#)
- f.** Enter the Completion Document Period to show when student is completing the program; use spaces if student is not a completer
 - i** SP = Spring: student graduated during normal spring graduation
 - ii** SU = Summer: student graduated after completion of summer school

Note: Districts wishing to submit a change request for their graduation cohort that might be affected by IEA students should follow these instructions.

- Go to the Department's District and School Accountability [webpage](#).
- Scroll down to the Graduation Cohort section.
- Choose the *Graduation Cohort Change Request Instructions* document.
- Follow the directions in the document closely.

You will be required to provide an official transcript from the non-public school the IEA student is attending, as well as an official transcript from your office that shows the IEA Program course code enrollment. Those two items can be submitted with the cohort change request worksheet the instructions document references. Please be aware of the submission dates and review periods included in the instructions document, as well as the specific directions for how to email the documentation.

14. 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**'

15. Staff Member Current Assignment (optional)

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

16. Staff Member Class Assignment

- a.** Send extract 63

If you have questions about the IEA Program, please contact IEA.Questions@tn.gov.