EIS Staff Data for Comparability and Checking EIS Staff Data:
School Year 2023-24

Form II

- In 2023-24, EIS will populate Form II in ePlan with names and assignments of licensed instructional K-12 personnel along with federal and state/local funding sources reported in full-time equivalents (FTEs).
- LEAs will continue to enter excluded state/local FTEs (LEP/SWD) manually in Form II in ePlan.
- In October 2023, FPO will mass upload name, assignment, and funding source data from EIS to Form II in ePlan. In the meantime, please collaborate with federal programs, attendance, technology, and EIS contacts in your district to ensure that staff assignment and funding source data upload successfully to EIS for K-12 licensed instructional staff prior to the mass upload. The pre-populated staff assignment and funding source data are expected to reduce the burden of comparability reporting and improve the quality of the data reported, but reaping these benefits might require greater coordination among federal programs, technology, and other LEA staff and might entail revisiting current roles, procedures and training.
- During the comparability reporting window, LEAs will be able to add name, assignment, and funding source data to Form II in ePlan for staff who are not included in the data uploaded from EIS. Likewise, LEAs will be able to revise or remove name, assignment, and funding source data that should not have been included in the data uploaded from EIS. However, LEAs will maximize the benefits of pre-population and reduce the revisions needed in ePlan by entering staff assignment and funding source data for licensed instructional K-12 staff in SIS/EIS and using the Staff Current Assignments research query in EIS to ensure that the data are complete and accurate. Please see the schedule below for the timeline.

Form III

- In 2023-24, LEAs will upload Form III to ePlan as in prior years. EIS does not currently collect assignments for unlicensed instructional staff. FPO continues to explore adding these assignments to EIS/EDFI in the future.

Timeline

- ***Mid-August-Mid-October:*** LEAs enter staff assignment data in SIS/EIS and use the Staff Current Assignments research query in EIS to ensure that the data are complete and accurate. For best results, LEAs make their final upload to EIS several days in advance of FPO's download to ensure time for review and revisions.
- ***Oct. 6:*** Last day to upload data from SIS to EIS to populate Form II in ePlan. Data populate EIS the day after being staged from SIS - provided that there are no errors.
- ***Oct. 9***: FPO downloads K-12 licensed instructional staff data from EIS (Only staff included in this download will populate Form II in ePlan.)
- ***Oct. 16:*** Form II and Form III open in ePlan.
  - Form II is populated with name, assignment, federal funding source FTE and state/local funding source FTE for K-12 licensed instructional staff with assignments in EIS. LEAs complete the Excluded State/local FTE (LEP/SWD) column manually. LEAs add data for licensed instructional staff serving grades K-12 who were not included in the data uploaded from EIS and revise or remove data for staff who should not have been included in the data uploaded from EIS.
  - LEAs upload Form III to ePlan as in prior years. (Assignment data are not available from EIS for unlicensed instructional staff serving grades K-12.)
- ***Nov. 16:*** Comparability tool closes in ePlan: last day to complete Form II and Form III in ePlan.

EIS Staff Data Business Rules

- LEAs submit one record in SIS/EIS per staff member, school, and assignment.
- Assignments have a begin date and end date for each school year. Check assignment begin and end dates for accuracy.
- EIS collects three funding source fields that are reported in full-time equivalents (FTEs) for each staff current assignment: federal funding source, state/local funding source, and other funding source.
  - Funding source FTEs are expected to range between 0 and 1.0.
    - 1.0 indicates that the assignment is full-time and entirely funded by one funding source.
    - 0 indicates that the funding source did not support the assignment.
    - Values between 0 and 1.0 are used to report funding for assignments that are less than full-time or funded by multiple sources.
    - Funding source FTEs summed across all assignments total 1.0 for licensed, full-time, school-based staff members and less than 1.0 for part-time staff members.
  - EIS will accept null values and zero to three decimal places for the funding source FTE fields.
    - Using 0 as an example, accepted values are 0, 0.0, 0.00, and 0.000.
    - Using .5 as an example, accepted values are 0.5, 0.50, and 0.500.
    - Using 1 as an example, accepted values are 1, 1.0, 1.00, and 1.000.

Checking Staff Data in EIS

- Log in to EIS.
  - If you do not have a login, request a login if your LEA permits you to have one.
  - If you are not able to obtain an EIS login, collaborate with program, attendance, and technology colleagues and EIS contacts.
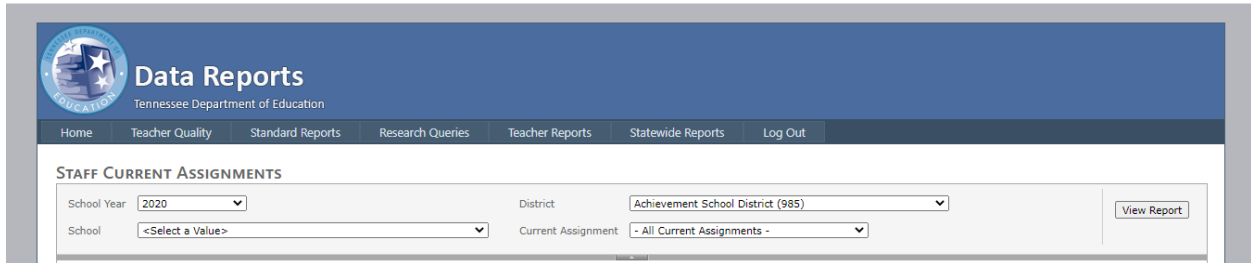- Select Data Reports / Research Queries.
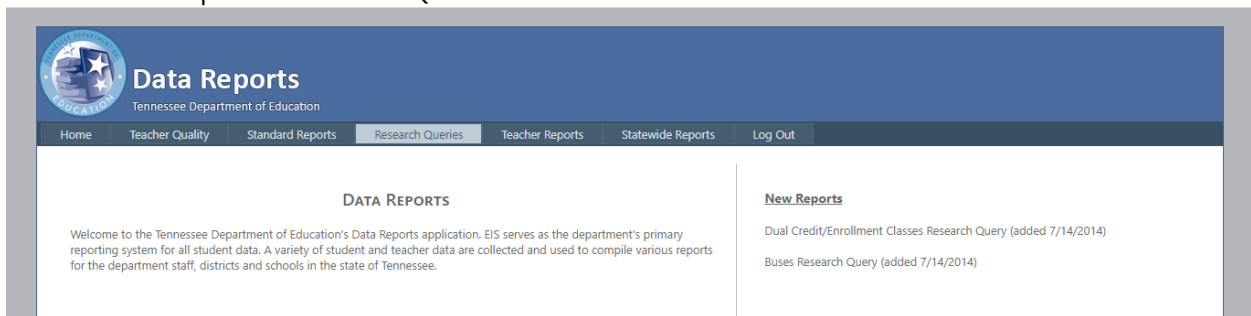
- From the research query list, select the Staff Current Assignments research query.
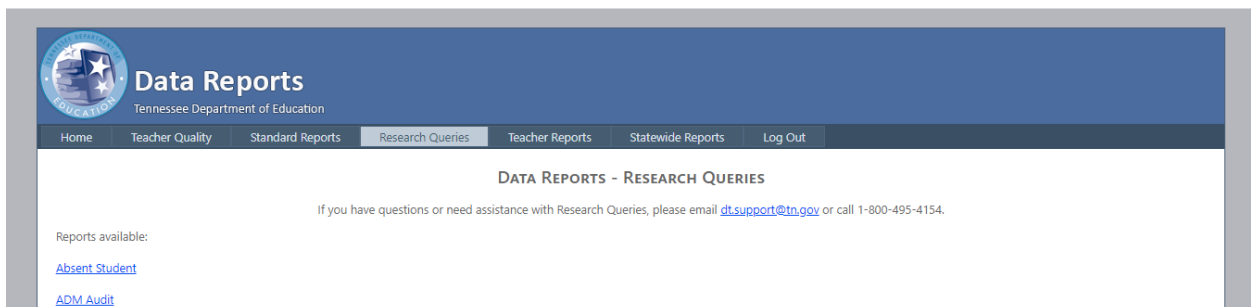
- In the Staff Current assignments research query,
  - Enter year as **2023 for the 2023-24** school year.
  - Select a School or All Schools.

o   Select a specific assignment code or select All Current Assignments.
o   To run the report, select View Report.
o   To download to an Excel or csv file, select the file icon to the right of Find | Next.

Research Query Results

The research query results follow a standard format:
- School and staff identifiers are on the left.
- Staff current assignments, assignment begin and end dates, three funding source FTEs (federal, state/local, and other), and email address are on the right.
- Sort the data by school, name, and assignment code.
- Note that the data will include all staff with assignments entered in SIS and uploaded to EIS.
- Focus on licensed K-12 Instructional staff with school-level assignments for comparability.
   o   Are all licensed K-12 instructional staff that will be included in comparability reporting's Form II included in the data?
   o   Are they listed with the proper assignments? (Use the EIS Data Dictionary Appendix I - Staff Current Assignments to confirm assignment codes and assignments.)
   o   Are the federal funding source, state/local funding source, and other funding source FTEs complete and accurate?
   o   If revisions are needed, collaborate with EIS contacts to enter revisions in SIS and restage data in EIS.
- Revisions that LEAs upload to EIS no later than Oct. 6 will be included in the data that FPO will download from EIS on Oct. 9 to upload to Form II in ePlan.
   o   Data uploaded from SIS to EIS populate EIS the next day – provided that there are no errors.
   o   Allow several days or more for entering revisions, troubleshooting errors, and re-checking data in EIS.
- If other revisions are needed, LEAs will make them manually in Form II in ePlan.

Staff Current Assignment Research Query Results: All Current Assignments										
Sch #	Last Name	Ethnicity	Race	Assignment Code	Assignment Name	Begin Date	End Date	Federal Funding Source (FTE)	State/Local Funding Source (FTE)	Other Funding Source (FTE)
5	Johnson	Non-Hispanic	B	EL	ESL Teacher	8/6/2023		0	1.0	0
5	Perez	Hispanic	W	7C	Grade 7 Science	8/6/2023		0	0.5	0
5	Perez	Hispanic	W	IC	Instructional Coach	8/6/2023		0.5	0	0
5	Smith	Non-Hispanic	W	SW	Social Worker	8/6/2023		0	0	0.25

Staff Current Assignments for Comparability Form II

- The staff data uploaded from EIS to the comparability tool will include licensed K-12 instructional staff with assignments on Oct. 1 (as of the Oct. 9 pull date) including teachers, principals, assistant principals, instructional coaches, librarians, guidance counselors, speech therapists, social workers, and psychologists.
- The staff data uploaded to the comparability tool in ePlan will **exclude** staff with other assignments in EIS including attendance (AA), adult education personnel (AD), central office (CF), finance director (DF), student data management (DM), superintendent (DS), food service (FO), federal supervisor (FS), human resource personnel (HR), school improvement & accountability (IA), materials supervisor (MA), active duty military (ML), non-instructional and other support staff (NO), pre-K teacher (PK), assistant superintendent (SA), school health coordinator (SH), school nurse (SN), substitute (SU), testing and assessment personnel (TA), technology (TH), transportation (TI), and university (UN).

Additional Information

- For additional resources, please visit ePlan. Select *TDOE Resources* and follow the pathway: Data and Information Tools > Comparability > 2023-24. (A login is not required for the ePlan > *TDOE Resources* folder.)
- For questions about EIS staff current assignments for comparability, please contact Trish.Kelly@tn.gov.
- For questions about comparability requirements, please contact your assigned divisional coordinator.
- For questions about EIS errors and restaging problems, please contact the district technology support team (dt.support@tn.gov).