

EIS Staff Data: Business Rules, Funding Source FTEs, and Sample Scenarios

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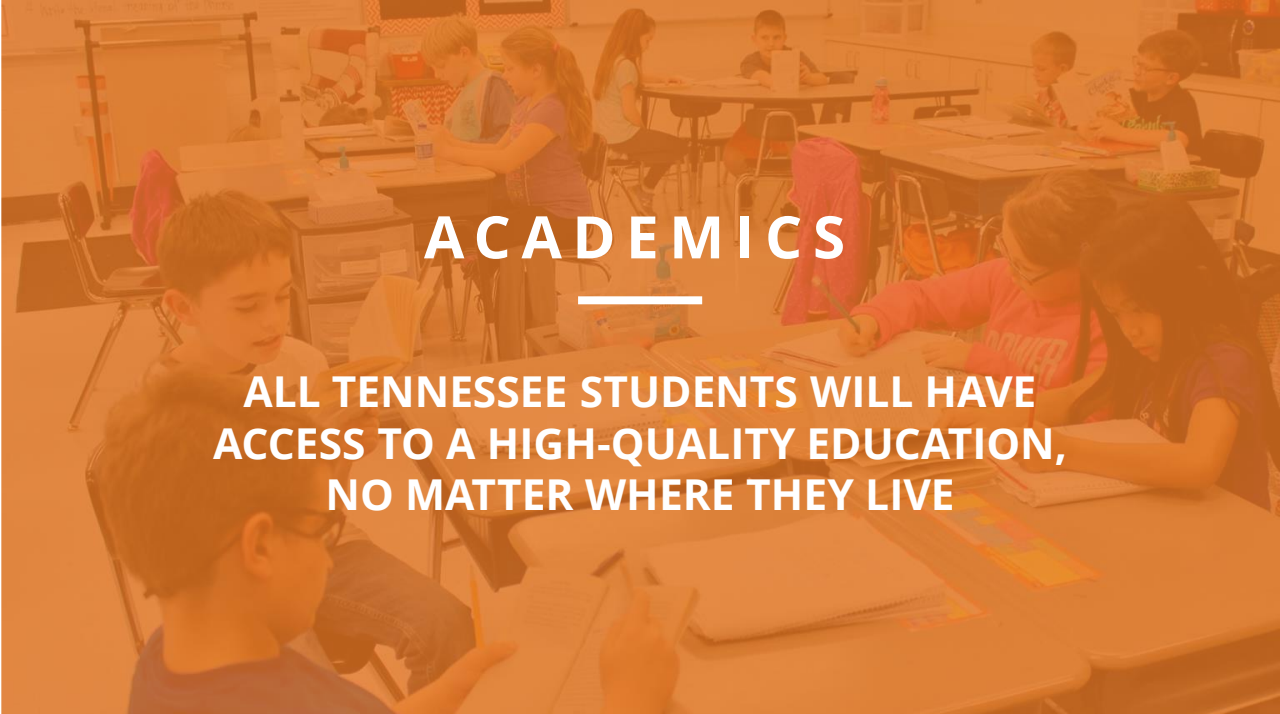
August 2024





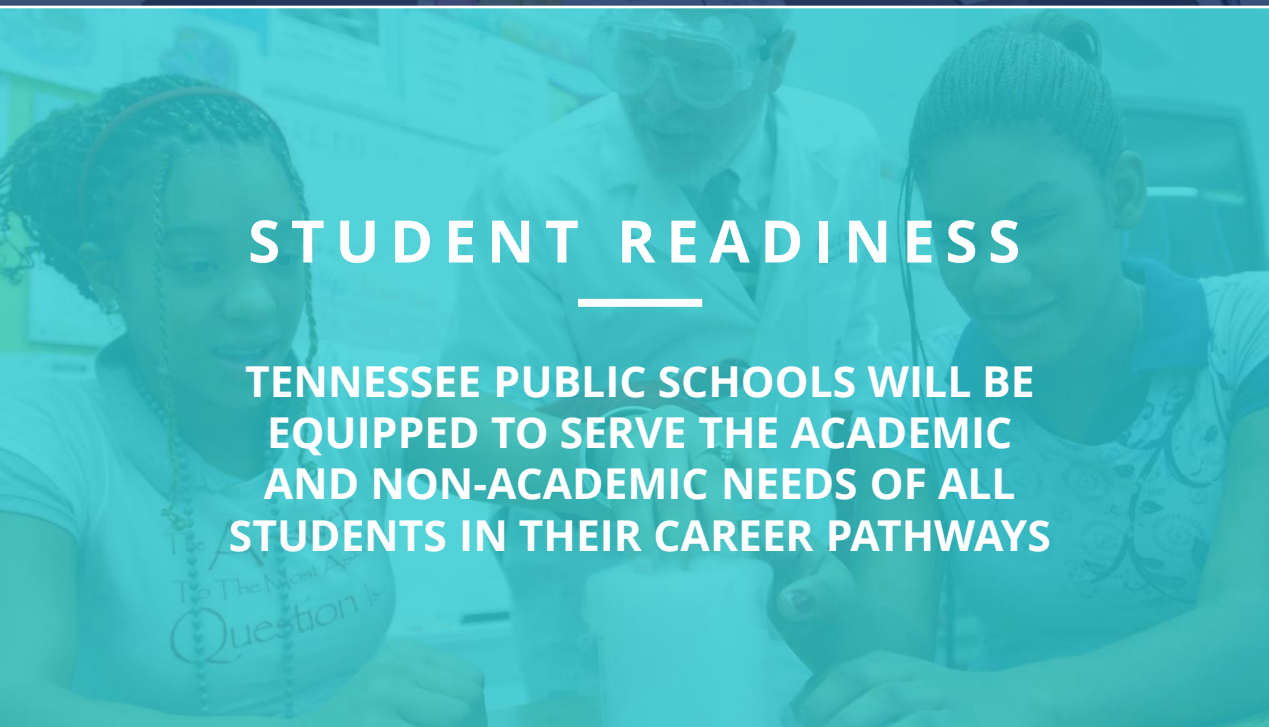
BEST FOR
ALL

We will set all students on a path to success.



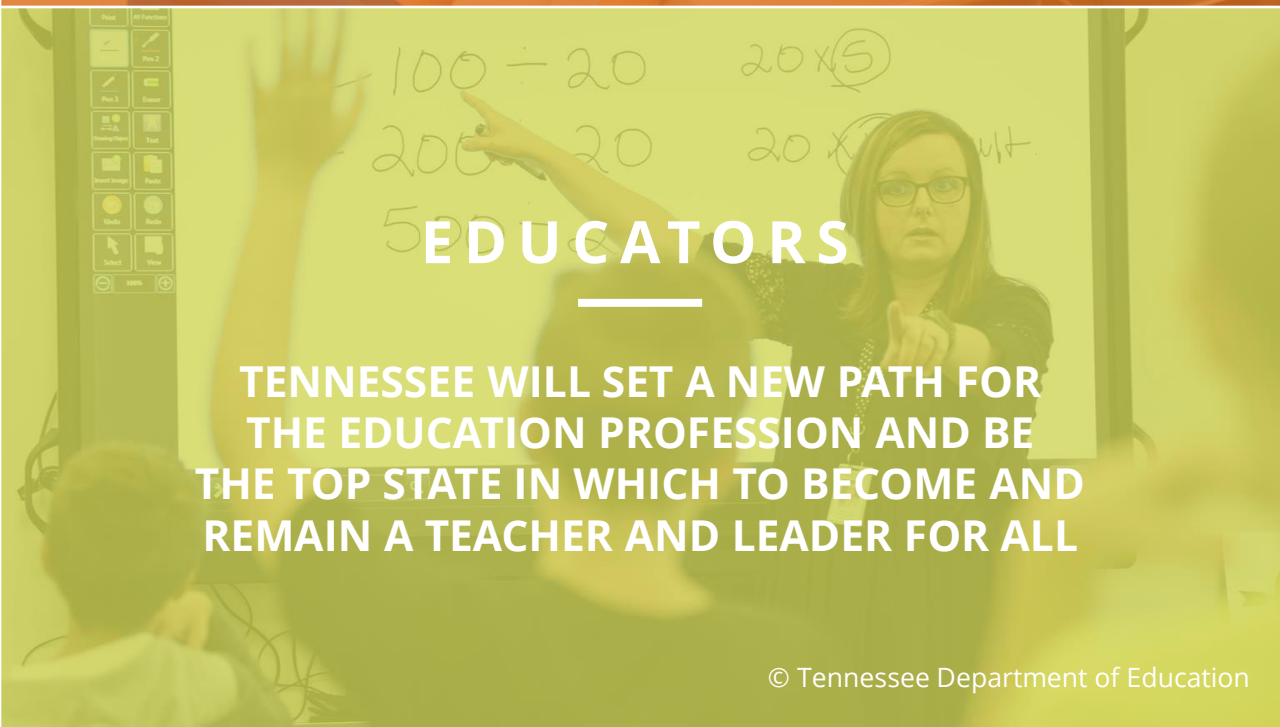
ACADEMICS

ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE



STUDENT READINESS

TENNESSEE PUBLIC SCHOOLS WILL BE EQUIPPED TO SERVE THE ACADEMIC AND NON-ACADEMIC NEEDS OF ALL STUDENTS IN THEIR CAREER PATHWAYS



EDUCATORS

TENNESSEE WILL SET A NEW PATH FOR THE EDUCATION PROFESSION AND BE THE TOP STATE IN WHICH TO BECOME AND REMAIN A TEACHER AND LEADER FOR ALL



Agenda

- EIS Staff Data Business Rules
- Staff Current Assignments Research Query
- Staff Assignment and Funding Source FTE Sample Scenarios
- Resources
- Contact Information



EIS Staff Data Business Rules



Staff Assignments are Tied to School Years

- Staff assignments and funding source full-time equivalents (FTEs) are year-specific.
- Enter assignments and funding source FTEs each school year.





Staff Assignment Begin Date

- Enter staff assignment begin dates each year to identify staff with assignments for the year.
 - For example, enter the first day of the 2024-25 school year (e.g., 8/3/2024).





Staff Assignment End Dates

- Enter assignment end dates for staff who do not complete the year.
 - For example, enter 9/15/2024 for a staff member whose assignment ends on Sept. 15, 2024.
 - Entering end dates ensures that assignment data are accurate.





Staff Assignment End Dates

- For staff who complete the year, an end date may be used or it may be omitted.
 - For example, at the end of the 2024-25 school year, enter the last day of the assignment (e.g., 5/28/2025).
 - Or use a blank value to indicate that the staff member completed the year.
 - Check with your SIS vendor on the best approach for your SIS package.





Assignments and Funding Source FTEs

- LEAs submit one record in SIS/EIS per year, staff member, school, and assignment.
- Each staff assignment record includes three funding source fields that are reported in full-time equivalents (FTEs):
 - federal funding source,
 - state/local funding source, and
 - other funding source.





Funding Source FTEs Range between 0 and 1

- Funding source FTEs are expected to range between 0 and 1.
 - 1 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 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 for licensed, full-time, school-based staff members and less than 1 for part-time staff members.





Null Values and Decimal Places

- For funding source FTES, EIS will accept null values and **zero to three decimal places**.
 - 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.



Staff Current Assignments Research Query

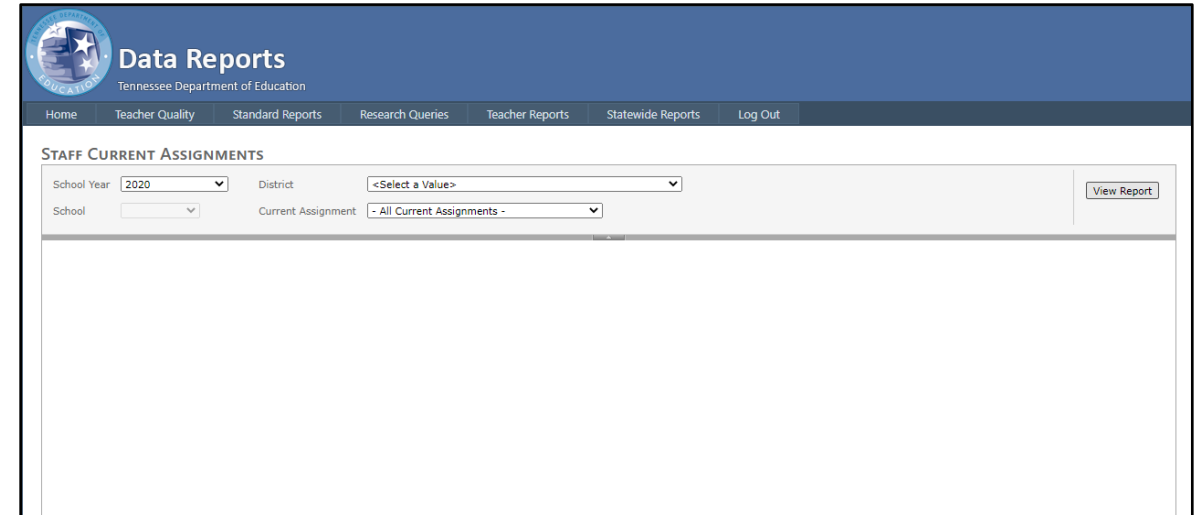
Staff Current Assignments Research Query

- To check your data in EIS, log in as a district or school user.
- Select ***Data Reports / Research Queries***.
- From the research query list, select the ***Staff Current Assignments***.



Staff Current Assignments Research Query

- Select Year and enter **2024** for the **2024-25** school year.
- Select a **School** or **All Schools**.
- Select a specific assignment code or select **All Current Assignments**.
- To run the report, select **View Report**.
- To download to an Excel or csv file, select the file icon to the right of Find | Next.



The screenshot shows the 'Data Reports' interface for the Tennessee Department of Education. The page title is 'Data Reports' with the department's logo. A navigation bar includes links for Home, Teacher Quality, Standard Reports, Research Queries, Teacher Reports, Statewide Reports, and Log Out. The main content area is titled 'STAFF CURRENT ASSIGNMENTS' and contains a form with the following fields: 'School Year' (set to 2020), 'District' (set to <Select a Value>), 'School' (empty), and 'Current Assignment' (set to - All Current Assignments -). A 'View Report' button is located to the right of the form. Below the form is a large empty white space.

Staff Current Assignments Research Query Results

- 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.
- The data will include all staff with assignments entered in SIS and uploaded to EIS.



Staff Assignment and Funding Source FTE Sample Scenarios

One Full-Time Assignment and One Funding Source

One Full-Time Assignment and One Funding Source												
LEAID	LEA	SCHID	School	Lic No	First Name	Last Name	Staff Current Assignment Code	Staff Current Assignment	Federal Funding Source FTE	State/Local Funding Source FTE	Other Funding Source FTE	
1	LEA 1	5	School 5	1	Zebra	Apple	G1	Grade 1 Teacher	0	1	0	
1	LEA 1	5	School 5	2	Rhino	Peach	ESL	ESL Teacher	0	1	0	
1	LEA 1	5	School 5	3	Cat	Kiwi	7C	Special Education Teacher	1	0	0	
1	LEA 1	5	School 5	4	Dog	Banana	IC	Instructional Coach	1	0	0	
1	LEA 1	5	School 5	5	Hamster	Cherry	SW	Social Worker	0	0	1	

One Full-Time Assignment and Two Funding Sources

One Full-Time Assignment and Two Funding Sources

LEAID	LEA	SCHID	School	Lic No	First Name	Last Name	Staff Current Assignment Code	Staff Current Assignment	Federal Funding Source FTE	State/Local Funding Source FTE	Other Funding Source FTE
1	LEA 1	5	School 5	3	Cat	Kiwi	7C	Special Education Teacher	0.5	0.5	0
1	LEA 1	5	School 5	4	Dog	Banana	IC	Instructional Coach	0.25	0.75	0

Two Half-Time Assignments: Different Subjects

Two Half-Time Assignments: Different Subjects

LEAID	LEA	SCHID	School	Lic No	First Name	Last Name	Staff Current Assignment Code	Staff Current Assignment	Federal Funding Source FTE	State/Local Funding Source FTE	Other Funding Source FTE
1	LEA 1	5	School 5	20	Horse	Ranch	G1	Grade 1 Teacher	0.0	0.5	0
1	LEA 1	5	School 5	20	Horse	Ranch	G2	Grade 2 Teacher	0.0	0.5	0

Three One-Third Assignments: Same Subject

Three One-Third Assignments: Same Subject

LEAID	LEA	SCHID	School	Lic No	First Name	Last Name	Staff Current Assignment Code	Staff Current Assignment	Federal Funding Source FTE	State/Local Funding Source FTE	Other Funding Source FTE
1	LEA 1	5	School 5	30	Rhino	Peach	ESL	ESL Teacher	0.0	0.33	0
1	LEA 1	10	School 10	30	Rhino	Peach	ESL	ESL Teacher	0.0	0.33	0
1	LEA 1	15	School 15	30	Rhino	Peach	ESL	ESL Teacher	0.0	0.33	0

Three Part-Time Assignments: Not Full-Time

Three Part-Time Assignments: Not Full-Time

LEAID	LEA	SCHID	School	Lic No	First Name	Last Name	Staff Current Assignment Code	Staff Current Assignment	Federal Funding Source FTE	State/Local Funding Source FTE	Other Funding Source FTE
1	LEA 1	20	School 20	100	Bear	Berry	HB	Grade 9-12 Math Teacher	0.0	0.40	0
1	LEA 1	30	School 30	100	Bear	Berry	HB	Grade 9-12 Math Teacher	0.0	0.25	0
1	LEA 1	40	School 40	100	Bear	Berry	HB	Grade 9-12 Math Teacher	0.0	0.15	0

Resources and Contact Information

Additional Resources

- For additional resources, please visit [ePlan](#).
- Select *TDOE Resources* and follow the pathway: Data and Information Tools > Comparability > 2024-25. (A login is not required for the ePlan > *TDOE Resources* folder.)



Contact Information

- If you have questions about **staff data and coding**, please contact **Trish Kelly**, FPO Data Manager at Trish.Kelly@tn.gov.
- For questions about **comparability requirements**, please contact your **assigned divisional coordinator**.
- For **EIS errors and restaging problems**, please contact the **district technology support team** at dt.support@tn.gov.





Thank You!

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1-800-232-5454

Notifications can also be submitted electronically at:

<http://www.comptroller.tn.gov/hotline>