

## EIS Staff Data for Comparability 2024-25: Frequently Asked Questions

### How do EIS staff data populate comparability Form II in ePlan?

- LEAs enter staff current assignments and funding source FTEs in SIS/EIS on or before Oct. 4.
- FPO downloads staff assignments and funding source FTEs for licensed K-12 instructional staff and mass uploads them to comparability Form II in ePlan.

### How can I be sure that EIS staff data from my LEA are included in FPO's mass upload of EIS data to comparability Form II in ePlan?

- Enter your data in SIS and upload to EIS well before the deadline.
- Allow several days or more for entering revisions, troubleshooting errors, and re-checking data in EIS.
- The last day that data can be entered in SIS and uploaded to EIS is Oct. 4 because data uploaded from SIS to EIS populate EIS the next day – provided that there are no errors.

### How do I enter staff funding source FTE data in SIS/EIS for staff *with more than one assignment*?

- To avoid over counting staff, keep in mind that for full-time staff members, funding source FTEs sum to 1 across all assignments and funding sources.
- For example, if a teacher has two half-time assignments for grade 3 and grade 4 that are state/locally funded, the funding source FTE is entered as 0.5 for both the grade 3 and grade 4 assignments yielding a total FTE of 1.
- For part-time staff members, funding source FTEs sum to less than 1 across all assignments and funding sources.

### How are funding source FTEs reported when the LEA contracts with a virtual school (such as Connections Academy) that also contracts with other LEAs?

- If the LEA has a contract with a virtual school, review the contract and, if needed, collaborate with the management company on how to account for the FTE.
- A few examples of how FTEs can be determined follow.
  - The teacher's FTE can be based on the amount of salary paid for the specific teacher by the LEA.
  - Or if a teacher works with several LEAs and multiple schools within an LEA, calculate and report the FTE based on the teacher's service proportion for each school. This can be done by dividing the total number of students taught by the teacher within the LEA by the number of students they teach at each school and multiplying each school's proportion of FTE by the proportion of FTE allocated for the LEA. For a sample calculation, see below.
    - Suppose a teacher splits assignments between LEA A and LEA B, each of which is allocated a 50% FTE (.5) for the teacher. Within LEA A, the teacher educates a total of 100 students—60 at School X and 40 at School Y. Therefore, the LEA divides the teacher's FTE for School X and School Y proportionally, assigning 60% to School X (60 out of 100 students) and 40% to School Y (40 out of 100 students). The LEA should report the teacher's FTE as 30% for School X and 20% for School Y within LEA A, based on the 50% FTE originally allocated to this LEA. LEA B would receive the remaining 50% of the teacher's FTE.

### **If a staff member has had the same assignment for several years, is the assignment entered each year?**

- Yes. Staff assignments and funding source FTEs are year-specific.
- Staff assignment begin dates are needed each year to identify staff with assignments for the year (e.g., 8/1/2024 for SY 2024-25).
- Assignment end dates are needed when staff do not complete the year (e.g., 9/15/24 for a staff member whose assignment ended in mid-Sept during SY 2024-25).
- For staff who complete the year, an end date can be used (e.g., 5/28/25 for SY 2024-25) or the end date can be left blank. The blank value indicates that the staff member completed the year. Check with your SIS vendor on which approach works best for your SIS package.

### **How do I check staff data in EIS?**

- Use the Staff Current Assignments research query in EIS to check your data.
- Enter year as 2024 for the 2024-25 school year.
- Select a School or All Schools. Select a specific assignment code or select All Current Assignments.
- Select View Report and use the file icon to the right of Find | Next to download in Excel or csv format.
- 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.

### **What if I need to revise assignment or funding source FTE data after FPO's mass upload has populated comparability Form II in ePlan?**

- During the comparability reporting window in ePlan (Oct. 14 - Nov. 18), LEAs will be able to add, revise, and remove name, assignment, and funding source data in Form II in ePlan.
- 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.

### **How are excluded state/local FTEs (LEP/SWD) reported?**

- As in prior years, excluded state/local FTEs (LEP/SWD) are entered manually in Form II in ePlan.

### **What about assignment and funding source FTEs for unlicensed K-12 instructional staff?**

- LEAs upload Form III to ePlan as in prior years. EIS does not currently collect assignments for unlicensed instructional staff.

### **Where can I find additional information about staff data for comparability?**

- 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.)

### **Whom should I contact with my questions about comparability?**

- For questions about EIS staff current assignments for comparability, please contact [Trish.Kelly@tn.gov](mailto: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](mailto:dt.support@tn.gov))