

Mandatory Data Items
For
Initial EIS Reporting

The purpose of this document is to give you important information about PowerSchool data fields that must be entered or verified prior to the first EIS transmission for the 2006-07 school year. We are required to have our first transmission of student demographics, staff demographics, staff current assignments and class section data (course data) by August 15, 2006. Student enrollment data must also be completed by this time as well. This document will be divided into sections by extract record type. Items in parenthesis indicate what screen in PowerSchool this data field can be found. At the end of this document all items are listed by PowerSchool screen.

Student Demographic Data (Record ID 040)

The following fields are required for student demographic records:

- Student Name (Last, First Middle) (Demographics Modify screen)
- Suffix (if applicable) (Demographics Modify screen)
- SSN/PIN (PowerSchool field name is SSN) (Demographics Modify screen)
- Student No.(required by PowerSchool and should be the same as the SSN/PIN) (Demographics Modify screen)
- Date of Birth (Demographics Modify screen)
- Gender (Demographics Modify screen)
- Ethnicity (Demographics Modify screen)
- Immigrant Student (new to EIS) (Tennessee Student Information screen)
- Year Entered USA (new to EIS) (Tennessee Student Information screen)
- Year Entered Ninth Grade (new to EIS) (Tennessee Student Information screen)
- Native Language (new to EIS) (Tennessee Student Information screen)

Student Enrollment Data (Record 041)

The following fields are required for student enrollment records:

- Enrollment Date (Enrollment>Functions>Create New School Enrollment)
- Enrollment Reason (Enrollment>Functions>Create New School Enrollment)
- English Language Background (Tennessee Student Information screen)
- Course of Study (high schools only) (Tennessee Student Information screen)
- Instructional Grade Assignment (Tennessee Student Information screen)

Student Classification (Record 044)*

The following fields are required for student classifications records:

- Student Classification Type (accessed from the Tennessee Student Information screen. Link is under the Student Classification section)
- Student Classify Begin Date (accessed from the Tennessee Student Information screen. Link is under the Student Classification section)
- Student Classify End Date (if student has withdrawn) (accessed from the Tennessee Student Information screen. Link is under the Student Classification section)

*Clarification of the use of multiple codes will be forthcoming.

Student Transportation (Record 045)*

The following fields are required for student transportation records:

- Start Date (Information > Transportation > Edit Transportation Entry)
- End Date (Information > Transportation > Edit Transportation Entry) only if applicable
- AM Route Number (Information > Transportation > Edit Transportation Entry)
- PM Route Number (Information > Transportation > Edit Transportation Entry)
- AM Bus Number (Information > Transportation > Edit Transportation Entry)
- PM Bus Number (Information > Transportation > Edit Transportation Entry)
- Est. Miles Transported (1.5 miles has been our standard) (Information > Transportation > Edit Transportation Entry)

*All students who should be scheduled to ride a bus should have something in their AM and PM bus number and bus route fields. If these fields are blank no attendance for transportation will be taken. It is not clear at this point if later extracts will retroactively correct transportation attendance. If you do not know the route/bus number for a student then enter BUS in the AM Bus Number, PM Bus Number, AM Route Number and PM Route Number fields.

Staff Member (Record 060)

The following fields are required for staff member records:

- SSN (Staff > Edit Information)
- Teacher License Number (Staff > Edit Information)
- Staff Name (Last, First Middle) (Staff > Edit Information)
- Suffix (currently no field in PowerSchool for this item)
- Date of Birth (Staff > Edit Information)
- Gender (Staff > Edit Information)
- Ethnic (Staff > Edit Information)
- Licensure Check (Staff > Edit Information)
- Staff Status (Full- or Part-time)

Staff Member Current Assignment (Record 061)

The following fields are required for staff member current assignment records:

- Current Assignment (Staff > Edit Information; click the link in the Staff Assignment Information section)
- Current Assignment Begin Date (same screen as Current Assignment)
- Current Assignment End Date (only if applicable) (same screen as Current Assignment)

Fields by PowerSchool Screen

Demographics Modify Screen

- Student Name (Last, First Middle)
- Suffix (if applicable)
- SSN/PIN (PowerSchool field name is SSN)
- Student No.(required by PowerSchool and should be the same as the SSN/PIN)
- Date of Birth
- Gender
- Ethnicity

Tennessee Student Information Screen

- Immigrant Student (new to EIS)
- Year Entered USA (new to EIS)
- Year Entered Ninth Grade (new to EIS)
- Native Language (new to EIS)
- English Language Background
- Course of Study (high schools only)
- Instructional Grade Assignment
- Student Classification Type (Link is under the Student Classification section)
- Student Classify Begin Date (Link is under the Student Classification section)
- Student Classify End Date (if student has withdrawn) (Link is under the Student Classification section)

Enrollment

- Enrollment Date (For students that have been enrolled, this information is found under Enrollment>Transfer Info> then click on the enrollment date)
- Enrollment Reason (For students that have been enrolled, this information is found under Enrollment>Transfer Info> then click on the enrollment date)

Information-Transportation

- Start Date (Information > Transportation > Edit Transportation Entry)
- End Date (Information > Transportation > Edit Transportation Entry) only if applicable
- AM Route Number (Information > Transportation > Edit Transportation Entry)
- PM Route Number (Information > Transportation > Edit Transportation Entry)
- AM Bus Number (Information > Transportation > Edit Transportation Entry)
- PM Bus Number (Information > Transportation > Edit Transportation Entry)
- Est. Miles Transported (1.5 miles has been our standard) (Information > Transportation > Edit Transportation Entry)

All data should be verified for reasonableness. This task should be completed by Friday, August 11, 2006. Extracts will be pulled on Monday, August 14, 2006 and transmitted to SDE on or before Tuesday, August 15, 2006.

