

EIS 063 Staff Member Class Assignment Extract (Tennessee)

Last Modified on 12/14/2025 8:45 pm CST

[Report Logic](#) | [063 Staff Member Class Assignment Layout](#)

Tool Search: EIS Batch Transmission

The 063 Staff Member Class Assignment extract reports information about staff members' assignments to specific classes to EIS.

The 060 extract should be submitted prior to submitting the 063 extract.

See the [EIS Batch Transmission](#) article for an overview of the EIS Batch Transmission File, logic that applies to all extracts, and generation instructions.

Report Logic

A record reports for each staff member tied to a Section that includes any of the following students:

- Students with a Primary or Partial enrollment in the Primary School.
- Students with a Primary enrollments in the Primary School and a subsequent enrollment in a Service School.

A record reports for each staff member with a Staff History record assigned to a section in the Primary School, including Primary teachers and those with a Role of CT: Co-Teacher. Staff members must be actively employed in the district to report. Staff members tied to sections reporting based on student's Service School enrollments are counted for the student's Primary School.

Exclude Logic

The following records are not included in the 063 extract:

- Staff
 - Staff History records associated with Courses that have no State Code or that are marked Exclude or are in Calendars marked Exclude. (Only applies to Service School teachers.)
 - No Social Security Number or an Assignment Code.
 - Not marked as a Teacher on their District Assignment.
 - No email address entered on their Demographics
- Student (Only applies to Service School teachers.)
 - No Student State ID.
 - Multiple enrollments with a Service Type of P, multiple enrollments of any type in the same school, or any enrollment with a Service Type of N.
 - Enrollment marked as No Show or State Exclude, or enrolled in a calendar or grade level

marked as exclude.

- Course/Section (Only applies to Service School teachers.)
 - Not uploaded to EIS via the [EIS 030 Class Section extract](#).

Excluded records are included in the warning report.

If a record was previously reported and then marked as exclude, a delete record will be sent to EIS for each record.

The **Record Key**, which helps determine the Type of record sent (New, Edit, or Delete), is comprised of the Record ID, Record Version, District ID, School ID, School Year, Instructional Program Number, Staff Social Security Number, Teacher License Number, Local Class Number, and Staff Class Begin Date.

Recommended District Setup

Campus does not support reporting students who have Service School enrollments across districts. For students attending Service School classes in another district, complete data entry for scheduling, attendance, and grades in both the Primary and Service schools.

063 Staff Member Class Assignment Layout

Element Name	Description & Format	Campus Location
Record ID	Identifies the extract - reports as "063" <i>Numeric (3)</i>	N/A
Record Version	Identifies the extract version - reports as "01" <i>Numeric (2)</i>	N/A
Record Type	Identifies the type of extract: <ul style="list-style-type: none"> • N: New • E: Edit • D: Delete <i>Character (1)</i>	N/A
Filler	N/A. Reports as 00.	N/A

Element Name	Description & Format	Campus Location
District ID	Reports the TN Department of Education assigned District Number of the district tied to the Primary School. <i>Numeric (3)</i>	District Information > State District Number District.number
School ID	Reports the TN Department of Education assigned School Number of the Primary School. <i>Numeric (4)</i>	School Information > State School Number School.number
School Year	Reports the start year of the school calendar selected in the extract editor. <i>Date (4) CCYY</i>	School Year Setup> Start Year SchoolYear.startYear
Instructional Program Number	Reports the unique Instructional Program Number of the Primary School, or as 99 if blank. <i>Numeric (2)</i>	Calendar Information > Instructional Program Number Calendar.instructionalProgramNumber
Staff Social Security Number	Reports the staff member's social security number. <i>Numeric (9)</i>	Demographics > Soc Sec Number Identity.ssn
Teacher License Number	Reports the number assigned to the staff member when they were entered into the Teacher Certification and Licensure System. <i>Numeric (9)</i>	District Employment > License Number Employment.licenseNumber
Local Staff Key	Reports the locally-generated staff member identifier. <i>Numeric (10)</i>	Demographics > Person Identifiers > Local Staff Number Person.staffNumber

Element Name	Description & Format	Campus Location
Local Class Number	<p>Identifies the local identifier of the section.</p> <p>For the Primary School, reports the concatenated Course Number and Section Number. For Service Schools, reports this concatenated value with a capital 'V' at the end.</p> <p><i>Character (15)</i></p>	<p>Course Information > Number; Section Information > Number</p> <p>Course.number Section.number</p>
Staff Class Begin Date	<p>Identifies the first day that the staff member is assigned to teach the class. Reports Start Date from the Section Staff History, or the Start Date of the Term if null.</p> <p><i>Date (8) CCYYMMDD</i></p>	<p>Section Staff History > Assignment Start Date</p> <p>SectionStaffHistory.startDate Term.startDate</p>
Staff Class End Date	<p>Identifies the last day that the staff member is assigned to teach the class. Reports End Date from the Section Staff History, or the End Date of the Term if null.</p> <p><i>Date (8) CCYYMMDD</i></p>	<p>Section Staff History > Assignment End Date</p> <p>SectionStaffHistory.endDate Term.endDate</p>
Teacher of Record	<p>Indicates if the staff member is the teacher of record for the section. Reports as Y for Primary teachers and as N for all other Teachers.</p> <p><i>Character (1)</i></p>	<p>Section Staff History > Role</p> <p>Teacher.role</p>
Federally Funded Class	<p>Indicates if the staff member for this class is federally funded. Current reports as blank</p> <p><i>Character (1) Y or N</i></p>	<p>Section Staff History > Federally Funded</p> <p>Teacher.federallyFunded</p>
Filler	N/A	N/A