EIS 022 School Days Extract (Tennessee)

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Report Logic | Calendar Setup | 022 School Days Extract Layout

The 022 School Days extract is used to upload information about day events in the school calendar to EIS.

Typically, districts will upload the 020, 021, and 022 records to EIS after the District Calendar has been uploaded. District and School calendar records should be uploaded in the spring prior to the start of school.

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

Data is only reported from School calendars that are tied to an active School Year. School calendars are those which have a Type other than D. Each calendar requires a unique Instructional Program Number Records are not reported for calendars marked as Exclude. If a record was previously reported and then marked as exclude, a delete record will be sent to EIS for each record.

Calendars with a Number of null, 0, or greater than 2 digits are not reported and display in the warning report.

A School calendar can have a relationship with only **one** District calendar. The relationship between a District and School calendar is indicated by matching calendar Numbers.

A record reports for each Day Event on a day within the Reporting Window. The Reporting Window begins on the first date with a Day Event of CS and ends on the last date with a Day Event of CE.

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, Event Date, Event Type, and Calendar ID.

Calendar Setup

Campus recommends considering the following:

- Calendar names should be unique and easily distinguishable.
- District calendars must have a Type of D. School calendars must have a Type other than D; a blank Type is considered valid.
- Durations must be entered as follows:
    - 100 = 1 day
    - 050 = 1/2 day

- 033 = 1/3 day
- Use the Print option on the Days tab to review and audit information.
- If districts add Day Events to calendar days, a value must be entered in the Day Event Inst. Minutes field to calculate Total Instructional Minutes correctly.
- Calendar dates constrain enrollment dates.

022 School Days Extract Layout

Element Name	Description & Format	Campus Location
Record ID	Identifies the extract - reports as "022" *Numeric (3)*	N/A
Record Version	Identifies the extract version - reports as "01" *Numeric (2)*	N/A
Record Type	Identifies the type of extract: • N: New • E: Edit • D: Delete *Character (1)*	N/A
Filler	N/A. Reports as 00.	N/A
District ID	Reports the TN Department of Education assigned District Number. *Numeric (3)*	System Administration > Resources > District Information > State District Number District.number
School ID	Reports the TN Department of Education assigned School Number *Numeric (4)*	System Administration > Resources > School > State School Number School.number
School Year	Reports the start year of the school calendar. *Date (CCYY)*	System Administration > Calendar > School Years > Start Year SchoolYear.startYear
Instructional Program Number	Reports the unique Instructional Program Number of the school, or as 99 if blank. *Numeric (2)*	System Administration > Calendar > Calendar > Instructional Program Number Calendar.instructionalProgramNumber

Element Name	Description & Format	Campus Location
Event Date	Reports the calendar date of the Day Event *Date (CCYYMMDD)*	System Administration > Calendar > Calendar > Days > Date Day.date
Event Type	Reports the Type of event. *Character (2)*	System Administration > Calendar > Calendar > Days > Day Event Type DayEvent.type
Event Duration	Reports the Duration of the Day Event. *Numeric (3)*	System Administration > Calendar > Calendar > Days > Day Event > Duration DayEvent.duration
School Day Type	Indicates if the day is marked as instructional or not. If Day is marked as Instruction, reports as I. Otherwise reports as N. *Character (1)*	System Administration > Calendar > Calendar > Days > Instruction Day.instruction
Filler	N/A	N/A