EIS 020 Instructional Program Extract (Tennessee)

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Report Logic | Calendar Setup | 021 Instructional Program Report Period Extract Layout

The 020 Instructional Program extract is used to upload School Calendar information to EIS. School calendars adhere to the template of District calendars. This extract creates a relationship between the School calendar and the District one (010 Extract).

The 020 extract is considered a parent record in EIS, meaning that it must be uploaded prior to any other school calendar or student records. 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.

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 020 record reports for each District/School calendar relationship.

Records are not reported for calendars marked as Exclude. Calendars with a Number of null, 0, or greater than 2 digits are not reported and display 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.

Calendar Setup

Campus recommends 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.
- The Instructional Program Number is used to distinguish a calendar within a school.
- 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.

021 Instructional Program Report Period Extract Layout

Element Name	Description & Format	Campus Location
Record ID	Identifies the extract - reports as "020" *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 See the Report Logic section above for more information about how Type is determined. *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

Element Name	Description & Format	Campus Location
Calendar Number	The identifying number of the District calendar associated with the School calendar. *Numeric (2)*	System Administration > Calendar > Calendar > Number Calendar.number
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
Instructional Calendar	Defines how the District Calendar operates during the school year. If the date of the first day with a Day Event Type of AS is before August 1st, reports as Y. Otherwise reports as T. *Character (1)*	System Administration > Calendar > Calendar > Days > Day Event Type Day.date DayEvent.Type
Student Day	Identifies the length of a standard, full-time day of instruction for a student at this school. Reports Student Day. *Numeric (3)*	System Administration > Calendar > Calendar > Student Day Calendar.studentDay
Teacher Day	Identifies the length of a standard, full-time day of instruction for a teacher at this school. Reports Student Day. *Numeric (3)*	System Administration > Calendar > Calendar > Teacher Day Calendar.teacherDay
School Stockpile Professional Development Days	Identifies the number of days the school has designated as stockpile for professional development beyond what the district has designated. Calculated by summing the Day Event Duration of all days with a Type of SP in the School calendar. If the sum cannot be divided evenly by 100, reports as blank. Otherwise reports the sum divided by 100. *Numeric (2)*	System Administration > Calendar > Calendar > Days > Day Event Type DayEvent.type

Element Name	Description & Format	Campus Location
Block Schedule	Indicates if the school uses a block schedule. Reports as N. *Character (1)*	N/A
Spring Block Begin Date	Identifies the date the spring block begins if the school is using a block schedule. Currently reports as 00000000. *Numeric (8)*	N/A
Filler	N/A	N/A