EIS 062 Staff Member Current Assignment Extract (Tennessee)

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Report Logic | 062 Staff Member Current Assignment Extract Layout

The 062 Staff Member Current Assignment extract reports information about staff members' assignments to EIS.

The 060 extract should be submitted prior to submitting the 062 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

This extract reports records for staff members associated with the Primary School and staff members assigned to any sections that have students scheduled at a Service School. The Primary school is the school tied to the calendar selected in the Batch Transmission Editor.

- A record reports for each non-excluded staff member at the Primary school.
- A record reports for each non-excluded staff member who teaches a student with a Primary enrollment and a subsequent Partial enrollment in another school (considered a Service School). The staff member must have a Role of Primary Teacher or Co-Teacher in the Service School section to report; Section Staff do not report.
- Teachers tied to Service School students with future-dated enrollments report records on or after the corresponding Effective Date selected in the extract editor. Records do not report in advance.

If a staff member has multiple district assignments in multiple schools with the same Assignment Code, the record with the earliest Start Date reports.

A record reports for each District Assignment assigned to a staff member that is marked as Teacher. To report, a staff member must be actively employed in the district and the District Assignment must have an Assignment Code. If a staff member has more than one District Assignment with the same Assignment Code, the assignments are combined into a single 062 record. A District Assignment must be active at least one day of the school year to report.

Exclude Logic

The following records are not included in the 062 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.

- No email address entered on the Demographics tab.
    - Multiple District Assignments with the same Assignment Code and Start Date.
    - District Assignment Start Date after the current school year.
- 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, Current Assignment, and Current Assignment 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.

062 Staff Member Current Assignment Extract Layout

Element Name	Description	Location
Record ID	Identifies the extract - reports as "062" *Numeric (3)*	N/A
Record Version	Identifies the extract version - reports as "02" *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

Element Name	Description	Location
District ID	Reports the TN Department of Education assigned District Number of the district tied to the Primary School. *Numeric (3)*	System Administration > Resources > District Information > State District Number District.number
School ID	Reports the TN Department of Education assigned School Number of the Primary School. *Numeric (4)*	System Administration > Resources > School > State School Number School.number
School Year	Reports the start year of the school calendar selected in the extract editor. *Date (4) - CCYY*	System Administration > Calendar > School Years > Start Year SchoolYear.startYear
Instructional Program Number	Reports the unique Instructional Program Number of the Primary School, or as 99 if blank. *Numeric (2)*	System Administration > Calendar > Calendar > Instructional Program Number Calendar.instructional ProgramNumber
Staff Social Security Number	Reports the staff member's social security number. *Numeric (9)*	Census > People > Identities > Current Identity > 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. *Numeric (9)*	Census > People > District Employment > License Number Employment.licenseNumber
Local Staff Key	Reports the locally-generated staff member identifier. *Numeric (10)*	Census > People > Demographics > Person Identifiers > Local Staff Number Person.staffNumber

Element Name	Description	Location
Current Assignment	Identifies the position a staff member is assigned to. Reports the Assignment Code. *Character (2)*	Census > People > District Assignment > Assignment Code EmploymentAssignment. assignmentCode
Current Assignment Begin Date	Identifies the first day of the current assignment in a school. The Start Date of the District Assignment reports if it falls within the Calendar reporting window. Otherwise reports the first day with an event of CS. All calendars tied to the Primary School are considered, which is the school tied to the calendar selected in the extract editor. The Calendar reporting window begins with the first day with an event of CS and ends with the first day with an event of CE. For staff members not linked to a calendar through a Section Staff History record, this field reports based on all calendars tied to the school of their District Assignment. Staff members who have a Section Staff History record report based on the associated calendar. *Date (8) - CCYYMMDD*	Census > People > District Assignment > Start Date; System Administration > Calendar > Start Date EmploymentAssignment. startDate
Current Assignment End Date	Identifies the End Date of the current District Assignment. If no District End Date exists, reports zeros. *Date (8) - CCYYMMDD*	Census > People > District Assignment > End Date EmploymentAssignment. endDate
Current Assignment Federal Funding Source	The full-time equivalent (FTE) from funded federally. Reports the Federal Funding FTE from the District Assignment. Value reports zero padded at beginning and end. For example, 100 reports as 1000, 50 reports as 0500. *Numeric (4)*	Census > People > District Assignment > Federal Funding FTE EmploymentAssignment. federalFundingPercen

Element Name	Description	Location
Current Assignment Local and State Funding Source	The full-time equivalent (FTE) from funded by a state or local entity. Reports the Local and State Funding FTE from the District Assignment. Value reports zero padded at beginning and end. For example, 100 reports as 1000, 50 reports as 0500. *Numeric (4)*	Census > People > District Assignment > Local and State Funding FTE EmploymentAssignment. generalFundingPercent
Current Assignment Other Funding Source	The full-time equivalent (FTE) from funded by another source. Reports the Other Funding FTE from the District Assignment. Value reports zero padded at beginning and end. For example, 100 reports as 1000, 50 reports as 0500. *Numeric (4)*	Census > People > District Assignment > Other Funding FTE EmploymentAssignment. otherFundingPercent
Filler	N/A	N/A