

# EIS 062 Staff Member Current Assignment Extract (Tennessee) (18-19 Version)

Last Modified on 01/13/2026 3:22 pm CST

## [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

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.

Staff members who have Staff History records associated with Courses that are marked Exclude or are in Calendars marked Exclude are not reported. Additionally, records are not reported for staff members who do not have a Social Security Number or an Assignment Code, who are not marked as a Teacher on their District Assignment, who have multiple District Assignments with the same Assignment Code and Start Date, or who have a District Assignment Start Date after the current school year. Staff members who do not have an email address entered on the Demographics tab are also not reported. These staff members are included in the warning report, with the exception of those whose District Assignments are not marked as Teacher.

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.

## 062 Staff Member Current Assignment Extract Layout

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
<b>Record ID</b>	Identifies the extract - reports as "062"	Numeric (3)	N/A	N/A
<b>Record Version</b>	Identifies the extract version - reports as "01"	Numeric (2)	N/A	N/A
<b>Record Type</b>	Identifies the type of extract: <ul style="list-style-type: none"> <li>• N: New</li> <li>• E: Edit</li> <li>• D: Delete</li> </ul>	Character (1)	N/A	N/A
<b>Filler</b>	N/A. Reports as 00.	N/A	N/A	N/A
<b>District ID</b>	Reports the TN Department of Education assigned District Number.	Numeric (3)	District.number	System Administration > Resources > District Information > State District Number
<b>School ID</b>	Reports the TN Department of Education assigned School Number	Numeric (4)	School.number	System Administration > Resources > School > State School Number
<b>School Year</b>	Reports the start year of the school calendar.	Date (4) CCYY	SchoolYear.startYear	System Administration > Calendar > School Years > Start Year
<b>Instructional Program Number</b>	Reports the unique Instructional Program Number of the school, or as 99 if blank.	Numeric (2)	Calendar.instructionalProgramNumber	System Administration > Calendar > Calendar > Instructional Program Number

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
<b>Staff Social Security Number</b>	Reports the staff member's social security number.	Numeric (9)	Identity.ssn	Census > People > Identities > Current Identity > Soc Sec Number
<b>Teacher License Number</b>	Reports the number assigned to the staff member when they were entered into the Teacher Certification and Licensure System.	Numeric (9)	Employment.licenseNumber	Census > People > District Employment > License Number
<b>Local Staff Key</b>	Reports the locally-generated staff member identifier.	Numeric (10)	Person.staffNumber	Census > People > Demographics > Person Identifiers > Local Staff Number
<b>Current Assignment</b>	Identifies the position a staff member is assigned to. Reports the Assignment Code.	Character (2)	EmploymentAssignment.assignmentCode	Census > People > District Assignment > Assignment Code

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
<b>Current Assignment Begin Date</b>	<p>Identifies the first day of the current assignment in a school. Reports the Start Date of the District Assignment if it falls within the Calendar reporting window. Otherwise reports the first day with an event of CS. 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.</p>	Date (8) CCYYMMDD	EmploymentAssignment.startDate	Census > People > District Assignment > Start Date; System Administration > Calendar > Start Date

Element	Description	Date (8)	Employment	Campus>
Assignment	Describes the last day of the current assignment in a school. Reports the End Date of the District Assignment.	EDATE(8) EDATE(8) Length	End Date Assignment. endDate	Application District
End Date				Assignment > End Date
Filler	N/A	N/A	N/A	N/A