EIS 063 Staff Member Class Assignment Extract (Tennessee) (18-19 Version)

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Report Logic | 063 Staff Member Class Assignment Extract Layout

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 with a Staff History record assigned to a section, including Primary teachers and those with a Role of CT: Co-Teacher. Staff members must be actively enrolled in the district to report.

Staff History records associated with Courses and 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. 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, as well as Sections associated with Courses that are marked as Exclude.

Courses must have a State Code to 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.

063 Staff Member Class Assignment Extract Layout

Element Name	Description	Type, Format and Length	Campus Database	Campus Application

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
Record ID	Identifies the extract - reports as "063"	Numeric (3)	N/A	N/A
Record Version	Identifies the extract version - reports as "01"	Numeric (2)	N/A	N/A
Record Type	Identifies the type of extract: • N: New • E: Edit • D: Delete	Character (1)	N/A	N/A
Filler	N/A. Reports as 00.	N/A	N/A	N/A
District ID	Reports the TN Department of Education assigned District Number.	Numeric (3)	District.number	System Administration > Resources > District Information > State District Number
School ID	Reports the TN Department of Education assigned School Number.	Numeric (4)	School.number	System Administration > Resources > School > State School Number
School Year	Reports the start year of the school calendar.	Date (4) CCYY	SchoolYear.startYear	System Administration > Calendar > School Years > Start Year
Instructional Program Number	Reports the unique Instructional Program Number of the school, or as 99 if blank.	Numeric (2)	Calendar.instructional ProgramNumber	System Administration > Calendar > Calendar > Instructional Program Number

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
Staff Social Security Number	Reports the staff member's social security number.	Numeric (9)	Identity.ssn	Census > People > Identities > Current Identity > Soc Sec Number
Teacher License Number	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
Local Staff Key	Reports the locally-generated staff member identifier.	Numeric (10)	Person.staffNumber	Census > People > Demographics > Person Identifiers > Local Staff Number
Local Class Number	Identifies the local identifier of the section. Reports the concatenated Course Number and Section Number.	Character (15)	Course.number Section.number	Scheduling > Courses > Course > Number; Scheduling > Courses > Section > Number

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
Staff Class Begin Date	Identifies the first day that the staff member is assigned to teach the class. Reports Start Date from the Staff History tab, or the Start Date of the Term if null.	Date (8) CCYYMMDD	SectionStaffHistory. startDate Term.startDate	Scheduling > Courses > Section > Staff History > Assignment Start Date; System Administration >
Staff Class End Date	Identifies the last day that the staff member is assigned to teach the class. Reports End Date from the Staff History tab, or the End Date of the Term if null.	Date (8) CCYYMMDD	SectionStaffHistory. endDate Term.endDate	Scheduling > Courses > Section > Staff History > Assignment End Date
Teacher of Record	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.	Character (1)	Teacher.role	Scheduling > Courses > Section > Staff History > Role
Federally Funded Class	Indicates if the staff member for this class is federally funded.	Character (1) Y or N	Teacher.federallyFunded	Scheduling > Courses > Section > Staff History > Federally Funded
Filler	N/A	N/A	N/A	N/A