EIS 060 Staff Member Extract (Tennessee)

Last Modified on 12/14/2025 8:45 pm CST

Report Logic | 060 Staff Member Extract Layout

Tool Search: EIS Batch Transmission > EIS 060 Staff Member Extract

The 060 Staff Member extract reports demographic information about staff members to EIS.

The 060 extract is considered a parent record in EIS, meaning that it must be uploaded prior to any other staff member records. Typically, districts upload 060 Staff Member records to EIS as a single submission two weeks after school has started. 060 records are uploaded weekly thereafter.

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.

The staff member must have a District Employment record to report. If multiple District Employments exist for a staff member, the one with the most recent Start Date reports.

Records report for future-dated records. District Assignments must:

- Be active at least one day during the current school year for any calendar tied to the school,
- Have Teacher marked, and
- Have an Assignment Code entered.

Staff members can be linked to a calendar through a Section Staff History record. Staff with District Assignments marked as Teacher who do not have Staff History records tied to a course report a record for each calendar tied to the school.

Exclude Logic

The following records are not included in the 060 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.
  - Not marked as a Teacher on their District Assignment.
  - No email address entered on the Demographics tab.
- 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, and Staff Work Email Address.

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.

060 Staff Member Extract Layout

Element Name	Description & Format	Campus Location
Record ID	Identifies the extract - reports as "060" Numeric (3)	N/A
Record Version	Identifies the extract version - reports as "03" Numeric (2)	N/A

Element Name	Description & Format	Campus Location
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 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.instructionalProgramNumber
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

Element Name	Description & Format	Campus Location
Local Staff Key	Reports the locally-generated staff member identifier. *Numeric (10)*	Census > People > Demographics > Person Identifiers > Local Staff Number Person.staffNumber
First Name	Reports the staff member's legal first name. If legal gender is NULL, report first name. *Character (15)*	Census > People > Identities > Current Identity > First Name Census > People > Demographics > Protected Identity Identity.firstName individual.firstName
Middle Name	Reports the staff member's legal middle name. If legal middle name is NULL, report Middle Name. *Character (15)*	Census > People > Identities > Current Identity > Middle Name Census > People > Demographics > Protected Identity Identity.middleName individual.middleName
Last Name	Reports the staff member's legal last name. If legal last name is NULL, report Last Name. *Character (25)*	Census > People > Identities > Current Identity > Last Name Census > People > Demographics > Protected Identity Identity.lastName individual.lastName
Suffix	Reports the staff member's name suffix, or as blank if null. If legal suffix is NULL, report Suffix *Character (3)*	Census > People > Identities > Current Identity > Suffix Census > People > Demographics > Protected Identity Identity.suffix individual.Suffix
Date of Birth	Reports the year, month, and day that the staff member was born. *Date (8) CCYYMMDD*	Census > People > Identities > Current Identity > Birth Date Identity.birthDate

Element Name	Description & Format	Campus Location
Staff Previous Social Security Number	Reports the staff member's previous EIS social security number. Currently reports as 000000000. *Numeric (9)*	Census > People > Demographics > Previous EIS SSN Identity.previousSSN
Staff Previous Teacher License Number	Reports previous EIS Teaching License number of the staff member. *Numeric (9)*	Census > People > District Employment > Previous EIS Teacher License Employment.previousEISTeacherLIcense
Previous First Name	Reports the staff member's previous EIS legal first name. *Character (15)*	Census > People > Demographics > Previous EIS First Name Identity.previousFirstName
Previous Last Name	Reports the staff member's previous EIS legal last name. *Character (25)*	Census > People > Demographics > Previous EIS Last Name Identity.previousLastName
Gender	Reports the gender of the staff member. If legal gender is NULL, report Gender. *Character (1) M or F*	Census > People > Identities > Current Identity > Gender Census > People > Demographics > Protected Identity Identity.gender individual.gender
Ethnicity	Reports as H if the staff member's Race/Ethnicity is Hispanic/Latino. *Character (1)*	Census > People > Identities > Current Identity > Race/Ethnicity Identity.hispanicEthnicity
American Indian Alaskan Native	Reports as Y if the staff member's Race/Ethnicity is American Indian or Alaskan Native. *Character (1)*	Census > People > Identities > Current Identity > Race/Ethnicity Identity.raceEthnicity
Asian	Reports as Y if the staff member's Race/Ethnicity is Asian. *Character (1)*	Census > People > Identities > Current Identity > Race/Ethnicity Identity.raceEthnicity

Element Name	Description & Format	Campus Location
Native Hawaiian or Pacific Islander	Reports as Y if the staff member's Race/Ethnicity is Native Hawaiian or Pacific Islander. *Character (1)*	Census > People > Identities > Current Identity > Race/Ethnicity Identity.raceEthnicity
Black or African American	Reports as Y if the staff member's Race/Ethnicity is Black or African American. *Character (1)*	Census > People > Identities > Current Identity > Race/Ethnicity Identity.raceEthnicity
White	Reports as Y if the staff member's Race/Ethnicity is White. *Character (1)*	Census > People > Identities > Current Identity > Race/Ethnicity Identity.raceEthnicity
Filler	N/A	N/A
Licensure Check	Indicates the reason the staff member may not be located on the licensure file. Reports the Licensure Check. *Character (1)*	Census > People > District Employment > Licensure Check Employment.licensureCheck
Waiver Request Course	Reports as 0000. *Numeric (4)*	N/A

Element Name	Description & Format	Campus Location
Staff Status	Reports the Employment Status of the staff member. All District Assignments are considered for this field if they are active at least one day during the current school year, have an Assignment Code entered, and are marked as Teacher. If the staff member has multiple district assignments, all are considered, unless only some assignments have End Dates, in which case only assignments without End Dates are considered. If the staff member has multiple district assignments in the same school and there is an assignment with an FTE of Assignment that is null, reports as F. Otherwise, reports as F if the sum of all FTE of Assignment fields is above 100 or as P if it is below 100.	
Staff Work Email Address	Reports the staff member's email address. *Character (128)*	Census > People > Demographics > Email Person.email
Filler	N/A	N/A