EIS 052 Student Club Membership Extract (Tennessee)

Last Modified on 02/10/2026 11:08 am CST

[Report Logic](#) | [Data Elements and Logic](#)

Tool Search: EIS Batch Transmission

The 052 Student Club Membership extract is used to upload student club information to EIS for the current school year.

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

Reporting Population and Business Rules

The 052 Student Club Membership extract is used to upload student club information to EIS.

- Encompasses student club information for the current school year
- For enrollments tied to calendars associated with the active school year, reports an 052 student record for primary service types
- Exceptions: excluded and enrollment future-dated students
- Identified extract records will need to be added to the EIS Batch Transmission

The following students are excluded from the reporting population by Extract Version:

- **Students who have multiple active enrollments marked with the Service Type of P: Primary
- **Students who have multiple enrollments (of any service type) within the same school
- **Students who have an Enrollment marked as service type of "N: Special Ed Services" (Enrollment > Service Type)
- **Students marked as Enrollment > No Show
- **Students marked as Enrollment > State reporting > State Exclude
- Students who have active enrollments tied to calendars that are marked as excluded (System Administration > Calendar > Calendar > Exclude)
- Students who have active enrollments tied to a calendar grade level that is marked as excluded from state reporting (System Administration > Calendar > Calendar > Grade Levels > Exclude From State Reporting

  **While these students are not considered part of the reporting population for EIS, these students will be reported on the EIS Batch Transmission Warnings Report

Students with the following conditions will report on the EIS Batch Transmission Warnings Report (see Students Excluded from 040 Record Population section)

- Students who have multiple active enrollments marked with the Service Type of P: Primary
- Students who have multiple enrollments (of any service type) within the same school

- Students who have an Enrollment marked as service type of "N: Special Ed Services" (Enrollment > Service Type)
- Students marked as Enrollment > No Show
- Students marked as Enrollment > State reporting > State Exclude

General TN EIS Extract Future Date logic:
- Students with future dated enrollments will report records **on or after** the corresponding Effective Date selected on the EIS Batch Transmission State Reporting Editor occurs, EIS Extract records will **not** report in advance.

The 052 Student Club Membership extract is included in an EIS Batch Transmission and must be, at minimum, prefaced by an EIS Transmit Header and followed by an EIS Transmit Trailer.

The 052 Student Club Membership extract is dependent on the EIS Batch Transmission State Reporting Editor for the following:

- A selection of '052: Student Club Membership' from the EIS Extract(s) multi-select drop list on the EIS Batch Transmission Editor will trigger the 052 Student Extract logic as defined within this FRD.
- Logic to compose the EIS Batch Transmission physical file exists in the EIS Batch Transmission State Reporting Editor.
- The EIS Submission History Tables and the EIS Current View will be updated as records are identified in extract logic when the Generate EIS Batch File or Submit to Batch trigger button is selected from the EIS Batch Transmission State Reporting Editor

- The EIS Submission History Tables and the EIS Current View will be updated as records are identified in extract logic when the Generate EIS Batch File or Submit to Batch trigger button is selected from the EIS Batch Transmission State Reporting Editor

The following format requirements must be applied to data captured in the 052 Extract

- Records in extract files must be in ASCII text format
- All characters are required to be numeric or upper case alphabetic. Ensure all lower case alpha characters are changed to UPPER CASE
- Elements listed with a format of "numeric" must be right justified and filled with leading zeros
- Elements listed with a format of "character" must be left justified with trailing spaces (ASCII Hex 20)
- Do not include the character '&' in data. All other special characters are accepted.
- Records in extract files must have an end of record delimiter which is a Carriage Return (ASCII Hex 0D) followed by a Line Feed (ASCII Hex 0A). All other fields must be non-delimited.

Data Elements and Logic

Club Membership information is recorded in the Career and Technical Education program editor.

Element Name	Description & Format	Campus Location

Element Name	Description & Format	Campus Location
Record ID	Identifies the extract - reports as "052." *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 (records not existing before; made, introduced, or discovered since the last EIS Batch Transmission was submitted) • E: Edit (records that contain a change or correction from a record that was previously submitted this school year) • D: Delete (a record that was previously submitted this school year but no longer exists) *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 (4) CCYY*	System Administration > Calendar > School Years > Start Year SchoolYear.startYear

Element Name	Description & Format	Campus Location
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
Student Social Security Number	Reports the student's social security number. Currently reports as 000000000. *Numeric (9)*	Census > People > Identities > Current Identity > Soc Sec Number Identity.ssn
Student PIN	Reports the unique student identifier provided by the school. *Numeric (9)*	Census > People > Demographics > Person Identifiers > Student PIN Person.additionalID
Local Student Key	Reports the locally-generated student identifier. *Numeric (10)*	Census > People > Demographics > Person Identifiers > Local Student Number Person.studentNumber
Club ID	The ID associated with the club being reported. For a list of valid clubs, see Appendix Q - Student Clubs *Character (15)*	Student Information > Program Participation > Career and Technical Education
Club Membership Begin Date	Date the student joined this club in the school year. Start Date is reported in CCYYMMDD format. *Numeric (8) CCYYMMDD*	Student Information > Program Participation > Career and Technical Education
Club Membership End Date	Date the student ended their club membership this school year. End Date is reported in CCYYMMDD format. *Numeric (8) CCYYMMDD*	Student Information > Program Participation > Career and Technical Education
State Assigned Student ID	Reports the unique state-assigned student ID generated in EIS. *Numeric (9)*	Census > People > Demographics > Person Identifiers > Student State ID Person.stateID

Element Name	Description & Format	Campus Location
CTSO Chapter ID	TChapter ID (name or number) assigned by the National CTSO. *Character (20)*	Student Information > Program Participation > Career and Technical Education
CTSO Membership ID	The period in which the student was awarded a completion document. Reports the Diploma Period. *Character (20)*	Student Information > Program Participation > Career and Technical Education

Warnings and Error Messages

The following information is logged when a warning condition is found and passed to the EIS Batch Transmission State Reporting Editor tool for display on the EIS Batch Transmission Warning Report. Warning logic does not apply to deleted records.

#	Condition	Requirement	Warning Detail Section	EIS Severity Code	Warning Message
WV20	Only a Student PIN **OR** SSN can be associated a with record, not both.	If Student Social Security Number is populated **AND** Student PIN is populated, report the warning on the EIS Batch Transmission Warnings Report	052: Student Club Membership	00	BOTH A STUDENT SSN AND A STUDENT PIN HAS BEEN SUBMITTED TO EIS FOR THE STUDENT
WV30	Student Social Security Number must be numeric	If Student Social Security Number is populated, validate that the Student Social Security Number is numeric else report the warning on the EIS Batch Transmission Warnings Report	052: Student Club Membership	90	4018: STUDENT SSN MUST BE NUMERIC

#	Condition	Requirement	Warning Detail Section	EIS Severity Code	Warning Message
WV40	Student PIN must be numeric	If Student PIN is populated, validate the Student PIN is numeric else report the warning on EIS Batch Transmission Warnings Report	052: Student Club Membership	90	4019: STUDENT PIN MUST BE NUMERIC
WV110	District ID is missing	If District ID is **not** populated, report warning on EIS Batch Transmission Warnings Report	052: Student Club Membership	90	5004: DISTRICT ID INVALID OR MISSING
WV120	School ID is missing	If School ID is **not** populated, report warning on EIS Batch Transmission Warnings Report	052: Student Club Membership	90	5005: SCHOOL ID INVALID OR MISSING
WV130	School Year is missing	If School Year is **not** populated, report warning on EIS Batch Transmission Warnings Report	052: Student Club Membership	90	5006: SCHOOL YEAR INVALID OR MISSING
WV140	Instructional Program Number is missing	If the Instructional Program Number is null or blank, report warning on EIS Batch Transmission Warnings Report	052: Student Club Membership	90	4017: INSTRUCTIONAL PROGRAM NUMBER FOR SCHOOL MISSING OR INVALID
WV150	Invalid record length	If the length of the 040 Student record is NOT equal to 119 characters, report warning on EIS Batch Transmission Warnings Report	052: Student Club Membership	90	5900: INVALID RECORD LENGTH.

#	Condition	Requirement	Warning Detail Section	EIS Severity Code	Warning Message
WV160	Student is marked as Enrollment > No Show	If Census > People > Enrollments > No Show is checked, report warning on EIS Batch Transmission Warnings Report	052: Student Club Membership	00	STUDENT MARKED AS ENROLLMENT > NO SHOW. STUDENT NOT REPORTED TO EIS
WV170	Student is marked as Enrollment > State Exclude	If Census > People > Enrollments > State Exclude is checked, report warning on EIS Batch Transmission Warnings Report	052: Student Club Membership	00	STUDENT MARKED AS ENROLLMENT > STATE EXCLUDE. STUDENT NOT REPORTED TO EIS
WV180	Student is enrolled with a Service Type of 'N: Special Ed Services'	If Census > People > Enrollments > Service equals "N: Special Ed Services", report warning on EIS Batch Transmission Warnings Report	052: Student Club Membership	00	STUDENT HAS AN ENROLLMENT MARKED AS 'N: SPECIAL ED SERVICES'. STUDENT NOT REPORTED TO EIS
WV190	Student has multiple active enrollments marked with the Service Type of P: Primary	If the student has: • More than one enrollment that is marked with an Enrollment > Service Type of P:Primary **AND** • The enrollments are tied to a calendar that is associated to the active school year **AND** • The enrollments are **NOT** end-dated Report warning on EIS Batch Transmission Warnings Report	052: Student Club Membership	00	STUDENT HAS MULTIPLE PRIMARY ENROLLMENTS FOR THIS SCHOOL YEAR. STUDENT NOT REPORTED TO EIS

#	Condition	Requirement	Warning Detail Section	EIS Severity Code	Warning Message
WV200	Student has multiple enrollments (of any service type) within the same school	If the student has: • More than one enrollment, of any service type, tied to one or more calendars within the same school **AND** • The enrollments are tied to a calendar that is associated to the active school year **AND** • The enrollments are **NOT** end-dated Report warning on EIS Batch Transmission Warnings Report	052: Student Club Membership	00	STUDENT HAS MULTIPLE ENROLLMENTS WITHIN THE SAME SCHOOL FOR THIS SCHOOL YEAR. STUDENT NOT REPORTED TO EIS