EIS 060 Staff Member Extract (Tennessee) (18-19 Version)

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Report Logic | 060 Staff Member Extract Layout

PATH: *TN State Reporting > EIS Batch Transmission File*

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

A record reports for each staff member marked as a Teacher on their District Assignment. A 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.

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, or those not marked as a Teacher on their District Assignment. 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, and Staff Work Email Address.

060 Staff Member Extract Layout

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
Record ID	Identifies the extract - reports as "060"	Numeric (3)	N/A	N/A
Record Version	Identifies the extract version - reports as "03"	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

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
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
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
First Name	Reports the staff member's legal first name.	Character (15)	Identity.firstName	Census > People > Identities > Current Identity > First Name

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
Middle Name	Reports the staff member's legal middle name.	Character (15)	Identity.middleName	Census > People > Identities > Current Identity > Middle Name
Last Name	Reports the staff member's legal last name.	Character (25)	Identity.lastName	Census > People > Identities > Current Identity > Last Name
Suffix	Reports the staff member's name suffix, or as blank if null.	Character (3)	Identity.suffix	Census > People > Identities > Current Identity > Suffix
Date of Birth	Reports the year, month, and day that the staff member was born.	Date (8) CCYYMMDD	Identity.birthDate	Census > People > Identities > Current Identity > Birth Date
Staff Previous Social Security Number	Reports the staff member's previous EIS social security number. If null, reports as zeros.	Numeric (9)	Identity.previousSSN	Census > People > Demographics > Previous EIS SSN
Staff Previous Teacher License Number	Reports previous EIS Teaching License number of the staff member.	Numeric (9)	Employment.previous EISTeacherLIcense	Census > People > District Employment > Previous EIS Teacher License

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
Previous First Name	Reports the staff member's previous EIS legal first name.	Character (15)	Identity.previous FirstName	Census > People > Demographics > Previous EIS First Name
Previous Last Name	Reports the staff member's previous EIS legal last name.	Character (25)	Identity.previous LastName	Census > People > Demographics > Previous EIS Last Name
Gender	Reports the gender of the staff member.	Character (1) M or F	Identity.gender	Census > People > Identities > Current Identity > Gender
Ethnicity	Reports as H if the staff member's Race/Ethnicity is Hispanic/Latino.	Character (1)	Identity.hispanicEthnicity	Census > People > Identities > Current Identity > Race/Ethnicity
American Indian Alaskan Native	Reports as Y if the staff member's Race/Ethnicity is American Indian or Alaskan Native.	Character (1)	Identity.hispanicEthnicity	Census > People > Identities > Current Identity > Race/Ethnicity
Asian	Reports as Y if the staff member's Race/Ethnicity is Asian.	Character (1)	Identity.hispanicEthnicity	Census > People > Identities > Current Identity > Race/Ethnicity

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
Native Hawaiian or Pacific Islander	Reports as Y if the staff member's Race/Ethnicity is Native Hawaiian or Pacific Islander.	Character (1)	Identity.hispanicEthnicity	Census > People > Identities > Current Identity > Race/Ethnicity
Black or African American	Reports as Y if the staff member's Race/Ethnicity is Black or African American.	Character (1)	Identity.hispanicEthnicity	Census > People > Identities > Current Identity > Race/Ethnicity
White	Reports as Y if the staff member's Race/Ethnicity is White.	Character (1)	Identity.hispanicEthnicity	Census > People > Identities > Current Identity > Race/Ethnicity
Filler	N/A	N/A	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)	Employment.licensureCheck	Census > People > District Employment > Licensure Check
Waiver Request Course	Reports as 0000.	Numeric (4)	N/A	N/A

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
Staff Status	Reports the Employment Status of the staff member. District assignments without an End Date are considered first. 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)	Person.email	Census > People > Demographics > Email
Filler	N/A	N/A	N/A	N/A