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

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Report Logic | 063 Staff Member Class Assignment Extract Layout

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

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 |
|---|---|---|---|---|
| **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:<br>• N: New<br>• E: Edit<br>• 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 |