

STUDENT MEMBERSHIP AND ATTENDANCE ACCOUNTABILITY PROCEDURES MANUAL

Working With Membership/Attendance in Tennessee



**Tennessee Department of Education
Office of Resources and Support Services
2006-2007**

Section E - Enrollment and Attendance Coding

E -101 Student Identification Number

A Personal Identification Number (PIN) shall be used to uniquely identify students upon entry into a Tennessee public school. In the event a student does not have a SSN or the parent or guardian does not wish to provide the SSN, the school system shall assign a unique number to be used for identification using the following numbering scheme:

9 + the 3-digit school system number + 00001 to 99999

This uniquely assigned PIN must remain with the student throughout his career in Tennessee public schools regardless of subsequent transfers within the school system or to other Tennessee school systems unless the actual SSN is provided.

E-102 Types of Enrollment

These types of enrollment should be used when students meet the following criteria:

- E** Entering a Tennessee public school for the first time this school year and **not having been enrolled in another state this school year** (see E1)
- Transferring from private, parochial or home schools and not having dropped out or enrolled in another Tennessee public school this year
- Transferring from one year's file to another year's file in the same school
- Following the normal grade progression from one school to another school
- E1** Entering a Tennessee public school for the first time this school year and **having been previously enrolled in a school in another state this school year** (includes students that move to Tennessee during the summer)
- TR** Entering this school for the first time this school year and having been previously enrolled
- (1) in another public school in Tennessee this school year or
 - (2) in another public school in Tennessee on the 180th day of the last school year, or
 - (3) in another public school in Tennessee the previous year and moved during the summer

Below are a few examples that may prove to be helpful.

1. Students entering kindergarten: If they are enrolling in school for the first time, should be coded as “E”.
2. This “E” code will not change for that student unless they move or change schools that are not in their normal grade progression.
3. The “E1” code should only be used for students who are coming from out of state who have not been enrolled in a Tennessee school anytime during the current school year.

If a school system has a grade configuration of K-8 or less and its students normally progress to another system, the students will be coded “E” in the new system.

3. The only time that a student may be deleted is when the student leaves kindergarten within six weeks of initial enrollment and waits until the next school year to begin school or when the child was pre-registered (pre-enrolled) for kindergarten and never showed up. Children must enroll by the age of six. **Tennessee Code Annotated § 49-6-3001(c)(1)**
4. If a student was coded “E1” or “TR” and was in your school on the 180th day of the last year, that student should be coded “E” in your school this year.
5. If a student was on your school’s roll last year and did not return this year, that student should be withdrawn as of the first day of school. **Do not delete the student.**
6. If a student comes to your school (school “A”) for the first time this year, from another Tennessee public school (school “B”), he or she should be coded “TR” in school “A” and “E” in school “B”.
7. If a student is coded “E” in your school and then moves away, but later in the year returns to your school, he or she should once again be coded “E”. **Note:** No matter how many times a student withdraws and re-enrolls in your school within the same year, he or she should be coded the **same (E, E1 or TR) as they were on the first day of school or the first day of their enrollment that year.**