

# SSMS Star Student EIS Conflicts

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The information below is from the Tennessee Department of Education list of Common Mistakes in EIS Information.

## **Student Enrollment**

- Schools should view EIS Student Enrollment History when enrolling new students for social security number, name, enrollment code and dates. This can prevent entering incorrect data.
- Students cannot be active in two schools on the same instructional day.
- The Withdrawal Date is the first day of non-attendance.
- No-show students who do not enroll in the same school at the beginning of the school year should be enrolled and withdrawn on the first attendance day. The new school can enroll the student on his first attendance day.
- There will not be a duplicate enrollment conflict if the student transferred to a school with an earlier start date or during a school break.

## **Student and Staff Errors**

- Incorrect Social Security, PIN, or Teacher Number – Many numbers were transposed.
- Student Social Security Number in PIN field also - These are separate fields of data.
- Staff Current Assignment Dates were for prior years - Required to be dates for current school year.
- Student enrollment, grade, classes, promotions sent for previous year - Any summer school.
- Existing student record modified to set up a new student record – Addition of a student should be with a clean screen.
- Staff Social Security or Teacher License Number does not agree with Licensure File - View Staff

## **Class Scheduling**

- Class change time can be included or not included when defining periods for scheduling.
- If lunch is scheduled, use course codes 9604 (elementary) or 9304 (secondary).
- Lunch minutes cannot be included in duration of class time except for elementary.
- Self-Contained Classes must be designated “Traditional” in Class Type.
- Classes that are pulled out must be designated “Pull-out” in Class Type.
- Classes that move as a group must be designated as “Self-Contained-Departmentalized” in Class Type.

## **Course and Class Errors**

- Use of discontinued course codes - Refer to 2007-2008 Correlation of Course Codes for current codes.
- Incorrect course codes used for class - Use course code appropriate for teaching method of class (pull-out, self-contained, or self-contained-departmentalized).
- Student class assignment date prior to enrollment or re-enrollment date - Must be within enrollment or re-enrollment period.
- Pull-out classes not scheduled - All classes must be checked for class size.
- Incorrect class type coded for pull-outs or self-contained departmentalized.

## **Suspensions, ISS, and Homebound**

- All students are considered active and should be counted in Membership headcount.
- All students should have a complete and continuing schedule.

## **All Districts shall participate during the 2007-2008 School Year**

- Request User Ids for staff that need access to EIS data.
- Train staff on business rules, use of EIS, and error correction. Include district and school staff involved with Attendance, Special Education, and Student Management Software entry.
- Compare Paper Reports and EIS Reports to make sure they both are correct (District Level).
- Make corrections to data at local school level in student management software.
- Evaluate EIS and Student Management software for possible problems and report to local Student Management Administrator.
- Enter District Approval online for EIS Reports when correct (District Level).
- Funding for 2008-2009 will be based on 2007-2008 Electronic Data.