

## Student Class Information

<b>CHANGE ID</b>	2010-001	<b>Due Date</b>	June 30, 2010
<b>PURPOSE OF CHANGE:</b> <p>In order to comply with the New Tennessee High School Program the state is going to start collecting additional student class information. This data will assist the state in determining if there is grade creep due to the new testing requirements. Specifically we will be capturing the student's final grade along with quality points when awarded, and credits earned. This new requirement applies to all classes where a grade is awarded and for all students in grades 9-12 for the 2010-2011 school year. Other grade levels will be added in the 2011-2012 and 2012-2013 school years.</p> <p>The main goals of this initiative are to:</p> <ul style="list-style-type: none"><li>• Make the EIS Application more inclusive</li><li>• Make our state more competitive when applying for federal grant opportunities such as Race for the Top funds</li><li>• Ease school counselor's task of obtaining transcripts from transfer students/schools</li><li>• Allow the state to check for grade creep</li></ul>			
<b>DATA MANAGER/REQUESTER:</b> <p>Norton McDaniel <a href="mailto:Norton.mcdaniel@state.tn.us">Norton.mcdaniel@state.tn.us</a> 615-532-6217</p>			
<b>BUSINESS RULES:</b> <p>Districts should report all student class final grades. This data will be reported via a new EIS extract "080 - Student Final Grade", please see the attached EIS Record Layout document for details.</p> <p>The "080 - Student Final Grade" should be generated and reported for each student enrolled in a class during the school year when the student's final grade is posted. The extract is to be sent from the student's home school for students who attend summer school. Summer school grades will be sent for the just ended school year. Example, if summer school starts June 1, 2011 and ends August 5, 2011 it will be reported in the 2010-2011 school year.</p> <p>The "080 - Student Final Grade" should be generated whenever a out-of-state or a private school transfer class is entered into academic history. This record should have a "Y" in the Transferred from Private or Out-of-Sate to indicate that the class was a transfer class from either a out-of-state or private school. Classes transferred from another Tennessee public school should not be sent, the will have been sent by their former school.</p> <p>All final grade data is to be reported by the student's home school, final grade data is not to be reported by the service school.</p> <p>General rules:</p> <ul style="list-style-type: none"><li>• Only SDE Course Codes are valid, all other course codes will be rejected.</li><li>• If a high school student takes a course at a university or technical center the course must be reported using a valid SDE course code. The data will be reported from the student's home school.</li><li>• If a student takes a course at another school the course must be reported using a valid SDE course code. The data will be reported from the student's home school. The service school will not submit final grade data for service enrollment students to EIS.</li><li>• If a student transfers into a public school from a private school or a out-of-state school the transferred credits must be matched up to an approved SDE course code and recorded using the approved SDE course code. Only secondary courses that are accepted for transfer should be sent to EIS. Transfer credits and courses in grades P3-8 should not be sent to EIS.</li></ul>			

- If a student receives credit for a course during summer school the course data will be uploaded to the student's transcript in EIS by the student's home school.

We will collect the following data for a student class grade for P3-12 for the 2010-11 school year going forward:

- SASID
- Primary enrollment district number.
- Primary enrollment school number.
- Year class was taken.
- Term class was taken:
  - "S1" = Semester 1
  - "S2" = Semester 2
  - "T1" = Trimester 1
  - "T2" = Trimester 2
  - "T3" = Trimester 3
  - "Q1" = Quarter 1
  - "Q2" = Quarter 2
  - "Q3" = Quarter 3
  - "Q4" = Quarter 4
  - "YR" = Year Long Course
  - "SU" = Summer School
- Student's grade assignment (P3-12).
  - The grade to which the student was assigned when the class was taken.
- Transfer Credit from Private or Out-of-state school, designate a "Y" if this is the case.
- Course Number, must be a valid TN course code.
  - If out of state or private school transfer class must be matched to TN code and stored using the TN code.
- Course name (valid SDE course name).
- Local course number (course class section identifier).
- Credits attempted:
  - One half credit would be reported as 050
  - One quarter credit would be reported as 025
  - one credit would be reported as 100
- Credits earned:
  - One half credit would be reported as 050
  - One quarter credit would be reported as 025
  - one credit would be reported as 100
- Alpha Grade (A, B, C, D, F, I, P):
  - "I" = incomplete
  - "P" = Pass (if using pass/fail)
  - Alpha grades should be converted to the state standard numeric grade scale.
- Numeric grade (final numeric grade prior to adding quality points awarded)
- Quality points awarded for this class.

- **REPORTS (Vendor):**
- None defined at this time.

**REPORTS (SDE):**

New screen to display the new data. Screen layout and specification to be delivered at a later date.

**TECHNICAL SPECIFICATIONS (Vendors):**

Based on the requirements in the Business Rules section a “080 - Student Final Grade” extract should be generated when any of these events occur:

- Student is awarded a final grade.
- When out of state or private school grades are entered into the SIS package.

Please see the attached EIS Record Layout document for field size and data types.

**TECHNICAL SPECIFICATIONS (SDE):**

The data from the “080 - Student Final Grade” will be stored in EIS in the “Class Grade” table directly under the “Student” table. Data for a student will be stored in this table regardless of the school sending the student. Data is not to be stored with the student enrollment data in EIS.

A district will be allowed to access the data only for students who are actively enrolled in their district.

Examples:

Student is enrolled in district 190 and not enrolled in district 20.

District 190 personnel will have access to see the student’s transcripts.

All other districts will not be able to see student’s transcripts.

Student withdraws from district 190 and enrolls in district 20.

District 190 will not be graded access since the student is no longer actively enrolled in district 190.

District 20 personnel will have access to see the student’s transcripts.

All other districts will not be able to see student’s transcripts.

State level personnel will have access to all students.

**NOTES:**

Please see the attached “EIS Transmit Records Definitions-2010-11.doc” for the ‘080 - Student Final Grade’ record document for field size and data types.

**Student / Staff Race Ethnicity Collection**

<b>CHANGE ID</b>	2010-002	<b>Due Date</b>	June 30, 2010
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**PURPOSE OF CHANGE:**

Due to new federal reporting requirements we need to change the data capture and reporting of ethnicity/race in the district’s SIS package. This also requires changes to the extracts to EIS for the 040 - Student and the 060 - Staff records.

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**BUSINESS RULES:**

We need to create several new data fields and remove the current race / ethnicity field. We need the ability to capture if the student is Hispanic (H) or Non-Hispanic (N). We also need to capture each racial group to which the student or staff belongs (this is for both Hispanic and Non-Hispanic ethnic groups).

Valid ethnicity codes are:

- H = Hispanic
- N = Non-Hispanic

Valid race codes are:

- I = American Indian or Alaskan Native
- A = Asian
- P = Native Hawaiian or Pacific Islander
- B = Black or African American
- W = White

A student or staff may be a member in just one racial group, or may be a member in two or more racial groups. We are required to capture all racial groups to which a student or staff belongs.

You will need to modify the “040 - Student” and ‘060 - Staff’ record per the attached file layout

**REPORTS (Vendor):**

Reporting requirements will vary depending on individual reports within your SIS package.

**REPORTS (SDE):**

EIS screens to be modified for new Ethnicity / Race reporting.  
EIS standard reports to be modified for new Ethnicity / Race reporting.  
EIS research queries to be modified for new Ethnicity / Race reporting.  
EIS Enhanced Data Entry to be modified for new Ethnicity / Race reporting.

See attached document for list of individual screens and reports.

**TECHNICAL SPECIFICATIONS (Vendors):**

You will need to modify your SIS package to allow the schools to designate if the student or staff is Hispanic or Non-Hispanic. Valid codes are:

- H = Hispanic
- N = Non-Hispanic

You will need to modify your SIS package to allow the schools to select one or more racial Groups. This is separate from the Hispanic / Non-Hispanic. One or more racial groups should be selected for both the Hispanic / Non-Hispanic ethnicity groups. Valid racial groups for the 2010-2011 school year and going forward are:

- I = American Indian or Alaskan Native
- A = Asian
- P = Native Hawaiian or Pacific Islander
- B = Black or African American
- W = White

Each of these races flags will have a value of Y or N. Edit to insure that one or more of these flags have a Y value for each student and staff submitted to EIS.

You will need to modify the EIS extract ‘040 - Student’ and “060 - Staff” to include the new ethnicity flag and new flags for each of the 5 Racial Groups. Please refer to the attached “EIS Transmit Records Definitions-2010-11.doc” for details.

**TECHNICAL SPECIFICATIONS (SDE):**

The student record will have to be modified to accommodate a new ethnicity flag.

The student record will have to be modified to accommodate five Race flags. They are:

- American Indian or Alaskan Native
- Asian

- Native Hawaiian or Pacific Islander
- Black or African American
- White

Each of these race flags will have a value of Y or N. Edit to insure that one or more of these flags have a Y value for each student submitted to EIS.

You will need to modify the EIS extract 040 – Student to include the new ethnicity flag and new flags for the 5 Racial Groups. Please refer to the attached “EIS Transmit Records Definitions-2010-11.doc” for details.

**NOTES:**

Reporting requirements are in other Change ID requests.

**Class Teaching Method**

<b>CHANGE ID</b>	2010-003	<b>Due Date</b>	June 30, 2010
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**PURPOSE OF CHANGE:**

To provide the ability for the state to report the number of students and other details for students who take on-line classes.

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**BUSINESS RULES:**

A new teaching method should be added to the existing codes, “O” to indicate that the class was taken on-line.

Valid codes for the 2010-2011 school year will be:

- “T” = traditional
- “D” = distance learning
- “O” = on-line course

**REPORTS (Vendor):**

Need to modify any reports or screen which display the teaching method to include the new on-line code.

**REPORTS (SDE):**

Need to modify any reports or screen which display the teaching method to include the new on-line code.

**TECHNICAL SPECIFICATIONS (Vendors):**

Modify your SIS program code to allow the schools to select one of the three teaching methods for a class:

- “T” = traditional
- “D” = distance learning
- “O” = on-line learning

Each class submitted to EIS must contain one of the three above codes.

**SDE to provide detailed descriptions for Distance Learning and On-line Learning at a later date.**

**TECHNICAL SPECIFICATIONS (SDE):**

Add “O” on-line course to the valid teaching methods allowed for a class. Only valid codes will be accepted by EIS. The error code and edit rules remain the same, we are only adding another valid value.

**NOTES:**

N/A

**English Language Learner (ELL)**

<b>CHANGE ID</b>	2010-004	<b>Due Date</b>	June 30, 2010
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**PURPOSE OF CHANGE:**

- 1) Add new codes to the English Language Background classification table for
  - a) former ELL students and
  - b) ELL students who waives services.
- 2) Enhance the Transition 1 and 2 definitions.

**New Classification Codes for Former ELL Students (F)**

Add a code for former English Language Learners (F). The change will allow TNDOE to distinguish students who have completed the second transitional year from students whose first language is not English but who did not participate in the ELL program. Currently, both types of students are classified as NELBs, Non-English Language Background. NELBs are defined currently as students whose first language is English and DO NOT qualify for the services of an ESL teacher. The addition of the former ELL code necessitates changing the definition of NELB to students whose first language is not English and NEVER qualified for the services of an ESL teacher.

**New Classification for Waived ELL Services (W)**

Add a new classification for students who qualify for ELL but choose to waive ELL services (W). The change will allow TNDOE to distinguish between students who waive ELL services and those who receive services. Currently, both types of students are classified as Ls, who are defined as students whose first language is not English and who qualify for the services of an English as a Second Language “ESL” teacher.

The classification code for students who initially receive ELL services but later waive them before attaining proficiency changes from L to W.

**Enhance Transition 1 and 2 Definitions**

To improve the clarity of the description of Transition 1 and 2 codes, the term “fluent” is replaced by “proficiency” as defined by composite scores of 4 or 5 on the state’s English language proficiency exam (ELP) exam (ELDA).

**DATA MANAGER REQUESTER:**

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**BUSINESS RULES:**

The SIS packages need to be modified to allow schools to enter one of the following codes for a student:

- “L” = “English Language Learner (ELL)” - students whose first language is not English and who qualify for the services of an English as a Second Language “ESL” teacher.
- “N” = “Non-English Language Background (NELB)” - Students whose first language is not English, and NEVER qualified for the services of an ESL teacher.
- “E” = “English Native” - a student whose primary or native language is English.
- “1” = “Transitional 1” - the first year after [attaining proficiency in English \(composite level score of 4 or 5 on the state’s English Language Proficiency \(ELP\) exam \(ELDA\)\)](#).
- “2” = “Transitional 2” - the second year after [attaining proficiency in English \(composite level score of 4 or 5 on the state’s English Language Proficiency \(ELP\) exam \(ELDA\)\)](#).

- “G” - a student who was an L, 1, or 2 in grades 9, 10, or 11 is a “G” in all years after completion of “2” status. Note: If the student’s current status is L, 1, or 2 DO NOT use the “G” code. This code will only be used for graduation rate purposes. (A student who completes the second transitional year prior to grade 9 is classified as Former English Language Learner (F).)
- “F” = “Former English Language Learner” - a student who completes the second transitional year prior to grade 9. (A student who completes the second transitional year in grades 9-11 is classified as G.)
- “W” = A student whose first language is not English, who qualifies for the services of an English as a Second Language “ESL” teacher and chooses not to receive ESL services is classified as waived ELL services.
  - For students under the age of 18, the decision to waive services is reserved for parents (in almost all cases). Emancipated youth and students 18 years or older have the right to waive ESL services.
  - The classification code for students who initially receive ELL services but later waive them before attaining proficiency changes from L to W.

**Data Element Definition:**

Valid ELL codes are:

- “L” = “English Language Learner (ELL)” - students whose first language is not English and who qualify for the services of an English as a Second Language “ESL” teacher.
- “N” = “Non-English Language Background (NELB)” - students whose first language is not English, and **NEVER qualified** for the services of an ESL teacher.
- “E” = “English Native” - a student whose primary or native language is English.
- “1” = “Transitional 1” - the first year after **attaining proficiency in English (composite level score of 4 or 5 on the state’s English Language Proficiency (ELP) exam (ELDA))**.
- “2” = “Transitional 2” - the second year after **attaining proficiency in English (composite level score of 4 or 5 on the state’s English Language Proficiency (ELP) exam (ELDA))**.
- “G” -A student who was an L, 1, or 2 in grades 9, 10, or 11 is a “G” in all years after completion of “2” status. Note: If the student’s current status is L, 1, or 2, DO NOT use the “G” code. This code will only be used for graduation rate purposes. (A student who completes the second transitional year prior to grade 9 is classified as Former English Language Learner (F).)
- “F” = “Former English Language Learner (F)” - a student who completes the second transitional year prior to grade 9. (A student who completes the second transitional year in grades 9-11 is classified as G.)
- “W” = A student whose first language is not English, who qualifies for the services of an English as a Second Language “ESL” teacher and chooses not to receive ESL services is classified as waived ELL services.

**REPORTS (Vendor):**

Provide districts and schools the ability to enter and view the following the two new ELL codes and to send that data to EIS via the **‘041 - Student Enrollment’** record.

Modify any existing screens and reports to allow for the new ELL codes of “F” and “W”.

The valid codes are:

- L = English Language Learner (ELL)
- N = Non-English Language Background (NELB)
- E = English Native
- 1 = Transitional 1
- 2 = Transitional 2
- G = A student who was an L, 1, or 2 in grades 9, 10, or 11

- F = Former English Language Learner
- W = waived ELL services

**REPORTS (SDE):**

Modify any existing reports and screens to allow for the new ELL codes of “F” and “W”.

**TECHNICAL SPECIFICATIONS (Vendors):**

Provide districts and schools the ability to enter and view the following the two new ELL codes data and to send that data to EIS via the ‘041 - Student Enrollment’ record.

The valid codes are:

- L = English Language Learner (ELL)
- N = Non-English Language Background (NELB)
- E = English Native
- 1 = Transitional 1
- 2 = Transitional 2
- G = A student who was an L, 1, or 2 in grades 9, 10, or 11
- F = Former English Language Learner
- W = waived ELL services

**TECHNICAL SPECIFICATIONS (SDE):**

EIS edit route needs to be modify the existing valid codes table to include the following codes and to allow entry of the new codes.

The valid ELL codes are:

- L = English Language Learner (ELL)
- N = Non-English Language Background (NELB)
- E = English Native
- 1 = Transitional 1
- 2 = Transitional 2
- G = A student who was an L, 1, or 2 in grades 9, 10, or 11
- F = Former English Language Learner
- W = waived ELL services

**NOTES:**

**Homeless Students**

<b>CHANGE ID</b>	2010-005	<b>Due Date</b>	June 30, 2010
<b>PURPOSE OF CHANGES:</b>			
Introduce three new indicators for homeless students: 1) primary nighttime residence, 2) served by McKinney-Vento funds, and 3) unaccompanied youth. The student classification Homeless (H) identifies homeless students enrolled in public schools but does not identify the three other characteristics required for federal reporting.			
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## **BUSINESS RULES:**

### **Homeless – Primary Nighttime Residence**

Identify one of the following as the primary nighttime residence of homeless students at the time of enrollment or at the initial identification as homeless if identification occurs after enrollment. The four primary nighttime residence categories are:

- 01 - shelters, transitional housing, awaiting foster care,
- 02 - doubled up (living with another family),
- 03 - unsheltered (cars, parks, campgrounds, temporary trailer, abandoned building),
- 04 - hotels/motels

The Primary Nighttime Residence determination is made at enrollment or initial homeless identification. Do not report changes in nighttime residence made during the school year.

Primary Nighttime Residence is required for students identified as homeless at any time during the school year.

Once the student is identified as homeless, the Homeless flag turns to Yes for the entire school year.

### **Homeless – Served by McKinney-Vento**

Identify homeless students served by McKinney-Vento funds any time during the school year. The identification is Yes for students served by McKinney – Vento funds; otherwise it is No.

The flag is Yes for all homeless students served by McKinney-Vento funds during the school year (July 1 – June 30) regardless of the length of service delivery.

### **Homeless - Unaccompanied Youth**

A homeless student who is not living with a parent or guardian is an unaccompanied youth. The unaccompanied youth identification is Yes for homeless students who are not living with a parent or guardian; otherwise it is No.

The upper range for reporting unaccompanied youth is determined by each state's definition of school age. Since the maximum school age for K-12 students in Tennessee is 21, a homeless student between the ages of 17 – 21 who does not live with a parent or guardian is an unaccompanied youth.

There is no lower range for reporting unaccompanied youth. A young child, not living with a parent or guardian but with a relative or caregiver in a homeless situation (not fixed, regular or adequate) is an unaccompanied youth.

### **Data Element Definition:**

Homeless - Primary Nighttime Residence - a homeless student's residence at the time of enrollment or at the identification as homeless, valid codes are:

- 01 = shelters, transitional housing, awaiting foster care
- 02 = doubled up (living with another family)
- 03 = unsheltered (cars, parks, campgrounds, temporary trailer, abandoned building)
- 04 = hotels/motels

Homeless - Served by McKinney – Vento - a homeless student served by federal McKinney-Vento funds any time during the school year, valid entries are:

- Y = served by McKinney-Vento

- N = not served by McKinney-Vento
- Blank = not served by McKinney-Vento

Homeless - Unaccompanied Youth – a homeless student who is not living with a parent or guardian, valid entries are:

- Y = homeless and unaccompanied
- N = homeless but not unaccompanied
- Blank = homeless but not unaccompanied

**REPORTS (Vendor):**

Provide districts and schools the ability to enter and view the new data and to send that data to EIS via “041 - Student Enrollment” extract.

**REPORTS (SDE):**

Modify EIS to accept and store the new flags in EIS. The new data should be added to the “Student Enrollment Info” screen in EIS.

**TECHNICAL SPECIFICATIONS (Vendors):**

SIS packages should be modified to allow for entry and corrections to the new data fields by district and school personnel. The package should also be modified to capture this data and send new, change, and delete data to EIS via the “041 - Student Enrollment” extract.

**TECHNICAL SPECIFICATIONS (SDE):**

Modify EIS to accept and store the new flags in EIS. The new data should be added to the “Student Enrollment Info” screen in EIS.

**NOTES:**

**Public School Choice Applied**

<b>CHANGE ID</b>	2010-006	<b>Due Date</b>	June 30, 2010
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**PURPOSE OF CHANGE:**

In order to meet reporting requirements for public school choice, add a new indicator for students who applied to transfer under public school choice.

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**BUSINESS RULES:**

In order to identify students in Title I High Priority Schools who apply to transfer under public school choice, LEA student information systems add a new indicator for students who apply to transfer under PSC during the school year.

The Public School Choice Applied flag is Yes for students who:

- applied and transfer under PSC during the current school year. (Enrollment Reason code = TC),
- applied and did not transfer under Public School Choice during the current school

The Public School Choice Applied flag is No for all other students.

Students in Title I High Priority schools (Title I schools identified for School Improvement, Corrective Action and Restructuring)<sup>i</sup> are eligible for Public School Choice and have the opportunity to apply once annually during the beginning of the school year.

EIS will reject values of Yes for the Public School Choice Applied indicator and send an error message to LEAs for students who:

- do NOT have an enrollment code of TC indicating that they transferred under Public School Choice during the current school year; or
- do NOT have an enrollment code of EC indicating that they transferred previously under Public School Choice and continue to transfer during the current school year, or
- are NOT enrolled in a school whose PSC status is Yes (i.e., a Title I school identified for School Improvement, Corrective Action or Restructuring).

**Data Element Definition:**

Public School Choice Applied - a student who applied to transfer under Public School Choice.

**REPORTS (Vendor):**

Ability for districts to generate a listing of students who applied for transfer under Public School Choice.

**REPORTS (SDE):**

Provide a listing of students who by district and/or school who have applied for transfer under Public School Choice.

**TECHNICAL SPECIFICATIONS (Vendors):**

Provide districts and schools the ability to enter and view the following data and to send that data to EIS via new extract "083 - Student Choice Applied".

**TECHNICAL SPECIFICATIONS (SDE):**

Accept data sent that data to EIS new extract "083 - Student Choice Applied". Data to be stored under the student enrollment data.

**NOTES:**

**Changed record number to 083 from 081.**

**Public School Choice Continue to Transfer**

<b>CHANGE ID</b>	2010-007	<b>Due Date</b>	June 30, 2010
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**PURPOSE OF CHANGE:**

In order to meet reporting requirements for public school choice, introduce a new enrollment code EC so that a student who transferred previously under Public School Choice (PSC) and continues to transfer under PSC in the current school year can be identified. For students who continue to transfer under PSC for a second year or more, the TC enrollment code would change to EC rather than E at the beginning of the second year and remain EC as long as the student continues to transfer under PSC.

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**BUSINESS RULES:**

**New EC Enrollment Code to Track Students Who Transferred Previously Under Public School Choice (PSC) and Continue to Transfer Under PSC**

Students who transferred under public school choice includes:

- Students who transferred under Public School Choice during the current school year. These are students whose enrollment codes are TC.
- Students who transferred previously under Public School Choice and continued to transfer during the

current school year. These data can be obtained with the addition of the EC code.

As shown below, the requirement to track students who transferred previously under Public School Choice (PSC) and continue to transfer under PSC necessitates the addition of a new code EC to Appendix D, Enrollment Reasons. The TC enrollment code will become EC at the beginning of the second year of transferring under Public School Choice (rather than E) and remains EC as long as the student continues to transfer under PSC.

In Appendix D, the TC code refers to transfers under Public School Choice as transfers from another school due to previous school being under achieving. Since the EC code is derived from the TC code, its title and definition in Appendix D will conform to the TC code's title and definition. As shown below, the EC code is entitled Continue to Transfer to Another School Due to Previous School Being Under Achieving. The EC code is defined as transfer to another school for a second or more years due to previous school being under achieving. (The TC code becomes EC in the second and successive years of transfer from an under achieving school through completion of the highest grade in the receiving school.)

The conversion of the TC to EC code works as follows:

A student transfers under Public School Choice from School A, an under achieving school, to School B, a higher achieving school in the same district. When the student transfers to School B under Public School Choice (PSC), the enrollment reason is TC.<sup>ii</sup> In the second year and successive years, there are three possibilities:

**1) TC to EC, Continue to Transfer Under PSC:** If the student elects to continue to transfer to School B under PSC for a second year, the student's enrollment code changes from TC to EC at the beginning of the second year and remains EC as long as the student is enrolled in School B.

**a) Completion of Highest Grade at Receiving School:** The student continues to transfer under PSC and his/her enrollment code remains EC through the completion of the highest grade at School B.

**b) Status of the Sending School:** Changes in the accountability of School A (sending school) have no effect on students who transferred previously under PSC and continue to transfer under PSC. The student continues to transfer under PSC and his/her enrollment code remains EC through the completion of the highest grade at School B regardless of whether School A remains on the Title I High Priority list in future years (regardless of whether School A's PSC status is Yes in future years).

**c) Sending School Has Greater Grade Span Than Receiving School:** Suppose that School A (sending school) offers more grades (6 – 12) than School B (receiving school), which offers 6-8. The student enrolls in School C in 9<sup>th</sup> grade. School C is not a Title I High Priority School; its PSC school status is No. The student's eligibility for PSC ceases upon completion of 8<sup>th</sup> grade, the highest grade in School B (receiving school). Consequently, his/her enrollment code is EC through the 8<sup>th</sup> grade at School B. His/her enrollment code is E upon enrollment in School C.

**d) Sending School Has Smaller Grade Span Than Receiving School:** Suppose School A (sending school) offers fewer grades (6-8) than School B (receiving school), which offers 6-12. The student remains eligible for PSC through the completion of 12<sup>th</sup> grade, the highest grade in School B (receiving school). His/her enrollment code is EC through the 12<sup>th</sup> grade.

**2) TC to TR, Return to Sending School:** If the student elects not to continue to transfer to School B under PSC for a second year, his/her enrollment code is TR upon his/her return to School A. If the student remains at School A, his/her enrollment code is E in future years.

**3) TC to TR, Transfer to Another School:** If the student moves to another zone at the end of the school year and enrolls in School C, the student's enrollment code changes from TC to TR upon enrollment in School C. If the student remains in School C, his/her enrollment code is E in future years.

### **Implications for Net Enrollment**

The introduction of the EC enrollment code necessitates a change in the Net Enrollment formula because under current practice, the TC code reverts to E at the end of the first year that a student transfers under PSC. With the introduction of the EC code, Net Enrollment = E + E1 + EC where E denotes students enrolled previously and newly enrolled students; E1 denotes new students originating in another state or country; and EC denotes Public School Choice students who transferred under public school choice in the prior school year and continue to transfer under PSC.

### **Implications for Membership**

The introduction of the EC enrollment code also necessitates a change in the Membership formula. Membership is the total count of students with a active primary enrollment on the last day of the period regardless of the enrollment code.

Valid enrollment codes for 2010-11 school year are:

- **“E” = Regular Enrollment**
  - Entering a Tennessee public school for the first time this school year and not having been enrolled in another state this school year.
  - Transfer from a private, parochial or home school 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” = Enrolled from Out of State and not previously enrolled this year in TN public school.**
  - Entering a Tennessee public school for the first this school year and having been previously enrolled in another state this school year (includes students that move to Tennessee during the summer).
- **“TR” = Transferred Enrollment**
  - Entering this school for the first time this school year and having been previously enrolled
    - in another public school in Tennessee this year, or
    - in another public school in Tennessee on the 180<sup>th</sup> day of last school year, or
    - in another public school in Tennessee the previous year and moved during the summer.
- **“TC” = Transfer to Another School Due to Previous School Being Under Achieving**
  - Transfer from school must be classified as under achieving school and new school must be within same district
- **“EC” = Continue to Transfer to Another School Due to Previous School Being Under Achieving**
  - Transfer to another school for a second or more years due to previous school being under achieving (TC code becomes EC in the second and successive years of transfer from an under achieving school). For reporting purposes this will follow the same rules as “E” and “E1”.

### **Data Element Definition:**

Continued to Transfer to Another School Due to Previous School Being Under Achieving (EC) - a student who transfers to another school for a second or more years due to the previous school being under achieving.

### **REPORTS (Vendor):**

Add the new enrollment code to any report or screen as needed by the schools and district.

<b>REPORTS (SDE):</b>
<p><b>TECHNICAL SPECIFICATIONS (Vendors):</b> Provide districts and schools the ability to enter and view the following data and to send that data to EIS via the 041 – Student Enrollment.</p> <p>Continued to Transfer to Another School Due to Previous School Being Under Achieving. If a student is rolled to the same school at the end of the school year and their current enrollment code is either a “TC” or “EC” you should roll the student to the new school year as an “EC”. If the student rolls to a different school their enrollment code in the new school would be an “E”.</p>
<p><b>TECHNICAL SPECIFICATIONS (SDE):</b> Modify EIS to accept the new enrollment code “EC”. Adjust Net Enrollment and Membership counts to include the new “EC” code.</p>
<b>NOTES:</b>

**Supplemental Educational Services Applied & Received**

<b>CHANGE ID</b>	2010-008	<b>Due Date</b>	June 30, 2010
<b>PURPOSE OF CHANGE:</b>			
<p>In order to meet federal reporting requirements, introduce flags that identify students who apply to receive Supplemental Educational Services (SES) and those who receive SES.</p> <p>(Note: TNDOE will introduce a flag for students eligible for SES (SES Eligible) in 2009-10. The SES Eligible flag does not require LEA/vendor data. Students eligible to receive SES are low income students in Title I High Priority schools in School Improvement Year 2, Corrective Action, or Restructuring or School Improvement Year 1 in districts that elect to offer SES in the first year that they are identified for improvement. Schools offering SES will be identified by SES school status, which will take on a value of Yes for schools offering SES and No for schools not offering SES. Low income students are defined as those eligible for free and reduced price meals (X and Y free and reduced price meal codes).)</p>			
<b>DATA MANAGER/REQUESTER:</b>			
<p>Trish Kelly  <a href="mailto:Trish.Kelly@tn.gov">Trish.Kelly@tn.gov</a>  615-253-3168</p>			
<b>BUSINESS RULES:</b>			
<p>Students who apply for SES will be identified by LEA student information systems.</p> <p>Students who receive SES will be identified by LEA student information systems.</p> <p>Eligibility for SES is limited to low income students in Title I High Priority schools in School Improvement Year 2, Corrective Action, or Restructuring or School Improvement Year 1 in districts that elect to offer SES in the first year that they are identified for improvement. Schools offering SES will be identified by SES school status, which will take on a value of Yes for schools offering SES and No for schools not offering SES. <sup>iii</sup> Low income students are defined as those eligible for free and reduced price meals (FRPM codes X and Y). Therefore:</p> <p>1. Values of Yes for the SES Applied and SES Received flags will be accepted by EIS only for students with “X” or “Y” FRPM codes in schools for which SES school status is Yes.</p>			

2. EIS will reject values of Yes for the SES Applied and SES Received flags for students with “X” or “Y” FRPM codes in schools for which SES school status is No and send an error message to LEA.
3. EIS will reject values of Yes for the SES Applied and SES Received flags for students with “Z” FRMP codes in all schools and send an error message to LEA.

The SES Received flag cannot be Yes for students whose SES Applied flag is No.

The SES Received flag is Yes for students who receive SES regardless of the frequency and duration of service.

**Data Element Definition:**

SES Applied – a student who applied to receive Supplemental Educational Services (SES).

SES Received – a student who received Supplemental Educational Services (SES).

**REPORTS (Vendor):**

Provide districts and schools the ability to enter and view the following data and to send that data to EIS via “041 - Student Enrollment”.

Provide a listing of students who have applied for SES and including whether or not they received SES.

- SES Applied
- SES Received

**REPORTS (SDE):**

Add this data to the “Student Enrollment Info” screen in EIS.

**TECHNICAL SPECIFICATIONS (Vendors):**

Provide districts and schools the ability to enter and view the following data and to send that data to EIS via “041 - Student Enrollment”.

Values of Yes for the SES Applied and SES Received flags will be accepted by EIS only for students with “X” or “Y” FRPM codes in schools for which SES school status is Yes.

EIS will reject values of Yes for the SES Applied and SES Received flags for students with “X” or “Y” FRPM codes in schools for which SES school status is No and send an error message to LEA.

EIS will reject values of Yes for the SES Applied and SES Received flags for students with “Z” FRMP codes in all schools and send an error message to LEA.

The SES Received flag cannot be Yes for students whose SES Applied flag is not Yes. This will be rejected by EIS.

The SES Received flag is Yes for students who receive SES regardless of the frequency and duration of service.

**TECHNICAL SPECIFICATIONS (SDE):**

Modify EIS to accept the new fields and edit the following data sent to EIS via “041 - Student Enrollment”.

Values of Yes for the SES Applied and SES Received flags will be accepted by EIS only for students with “X” or “Y” FRPM codes in schools for which SES school status is Yes.

EIS will reject values of Yes for the SES Applied and SES Received flags for students with “X” or “Y” FRPM codes in schools for which SES school status is No and send an error message to LEA.

EIS will reject values of Yes for the SES Applied and SES Received flags for students with “Z” FRMP codes

in all schools and send an error message to LEA.

The SES Received flag cannot be Yes for students whose SES Applied flag is No. This will be rejected by EIS.

The SES Received flag is Yes for students who receive SES regardless of the frequency and duration of service.

**NOTES:**

**Title I Targeted Assistance Services**

<b>CHANGE ID</b>	2010-009	<b>Due Date</b>	June 30, 2010
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**PURPOSE OF CHANGE:**

Introduce new tables that identify the types of Instructional and Support Services received by Title I – Targeted Assistance (TA) students that are required for federal reporting.

The six types of Title I – Targeted Assistance Instructional Service are:

- 01-Math
- 02-RLA
- 03-Science
- 04-Social Studies
- 05-Vocational
- 06-Other

The six types of Title I – Targeted Assistance Support Service are:

- 01-Health
- 02-Dental
- 03-Eye Care
- 04-Guidance
- 05-Advocacy
- 06-Other

**DATA MANAGER/REQUESTER:**

Trish Kelly  
[Trish.Kelly@tn.gov](mailto:Trish.Kelly@tn.gov)  
615-253-3168

**BUSINESS RULES:**

For Title I – TA Instructional Services, EIS and student information systems will include a table with the values:

- 01-Math
- 02-RLA
- 03-Science
- 04-Social Studies
- 05-Vocational
- 06-Other

For Title I – TA Support Services, EIS and student information systems will include a table with values:

- 01-Health
- 02-Dental

- 03-Eye Care
- 04-Guidance
- 05-Advocacy
- 06-Other

LEA student information systems will indicate all of the instructional and support services received by each student (student may have more than one service from both lists). A record will be generated for each service provided.

Only students in Title – Targeted Assistance (TA) schools receiving Title I services (those with the Title I (T) classification) receive Title I –TA instructional and/or support services.

Each instructional and support service will be counted once for each student regardless of the frequency and duration of service.

**Data Element Definition:**

Title I – TA Instructional Services – the field is a two character field. List of valid values are:

- 01-Math
- 02-RLA
- 03-Science
- 04-Social Studies
- 05-Vocational
- 06-Other.

Title I – TA Support Services – the field is a two character field. List of valid values are:

- 01-Health
- 02-Dental
- 03-Eye Care
- 04-Guidance
- 05-Advocacy
- 06-Other.

**REPORTS (Vendor):**

Provide districts and schools the ability to enter and view the following data and to send that data to EIS via the new extract record “081 Student Instructional Services” and the “082 Student Support Services”.

Students may receive multiple services from each group.

Need report to give a list of students and the services they receive.

Title I – TA Instructional Services should be reported in the new “081” extract and consist of:

- 01-Math
- 02-RLA
- 03-Science
- 04-Social Studies
- 05-Vocational
- 06-Other

Title I – TA Support Services should be reported in the new “082” extract and consist of:

- 01-Health
- 02-Dental
- 03-Eye Care
- 04-Guidance

- 05-Advocacy
- 06-Other).

**REPORTS (SDE):**

Modify the “Student Enrollment Info” screen to display the new data.

**TECHNICAL SPECIFICATIONS (Vendors):**

Modify your software so that districts/schools can enter the above new categories in your SIS package. You should validate that the data entered is a valid code. Modify your software to send the new data to EIS in new records “081 - Student Instructional Services” and “082 - Student Support Services”.

**TECHNICAL SPECIFICATIONS (SDE):**

Modify EIS to accept two new record types “081 - Student Instructional Services” and “082 - Student Support Services”. The new data will be linked to the “Student Enrollment” and stored in two new tables, one for TA Instructional Services and one for TA support Services. Modify the “Student Enrollment Info” screen to display the new data. Two new valid codes tables will need to be setup to check for valid codes being sent to EIS.

**NOTES:**

**Technical or Focus of Study - CTE**

CHANGE ID	2010-010	Due Date	June 30, 2010
<b>PURPOSE OF CHANGE:</b>			
Due to “High School Redesign” reform, from 2009-2010 school year the 9 <sup>th</sup> grader CTE students are no longer requested to report their COURSE OF STUDY data to EIS. In order to catch the data of CTE focus of study students while implement the “High School Resign” please replace “Technical” to “Technical or Focus of Study – CTE” along with one of drop selection.			
<b>DATA MANAGER/REQUESTER:</b>			
Li-Zung Lin <a href="mailto:li-zung.lin@state.tn.us">li-zung.lin@state.tn.us</a> 615-532-1256			
<b>BUSINESS RULES:</b>			
Current data field of “Course of Study” (one of Student data reported to EIS) has a drop down list of: <ul style="list-style-type: none"> <li>• U - University/Academic</li> <li>• D - Dual</li> <li>• T – Technical</li> </ul> Please change the selection of “Technical” to “Technical or Focus of Study – CTE” for students who select CTE as their Focus of Study.			
<b>Data Element Definition:</b>			
No new data elements, only valid value description has changed.			
<b>REPORTS (Vendor):</b>			
Change any existing report to reflect the new description.			
<b>REPORTS (SDE):</b>			
Change any existing report to reflect the new description.			

**TECHNICAL SPECIFICATIONS (Vendors):**

Change all displays and descriptions to the new description.

**TECHNICAL SPECIFICATIONS (SDE):**

Change all displays and descriptions to the new description.

**NOTES:****Suspension, Expulsion, and Alternative Long Term Placement Report**

<b>CHANGE ID</b>	2010-011	<b>Due Date</b>	June 30, 2010
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**PURPOSE OF CHANGE:**

To bring the Suspension, Expulsion, and Alternative Long Term Placement Report in EIS and SIS to be more in line with the Data Warehouse Discipline Reports.

**DATA MANAGER/REQUESTER:**

Nancy Stetten  
[Nancy.Stetten@tn.gov](mailto:Nancy.Stetten@tn.gov)  
 615-741-3139

**BUSINESS RULES:**

- Add reports comparable to the suspension and Expulsion Incident Reports (by grade and by cause) to present data on In-school suspensions and Long Term changes of Placement
- Change the current reports for students (Suspensions and remands by race, sex and number of times disciplined) to a simple total by race and sex for all four discipline types.
- For school years 2008-09 and onward, use the new Discipline Cause Codes (17-38)
- Grade N is eliminated as a separate category. Put students into assigned grades
- Race Categories will be based on the new Race-Ethnic fields and be formatted as follows:
  - Hispanic – all races
  - Non-Hispanic –White
  - Non-Hispanic – Black
  - Non-Hispanic Asian
  - Non-Hispanic Pacific
  - Non-Hispanic-Indian
  - Non-Hispanic – Two or more
- In cases of multiple dispositions, we only want one disposition reported. Instead of reporting the last disposition, we are now reporting only the most serious disposition. This applies to all sections of the reports.
  - Expulsion (most serious)
  - Long Term Change of Placement
  - Suspension
  - In-school Suspension (least serious)
- In cases in which incidents are assigned two causes, we only report one cause. Severity codes are as follows:

Reason Code	Reason Description	Severity
38	Homicide	1
37	Attempted Homicide	2
35	Agg. Assault of Staff	3
32	Assault of Staff	4

36	Agg Assault of student	5
34	Sexual Assault	6
33	Assault of Student	7
18	Possession of Handgun	8
19	Possession of Rifle	9
20	Possession of Explosive	10
21	Possession of Non-Lethal Firearm	11
22	Possession-Other weapon	12
27	Bomb threat	13
28	Other threat	14
17	Drugs	15
31	Sexual Harassment	16
26	Vandalism	17
25	Theft	18
23	Alcohol	19
30	Fighting	20
29	Bullying	21

**Data Element Definition:**

There are no new data elements in this request.

**REPORTS (Vendor):**

Suspension Report, Expulsion, Report, In-School Suspension Report, Long Term Change of Placement Report) must be modified to meet new requirements for reporting of disciplinary actions. Reports will now use most sever action not the last action for a disciplinary action as has been required in the past. Please see attached layout for these reports “Suspension Report, Expulsion, Report, In-School Suspension Report, Long Term Change of Placement Report”.

**REPORTS (SDE):**

Suspension Report, Expulsion, Report, In-School Suspension Report, Long Term Change of Placement Report) must be modified to meet new requirements for reporting of disciplinary actions. Reports will now use most sever action not the last action for a disciplinary action as has been required in the past. Please see attached layout for these reports “Suspension Report, Expulsion, Report, In-School Suspension Report, Long Term Change of Placement Report”.

**TECHNICAL SPECIFCTIONS (Vendors):**

Modify process to report most sever action for a disciplinary action instead of the last action as has been required in the past.

**TECHNICAL SPECIFICATIONS (SDE):**

Modify process to report most sever action for a disciplinary action instead of the last action as has been required in the past.

**NOTES:**

**Membership Report**

<b>CHANGE ID</b>	2010-012	<b>Due Date</b>	June 30, 2010
<b>PURPOSE OF CHANGE:</b>			
To add a report of Membership with a date parameter. We currently produce a report of End of Month Membership, but EDEN requires a report of Membership as of October 1			
<ul style="list-style-type: none"> <li>• Membership by Date – New report.</li> <li>• NOTE that this new report incorporates the new race categories and includes severely handicapped</li> </ul>			

students, who were previously classified in grade “N” into their assigned grades, ie an option 8 student assigned to grade 5 would previously have been listed in grade “N” but will in 2010-11 be placed in grade 5.

**DATA MANAGER/REQUESTER:**

Nancy Stetten

[Nancy.Stetten@tn.gov](mailto:Nancy.Stetten@tn.gov)

615-741-3139

**BUSINESS RULES:**

- Put in a Date Parameter which will allow the user to specify a date.
- Include in the Report
  - all students who enrolled on or before the specified date and
  - did not withdraw before the specified date.
- Do not separate out a Grade N – put these students in their assigned grade. Grade N is no longer reported.
- Use the new Race-Ethnic categories, reported as follows.
  - Hispanic – all races
  - Non-Hispanic –White
  - Non-Hispanic – Black
  - Non-Hispanic Asian
  - Non-Hispanic Pacific
  - Non-Hispanic-Indian
  - Non-Hispanic – Two or more

Note: individual races are to be reported for non-hispanic students only if they have only one race selected. If the student has 2 or more races indicated they will be reported in the Non-Hispanic – Two or more, not in the individual race group.

**Data Element Definition:**

Hispanic Ethnicity – this indicates if a student is of Hispanic origin.

**REPORTS (Vendor):**

Please see the attached “Membership Report” layout.

**REPORTS (SDE):**

Please see the attached “Membership Report” layout.

**TECHNICAL SPECIFICATIONS (Vendors):**

Modify \ report to be in compliance with the new business rules.

**TECHNICAL SPECIFICATIONS (SDE):**

Modify \ report to be in compliance with the new business rules.

**NOTES:**

**Dropout Report**

<b>CHANGE ID</b>	2010-013	<b>Due Date</b>	June 30, 2010
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**PURPOSE OF CHANGE:**

To bring EIS and SIS Dropout Reports more in line with the Data Warehouse Dropout Report.

**DATA MANAGER/REQUESTER:**

Nancy Stetten

[Nancy.Stetten@tn.gov](mailto:Nancy.Stetten@tn.gov)

615-741-3139

**BUSINESS RULES:**

A student is a dropout if

- He is coded W0 or W1 and didn't re-enroll before the end of the year (as it was)
- He is coded W4 and didn't enroll at another school in the same district
- He is a 12<sup>th</sup> grader who was present at the end of the school year, didn't receive a diploma AND was promoted.

In the past we separated dropouts under 18 and Dropouts 18 and Over. Beginning in 2010-11 we will have only one report of all dropouts.

- Grade N is eliminated. Students in Special Education Options will be placed in their assigned grade.
- Race Ethnic Categories will be based on the new categories and reported as follows.
  - Hispanic – all races
  - Non-Hispanic – White
  - Non-Hispanic – Black
  - Non-Hispanic Asian
  - Non-Hispanic Pacific
  - Non-Hispanic-Indian
  - Non-Hispanic – Two or more races

**Data Element Definition:**

Hispanic – This is now a separate indicator that is a character for a length of 1. Valid values are:

- H = Individual is of Hispanic origin
- N = Not of Hispanic origin

**REPORTS (Vendor):**

Modify the “Dropout Report” to look like the attached report layout “Dropout Report-revised for 2010-11.doc”.

**REPORTS (SDE):**

Modify the “Dropout Report” to look like the attached report layout “Dropout Report-revised for 2010-11.doc”.

**TECHNICAL SPECIFICATIONS (Vendors):**

A student is a dropout if

- He is coded W0 or W1 and didn't re-enroll before the end of the year (as it was)
- He is coded W4 and didn't enroll at another school in the same district
- He is a 12<sup>th</sup> grader who was present at the end of the school year, didn't receive a diploma AND was promoted.

In the past we separated dropouts under 18 and Dropouts 18 and Over. Beginning in 2010-11 we will have only one report of all dropouts.

Grade N has been eliminated students with Special Education Options 7 or 8 or 9 will be placed in their designated grade.

Race Ethnic Categories will be based on the new categories and reported as follows.

- Hispanic – all races
- Non-Hispanic –White
- Non-Hispanic – Black
- Non-Hispanic Asian
- Non-Hispanic Pacific
- Non-Hispanic-Indian
- Non-Hispanic – Two or more races

**TECHNICAL SPECIFICATIONS (SDE):**

A student is a dropout if

- He is coded W0 or W1 and didn't re-enroll before the end of the year (as it was)
- He is coded W4 and didn't enroll at another school in the same district
- He is a 12<sup>th</sup> grader who was present at the end of the school year, didn't receive a diploma AND was promoted.
- 

In the past we separated dropouts under 18 and Dropouts 18 and Over. Beginning in 2010-11 we will have only one report of all dropouts.

Grade N is has been eliminated from the report. Students in Special Education Options will be placed in their assigned grade (K-12).

Race Ethnic Categories will be based on the new categories and reported as follows.

- Hispanic – all races
- Non-Hispanic –White
- Non-Hispanic – Black
- Non-Hispanic Asian
- Non-Hispanic Pacific
- Non-Hispanic-Indian
- Non-Hispanic – Two or more races

**NOTES:**

**Net Enrollment Report**

<b>CHANGE ID</b>	2010-014	<b>Due Date</b>	June 30, 2010
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**PURPOSE OF CHANGE:**

To change the Net Enrolment Report to make it consistent with new regulations

**DATA MANAGER/REQUESTER:**

Nancy Stetten  
[Nancy.Stetten@tn.gov](mailto:Nancy.Stetten@tn.gov)  
 615-741-3139

**BUSINESS RULES:**

- Change the formula for Net Enrollment
  - From old formula: NE = Students enrolling with codes E and E1
  - To new formula: NE = Students enrolling with codes E, E1 and EC
- Do not separate out a Grade N – put these students in their assigned grade.
- Use the new Race-Ethnic categories, reported as follows.
  - Hispanic – all races

- Non-Hispanic – White
- Non-Hispanic – Black
- Non-Hispanic Asian
- Non-Hispanic Pacific
- Non-Hispanic-Indian
- Non-Hispanic – Two or more

**Data Element Definition:**

- Net Enrollment is a count of all students who enrolled in Tennessee public schools with codes E, E1, and EC

**REPORTS (Vendor):**

For the format of the reports see attached document “Net Enrollment Report for 2011.doc”.

**BUSINESS RULES:**

Business rules have not changed other that EC will not be counted in net enrollment and Grade N students will now be included in their assigned grade.

**REPORTS (SDE):**

For the format of the reports see attached document “Net Enrollment Report for 2011.doc”.

**TECHNICAL SPECIFICATIONS (SDE):**

Modify EIS to allow for enrollment code of “EC” and include those students in the net enrollment counts. No longer put students with Special Ed options 7, 8, or 9 into Grade N but include those students in their assigned grade group. Remove the Grade N row from the report.

**NOTES:**

Promotions and Retentions Report

<b>CHANGE ID</b>	2009-015	<b>Due Date</b>	June 30, 2009
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**PURPOSE OF CHANGE:**

**Make Promotion/Retention Report compatible with the Data Warehouse Promotion Retention Report.** Include Option 7,8,9 special education student in the Promotion/Retention report, but count them in their assigned grade.

**DATA MANAGER/REQUESTER:**

Nancy Stetten  
[Nancy.Stetten@tn.gov](mailto:Nancy.Stetten@tn.gov)  
 615-741-3139

**BUSINESS RULES:**

In the reports listed below, classify all students in their assigned grades. Do not pull out or exclude students in Special Education Options 7, 8, 9

**Data Element Definition:**

**REPORTS (Vendor):**

Report layout has not changed. You need to include students in Special Education Options 7, 8, 9. As in the past students in transition grades are counted in the next highest grade (T1 in 1, T1 in 2 etc)

<p><b>REPORTS (SDE):</b> Report layout has not changed. You need to include students in Special Education Options 7, 8, 9. As in the past students in transition grades are counted in the next highest grade (T1 in 1, T1 in 2 etc)</p>
<p><b>TECHNICAL SPECIFICATIONS (SDE):</b> You need to include students in Special Education Options 7, 8, 9. As in the past students in transition grades are counted in the next highest grade (T1 in 1, T1 in 2 etc)</p>
<p><b>NOTES:</b></p>

**The following changes do not impact the vendor SIS packages. These requests are for EIS only.**

**Charter – Internal EIS Only**

<b>CHANGE ID</b>	2010-017	<b>Due Date</b>	June 30, 2010
<b>PURPOSE OF CHANGE:</b>			
<p>Introduce lag for charter school students which flags students who enroll at a charter school and remains on regardless of whether they remain enrolled in a charter school. The permanent flag will allow tracking of charter students over time regardless of enrollment changes. This identification is necessary for the evaluation of charter schools and students including the comparative performance of charter school students and like students enrolled in other schools. The change improves upon use of the 8000 school number series, which permits identification of students enrolled in charter schools in any given year but cannot track students who exit the charter system.</p>			
<b>DATA MANAGER/REQUESTER:</b>			
<p>Trish Kelly  <a href="mailto:Trish.Kelly@tn.gov">Trish.Kelly@tn.gov</a>  615-253-3168</p>			
<b>BUSINESS RULES:</b>			
<p>Flag students who enroll in charter schools at student level. Charter schools are schools assigned school numbers in the 8000 series.</p> <p>The charter flag is a permanent flag. It remains on regardless of subsequent enrollment in non-charter schools.</p> <p>The charter flag will be set only for a primary enrollment.</p> <p>The charter flag appears in the student table.</p>			
<b>Data Element Definition:</b>			
<p>Charter – a permanent flag that indicates that a student had a primary enrollment in a charter school at any time during their participation in Tennessee public schools.</p>			
<b>REPORTS (Vendor):</b>			
<p>Not Applicable - TNDOE will create and maintain this flag. No action is needed from vendors.</p>			
<b>REPORTS (SDE):</b>			

**TECHNICAL SPECIFICATIONS (Vendors):**

No changes required for vendor SIS packages.

**TECHNICAL SPECIFICATIONS (SDE):**

Need to start checking students who enroll from the 8000 series schools. If the charter flag is not a “Y” in the student record and a student enrolls in a 8000 series school we need to place a “Y” in the student record for that student.

SDE needs to do a one time update to check all charter school enrollments in past school years and update the flag for any student previously enrolled in a charter school within the Tennessee public school system.

**NOTES:****Public School Choice Eligible – Internal EIS Only**

<b>CHANGE ID</b>	2010-018	<b>Due Date</b>	June 30, 2010
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**PURPOSE OF CHANGE:**

In order to meet reporting requirements for Public School Choice, introduce a new Public School Choice Eligible flag for students eligible for school choice.

**DATA MANAGER/REQUESTER:**

Trish Kelly  
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 615-253-3168

**BUSINESS RULES:****Public School Choice Eligible Flag**

The Public School Choice Eligible Flag is Yes for students enrolled during the school year in schools whose Public School Choice status is Yes (Title I schools identified for School Improvement, Corrective Action or Restructuring). The flag is Yes for students who do and do not transfer from these schools under Public School Choice during the school year.

The Public School Eligible flag is No for all other students.

**Students Who Transfer Under PSC During the School Year**

Students who transferred during the school year under Public School Choice leave a sending school and enroll at a receiving using the TC enrollment reason code. The enrollment at the sending school generates a PSC Eligible flag with a value of Yes (see above). To avoid double counting, do not add students with TC codes to calculations of students eligible for PSC during the school year.

**Students Who Transferred Previously Under PSC and Continued to Transfer**

Students who transferred previously under Public School Choice and continued to transfer during the school year will have enrollment reason codes of EC upon the introduction of the new code for students continuing to transfer under Public School Choice in 2010-11. Since the PSC Eligible flag is limited to students enrolled in Title I High Priority Schools during the school year, it does not capture those who transferred previously under PSC. As a result, when calculating the number of students eligible for PSC, add students with the EC code to those with the PSC Eligible flag = Yes.

**Public School Choice Enrollment History**

The Public Choice Eligible flag records changes in a student’s eligibility for Public School Choice within a

school year and across school years without losing his/her prior history.

Each student’s eligibility for Public School Choice (PSC) is maintained with his/her enrollment records.

PSC Eligible Begin date is the date on which a student:

- enrolls in a school for which Public School Choice status is Yes

PSC Eligible End date is the date on which a student:

- completes the highest grade in the receiving school regardless of changes in the Public School Choice status of the sending school.
- withdraws from the receiving school.

Examples include:

**1) Transfer Under PSC and Complete Highest Grade at Receiving School:** School A (sending school) and School B (receiving school) offer grades K – 5. School A’s accountability status is School Improvement 1; its PSC school status is Yes. School B’s accountability status is Good Standing; its school status is No. A 3<sup>rd</sup> grader enrolled in School A (sending school) transfers to School B (receiving school) under PSC and remains in School B through grade 5. School A’s PSC status is Yes for the entire period.

The student is eligible for Public School Choice from the date of enrollment in School A through the completion of 5<sup>th</sup> grade in School B. The student’s enrollment history follows:

Grade	School	PSC		Enroll.			PSC Eligible - Student	
		School	Reason	Flag	Beg. Date	End Date		
3	A	Yes	E	Yes	Enroll in A	WD A		
3	B	No	TC	No	Enroll in B	End of SY		
4	B	No	EC	No*	Beg. of SY	End of SY		
5	B	No	EC	No*	Beg. of SY	End of SY		

\* Add ECs to number of students with PSC Eligible = Yes flags to determine total number of students eligible for PSC during the school year.

**2) Transfer Under PSC And Do Not Complete Highest Grade At Receiving School:** A classmate of the student in 1) transferred under PSC from School A to School B in 3<sup>rd</sup> grade but transferred to School C for the 4<sup>th</sup> and 5<sup>th</sup> grades. School C’s accountability status is Good Standing and its PSC status is No.

The student is eligible for Public School Choice only in 3<sup>rd</sup> grade. The student is not eligible for PSC while enrolled in School C. The student’s enrollment history follows:

Grade	School	PSC		Enroll.			PSC Eligible - Student	
		School	Reason	Flag	Beg. Date	End Date		
3	A	Yes	E	Yes	Enroll in A	WD A		
3	B	No	TC	No	Enroll in B	End of SY		
4	C	No	TR	No	Enroll in C	End of SY		
5	C	No	E	No	Beg. of SY	End of SY		

**3) School C’s PSC Status Changes:** Same scenario as 2) except the student remains at School C for the 5<sup>th</sup> grade but School C’s accountability status changes from Good Standing to School Improvement 1. In other words, School C’s PSC status is Yes when the student begins 5<sup>th</sup> grade.

The student’s Public School Choice eligibility history would indicate eligibility for PSC in 3<sup>rd</sup> grade and 5<sup>th</sup> grade.

Grade	School	PSC	Enroll.	PSC Eligible - Student
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Grade	School	School	Reason	Flag	Beg. Date	End Date
3	A	Yes	E	Yes	Enroll in A	WD A
3	B	No	TC	No	Enroll in B	End of SY
4	C	No	TR	No	Enroll in C	End of SY
5	C	Yes	E	Yes	Beg. of SY	End of SY

**4) Sending School's PSC Status Changes:** Same scenario as 1) except School A's accountability status changes to Good Standing when the student enters 5<sup>th</sup> grade i.e., School A's PSC status is No when the student is in the 5<sup>th</sup> grade at school B. The change in School A's accountability status does not affect the eligibility of students who transferred to School B under PSC in prior years and continued to transfer under PSC.

Same table as 1).

**5) Sending School Has Greater Grade Span Than Receiving School:** School D (sending school) offers grades 6 – 12. School E (receiving school) offers grades 6-8. School D's PSC status is Yes. School E's PSC status is No. A student transfers from School D to School E under PSC in 6<sup>th</sup> grade and completes grade 8 at school E. The student enrolls in School F in the 9<sup>th</sup> grade. School F's PSC status is No.

The student's PSC eligibility begins with enrollment in School D and continues through his/her enrollment at School E. The student's eligibility for PSC ceases upon completion of 8<sup>th</sup> grade at School E, the highest grade in the receiving school. The student is not eligible for PSC when s/he enrolls in 9<sup>th</sup> grade at School F.

Grade	School	PSC School	Enroll. Reason	Flag	Beg. Date	End Date
6	D	Yes	E	Yes	Enroll in D	WD D
6	E	No	TC	No	Enroll in E	End of SY
7	E	No	EC	No*	Beg. of SY	End of SY
8	E	No	EC	No*	Beg. of SY	End of SY
9	F	No	E	No	Enroll in F	End of SY
...	...	...	...	...	...	...
12	F	No	E	No	Beg. of SY	End of SY

\* Add ECs to number of students with PSC Eligible = Yes flags to determine total number of students eligible for PSC during the school year.

**6) Sending School Has Smaller Grade Span Than Receiving School:** School G (sending school) offers grades 6-8. School H (receiving school) offers grades 6-12. School G's PSC status is Yes. School H's PSC status is No. A student transfers from School G to School H under PSC in 6<sup>th</sup> grade and graduates from School H upon the completion of 12<sup>th</sup> grade.

The student's PSC eligibility begins with enrollment in School G and continues through his/her enrollment at School H. Eligibility for PSC ends upon completion of the highest grade in the receiving school. Thus, the student is eligible for PSC until the last day of the school year in the 12<sup>th</sup> grade at School H.

Grade	School	PSC School	Enroll. Reason	Flag	Beg. Date	End Date
6	G	Yes	E	Yes	Enroll in G	WD D
6	H	No	TC	No*	Enroll in H	End of SY
7	H	No	EC	No*	Beg. of SY	End of SY
8	H	No	EC	No*	Beg. of SY	End of SY
9	H	No	EC	No*	Beg. of SY	End of SY
...	...	...	...	...	...	...
12	H	No	EC	No*	Beg. of SY	End of SY

\* Add ECs to number of students with PSC Eligible = Yes flags to determine total number of students eligible for PSC during the school year.

<p><b>Data Element Definition:</b> Public School Choice (PSC) Eligible (): a student who is eligible for public school choice. Students eligible for Public School Choice are: 1) students enrolled in schools whose PSC status is Yes i.e., students enrolled in Title I schools identified for School Improvement, Corrective Action and Restructuring, 2) students who transferred under PSC during the current school year (enrollment code = TC), and 3) students who transferred previously under PSC and continued to transfer during the current school year (Enrollment Code = EC).</p>
<p><b>REPORTS (Vendor):</b> Not Applicable - TNDOE will program Public School Choice Eligible.</p>
<p><b>REPORTS (SDE):</b></p>
<p><b>TECHNICAL SPECIFICATIONS (Vendors):</b> Not Applicable - TNDOE will program Public School Choice Eligible.</p>
<p><b>TECHNICAL SPECIFICATIONS (SDE):</b></p>
<p><b>NOTES:</b></p>

**Supplemental Educational Services Eligible – Internal EIS Only**

<b>CHANGE ID</b>	2010-019	<b>Due Date</b>	June 30, 2010
<p><b>PURPOSE OF CHANGE:</b> In order to meet federal reporting requirements, introduce a flag that identifies students eligible to receive Supplemental Educational Services (SES). Students eligible to receive SES are low income students in Title I High Priority schools in School Improvement Year 2, Corrective Action, or Restructuring or School Improvement Year 1 in districts that elect to offer SES in the first year that they are identified for improvement. Schools offering SES will be identified by SES school status, which will take on a value of Yes for schools offering SES and No for schools not offering SES. Low income students are defined as those eligible for free and reduced price meals (X and Y free and reduced price meal codes).</p>			
<p><b>DATA MANAGER/REQUESTER</b> Trish Kelly <a href="mailto:Trish.Kelly@tn.gov">Trish.Kelly@tn.gov</a> 615-253-3168</p>			
<p><b>BUSINESS RULES:</b> The SES Eligible flag is Yes for students who are eligible to receive SES. Eligible students are low income students in Title I High Priority schools in School Improvement Year 2, Corrective Action, or Restructuring or School Improvement Year 1 in districts that elect to offer SES in the first year that they are identified for improvement. Schools offering SES will be identified by SES school status, which will take on a value of Yes for schools offering SES and No for schools not offering SES. Low income students are defined as those eligible for free and reduced price meals (FRPM codes “X” or “Y”).</p> <p>The SES Eligible flag is Yes for students with “X” or “Y” FRPM codes in schools for which SES status is Yes. The SES Eligible flag is No for all other students.</p> <p>Students who are eligible for SES for all or part of the year are included in counts of students eligible for</p>			

SES reported to USDOE. Consequently, SES eligibility is tied to enrollment of low income students in schools offering SES. Begin date is the date on which a student with an “X” or “Y” free and reduced price meal code enrolls in a school for which SES status is Yes. End date is the date on which a student with an “X” or “Y” free and reduced price meal code withdraws from a school for which SES status is Yes.

Examples include:

- A student with a FRPM code of X or Y enrolls in School A, which offers SES, and remains enrolled in School A for the entire school year. SES Begin date is the date of enrollment in School A. SES End date is the last day of the school year.
- A student with a FRPM code of X or Y transfers from School A, which offers SES, to School B, which does not offer SES. This student’s eligibility for SES ceases upon withdrawal from School A. SES Begin date is the date of enrollment in School A. SES End date is the date of withdrawal from School A.
- A student with a free and reduced price meal code of X or Y transfers from School B, which does not offer SES, to School A, which offers SES. The student is eligible for SES upon enrollment in School A. SES Begin date is the date of enrollment in School A. SES End date is the date of withdrawal from School A or the last day of the school if the student remains in School A until the end of the school year.
- A student with a FRPM Z code is never eligible for SES.

**Data Element Definition:**

SES Eligible – a student who is eligible for Supplemental Educational Services (SES).

**REPORTS (Vendor):**

Not Applicable – TNDOE codes this element.

**REPORTS (SDE):**

Modify the “Student Enrollment Info” screen to include this new data.

**TECHNICAL SPECIFICATIONS (Vendors):**

- n/a

**TECHNICAL SPECIFICATIONS (SDE):**

Determine if a student is eligible for SES when we receive an enrollment for the student based on the above business rules. This data should be stored with the enrollment information and displayed to the districts on the “Student Enrollment Info” screen in EIS. Valid values are:

- Y = Yes, student is eligible
- N = No, student is not eligible

**NOTES:**

<sup>i</sup> The list of Title I High Priority schools is updated annually by Accountability in mid -to -late July. Schools offering Public School Choice are identifiable upon completion of the Title I High Priority list. A partial list of schools offering SES is available at the same time. The complete list of schools offering SES is available in August/September. Federal Programs will update the SDE with the list of schools participating in Public School Choice and SES using an entry screen developed by Technology for this purpose. The screen identifies schools participating in Public School Choice and SES. All Title I High

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Priority schools are required to offer Public School Choice. SES is offered by Title I High Priority schools in School Improvement Year 2, Corrective Action, and Restructuring as well as Title I schools in School Improvement Year 1 in districts that elect to offer SES in the first year that they are identified for improvement.

The school list/screen identifies for each Title I High Priority School:

- a) School Year
- b) LEA #
- c) School #
- d) Public School Choice: Yes for all Title I High Priority Schools; No for all other schools.
- e) SES: Yes for Title I High Priority schools in School Improvement Year 2, Corrective

Action, and Restructuring as well as Title I schools in School Improvement Year 1 in districts that elect to offer SES in the first year that they are identified for improvement; No for all other schools.

The list will be limited to Title I High Priority Schools. Schools not on the list will be coded as Public School Choice is No and SES is No.

Begin date for Public School Choice and SES school status is the first day of the school year (July 1).

End date for the Public School Choice and SES school status is the last day of the school year (June 30).

<sup>ii</sup> The student's withdrawal from School A is coded as 14 withdrawal from underperforming school to enroll in another school within district (Appendix H, Withdrawal Reasons.)

<sup>iii</sup> The list of Title I High Priority schools is updated annually by Accountability in mid -to -late July. Schools offering Public School Choice are identifiable upon completion of the Title I High Priority list. A partial list of schools offering SES is available at the same time. The complete list of schools offering SES is available in August/September. Federal Programs will update the SDE with the list of schools participating in Public School Choice and SES using an entry screen developed by Technology for this purpose. The screen identifies schools participating in Public School Choice and SES. All Title I High Priority schools are required to offer Public School Choice. SES is offered by Title I High Priority schools in School Improvement Year 2, Corrective Action, and Restructuring as well as Title I schools in School Improvement Year 1 in districts that elect to offer SES in the first year that they are identified for improvement.

The school list/screen identifies for each Title I High Priority School:

- a) School Year
- b) LEA #
- c) School #
- d) Public School Choice: Yes for all Title I High Priority Schools; No for all other schools.
- e) SES: Yes for Title I High Priority schools in School Improvement Year 2, Corrective

Action, and Restructuring as well as Title I schools in School Improvement Year 1 in districts that elect to offer SES in the first year that they are identified for improvement; No for all other schools.

The list will be limited to Title I High Priority Schools. Schools not on the list will be coded as Public School Choice is No and SES is No.

Begin date for Public School Choice and SES school status is the first day of the school year (July 1).

End date for the Public School Choice and SES school status is the last day of the school year (June 30).