



# STATE REPORTING TIPS/UPDATES/TROUBLESHOOTING

2018 USER GROUP

# RESENDING EIS RECORDS

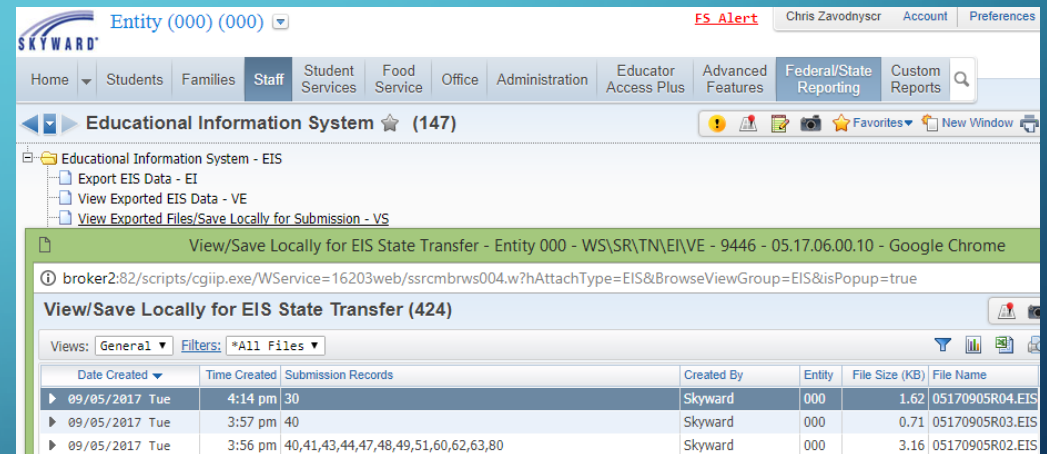
- Does not pull any new data.
- Only pulls data that already exists in View Exported EIS Data Area.
- Azure districts be sure to select the option to Automatically ZIP and Upload via SFTP. Or your files are not getting to the state

The screenshot shows a software window titled "Add Resend EIS Data Ranges (261)". It contains several sections for configuring the data resend process:

- Template Settings:** Includes a text field for "Template Description" and two checkboxes: "Share this template with other users in entity 300" and "Print Greenbar".
- Resend EIS Data Ranges:** This section is divided into two main areas:
  - General Options:** Features a "School Year" dropdown set to "2014-15", "Low" and "High" range inputs both set to "300", and an "Entity" input set to "300". It includes checkboxes for "Include All Schools", "Include All Calendars", and "Automatically ZIP and Upload via SFTP" (which is highlighted with a red rectangle). There are also buttons for "Schools" and "Calendars".
  - EIS Record ID Selection:** Contains a button labeled "EIS Record ID's" and a large empty text area for input.
- Student Selection:** A radio button group with "By Range" selected and "By Individual" as an option.
- Student Ranges:** Includes "Low" and "High" range inputs for "Student Key" (set to "ZZZZZZZZZZ") and "Grade/Grad Yr" (set to "9999" and "0000" respectively).
- Staff Selection:** A radio button group with "By Range" selected and "By Individual" as an option.
- Staff Ranges:** Includes "Low" and "High" range inputs for "Staff Key" (set to "ZZZZZZZZZZ").

# RESEND SPECIFIC FILES

- If EIS didn't upload *last night's* files you can resend those files only to EIS.
- Go to View/Save Locally for EIS State Transfer select the files that didn't upload and click the resend button.

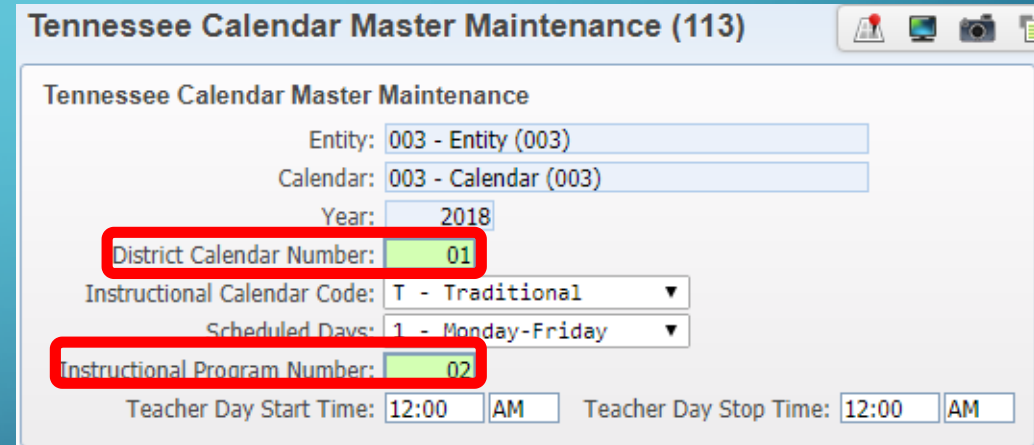


The screenshot shows the Skyward Educational Information System interface. The top navigation bar includes the Skyward logo, a dropdown for 'Entity (000) (000)', and a red 'ES Alert' button. The main menu has tabs for Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. The 'Educational Information System' section is active, showing a list of links: 'Export EIS Data - EI', 'View Exported EIS Data - VE', and 'View Exported Files/Save Locally for Submission - VS'. The 'View/Save Locally for EIS State Transfer' window is open, displaying a table of files. The table has columns for Date Created, Time Created, Submission Records, Created By, Entity, File Size (KB), and File Name. The data shows three files created on 09/05/2017, all by Skyward, with Entity 000. The file sizes are 1.62 KB, 0.71 KB, and 3.16 KB, with file names 05170905R04.EIS, 05170905R03.EIS, and 05170905R02.EIS respectively.

Date Created	Time Created	Submission Records	Created By	Entity	File Size (KB)	File Name
09/05/2017 Tue	4:14 pm	30	Skyward	000	1.62	05170905R04.EIS
09/05/2017 Tue	3:57 pm	40	Skyward	000	0.71	05170905R03.EIS
09/05/2017 Tue	3:56 pm	40,41,43,44,47,48,49,51,60,62,63,80	Skyward	000	3.16	05170905R02.EIS

# TIPS

- Check that your District and School Calendars do not have a 00 District Calendar Number or Instructional Program Number for the 2018-2019 school year.
- '00' is not valid for EIS or Ed-Fi for the 2018-2019 school year.



Tennessee Calendar Master Maintenance (113)

Tennessee Calendar Master Maintenance

Entity: 003 - Entity (003)

Calendar: 003 - Calendar (003)

Year: 2018

District Calendar Number: 01

Instructional Calendar Code: T - Traditional

Scheduled Days: 1 - Monday-Friday

Instructional Program Number: 02

Teacher Day Start Time: 12:00 AM Teacher Day Stop Time: 12:00 AM

# TIPS

- Confirm the TN Button on the Calendar is setup correctly for the District and School Calendars.
- District Calendar Number, Instructional Calendar Code, Scheduled Days, IPN, Teacher Day Start/Stop Time

**Tennessee Calendar Master Maintenance**

Entity: 000 - Entity (000)  
Calendar: 000 - Calendar (000)  
Year: 2019  
District Calendar Number: 45  
Instructional Calendar Code: T - Traditional ▼  
Scheduled Days: 1 - Monday-Friday ▼

**Tennessee Calendar Master Maintenance**

Entity: 004 - Entity (004)  
Calendar: 004 - Calendar (004)  
Year: 2015  
District Calendar Number: 00  
Instructional Calendar Code: T - Traditional ▼  
Scheduled Days: 1 - Monday-Friday ▼  
Instructional Program Number: 00  
Teacher Day Start Time: 12:00 AM Teacher Day Stop Time: 12:00 AM

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- A decorative graphic consisting of white circuit-like lines and circles on a blue background. The lines are of varying lengths and angles, some ending in small white circles, resembling a stylized circuit board or network diagram. The background is a gradient of blue, darker at the bottom and lighter at the top.



# TIPS

- Run the Directors Monthly Membership/Attendance Report as soon as students are scheduled.
- Ensure students are generating 1.0 ADM, you can do this even before EIS is ran for the year.
- Be sure to 'Print Student Detail'

**Director's Monthly Membership/Attendance Report (186)**

**Template Settings**

\* Template Description:

☐ Share with other users in entity 000

☐ Print Greenbar

**Ranges**

School Year:

☒ Reporting Period

☐ Date Range Start:  End:

Low High

Entity:

Student:

Grade/Grad Yr:

☒ Print Student Detail

☐ Include Pre-Kindergarten Students

☒ Include All Student Types

☒ Include All Schools

ADA/ADM for Early Graduates:

ADA/ADM for IEA Students:

# TIPS

- Run verification reports
  - Verify all Curriculums have state Course Codes: Run Curriculum Master Report
  - Verify TN Buttons are filled out correctly: Run the Course Report by Course

1soco42.p 16-2 05.12.06.00.01		Entity (000) Curriculum Master Report for entity 000 to entity 9999			08/04/12	Page:1 12:47 PM	
Curriculum Ent.	Short Description	Long Description	Low Grd Lvl	High Grd Lvl	Status	Subject Cod	Course Code
Qualifications (Position-Subject)							
00001	005	K- Lang Arts	K- Lang Arts	0	4	A	0001
00002	000	PRE-K	PRE-KINDERGARTEN	0	0	A	0002
00002	005	PRE-K	PRE-K	0	4	A	0002
00003	005	Grade K	Grade K	0	4	A	0003
00006	000	K - MATH	K - MATH	0	0	A	
00006	005	K- Math	K- Math	0	4	A	0006
00007	000	K - SCIENCE	K - SCIENCE	0	0	A	
00007	005	K-SCIENCE	K-SCIENCE	0	4	A	0007

1soco39.p 74-2  
05.12.06.00.06

Entity (010) Grades 9 to 12  
User-Defined Course Report by Course

08/04/12  
Page:1  
12:56 PM

Course

Key

	Ped	Qual	Serv	Serv	Tch	Class
Sec_	Fund	Pts_	Dist	ID	Schl	ID Meth Type____
09305						
01	no		51	10		
0995A						
01	no		51	10	T	
0995B						
01	no		51	10	T	



# TIPS

- Mass Clone District Bus Info Year to Year Utility (Tennessee State Reporting > Setup > Utilities)
- Select the school year to Clone From and To.

## Mass Clone District Bus Info Year to Year (113)

\* School Year to Clone From:

[Run](#)

\* School Year to Clone To:

[Back](#)

Asterisk (\*) denotes a required field

# TIPS

- Verify that the EASY IEP Import/Export Scheduled Task is active.
- Verify the days/months that you have the task active for.

The screenshot shows a web browser window with the address bar displaying a URL starting with 'broker3:82/scripts/cgiip.exe'. The page title is 'Scheduled Task Maintenance (145)'. The interface includes a 'Task Information' section with radio buttons for 'Active', 'Inactive', and 'Paused', and a text field for 'Task Description' containing 'EasyIEP Student Export - TEXT'. Below this is a warning message: 'Task cannot be synchronized because there is no associated template.' The 'Start Date' is set to 02/18/2014 on a Tuesday, and the 'End Date' is 12/31/9999 on a Friday. The 'Start Time' is 06:00 PM and the 'Don't Start After' time is 07:00 PM. There are 'Save', 'Back', and 'Clear' buttons. The 'Day(s) of the week' section has checkboxes for all days of the week, all of which are checked. The 'Week(s) of the month (1-6)' section has a dropdown menu and checkboxes for 'First' through 'Sixth', all checked. The 'Month(s) of the year' section has checkboxes for all months, all of which are checked. The 'Additional Export Options' section includes a 'Spreadsheet Format' dropdown set to 'User Preference', an 'Email Results To' field, and an 'Export Location' field with a 'Test Export Location' button.

Scheduled Task Maintenance - PS\SA\PQ\ST - 12734 - 05.16.06.00.03 - Google Chro...

broker3:82/scripts/cgiip.exe/WService=16745web/qprntedit004.w?isPopup=true

**Scheduled Task Maintenance (145)**

**Task Information**

Task Status: ☒ Active ☐ Inactive ☐ Paused Entity: 000

\* Task Description: EasyIEP Student Export - TEXT

Task cannot be synchronized because there is no associated template. ?

\* Start Date: 02/18/2014 Tuesday \* Start Time: 06:00 PM

\* End Date: 12/31/9999 Friday Don't Start After: 07:00 PM

Run After: Clear

**Day(s) of the week**

☒ Mon ☒ Tue ☒ Wed ☒ Thur ☒ Fri ☐ Sat ☐ Sun

Week(s) of the month (1-6)

☒ First ☒ Second ☒ Third ☒ Fourth ☒ Fifth ☒ Sixth

**Month(s) of the year**

☒ January ☒ February ☒ March ☒ April ☒ May ☐ June

☐ July ☐ August ☒ September ☒ October ☒ November ☒ December

**Additional Export Options**

Spreadsheet Format: User Preference ?

Spreadsheet Format will only apply to reports that produce spreadsheets

Email Results To:

Export Location: ?

Test Export Location

# RECENT UPDATES

- PR 3676315: The Export EIS Data process has been updated to correctly export staff members with leading/trailing spaces in the License Number field.
- This would only be an issue if the space was accidentally entered or converted.

**Staff Information (169)**

**Staff Information**

**Name Information**

Name:   [Edit Name](#)

SSN:  Employee ID:

Comment:

Title:  Initials:

\* Long Name:  \* Short Name:

License Number:  TN Unique ID:  [SI](#)

Primary Endorsement Code:

☐ Do Not Include For Ed-Fi  
☐ Discipline Officer ☒ Teacher ☐ Substitute ☐ Counselor

Website:  [?](#)  
The website address should begin with http:// (example: http://www.skyward.com)

Name Used As:   
FOOD SERV PAYOR  
SECURITY USER  
STAFF

**Gradebook Information**

Gradebook:

Gradebook File Name:

# RECENT UPDATES

- PR 3681754: Data Mining has been updated to include Served by McKinney-Vento Funds (Homeless) and EOC Test Score (Student Grades) fields.

**Edit (485)**

**Student Information**  
Name: Aberlescr, Elza  
DOB: 02/27/2000 18 Grad Yr/Grd: 2018 12

**Grade Entry Maintenance \*Class is Historical**  
Entity: 321 Sky High  
School Year: 2018 \* 2018 Grad Yr/Grd: 2018 12  
Course: 005616 US History Section: 01  
Description: US History  
\* Terms: 1 to 4 Year  
Transcript GLO: Include GLO in GPA Calculation ?  
☐ Do Not Include Class On Report Card/Transcript  
Course Info:

**TN State Reporting (EIS)**  
☐ Vocational Outside IEP ☐ Private/Out of State Transfer Numerical Course Grade: EIS School Year:  
☐ Credit Recovery

**Grades**  
Term Sem Exam  
Q1 SE1  
Q2  
Q3  
Q4

**EOC**  
☐ Exclude Class From EOC  
EOC Grades  
EOC Test %  
EOC

**Homeless (118)**

\* Start Date: 05/09/2018 \* Start School Year: 2018 ?  
☐ Add an End Date  
End Date: End School Year: 0000

Homeless Residence: 02-Doubled Up (Living with Another Family)  
☐ Unaccompanied Youth  
☒ Served by McKinney-Vento Funds

Entrance Comment:  
Exit Comment:

# RECENT UPDATES

- PR 2659128: The Easy IEP Import will now update the Special Education Student's status based on the "Record Type" field.
- If the student has a Record Type of A – Active their 'Special Ed Student' box will stay checked. If the Record Type is I – Inactive, their 'Special Ed Student' box will be unchecked.

The screenshot displays the 'Evaluation Information Tab' for student ABELEREN000 (Abelescr, Renaldo J.). The interface includes a sidebar with navigation options like 'IEP Information', 'Disabilities', 'Contacts', 'Team Members', 'Recheck', 'Medicaid', 'State Reporting', and 'IHP'. The main content area shows student details such as 'Grad Year (Grade): 2025 (05)', 'DOB (Age): 05/13/2007 (11)', and 'Entity, School, Status: 012, 012, A'. A table lists evaluation records with columns for 'Evaluation Start', 'Date Created', 'T of E', 'Response Date', 'Status', and 'Compl.'. Below the table, the 'Special Education Student' checkbox is checked and highlighted with a red box. Other fields include 'Advisor: Krishnanscr, Xavier M', 'Gender: M', 'NY Status: A', 'Other ID: 2091', 'Phone: (555)122-1256', and 'Exit Info' with 'Spec Ed Exit/Date:'. The bottom section contains 'Type of Evaluation' (Evaluation, Reevaluation, Transfer), 'Evaluation Type', 'Evaluation Start', 'Case Due', 'Evaluation Completed', 'Reevaluation Waived Date', 'Evaluation Notice', 'Evaluation Extension', 'Next Evaluation', 'Psychological Eval Date', 'Request for Consent', 'Start Next Evaluation', 'Last Team Meeting', 'Psychiatric Exam', and 'Void Evaluation'.

# MORE 18-19 SCHOOL YEAR CHANGES

- PR 3690509: New Classification Code QDT00 – Qualified Court Ordered Day Treatment. The state has also updated the valid range for Numeric Grade 0-105. Skyward has removed the 0-100 validation.
- PR 3714067: Roughly 32 more Course Codes will be added.

Change Request	Field/Description of Change	Extract
QDT00 - Qualified Court Ordered Day Treatment	Add student classification for students with 504 plans.  STUDENT CLASSIFICATION TYPE : QDT00 STUDENT CLASSIFICATION DESCRIPTION - Qualified Court Ordered Day Treatment	44



# TROUBLESHOOTING

- State Reporting Manual
- EIS Data Elements
- Verify all Curriculums have state course codes
- Verify TN Button in Course Master is correctly filled out
- All documents are available on Skydoc

An abstract graphic on the left side of the slide, consisting of a network of light blue lines and small circles, resembling a circuit board or a neural network, set against a dark blue background.

QUESTIONS?