EIS Appendices

Revision Date: October 2022

Education Information Systems (EIS)

Contents

Appendix A – Calendar Events 4/14/2015

Event Code	Type of Day	Calendar Event/Designated Day Description
CS	Calendar Start Date	The first day of the calendar for the service program.
CE	Calendar End Date	The last day of the calendar for the service program.
AS	Attendance Start Date	The first day students are scheduled to attend for the service program.
AE	Attendance End Date	The last day students are scheduled to attend for the service program
IS	In Service Day	A day for staff development.
IO	In Service Optional	The number of days for staff development that do not have a scheduled date. Note: Does not require a date transmit.
PT	Parent-Teacher Conference	A day set up to allow parents and teachers time to address accomplishments and/or concerns regarding a child's education.
TV	Teacher Vacation	The designated days that are set aside during the service program for all teachers to be off.
AD	Abbreviated Day	An instructional day that has been shortened.
CH **SH** **OH**	Holiday	A day where students and school approved personnel do not attend school. • Christmas must have at least one day scheduled • Spring Break must have at least one day scheduled • Other
OV **OS** **OA** **OI** **OO**	Discretionary Day (Other Day)	The local board upon recommendation of the superintendent designates a discretionary day. The following are types of discretionary days: • Teacher vacation • In-service • Administrative • Instructional • Other

Education Information Systems (EIS)

Event Code	Type of Day	Calendar Event/Designated Day Description
MI	Missed Instructional Day	A missed instructional day can occur for one of the following reasons: Inclement weather (non-stockpiled day) or Other (for example, a strong smell in the school or the school's heating unit is not working) Note: Currently the number of hours required to make up a missed instructional day is 6 ½ hours. A missed instructional day is applied to the entire school day.

SI
 SP
	Stockpiled Day	A stockpiled day used as one of the following:
		 • Inclement weather
		 • Professional Development
		     Note: Inclement weather is applied to an entire day.
		   Professional development may be applied in partial days.

ID	Instructional Days	Days used for classroom instruction. Note: No restrictions have been placed on which days of the week can be designated as instructional or non-instructional. Therefore, the ability to designate a Saturday or Sunday as an instructional day will be supported. Instructional days do not need to be entered for every day of the service program. Days will be assumed instructional if they fall within the service program and are not on the weekend and have not been indicated as non-instructional.
MS **MD** **MA** **MU** **MH**	Make-up Day	An instructional day that is used to make up instructional time missed. Currently one of the following methods may be used to make up a missed instructional day: • Extend Service Program • Extend School Day (Must meet the minimum amount time that the day must be extended as per the Attendance Manual) • Saturday • Sunday • Day previously designated as a Holiday

Event Code	Type of Day	Calendar Event/Designated Day Description
WN	Commissioner Waived School Day	Commissioner Waived School Day

Appendix B - Report Periods 5/16/00

Code	Report Period Description
01	First reporting period of the school year. Instructional days 1 – 20.
02	Second reporting period of the school year. Instructional days 21 -40.
03	Third reporting period of the school year. Instructional days 41 -60.
04	Fourth reporting period of the school year. Instructional days 61 -80.
05	Fifth reporting period of the school year. Instructional days 81 -1000.
06	Sixth reporting period of the school year. Instructional days 101-120.
07	Seventh reporting period of the school year. Instructional days 121 -140.
08	Eighth reporting period of the school year. Instructional days 141 -160.
09	Ninth reporting period of the school year. Instructional days 161-180.
99	Cumulative Year to Date (For reports only)
00	Year End (For reports only)

Appendix C - Race/Ethnic Origin 7/1/2010

Code	Ethnicity
H	Hispanic or Latino ethnicity
N	Non-Hispanic ethnicity

Code	Race Description
I	American Indian or Alaskan Native
A	Asian
P	Native Hawaiian or Other Pacific Islander
B	Black or African American
W	White

Note:
Starting with the 2010-2011 school year for all student and staff the Ethnicity / Race have been split into two different data fields.

You must designate that the individual is either Hispanic or Non-Hispanic.

You must allow the individual to designate that they are part of one or more race groups. At least one race must be designated for both Hispanic and for Non-Hispanic individuals.

Hispanic is not a race.

Appendix D – Enrollment Reasons 7/1/2010

Code	Type of Enrollment Description
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. • 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	**Out of State Enrollment** • Entering a Tennessee public school for the first time this school year and having been previously enrolled in another state this school year (includes students that move to Tennessee during the summer).
E2	**Transfer from Private/Home School** • Transfer from a private, parochial or home school and NOT having dropped out or enrolled in another Tennessee public school this year.
TR	**Transferred Enrollment** • Entering this school for the first time this school year and having been previously enrolled 1) in another public school in Tennessee this school year. 2) in another public school in Tennessee on the 180th day of last school year, or 3) 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 **No longer used as of 2017-18 school year**
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) **No longer used as of 2017-18 school year**

Appendix E - English Language Background 2/22/2016

Code	ELB Description
L	"**English Learner (EL)**" A student whose first language is not English and who qualifies for direct English as a Second Language (ESL) services.
W	"**Waived Direct Service ELs**" A student who is an EL, but whose parents waive the direct service for ESL and that service is provided in the regular classroom.
N	"**Non-English Language Background (NELB)**" A student whose first language is not English and NEVER qualified for direct ESL services.
E	"**English Native**" Students whose first and strongest language is English.
1	"**Transitional 1**" The first year after attaining proficiency on the state English language proficiency assessment (ELPA) which is currently the WIDA ACCESS.
2	"**Transitional 2**" The second year after attaining proficiency on the state English language proficiency assessment (ELPA) which is currently the WIDA ACCESS.
3	"**Transitional 3**" **- Note: Valid as of 2016-17** The third year after attaining proficiency on the state English language proficiency assessment (ELPA) which is currently the WIDA ACCESS.
4	"**Transitional 4**" **- Note: Valid as of 2016-17** The fourth year after attaining proficiency on the state English language proficiency assessment (ELPA) which is currently the WIDA ACCESS.

Code	ELB Description
G	**Code "G" no longer used as of 2015 – 2016 school year** 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. If completed prior to grade 9 use F.
F	**"Former EL Student"** A student attains former EL status upon completion of the Transitional 4 level.

Appendix F - Attendance Codes 7/1/2010

Code	Type of Attendance Description
A	Excused Absence
P	Present for Attendance
T	Excused Absence, but Present for Transportation
U	Unexcused Absence
X	Unexcused Absence, but Present for Transportation
~~**D**~~	~~Distance Learning / Virtual Classrooms due to Quarantine - Present~~
N	Remote Learning – Present (Use ONLY for remote learning when utilized pursuant to Tennessee Public Chapter 897 (2022). Virtual schools do not use this code.
Y	Absent due to Quarantine (excused absence)
H	Homebound - Present
I	Homebound- Absent
Z	Absent due to quarantine or self isolation(unexcused)

Appendix G – Disciplinary Codes Disciplinary Actions Effective July 1, 2008

TN Code	Description	NCES Code	Definition
I	Suspension, in-school	3100	The student was removed from his or her regular classroom and assigned to an in-school suspension program for 10 or fewer days. Report all incidences of greater than one-half of a school day.
S	Suspension, out-of-school, without services	3102	The student was removed from his or her regular classroom and barred from school grounds for 10 or fewer days and did not receive educational services.
R	Change of Placement (long-term)	3072	The student was reassigned to another school facility or program (for more than 10 days) that allowed him/her to continue to participate in the general curriculum at a school setting. Include students receiving prescribed special education services who continue to receive these services (for these students, temporary placement is not to exceed 45 days).
E	Expulsion without services	3087	The student was expelled from all school district settings, for more than 10 days, with total cessation of educational services.
C	Corporal Punishment		The student deliberately inflicts physical pain as a response to undesired behavior.

NOTE: The TN Code is what will be reported to and stored in EIS. The NCES code is for information only.

TN CODE	Description	NCES Code	Zero Tolerance	Definition
17	Possession, use, or distribution of illegal drugs	1600	Yes	Unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug (e.g., Demerol, morphine) or narcotic substance. This incident is always Zero Tolerance.
18	Possession of Handgun	0011	Yes	The weapon involved was a handgun or pistol. This incident is always Zero Tolerance.
19	Possession of Rifle or Shotgun	0012	Yes	The weapon involved was a shotgun or rifle. This incident is always Zero Tolerance.
20	Possession of explosive, incendiary device	0013	Yes	Other type of firearm. Any destructive device, which includes: * Any explosive, incendiary (e.g., bomb, grenade, rocket/missile, mine), or poison gas. This incident is always Zero Tolerance.
21	Non-lethal firearm	0040	No	Other Object. The weapon involved was another known object (e.g., stun gun, BB, air, pellet, cap, or toy gun).
22	Possession of weapon other than firearm	0097	No	Other - The incident involved a weapon other than those described above (e.g., chain, nunchakus, brass knuckle, billy club, electrical weapon or device).

TN CODE	Description	NCES	Zero Tolerance	Definition
23	Possession, use, or distribution of alcohol	1000	No	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.
24	Violation of School Rules	4704	No	This category comprises misbehavior that violates school policy. Problem behaviors could include attendance related, immunization, dress code violations, running in the halls, possession of contraband, cheating, lying to authorities, or falsifying records.
25	Theft of Property	2600	No	The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and theft is that the threat of physical harm or actual physical harm is involved in a robbery.
26	Vandalism/ Damage of Property	3500	No	Willful destruction or defacement of school or personal property.

27	Bomb threat	2710	No	Intentionally making a false report of potential harm from a bomb, dynamite, explosive, or arson-causing device.
28	Other type of threat	2700	No	School Threat (Threat of Destruction or Harm) Any threat (verbal, written, or electronic) by a person to use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.
29	Bullying (No longer used starting 2021-2022 school year)	1810	No	Repeated negative behaviors intended to frighten or cause discomfort. These may include, but are not limited to verbal or written threats or physical harm.
30	Fighting	1700	No	Mutual participation in an incident involving physical violence, where there is no major injury.
31	Sexual Harassment (No longer used starting 2021-2022 school year)	1900	No	Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.
32	Assault of teacher or staff	1300	No	Touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. This incident is always Zero Tolerance.
33	Assault of student	1300	No	Touching or striking of another person against his or her will or intentionally causing bodily harm to an individual.

34	Sexual Assault	2800	No	Oral, anal, or vaginal penetration forcibly or against the person's will or where the victim is incapable of giving consent. Includes rape, fondling, indecent liberties, child molestation, and sodomy.
35	Aggravated assault of teacher or staff	1300	Yes	Touching or striking of another person against his or her will or intentionally causing serious bodily harm to an individual. This incident is always Zero Tolerance.
36	Aggravated assault of student	1300	No	Touching or striking of another person against his or her will or intentionally causing serious bodily harm to an individual.
37	Attempted homicide	N/A	No	Attempting to kill a human being.
38	Homicide	2000	No	Killing a human being.
40	Harassment or bullying-disability	N/A	No	Intimidation or abusive behavior toward a student based on actual or perceived disability.
41	Harassment or bullying-race, color, or national origin	N/A	No	Intimidation or abusive behavior toward a student based on actual or perceived race, color or national origin.
42	Harassment or bullying-religion	N/A	No	Intimidation or abusive behavior toward a student based on actual or perceived religion.

43	Harassment or bullying sex	N/A	No	Harassment or bullying on the basis of sex includes sexual harassment and harassment or bullying based on sex stereotyping. Sexual harassment is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassment or bullying based on sex stereotyping includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, but not involving conduct of a sexual nature. Both male and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex. Bullying on the basis of sex constitutes sexual harassment.
44	Harassment or bullying- sex orientation	N/A	No	Intimidation or abusive behavior toward a student based on actual or perceived sexual orientation.
45	Harassment or bullying – physical appearance	N/A	No	Intimidation or abusive behavior toward a student based on physical appearance such as height, weight, or other physical characteristics that are unrelated to actual or perceived disability, race, color, national origin, religion, sex, and sex orientation.
46	Harassment or bullying – other	N/A	No	Intimidation or abusive behavior toward a student based on factors that are unrelated to actual or perceived disability, race, color, national origin, religion, sex, sex orientation, and physical appearance.

Appendix H - Withdrawal Codes 7/1/2017

Code	Description	Definition
0	Dropout, under 18	Dropout, under 18. Transfers to Adult HS, GED program or Job Corps should be coded as dropouts.
1	Dropout, 18 and over	Dropout, 18 and Over Transfers to Adult HS, GED program or Job Corps should be coded as dropouts
2	**Withdrawn to DCS Educational Placement**	**Withdrawn and placed in the custody of the Department of Children's Services (DCS) to be educated in a youth development center or DCS-affiliated school.**
3	Transferred to other Tennessee School System	Transferred to other Tennessee school system
4	Transferred to other School	Transferred to other school in same system.
5	Transferred out of State	Transferred out of state. Proof that the student actually enrolled is required.
6	Transferred to nonpublic School in Tennessee	Transferred to any Tennessee non-public school contained on the state list. Proof that the student actually enrolled is required.
7	Doctor certified withdrawal	Doctor certified permanent withdrawal. This code should be used only for students who are so sick or incapacitated (in the opinion of a physician licensed by the State Board of Medical Examiners) that no return to school is anticipated and the withdrawal is considered permanent. Students with a temporary medical condition should be kept enrolled and treated as Homebound students.
8	Deceased	Deceased

Code	Description	Definition
9	Code no longer used	Code no longer used - **No longer used starting 2019-2020 school year.**
10	Withdrawn to a home school; Pre-K withdrawn	Withdrawn to a home school (Formal intent to register must be on file); Pre-K withdrawn per parent request.
11	Court Order	Court order to placement with the Department of Corrections, county jail, or city jail. (Student was tried and convicted as an adult.)
12	Early Graduate	A student who receives a regular high school diploma in less than four years
13	Permanent dismissal from Tennessee's voluntary pre-k program.	Permanent dismissal from Tennessee's voluntary pre-k program. The program provider must provide to the State a written request and justification for permanent dismissal of any child from the pre-k program. No child is to be permanently dismissed without consultation between and agreement of the grantee and the Tennessee Department of Education.
14	Withdrawn under the public-school choice	Withdrawn to enroll in another school within the district under the provisions for public school choice in accordance with Title 1, part A, Section 1116. No longer used as of 2017-2018 school year.
15	TEIS transition, not eligible for special education services	TEIS transition, not eligible for special education services. Young child (assigned to Grade P3) transitioning from Tennessee Early Intervention Services withdrawn because child determined to be not eligible for special education services.
16	Permanent withdrawal of a special education student	A special education student, who has been awarded a completion document, and entitled to continue their education due to Free Appropriate Public Education (FAPE) requirement. This withdrawal is only to be used when the student is withdrawing permanently; it is not to be used to indicate the end of year action when a student is returning the next school year.

Code	Description	Definition
17	Student withdrawal to online school not in Tennessee	Students who withdraw from traditional bricks and mortar to enroll in an online school where the content is delivered via the Internet and the school is not located in Tennessee.

Appendix I - Staff Assignments/Positions 2/22/2016

Assignment Code	Assignment Name	Begin School Year	End School Year
6A	Grade 6 ELA Teacher	2018-19	
6B	Grade 6 Math Teacher	2018-19	
6C	Grade 6 Science Teacher	2018-19	
6D	Grade 6 Social Studies Teacher	2018-19	
6E	Grade 6 Other Teacher	2019-20	
7A	Grade 7 ELA Teacher	2018-19	
7B	Grade 7 Math Teacher	2018-19	
7C	Grade 7 Science Teacher	2018-19	
7D	Grade 7 Social Studies Teacher	2018-19	
7E	Grade 7 Other Teacher	2019-20	
8A	Grade 8 ELA Teacher	2018-19	
8B	Grade 8 Math Teacher	2018-19	
8C	Grade 8 Science Teacher	2018-19	
8D	Grade 8 Social Studies Teacher	2018-19	
8E	Grade 8 Other Teacher	2019-20	
8S	Grades 6-8 STEM Teacher	2019-20	
AA	Attendance	2018-19	
AD	Adult Education Personnel	2000-01	
AE	Assistant Principal (K-8)	2000-01	2017-18
AM	Assistant Principal (6,7,8)	2000-01	2017-18
AO	Assistant Principal (Special Education)	2000-01	2017-18
AP	Assistant Principal	2000-01	
AS	Assistant Principal (9-12)	2000-01	2017-18
AT	Alternative School	2000-01	2017-18
AV	Assistant Principal (Vocational)	2000-01	2017-18
BE	Blind	2000-01	2002-03
BI	Supervisor of Instruction	2000-01	2017-18
BT	Traumatic Brain Injury	2000-01	2002-03
CC	Consult Tch/Instruct Facilitator - Grades K-3	2000-01	2017-18
CE	Consult Tch/Instruct Facilitator - Grades K-8	2000-01	2017-18
CF	Central Office	2018-19	
CM	Consult Tch/Instruct Facilitator - Grades 6, 7, 8	2000-01	2017-18
CO	Consult Tch/Instruct Facilitator - Spec Ed	2003-04	2017-18
CP	Comprehensive Program, Special Education	2003-04	2017-18

CS	Consult Tch/Instruct Facilitator - Grades 9-12	2000-01	2017-18
CU	School Curriculum Coordinator	2018-19	
DB	Deaf/Blind	2000-01	2002-03
DE	Deaf	2000-01	2002-03
DF	Finance director	2018-19	
DL	Distance Learning	2000-01	
DM	Student Data Management	2018-19	
DS	Superintendent	2000-01	
EA	Art Teacher	2000-01	
ED	Seriously Emotionally Disturbed	2000-01	2002-03
EI	Supervisor of Instruction (Elementary)	2000-01	2017-18
EL	ESL Teacher	2007-08	
EM	Music Teacher	2000-01	
EP	Elem/Middle Physical Education/Health	2000-01	
ES	Special Education Supervisor	2000-01	
ET	Computer Science	2000-01	
FD	Federal Teacher	2000-01	2017-18
FO	Food Service	2018-19	
FS	Federal Supervisor	2018-19	
G1	Grade 1 Teacher	2000-01	
G2	Grade 2 Teacher	2000-01	
G3	Grade 3 Teacher	2000-01	
G4	Grade 4 Teacher	2000-01	
G5	Grade 5 Teacher	2000-01	
G6	Grade 6	2000-01	2017-18
G7	Grade 7	2000-01	2017-18
G8	Grade 8	2000-01	2017-18
GE	Guidance Counselor (K-8)	2000-01	2017-18
GI	Intellectually Gifted	2019-20	
GM	Guidance Counselor (6,7,8)	2000-01	2017-18
GP	School Psychologist	2000-01	
GS	Guidance Counselor (9-12)	2000-01	2017-18
HA	Grade 9 -12 English/Language Arts Teacher	2018-19	
HB	Grade 9 -12 Math Teacher	2018-19	
HC	Grade 9 -12 Science Teacher	2018-19	
HD	Health Impaired	2000-01	2002-03
HE	Grade 9 -12 Social Studies Teacher	2018-19	
HF	Grade 9-12 Fine Arts Teacher	2018-19	

HG	Grades 9-12 Other Teacher	2019-20	
HH	Home Bound Instructor	2018-19	
HI	Hearing Impaired	2000-01	2002-03
HP	Hearing/Deaf Program, Special Education	2003-04	2017-18
HR	Human resource personnel	2018-19	
HS	Grades 9-12 STEM Teacher	2019-20	
IA	School Improvement & Accountability	2018-19	
IC	Instructional Coach	2018-19	
IG	Intellectually Gifted, Special Education	2000-01	2017-18
IT	Inclusion teacher - Special Education	2007-08	2017-18
KG	Kindergarten Teacher	2000-01	
LB	Librarian	2000-01	
LC	Title I Language Arts (K-3)	2000-01	2017-18
LE	Title I Language Arts (K-8)	2000-01	2017-18
LF	Library Media Specialist (K-8) w/ students <=339	2001-02	2017-18
LI	Language Program, Special Education	2000-01	2017-18
LL	Limited Language Proficient	2000-01	2015-16
LM	Title I Language Arts (6, 7, 8)	2000-01	2017-18
LS	Title I Language Arts (9-12)	2000-01	2017-18
MA	Materials Supervisor	2018-19	
MC	Title I Math (K-3)	2000-01	2017-18
MD	Multi-Disabled	2000-01	2002-03
ME	Title I Math (K-8)	2000-01	2017-18
ML	Active-Duty Military	2018-19	
MM	Title I Math (6, 7, 8)	2000-01	2017-18
MP	Modified Program, Special Education	2003-04	2017-18
MR	Mentally Retarded	2000-01	2002-03
MS	Title I Math (9-12)	2000-01	2017-18
NO	Non-Instructional and other support staff	2018-19	
OD	Developmentally Delayed	2000-01	2002-03
OF	Functionally Delayed	2000-01	2002-03
OI	Other Instructional - System Wide	2018-19	
PE	Supervising Principal (K-8) w/students >=225	2000-01	2017-18
PF	Supervising Principal (K-8) w/ students <=224	2001-02	2017-18
PG	Supervising Principal (9-12) w/ students <=224	2001-02	2017-18
PH	High School Physical Education/Health	2018-19	
PI	Physically Impaired	2000-01	2002-03
PK	Pre-K Teacher	2000-01	

PM	Supervising Principal (6, 7, 8) w/students >=225	2000-01	2017-18
PN	Supervising Principal (6,7,8) w/ students <=224	2001-02	2017-18
PO	Supervising Principal (Spec Educ) w/225 or more	2000-01	2017-18
PP	Supervising Principal (K-12) w/students >=225	2000-01	2017-18
PQ	Supervising Principal (K-12) w/224 or less	2001-02	2017-18
PR	Special Education Principal	2001-02	
PS	Principal	2000-01	
PV	Supervising Principal (Vocational) w/225 or more	2000-01	2017-18
PW	CTE Principal	2001-02	
RA	Autism	2000-01	2002-03
RC	Title I Reading (K-3)	2000-01	2017-18
RE	Title I Reading (K-8)	2000-01	2017-18
RM	Title I Reading (6,7,8)	2000-01	2017-18
RO	Junior ROTC	2000-01	
RS	Reading Specialist	2018-19	
RT	Interventionist (RTI)	2018-19	
SA	Assistant Superintendent	2018-19	
SC	School Counselor	2018-19	
SD	Specific Learning Disability	2000-01	2002-03
SE	In-School Suspension (K-8)	2000-01	2017-18
SF	Special Education Teacher	2018-19	
SG	Grades 9-12	2000-01	2017-18
SH	School Health Coordinator	2018-19	
SI	Supervisor Of Instruction	2000-01	
SK	Special Education PK	2001-02	2017-18
SL	Audiologist / Hearing Specialist	2000-01	
SM	In-School Suspension (6, 7, 8)	2000-01	2017-18
SN	School Nurse	2018-19	
SP	Psychologist (Special Education)	2000-01	2017-18
SR	Special Education Related Services	2018-19	
SS	In-School Suspension (9-12)	2000-01	2017-18
ST	Speech Specialist	2000-01	
SU	Substitute	2000-01	
SW	Social Worker	2000-01	
TA	Testing and Assessment Personnel	2018-19	
TC	Title I Supervisor	2000-01	2017-18
TE	Teaching Principal (K-8) w/ students >=225	2000-01	2017-18
TF	Teaching Principal (K-8) w/ students <=224	2001-02	2017-18

TG	Teaching Principal (9-12) w/ students <=224	2001-02	2017-18
TH	Technology	2018-19	
TI	Transportation	2018-19	
TM	Teaching Principal (6, 7, 8) w/ students >=225	2000-01	2017-18
TN	Teaching Principal (6,7,8) w/ students <=224	2001-02	2017-18
TO	Teaching Principal (Spec Educ) w/students >=225	2000-01	2017-18
TP	Teaching Principal (K-12) w/students >=225	2000-01	2017-18
TQ	Teaching Principal (K-12) w/students <=224	2001-02	2017-18
TR	Teaching Principal (Spec Educ) w/students <=224	2001-02	2017-18
TS	Teaching Principal (9-12) w/ students >=225	2000-01	2017-18
TT	Team Teaching	2001-02	2017-18
TV	Teaching Principal (Vocational) w/students >=225	2000-01	2017-18
TW	Teaching Principal (Vocational) w/students <=224	2001-02	2017-18
UN	University	2000-01	
VI	Visually Impaired	2000-01	2002-03
VO	CTE Supervisor	2022-23	
VP	Vision Program	2003-04	
VT	CTE Teacher	2000-01	
WL	World language	2018-19	

Appendix J – Completion Documents 7/1/2017

Document Code	Completion Document Short Description
1	Regular Diploma
3	Special Education Diploma and did not take alternate assessments
4	High School Certificate- met graduation credit, attendance and conduct standards but not proficiency or competency test standards No longer used as of 2017-18 school year
5	No Diploma, Senior but did not complete
6	GED
7	Occupational Diploma (Valid as of 2015-16) - Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA) and two years of paid or non-paid work experience
8	Alternate Academic Diploma - Students graduating with a special education diploma who are taking the alternate assessment and who meet the graduation requirements set by the state board
11	Regular Diploma with Foreign Language Waiver
12	Regular Diploma with Fine Arts Waiver
13	Regular Diploma with Foreign Language and Fine Arts Waiver

Appendix K - Class Section Day of the Week Duration 5/16/00

Student Management Software packages will be required to calculate the amount of time a class is scheduled to meet each day until the class scheduling pattern repeats and report an average of the time the class is scheduled for each day over a one week period. If the class takes place during different periods for the weekly cycles, report the periods assigned the first week of the schedule pattern. The duration should exclude time for lunch if it occurs during the class section. When calculating the average, half adjust the calculated number to the next whole number of minutes. Examples:

Actual Class Schedule 1:					
Week 1:	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)	60		60		60
Week 2:	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)		60		60	

Reported Average Class Schedule 1:					
	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)	30	30	30	30	30

Actual Class Schedule 2:					
Week 1:	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)	50		50		50
Week 2:	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)		50		50	
Week 3:	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)	50		50		100

Reported Average Class Schedule 2:					
	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)	33	17	33	17	50

Actual Class Schedule 3:					
Week 1:	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)	60		60		60
Week 2:	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)	60	60			120

Reported Average Class Schedule 3:					
	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)	60	30	30		90

Actual Class Schedule 4:					
Week 1:	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)	90		90		90
Week 2:	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)		90		90	

Lunch occurs for 30 minutes during the class. It should be subtracted from the duration.

Reported Average Class Schedule 4:					
	Monday	Tuesday	Wednesday	Thursday	Friday
Duration (Minutes)	30	30	30	30	30

Grade Code	Instructional Grade Description
P3	3-Year-Old Pre-Kindergarten or Pre-School
P4	4-Year-Old Pre-Kindergarten or Pre-School
K	Kindergarten
01	First Grade
02	Second Grade
03	Third Grade
04	Fourth Grade
05	Fifth Grade
06	Sixth Grade
07	Seventh Grade
08	Eighth Grade
09	Ninth Grade
10	Tenth Grade
11	Eleventh Grade
12	Twelfth Grade
T1	First Grade – Transitional
T2	Second Grade – Transitional
T3	Third Grade – Transitional
T4	Fourth Grade – Transitional
T5	Fifth Grade – Transitional
T6	Sixth Grade – Transitional
T7	Seventh Grade – Transitional
T8	Eight Grade - Transitional

Option	Primary Option Codes	Possible Secondary Option Codes
1	1	1
2	2	1, 2
3	3	1, 2, 3
4	4	1, 2, 3, 4
5	5	1, 2, 3, 4, 5
6	6	1, 2, 3, 4
7	7	1, 2, 3
8	8	None
9	9	None
10	10	None

Disability Level Codes

	Disability Level Description
P	Primary Disability
S	Secondary Disability

Primary and Secondary Disability Codes

Disability Code	Disability Description
01	Specific Learning Disabilities
02	Intellectual Disability
03	Intellectually Gifted
04	Speech Impairments
05	Language Impairments
06	Emotional Disturbance
07	Autism
08	Other - Health Impairments
09	Orthopedic Impairments
10	Deafness
11	Hearing Impairments
12	Blind
13	Visual Impairments
14	Deaf-Blindness
15	Multiple Disabilities
16	Functional Delay
17	Developmental Delay
18	Traumatic Brain Injury

Language Code	Language
abk	Abkhazian
ace	Achinese
ach	Acoli
ada	Adangme
ady	Adygei
ady	Adyghe
aar	Afar
afh	Afrihili (Obsolete)
afr	Afrikaans
afa	Afro-Asiatic (Other)
aka	Akan
akk	Akkadian (Obsolete)
alb/sqi*	Albanian
ale	Aleut
alg	Algonquian languages
tut	Altaic (Other)
amh	Amharic
apa	Apache languages
ara	Arabic
arg	Aragonese
arc	Aramaic (Obsolete)
arp	Arapaho
arn	Araucanian
arw	Arawak
arm/hye*	Armenian
art	Artificial (Other) (Obsolete)
asm	Assamese
ast	Asturian
ath	Athapascan languages
aus	Australian languages
map	Austronesian (Other)
ava	Avaric
ave	Avestan (Obsolete)
awa	Awadhi
aym	Aymara
aze	Azerbaijani
ast	Bable
ban	Balinese
bat	Baltic (Other)
bal	Baluchi
bam	Bambara

bia **bad**	Bamileke languages Banda
bnt	Bantu (Other)
bas	Basa
bak	Bashkir
baq/eus*	Basque
btk	Batak (Indonesia)
bej	Beja
bel	Belarusian
bem	Bemba
ben	Bengali; ben
ber	Berber (Other)
bho	Bhojpuri
bih	Bihari
bik	Bikol
byn	Bilin
bin	Bini
bis	Bislama
byn	Blin
nob	Bokmål, Norwegian
bos	Bosnian
bra	Braj
bre	Breton
bug	Buginese
bul	Bulgarian
bua	Buriat
bur/mya*	Burmese
cad	Caddo
car	Carib
spa	Castilian
cat	Catalan
cau	Caucasian (Other)
ceb	Cebuano
cel	Celtic (Other)
cai	Central American Indian (Other)
chg	Chagatai (Obsolete)
cmc	Chamic languages
cha	Chamorro
che	Chechen
chr	Cherokee
nya	Chewa
chy	Cheyenne
chb	Chibcha (Obsolete)
nya	Chichewa
chi/zho*	Chinese
chn	Chinook jargon

cph	Chipewyan
cho	Choctaw
zha	Chuang
chu	Church Slavic (Obsolete)
chu	Church Slavonic (Obsolete)
chk	Chuukese
chv	Chuvash
nwc	Classical Newari (Obsolete)
cop	Coptic (Obsolete)
cor	Cornish
cos	Corsican
cre	Cree
mus	Creek
crp	Creoles and pidgins (Other)
cpe	Creoles and pidgins, English- based (Other)
cpf	Creoles and pidgins, French- based (Other)
cpp	Creoles and pidgins, Portuguese-based (Other)
crh	Crimean Tatar
crh	Crimean Turkish
scr/hrv*	Croatian (scr - Obsolete)
cus	Cushitic (Other)
cze/ces*	Czech
dak	Dakota
dan	Danish
dar	Dargwa
day	Dayak
del	Delaware
din	Dinka
div	Divehi
doi	Dogri
dgr	Dogrib
dra	Dravidian (Other)
dua	Duala
dut/nld*	Dutch/ Flemish
dyu	Dyula
dzo	Dzongkha
efi	Efik
egy	Egyptian (Ancient) (Obsolete)
eka	Ekajuk
elx	Elamite (Obsolete)
eng	English
myv	Erzya
epo	Esperanto (Obsolete)

est	Estonian
ewe	Ewe
ewo	Ewondo
fan	Fang
fat	Fanti
fao	Faroese
fij	Fijian
fil	Filipino
fin	Finnish
fiu	Finno-Ugrian (Other)
fon	Fon
fre/fra*	French (FRA is Obsolete)
fry	Frisian
fur	Friulian
ful	Fulah
gaa	Ga
gla	Gaelic
glg	Gallegan
lug	Ganda
gay	Gayo
gba	Gbaya
gez	Geez (Obsolete)
gwo/kat*	Georgian
ger/deu*	German
nds	German, Low
gem	Germanic (Other)
kik	Gikuyu: Kikkuyu
gil	Gilbertese
gon	Gondi
gor	Gorontalo
got	Gothic (Obsolete)
grb	Grebo
gre/ell*	Greek, Modern (1453-)
kal	Greenlandic; Kalaallisut
grn	Guarani
guj	Gujarati
gwi	Gwich´in
hai	Haida
hat	Haitian
hat	Haitian Creole
hau	Hausa
haw	Hawaiian
heb	Hebrew
her	Herero
hil	Hiligaynon

him	Himachali
hin	Hindi
hmo	Hiri Motu
hit	Hittite
hmn	Hmong
hun	Hungarian
hup	Hupa
iba	Iban
ice/isl*	Icelandic
ido	Ido (Obsolete)
ibo	Igbo
ijo	Ijo
ilo	Iloko
smn	Inari Sami
inc	Indic (Other)
ine	Indo-European (Other)
ind	Indonesian
inh	Ingush
ina	Interlingua (Obsolete)
ile	Interlingue (Obsolete)
iku	Inuktitut
ipk	Inupiaq
ira	Iranian (Other)
gle	Irish
iro	Iroquoian languages
ita	Italian
jpn	Japanese
jav	Javanese
jrb	Judeo-Arabic
jpr	Judeo-Persian
kbd	Kabardian
kab	Kabyle
kac	Kachin
kal	Kalaallisut; Greenlandic
xal	Kalmyk
kam	Kamba
kan	Kannada
kau	Kanuri
krc	Karachay-Balkar
kaa	Kara-Kalpak
kar	Karen
kas	Kashmiri
csb	Kashubian

kaw	Kawi (Obsolete)
kaz	Kazakh
kha	Khasi
khm	Khmer
khi	Khoisan (Other)
kho	Khotanese
kik	Kikuyu
kmb	Kimbundu
kin	Kinyarwanda
kir	Kirghiz
tlh	Klingon (Obsolete)
kom	Komi
kon	Kongo
kok	Konkani
kor	Korean
kos	Kosraean
kpe	Kpelle
kro	Kru
kua	Kuanyama
kum	Kumyk
kur	Kurdish
kru	Kurukh
kut	Kutenai
kua	Kwanyama
lad	Ladino
lah	Lahnda
lam	Lamba
lao	Lao
lat	Latin (Obsolete)
lav	Latvian
ltz	Letzeburgesch
lez	Lezghian
lim	Limburgan
lim	Limburger
lim	limburgish
lin	Lingala
lit	Lithuanian
jbo	Lojban (Obsolete)
nds	Low German
nds	Low Saxon
dsb	Lower Sorbian
loz	Lozi
lub	Luba-Katanga
lua	Luba-Lulua
lui	Luiseno

smj	Lule Sami
lun	Lunda
luo	Luo (Kenya and Tanzania)
lus	Lushai
ltz	Luxembourgish
mac/mkd*	Macedonian
mad	Madurese
mag	Magahi
mai	Maithili
mak	Makasar
mlg	Malagasy
may/msa*	Malay
mal	Malayalam
mlt	Maltese
mnc	Manchu (Obsolete)
mdr	Mandar
man	Mandingo
mni	Manipuri
mno	Manobo languages
glv	Manx
mao/mri*	Maori
mar	Marathi
chm	Mari
mah	Marshallese
mwr	Marwari
mas	Masai
myn	Mayan languages
men	Mende
mic	Micmac
mic	Mi'kmaq
min	Minangkabau
mwl	Mirandese
mis	Miscellaneous languages
moh	Mohawk
mdf	Moksha
mol	Moldavian (Obsolete)
mkh	Mon-Khmer (Other)
lol	Mongo
mon	Mongolian
mos	Mossi
mul	Multiple languages
mun	Munda languages
nah	Nahuatl
nau	Nauru
nav	Navaho

nav	Navajo
nde	Ndebele, North
nbl	Ndebele, South
ndo	Ndonga
nap	Neapolitan
nep	Nepali
new	Newari; Nepal Bhasa
nia	Nias
nic	Niger-Kordofanian (Other)
ssa	Nilo-Saharan (Other)
niu	Niuean
nog	Nogai
non	Norse, Old (Obsolete)
nai	North American Indian (Other)
sme	Northern Sami
nso	Northern Sotho
nde	North Ndebele
nor	Norwegian
nob	Norwegian Bokmål
nno	Norwegian Nynorsk
nub	Nubian languages
nym	Nyamwezi
nya	Nyanja
nyn	Nyankole
nno	Nynorsk, Norwegian
nyo	Nyoro
nzi	Nzima
oji	Ojibwa
chu	Old Bulgarian (Obsolete)
chu	Old Church Slavonic (Obsolete)
nwc	Old Newari (Obsolete)
chu	Old Slavonic (Obsolete)
ori	Oriya
orm	Oromo
osa	Osage (Obsolete)
oss	Ossetian
oss	Ossetic
oto	Otomian languages
pal	Pahlavi (Obsolete)
pau	Palauan
pli	Pali (Obsolete)
pam	Pampanga
pag	Pangasinan
pan	Panjabi

pap	Papiamento
paa	Papuan (Other)
nso	Pedi
per/fas*	Persian
phi	Philippine (Other)
phn	Phoenician (Obsolete)
fil	Pilipino
pon	Pohnpeian
pol	Polish
por	Portuguese
pra	Prakrit languages
pan	Punjabi
pus	Pushto
que	Quechua
roh	Raeto-Romance
raj	Rajasthani
rap	Rapanui
rar	Rarotongan
roa	Romance (Other)
rum/ron*	Romanian
rom	Romany
run	Rundi
rus	Russian
sal	Salishan languages
sam	Samaritan Aramaic (Obsolete)
smi	Sami languages (Other)
smo	Samoan
sad	Sandawe
sag	Sango
san	Sanskrit (Obsolete)
sat	Santali
srd	Sardinian
sas	Sasak
nds	Saxon, Low
sco	Scots
gla	Scottish Gaelic
sel	Selkup
sem	Semitic (Other)
nso	Sepedi
scc/srp*	Serbian (scc - Obsolete)
srr	Serer
shn	Shan
sna	Shona
iii	Sichuan Yi
scn	Sicilian

sid	Sidamo
sgn	Sign languages
bla	Siksika
snd	Sindhi
sin	Sinhala
sin	Sinhalese
sit	Sino-Tibetan (Other)
sio	Siouan languages
sms	Skolt Sami
den	Slave (Athapascan)
sla	Slavic (Other)
slo/slk*	Slovak
slv	Slovenian
sog	Sogdian
som	Somali
son	Songhai
snk	Soninke
wen	Sorbian languages
nso	Sotho, Northern
sot	Sotho, Southern
sai	South American Indian (Other)
alt	Southern Altai
sma	Southern Sami
nbl	South Ndebele
spa	Spanish
suk	Sukuma
sux	Sumerian (Obsolete)
sun	Sundanese
sus	Susu
swa	Swahili
ssw	Swati
swe	Swedish
syr	Syriac
tgl	Tagalog
tah	Tahitian
tai	Tai (Other)
tgk	Tajik
tmh	Tamashek
tam	Tamil
tat	Tatar
tel	Telugu
ter	Tereno
tet	Tetum
tha	Thai

tib/bod*	Tibetan
tig	Tigre
tir	Tigrinya
tem	Timne
tiv	Tiv
tlh	tlhIngan-Hol (Obsolete)
tli	Tlingit
tpi	Tok Pisin
tkl	Tokelau
tog	Tonga (Nyasa)
ton	Tonga (Tonga Islands)
tsi	Tsimshian
tso	Tsonga
tsn	Tswana
tum	Tumbuka
tup	Tupi languages
tur	Turkish
tuk	Turkmen
tvl	Tuvalu
tyv	Tuvinian
twi	Twi
udm	Udmurt
uga	Ugaritic (Obsolete)
uig	Uighur; Uyghur
ukr	Ukrainian
umb	Umbundu
und	Undetermined
hsb	Upper Sorbian
urd	Urdu
uzb	Uzbek
vai	Vai
cat	Valencian
ven	Venda
vie	Vietnamese
vol	Volapük (Obsolete)
vot	Votic
wak	Wakashan languages
wal	Walamo
wln	Walloon
war	Waray
was	Washo
wel/cym*	Welsh
wol	Wolof
xho	Xhosa
sah	Yakut

yao	Yao
yap	Yapese
yid	Yiddish
yor	Yoruba
ypk	Yupik languages
znd	Zande
zap	Zapotec
zen	Zenaga
zha	Zhuang
zul	Zulu
zun	Zuni
oth	Other languages

Appendix Q – Student Clubs 12/5/2007

Club id	Full Club Name	Category
BPA	Business Professionals of America (Not valid starting 2022 2023 school year)	CTE
DECA	Distributive Education Clubs of America	CTE
FBLA	Future Business Leaders of America	CTE
FCCLA	Family, Career and Community Leaders of America	CTE
FFA	Future Farmers of America	CTE
HOSA	Health Occupations Students of America	CTE
TCA_JTG	Tennessee Career Association or Jobs for Tennessee Career Development Conference (Not valid 2022-23 school year)	CTE
SkillsUSA	Skills USA	CTE
TSA	Technology Student Association	CTE
Other	Specified by reported agency	CTE

Appendix R – Homeless Primary Night Time Residence   03/09/2018

Code	
01	shelters or transitional housing
02	doubled up (living with other persons due to economic reasons)
03	unsheltered (cars, parks, campgrounds, abandoned buildings, substandard housing)
04	hotels/motels due to lack of alternative adequate accommodations

Appendix S - Student Classification 7/1/2017

Classification	Description	Begin School Year	Last Valid School Year
1	LEAPs participant	2009-2010	
2	21st CCL Participant	2009-2010	
3	CEP Eligible	2013-2014	2016-2017
4	Active Duty Military	2014-2015	
5	National Guard Military	2014-2015	
6	Reserve Military Dependent	2014-2015	
7	Juvenile Court Referral	2014-2015	
8	IEA Program	2016-2017	
A	Alternative	2000-2001	
B	Fee Based P3, P4	2000-2001	
C	Rita	2000-2001	2008-2009
D	Adult	2000-2001	
E	Head Start Funded P3, P4	2000-2001	
F	Locally Funded P3, P4	2000-2001	
G	GED+2	2000-2001	2008-2009
H	Homeless	2000-2001	
I	Migrant	2000-2001	
J	Direct Certified Economically Disadvantaged	2015-2016	
K	Residential Mental Health	2011-2012	2021-2022
L	Pre-K EconDis	2000-2001	
M	Magnet	2000-2001	2008-2009
N	Early Reading First P3, P4	2000-2001	2013-2014
O	Lottery Funded, P4 only	2000-2001	2013-2014
P	Private	2000-2001	
Q	State funded: expansion/pilot	2000-2001	
R	Regular	2000-2001	
T	Title I	2000-2001	
U	Runaway	2014-2015	
V	Even Start Funded P3, P4	2000-2001	
W	Imagination Library	2000-2001	
X	Free Lunch	2000-2001	2016-2017
Y	Reduced Lunch	2000-2001	2016-2017
Z	Student Paid Lunch (full price)	2000-2001	2016-2017
504	504 Plan	2018-2019	
DYS01	Dyslexia Specific	2017-2018	
FOS01	Foster Care	2017-2018	
JDC01	JDC Bedford County	2018-2019	
JDC02	JDC Blount County	2018-2019	
JDC03	JDC Bradley County	2018-2019	
JDC04	JDC Davidson County	2018-2019	

JDC05	JDC Hamilton County	2018-2019	
JDC06	JDC Madison County	2018-2019	
JDC07	JDC Middle Tennessee	2018-2019	
JDC08	JDC Putnam County	2018-2019	
JDC09	JDC Rhea County	2018-2019	
JDC10	JDC Richard L. Bean Service Center / Knox County	2018-2019	
JDC11	JDC Rutherford County	2018-2019	
JDC12	JDC Scott County	2018-2019	
JDC13	JDC Sevier County	2018-2019	
JDC14	JDC Shelby County	2018-2019	
JDC15	JDC UHS/McDowell	2018-2019	
JDC16	JDC Upper East Tennessee Regional	2018-2019	
JDC17	JDC Williamson County	2018-2019	
PDG01	PDG Expansion	2017-2018	
PDG02	VPK with PDG enhancement	2017-2018	
QDT00	Qualified Court Ordered Day Treatment	2018-2019	
GIFT	Gifted Student(Similar to dyslexia, without student having full IEP)	2022-2023	2022-2023
K-In	Residential Mental Health In-State	2022-2023	
K-Out	Residential Mental Health Out-of-State	2022-2023	

Appendix T – TA Instructional Services 12/31/2011

TA Support Code	Description
01	Math
02	RLA
03	Science
04	Social Studies
05	Vocational
06	Other
07	Tutoring (if receiving support under TN All Corp tutoring programs)

Appendix U – TA Support Services 12/31/2011

TA Support Code	Description
01	Health
02	Dental
03	Eye Card
04	Guidance
05	Advocacy
06	Other

Appendix V– Student Alpha Grade **2/31/2011**

Grade
A+
A
A-
B+
B
B-
C+
C
C-
D+
D
D-
F
I
P

I = Incomplete

P = Pass (if using pass/fail)

Appendix W – Class Terms 04/14/2015

Class Term Code	Description
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

Appendix X - Teaching Methods 3/22/2016

Teaching Method Code	Description
A	Asynchronous Virtual Course: An instructional model that provides students access to on-demand instruction that is fully virtual/online. This model allows students to access instructional materials and progress at their own pace and does not require students to attend regularly scheduled (daily/every other day) virtual classes with a teacher.
B	Bisynchronous Virtual Course: An instructional model that utilizes both asynchronous and synchronous virtual instruction.
D	Distance Learning (other than on-line): a course offered primarily or entirely in-person within a brick-and-mortar location taught by an instructor from outside the student's school of primary enrollment. Distance learning courses are not online/virtual; however, students may leverage video/teleconferencing technology while present in a brick-and-mortar setting.
H	Hybrid Virtual Course: An instructional model that provides students access to virtual instruction and requires students to periodically attend class in-person within a brick-and-mortar location.
S	Synchronous Virtual Course: An instructional model that provides scheduled, teacher supervised instruction that is fully
T	Traditional: a course offered in-person within the brick-and-mortar school that holds the student's primary enrollment.