

Looking Up a State Student Number

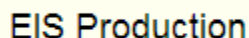
As students enter your school, one of the most important items of information needed for State reporting to EIS is the State Student ID (SSID). For students who have enrolled in a Tennessee school system prior to entering your school, their numbers will already exist in the system and you will simply need to retrieve it via a search of the EIS Production application. Pre-K, Kindergarten, and Out-of-State students will have to have their demographic information posted to EIS before the system can process a number and you can locate it.

Student Has Enrolled in a Tennessee School System Prior to Entering Your School

If a student entering your school has enrolled in a Tennessee school system in a prior year, they should already have an SSID in EIS and you will simply need to retrieve it before placing it in the appropriate place on their record (in PowerSchool).

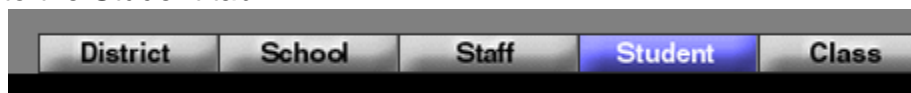
To do this you will:

- 1) Proceed to the EIS login page (<https://www.k-12.state.tn.us/authorize>) and enter your EIS credentials.
- 2) Enter the EIS Production application.



EIS Production

- 3) Move into the Student tab.



- 4) Select "Student Lookup" from the left-hand side of the screen.

[Student Search](#)

[Student Problem
Enrollment Search](#)

[Student Standard ADM
Search](#)

Student Lookup

- 5) Clear the year and District number from the lookup screen. You want to make sure that you are locating information for this student from prior years and (if applicable) from school systems of previous enrollment.

Student Lookup

School Year*

District No.

District Name

School No.

First Name:

Last Name:

State Id:

SSN:

PIN:

Sort By:

And By:

And By:

And By:

And By:

And By:

Go

- 6) Search for the student in one of the following ways:
- Enter the student’s SSN as it appears on official documentation.
 - Search the student’s first name and last name and then search through the listings for a DOB match.
- 7) Once the student is located, ensure that the name information in EIS matches the name information in PowerSchool EXACTLY¹. If it does not, the records may not link in EIS.
- If you feel that the name information on the EIS record is incorrect, please navigate to the State/Province – TN screen in PowerSchool and enter the incorrect information from EIS in the Previous Student Information area. This should allow for the information to “switch out.”

| Previous Student Information | |
|------------------------------|----------------------|
| First Name | <input type="text"/> |
| Middle Name | <input type="text"/> |
| Last Name | <input type="text"/> |
| Social Security Number | <input type="text"/> |
| Student PIN | <input type="text"/> |

- 8) Once you have successfully located the student’s SSID, enter it into the appropriate field in the State/Province – TN page in PowerSchool.

| General Student Info | |
|------------------------------------|---|
| State Student Number | <input type="text"/> |
| Transitional Grade | <input type="checkbox"/> Yes |
| This Student’s Standard Day * | <input type="text" value="426"/> (MMM) (Override for Standard Day Duration at School Level) |
| Student PIN (Current) | <input type="text"/> |
| Exclude from State Reporting | <input type="checkbox"/> |
| Student Federal Race and Ethnicity | <input type="text" value="B"/> |

¹ This includes even the smallest items such as apostrophes, hyphens, or the use of a middle name.

Pre-K, Kindergarteners, and Students New to Tennessee

Pre-K, Kindergarteners, and students new to the State of Tennessee will not yet have State IDs as they have yet to enter EIS. In order for an SSID to generate for these students certain key demographic fields MUST be entered and subsequently posted to EIS.

These fields are as follows:

- Student First Name (Demographics screen)
- Student Last Name (Demographics screen)
- SSN (Demographics screen) OR PIN (State/Province – TN page)
 - If you use a PIN, format as 985+[School Number]+[Random Digits].
 - The PIN must be 9 characters long
- Date of Birth (Demographics screen)
 - Match to official documentation
- Gender (Demographics screen)
- Ethnicity (Demographics screen)
 - All three fields required: Ethnicity, Race, Scheduling/Reporting Ethnicity

The screenshot shows a form titled "Federal Ethnicity and Race". It contains three main sections:

- Ethnicity:** Includes radio buttons for "Yes" and "No", and a label "Is the student Hispanic or Lat".
- Race:** Includes a dropdown menu with the question "What is the student's race?". The selected option is "Black or African American".
- Scheduling/Reporting Ethnicity:** Includes a dropdown menu with the selected option "Black/African-American (B)".

- Immigrant Student (State/Province – TN page)
 - If yes, Date First Enrolled in U.S. School required (State/Province – TN page)
- English Language Background (State/Province – TN page)
 - If selection besides E made, you must provide Native Language (State/Province – TN)
- Year Entered Ninth Grade (High School Only)(State/Province – TN page)

After all of this information is entered, the organization's SIS contact will need to post the 040 (Student) extract to EIS. From there, assume that, if all the student information was entered, the student will be in EIS with a State Student Number. Refer to the steps detailed under "Student Has Enrolled in a Tennessee School System Prior to Entering Your School" for instructions on how to retrieve the SSID.