## **Generating Extracts for Submission to ASD**

- 1) From the PowerSchool homepage, navigate Special Functions → Interfaces to other systems → Tennessee Education Information System (EIS).
- 2) Select "Set Current Term Year" and ensure that the term year that you are choosing to report on appears at the top of the page.



- 3) Return to the Tennessee Education Information System (EIS) screen.
- Choose one of the following options based on whether you intend to submit an extract file related to student information or non-student information (e.g. calendar, section, staff).



5) Once you move into one of these two screens, select the extract(s) that you want to generate.



- After you hit "Submit," return to the Tennessee Education Information System (EIS) screen.
- 7) Move down and select View EIS Upload Files.
- 8) Locate the file that you generated and save it to your Desktop.

## Naming Extracts for Submission to ASD

• Files generated for EIS from an SIS automatically follow a **standard naming convention**:

[District number][Extract date][File name]

- Because each operator can use their own SIS, there is the possibility of multiple files with the same name being loaded to EIS.
- If this happens, organizations will overwrite each other's' data.
- To prevent this, the ASD will use the following numbering convention for files:

Operator	Extract Numbers
Achievement Schools	01 – 04
Cornerstone Prep	01 – 04 (on ASD's Instance of PS)
Gestalt Community Schools	10 – 14
Aspire	20 – 29
KIPP	30 – 39
Project GRAD	40 – 49
Pathways	50 – 59
GreenDot	60 - 69
Promise Academy	70 – 79
Frayser Community Schools	80 - 89
Freedom Prep.	90 – 99
Scholar Academies	05 – 09
Libertas	15 – 19
Brick Church	No action; reporting through MNPS

- Example: you generate a file named 98520917R01.eis
- If you're Gestalt, you would rename this 98520917R<u>10</u>.eis
- You would also open to file to edit the file name at the start AND end of the data file.

