

EIS Spring 2025 Webinar Q&As 03/27/2025

Questions are taken directly from the chat tool in the webinar and minor edits are made to improve readability.

Webinar Question	Webinar Response
Is there a list of all positions separated by levels?	A breakdown of all positions can be found in our data elements document under the "position codes" tab: https://www.isbe.net/Pages/EIS-Data-Elements.aspx
If teachers have buy back days do we subtract those days from contract days?	No.
When a teacher is on maternity leave for 8-12 weeks should we list that under leave of absence under contract days?	Contract days will stay the same, the days on maternity leave will not count towards absent days, but only days worked will count towards actual days paid.
Once a batch file has been uploaded, a code description is given: For the regular school year exactly one position record must be marked as the primary location for a single employee per district school year. What does this mean/indicate?	Each position record needs to have a primary working location. Enter a 'Y' for the working location that is considered primary, and an 'N' for the other working locations.
Does ROE report teachers that are paid by us but work at a district or does district report them?	The employer (in this case, the ROE) is the entity responsible for reporting an employee.
How often should a school district be adding new positions into EIS?	ISBE recommends staying on top of your new hires/positions. It is always best to enter a new position into EIS as soon as possible after it is filled. At minimum, please have new positions into EIS to meet all EIS deadlines accordingly. EIS deadlines can be found here: https://www.isbe.net/pages/eis-key-dates.aspx
What if a paraprofessional takes an FMLA leave?	Contract days will stay the same, even if on FMLA, the days paid for will count towards actual days paid. Absent days are not collected for paraprofessionals.
For the salary data due August 15, 2025, is that the salary data for the 2024-2025 school year or 2025-2026 school year?	It is the salary data from School Year 2024-2025. Some of the salary information required includes how many days teachers were paid so that is only known after the school year has finished.
So athletic coaches who are NOT teaching for us now need to be reported?	Yes, in the noncertified staff tab. Coaches are counted as .33 FTE per sport they coach.
How do you report a leave? We have 3 at our school. Wouldn't that create new positions?	If you would like to keep the employment record open (i.e. the employee intends to return), you can report this employee under a "999-Leave of Absence" position code. If the employee went on leave but never returned, you can end their employment as of the last day they physically worked.
If I have a kitchen employee who is part time and only works 2.5 hours per day for all 5 days of the week, what would be their FTE count and how do I go about getting that number?	If 40 hours per week is considered full time, this would 12.5 hours divided by 40 hours, giving you an FTE of 0.31.
Do I add my contractual staff?	For certified staff, only if they are directly paid by the district. If you pay a contracting agency and they pay the contractors, then you would not want to report them. For noncertified staff, only include contractual staff that are contracted to provide work that is part of the district's regular operations. I.e., a construction company contracted to make renovations would not be included.
Are you saying the non-certified employees have to be entered manually?	Non-certified employees are only entered in aggregate, not individually.
Why do I have a counselor showing up in positions but not on the evaluations?	We do not collect evaluations for counselors. Only teachers, principals, and assistant principals.
How can I remove an employee who only worked for four days? I entered her position by mistake.	Under the "Edit Employment Record" screen, for the "Employment End Reason" select "Remove Record". After saving this, this should delete the employment record.
Where was the resources page for instructions?	EIS website at https://www.isbe.net/Pages/Information-System.aspx

We have a full time paraprofessional who is using a sub license to fulfill a void as a spec ed teacher for the year. How do I report her?	Subs are reported if they are licensed and work in the same position for 90 days (i.e., they do not fill in different spaces as needed, but for a specific position). This employee may need both a paraprofessional position record and a teacher record depending on the amount of time they spend in each position.
We do not include contracted staff in non-certified if they are not on our payroll, correct?	Correct. Anyone reported anywhere in EIS should only be entered if they are directly paid by you. (Certified and Noncertified)
Are teacher's aides or paraprofessionals counted in the non cert staff?	Please review the EIS Data Elements and view the Non-Certified Categories tab - https://www.isbe.net/pages/eis-data-elements.aspx and/or review the Noncertified Staff Collection document - https://www.isbe.net/Documents/EIS-Noncertified-Staff-FTE-Collection-Resource.pdf . The reporting categories are listed there including what positions count as non-certified.
Will there ever be the option to do an upload through Teacherease for the EIS salary report? We use Teacherease financials.	This must be done by the vendor.
If someone moves from one school building to another school building do we delete the current building they are at and then add them to the new building?	If their position moved buildings part way through the school year, you can end the position at the old location (with a position end date for the old location) and create a new position at the new location (with a position start date for the first day they were at the new location). Both positions would be under the same position code if the position itself did not change.
I was entering the salaries for the employees and it said that it was required to add a "Position end date". Do I just use the last day of the school year? We are a childcare who has the PFA grant.	Only update salaries for SY24-25 after the person has left and will not be returning for the year or after the school year has ended. Some of the information provided in the Salary section of EIS requires data that will not be known with certainty until the position has ended like Days Absent and Actual Days Paid.
The start date is always the start date of the current school year correct?	The Position Start Date will always be the first day that employee worked that school year. For example, if Teachers are required to be at the school a week before students, then their position start date should reflect that.
Do I report a coach who is also full-time teacher in our district?	Certified staff (such as teachers) are individually reported in the Employment/Position tab of EIS. Noncertified staff positions are reported in the aggregate in the Noncertified Staff tab of EIS. If an employee both teaches and coaches, only their teaching position is reported in the Employment/Position tab. Their coaching position is counted towards the FTE reported in the Noncertified Staff tab.
For Teachers Aides that are certified I report these with the teaching staff. Is this correct or should they be reported as non-certified staff?	If these employees are certified and are fulfilling a certified position (e.g., paraprofessional), they should be reported in the Employment/Position tab of EIS with the other certified staff.
A long term substitute would only be entered as an individual if they have a PEL, correct? If all they have is a substitute certificate, they would not be entered, correct?	This is correct. The only time you would report in EIS is if the long term sub had a PEL, and is in that same position for at least 90 days.
Our coaches receive a stipend for coaching. Do we now report them?	Yes.
Would a SRO officer that is paid by the city be included in the All other district support category?	Hi Claire, the Noncertified FTE section should only be used to report employees that are paid by your district directly. If they are paid by the city, they should not be included
Do we report assistant coaches?	Yes.
Evaluation batch file - Steps for creating, is this what you are working on?	Yes, All the batch file instructions are currently being updated. The batch file spreadsheets are correct and is not undergoing any changes. The older instructions had a few references to the old batch file format but is largely still useable.
Who should be flagged with the Retired employee code?	The "Retired" flag should only be used for employees who have previously retired and are returning to work.

For Childcare Centers that are privately owned, are they considered category 5? If yes, how do they enter info on EIS.	If a private childcare center receives Preschool for All (PFA) funding, they must report certified positions in EIS. They do not need to report noncertified data. Please see the EIS New Users Guide for help with how to access and use EIS. https://www.isbe.net/Documents/EIS-New-Users-Guide.pdf
How would we enter an employee in the position screen if they are on a leave of absence?	You can report this employee under a "999-Leave of Absence" position code.
If a teacher leaves mid year, can I leave the benefits amount as full year or do I have to prorate and report only half?	Report the actual benefits paid to the employee.
Aides without a paraprofessional license, where do you enter them?	If they are filling a position that should normally be certified, they do not get reported. If this is a position that does not require a certification, they count towards Noncertified Staff FTE.
Can you please clarify what positions should be included in the Non-certified aggregate? For example, coaches are listed in the description for what positions are included but coaches do not work full time.	Please review this document: https://www.isbe.net/Documents/EIS-Noncertified-Staff-FTE-Collection-Resource.pdf . For coaches, only assign an FTE of 0.33 for each sport that they coach. Other common questions related to this include: Should a certified staff member that coaches be included in the noncertified staff FTE totals - the answer is yes and use 0.33 FTE for each sport. Should volunteer coaches be reported - No. Do club and activity sponsors have the same FTE assignment as coaches - Yes, use 0.33 FTE per assignment.
How do I figure out FTE for teachers on maternity leave?	FTE is calculated automatically for Certified Staff in EIS using Percentage of Full-Time, Contract Days, and Actual Days Paid. A teacher on maternity leave would have fewer Actual Days Paid, resulting in a lower calculated FTE.
Our lunchroom/recess staff are timesheet employees. Do they still get reported?	If they are paid by the district, they are included in the Noncertified Staff FTE aggregate.
Are Certified Occupational Therapy Assistants and Physical Therapy Assistants listed under non-certified staff?	Yes.
Charter School question: where are non-certified teachers submitted?	CPS charter schools should not submit noncertified staff FTE.
If an Aide has a paraprofessional license they should not be reported on the NonCert FTE report?	The NonCert tab is ONLY for NonCertified positions, not for noncertified employees working a certified position. If you require a license for the aide, and the employee has an appropriate license, then they can be reported as any other individual would be in EIS (likely as a paraprofessional).
We pay out-of-district athletic coaches. They don't receive benefits and are paid by the season. And, they don't have an FTE. Should they be included in the aggregate count?	Paid coaches are included in the NonCertified Staff FTE Aggregate. Use 0.33 FTE for each sport that they coach. Volunteer coaches are not counted in the aggregates.
You mentioned a .33 FTE for coaches in each sport they coached. Is that for Teachers that are also coaches?	Coaches should be reported as 0.33 FTE per sport they coach. This applies to all coaches (including teachers who are also coaches).
If I uploaded back in August and have been adding new hires manually throughout the school year, besides the non-cert staff is there anything else I need to do before the deadline?	If all employment and position data is up to date, then you only need to submit noncertified FTE data by April 17.
If the coach is also a teacher, are we reporting them in the noncertified count as well?	Yes. You will report 0.33 FTE per sport they coach.
Is non-certified FTE based off of a 8 hour day or 40 hour week for all this staff?	FTE is defined as a 40-hour week
We have two teachers aides that are not licensed. Where do we record them?	If they are filling a position that should normally be certified, they do not get reported. If this is a position that does not require a certification, they count towards Noncertified Staff FTE.
Do aides that hold a paraprofessional license get reported on the non-certified FTE?	If they are filling a position that should normally be certified, they do not get reported. If this is a position that does not require a certification, they count towards Noncertified Staff FTE.

It was stated that for the non-certified staff, when entering this information in it is not based on head count. Can you clarify how to get the totals?	Non-certified staff are counted as an aggregated FTE by category. For example, 3 half-time staff serving as district office workers would count as 1.5 FTE towards that category.
We have a non-certified employee that started after Christmas (1/6/25) and will work 89 days of 180 days. What FTE should be reported for this staff member?	If they are full time, they would be 1.0 FTE.
What if the 90 days worked is broken up?	The 90 days do not need to be consecutive but just a total of 90 days.
What are teacher days absent based on?	Absent days should include all of the days where a teacher did not work on a normal working day during the current school year, except for the following exceptions: 1) FMLA, 2) parental leave, 3) long-term disability, and 4) professional development.
We have 3 interims. Two are Interim superintendents and an Interim CSBO. How are they reported?	They would have the default number of contract days you have entered for those positions, 100 percent full time (assuming they are working full-time during their interim period), and the actual days paid would be the number of days they worked and were paid for. EIS will calculate their FTE based off of this.
I am new to this position and our certified staff who coach or have advisory duties do not have those additional duties listed as positions. Do I need to add positions for all certified staff who coach or work advisory?	You do not add those coaching or advisory positions to the employment/position tab. Those roles are only counted toward the FTE of the noncertified staff category they fall under. Please reference the EIS Noncertified Staff FTE Resource: https://www.isbe.net/Documents/EIS-Noncertified-Staff-FTE-Collection-Resource.pdf
If a non-certified staff member has resigned before we do this report do we include them? Is this based on current or first of year?	Update the FTE values to what is currently accurate.
Does a one-time stipend payment belong in the Bonus column?	Stipends are not reportable.
What about bus drivers?	Bus drivers would count towards the All Other District Support Staff category FTE.
Are paraprofessionals reported under certified staff?	As long as they are properly licensed, yes.
When should we be reporting teachers who leave during the school year?	We recommend updating employment information throughout the year as changes occur. If they have left, you can end their position and employment now.
If a long term sub has a PEL, but not in the area in which they are hired, should they be in EIS?	As long as they are fulfilling their position for at least 90 days.
If a teacher is in my building 60% of the day and 40% in another building (which is in a different district) do I just record them as 60%?	Assuming the other district is paying them for the 40% time, then yes. If this is a situation where your district pays the teacher's full salary and is reimbursed by the other district, you will have to enter a working location for the other district's building by manually adding the RCDTS code.
What about part time recess supervisors?	If the position is paid and does not require any sort of license, then yes, it would be included in the Noncertified FTE counts.
What is My Data Dashboard?	Please visit https://www.isbe.net/mydashboard or https://www.isbe.net/Documents/MDD-Webinar-Pres-Jan-2025.pdf
What FTE should I use for lunchroom/recess employees? They are a timesheet position and don't have an FTE assigned to them.	This depends on what the typical full-time workload is for your district. If this is 40 hours per week, you can divide their average number of hours worked by 40.
Full time subs that float around and are not in the same position for 90 days are not reported, correct?	Correct.
Is it correct that non-certified staff is not reported as head count?	All noncertified categories are for FTE, NOT headcount. If there are 4 employees that all only work half days (0.5 FTE), then the FTE reported under the noncert tab would be 2, even though it is 4 people.
If a long term sub is currently listed and does not have a PEL, should I remove them from EIS?	They can have either a PEL or substitute license. They must also be working in that same position for at least 90 days.

Do long term subs need to be added as employees as well?	Yes, if they are licensed and fulfill the same position for at least 90 days.
Can a batch file be used for the report due in April?	There is no batch file template for Non-certified staff. You can enter this data in EIS in the "Noncertified Staff" tab.
We have a counselor that has an evaluation that we need to enter but is not showing up in the evaluation portal. Why are they not appearing?	EIS only collects evaluations for teachers, principals, and assistant principals.
If an employee left mid-school year, should I enter their salary or the amount they get paid for their time with us?	You report the amount they were actually paid for the time they were there, not the salary they would have received had they been there the full year.
Are there any positions that should not be included in the non-certified staff count?	Contractors that provide a non-regular service should not be included in the Noncertified totals. Examples may include carpenters, electricians, etc. working for a firm hired to refurbish a school building, or cooks and truck drivers who prepare and deliver meals once a week to schools under a contract with a food-service firm.
Our Library managers require a paraprofessional license. Should they not be included?	They can be included in the employment/position data for certified staff.
When salaries are reported, is it supposed to be base wages or TRS creditable earnings?	Whatever amount is paid to the employee.
If someone moves from one school building to another school building do we delete the current building they are at and then add them to the new building?	Typically we would include both locations under the working locations but you may need to contact datahelp@isbe.net so we can discuss your particular situation.
I was entering the salaries for the employees and it said that it was required to add a "Position end date". Do I just use the last day of the school year?	Salaries are not required at this time. The only salaries that should be reported are employees that have left your entity. Otherwise, the salary data would not yet be complete. At the end of the school year, you will report the last day they work as the position end date, however, the employment record will remain open for the next school year.
I have a part time teacher who is paid for 92 days in a position with 180 contract days. What percent of full time would I use to ensure the calculated FTE is accurate?	If the person works full time hours for the 92 days then you would use 100 as the percent full time and the 92 days divided by 180 would determine their FTE. If the person is not working full time hours then the full time percent will need to be calculated and the final FTE will be based on $(\text{Percent Full Time}/100) \times (\text{Days Worked}/\text{Contract Days})$. If you need additional clarification, please request help from datahelp@isbe.net and someone will help you with a calculation example.
Any resources for Early childcare centers and how to enter EIS for the staff? They service infant to 5years Its a private entity and they are receiving PFE funding - Early Childcare	https://www.isbe.net/Documents/EIS-New-Users-Guide.pdf
Which Excel Template should we be using for the 4/15 deadline?	There is no batch file for the Noncertified Staff FTE Aggregates. You will need to go to EIS and to the Noncertified tab and enter the totals for FTE for the 5 categories listed in the popup. For details about noncertified categories then please refer to this document https://www.isbe.net/Documents/EIS-Noncertified-Staff-FTE-Collection-Resource.pdf or the EIS Data Elements. Information about what data can be added with batch files can be found here https://www.isbe.net/Pages/EIS-Data-Input.aspx
What is the difference between position code teacher vs resource teacher.	Resource teachers do not require a course assignment in SIS.
For a teacher on maternity leave during the school year, what would the FTE be?	FTE is calculated automatically for Certified Staff in EIS using Percentage of Full-Time, Contract Days, and Actual Days Paid. A teacher on maternity leave would have fewer Actual Days Paid, resulting in a lower calculated FTE.

We include all of our Teacher Assistant positions in the Employment/Position in EIS. They all hold a paraprofessional certificate and are state code 310. Should they actually be counted in the non-certified staff aggregate count?	The current way you are reporting them is accurate.
If an employee has passed away due to terminal illness and used a few weeks of sick leave before death, do we enter the Postion end date as their last physical date of work or the date they were last paid for the position (end of sick days used)?	You can use the date when they were last paid for the position.
Will evaluations for teachers need to be submitted if you are an early childhood center and not a school district?	No.
If teacher assistants are certified should they be reported individually?	If they are certified as paraprofessionals, they should be reported individually under the employment/position tab in EIS.