EIS Collection
Data Collection Tool

Software Provider
File Layout Information
April, 2014

Table of Contents

INTRODUCTION

1.   What is EIS

The Educational Information System (EIS) provides an integrated database designed to facilitate departmental, divisional and school-based planning and decision making, and enhance the accountability of the educational system to students, parents and the community. The mandate of EIS is:

- to improve the way education information is collected, stored, accessed and analyzed
- to facilitate the collection of additional information necessary for analyzing program effectiveness

2.   What is EIS Collection

EIS Collection is a *data collection tool* developed by Manitiba Education and Advanced Learning (EAL) for use in Manitoba schools and divisions. A data collection tool is not school administration software, but can be used with other software packages to collect specific types of data for reporting to Manitoba Education and Advanced Learning. EIS Collection can be used in both school and division offices. Information collected using EIS Collection at the school is sent to the division office. These files are imported into EIS Collection at the division office and combined into a division file. EAL collects information from the division to ensure consistency of information from the school through the division office to the department.

How do Schools use EIS Collection?
Schools using administrative software applications can export the required information from these packages into EIS Collection, where it will be checked and validated for departmental requirements. Information can also be directly entered into EIS Collection to create a data file for export to divisions. Information provided by the school includes student enrolment, student marks (grade 9 to 12 only) and teacher activities.

How do Divisions use EIS Collection?
Division offices use EIS Collection to combine information from their schools and send division data to EAL. In small divisions, the division office may enter school information directly into EIS Collection for each of its schools. The division also provides staff employment information to EAL.

FILE DESCRIPTIONS

1. Files submitted to or received from Manitoba Education and Advanced Learning

NOTE: All files submitted to Manitoba Education and Advanced Learning should be encrypted (or secured) using EIS Collection exports.

BEF K-8 Classroom: contains the number of students and their courses for each of the Français , French Immersion and French language programs. This file is submitted to the department each October from the school division office. There are two import layouts. The original layout has not changed since 2002; the updated layout mirrors the TPP Activity layout.

Student Course Registration: contains the courses grade 9 to 12 students are registered in on September 30. This file is submitted to the department each October from the school division office.

Student Demographics: can be used to share general student information. It can also be used to return 'year end' status information or to request MET numbers from the department for schools that DO NOT submit September 30th enrolment.

Student Enrolment: contains the student enrolment information as of September 30 used for grants and funding. This file is submitted to the department each October from the school division office.

Student Marks: contains the final subject marks achieved by every grade 9 to 12 student (including failures) during the school year. It is submitted to the department from the school division office by September for the previous academic year.

Student MET: contains the MET numbers for new students and student with name / birth date changes. It is sent to Division Offices and Independent School each spring.

TPP Activities: contains information on the subjects and work activities assigned to teachers and professional personnel. This file is submitted to the department each October from the school division office.

2. Files used by other Departments or School Divisions

Student Missing MET: contains the students without MET numbers.

FIXED-LENGTH FILE LAYOUTS

1. General file and record specifications:

- Fixed length 200 byte ASCII files.
  - Student Demographics and Student Enrolment are 250 bytes ASCII files.
- Files contain no delimiters other than a carriage return and line feed between the records in the file.
- Each file contains a distinct header record.
- Double quotes (") are not allowed.
- Fields marked 'No longer Used' should remain in the file layout, but be set to blanks.
- For more information on field content, see the menus section of the EIS Collection application or Fields Descrition section at the end of this document.

2. BEF Enrolment (Basic French Enrolment Summary) *

EIS Default Name: xxxxbef.asc   Where xxxx is the school/division number.

*   This file is not long collected by the Department.

3. BEF K-8 Classroom (Original)

EIS Default Name: xxxxbcs.asc   Where xxxx is the school/division number.

Record Type Description

H	BEF K-8 Classroom Header Record	1 record per file
I	Classroom Identifier Record	1 record per combination (Homeroom, Grade)
D	Course Detail Record	1 record per course

Field	Type	Length	Position	Required for
Record Type Value 'H' (Header)	Char	1	1	
File Type Value 'C' (Classroom Summary)	Char	1	2	
Reporting Date (DDMMYYYY)	Char	8	3-10	#
Division Number	Char	4	11-14	#
Academic Year (YYYY)	Char	4	15-18	Import/Export
EIS Version	Char	5	19-23	#
Filler	Char	177	24-200	#
Record Type Value 'I' (Identifier)	Char	1	1	
School Employed	Char	4	2-5	Import/Export
Homeroom	Char	12	6-17	Export
Grade	Char	2	18-19	Export
Number of Early Entry Students	Char	3	20-22	*
Number of Middle Entry Students	Char	3	23-25	*
Number of Late Entry Students	Char	3	26-28	*
Total Number of Students	Char	3	29-31	*
Filler	Char	169	33-200	
Record Type Value 'D' (Detail)	Char	1	1	
Subject Code	Char	4	2-5	Import/Export
Subject Description	Char	40	6-45	Export
PSP Number	Char	6	46-51	Import/Export
Surname	Char	25	52-76	Import/Export
Given Name(s)	Char	25	77-101	Import/Export
Subject Level	Char	3	102-104	Export
Male Enrolment	Char	3	105-107	Export
Female Enrolment	Char	3	108-110	Export
Language of Instruction	Char	2	111-112	Export
Minutes per Cycle	Char	3	113-115	Export **
School Track	Char	2	116-117	Export
Semester	Char	1	118	Export
Minutes per Cycle	Char	4	119-122	Export
Filler	Char	78	123-200	

#	For EIS Collection use only
*	Calculated during export from the Student Enrolment Table
**	No longer Used

4. BEF K-8 Classroom (Updated)

EIS Default Name: xxxxbca.asc   Where xxxx is the school/division number.

Record Type Description

H	Activities Header Record	1 record per file
I	Identifier Record	1 record per teacher
D	Detail Record (follows identifier record)	1 record per course

Field	**Type**	**Length**	**Position**	**Required for**
Record Type Value 'H' (Header)	Char	1	1	
File Type Value 'K' (Activities)	Char	1	2	
Reporting Date (DDMMYYYY)	Char	8	3-10	#
Division Number	Char	4	11-14	#
Academic Year (YYYY)	Char	4	15-18	Import/Export
EIS Version	Char	5	19-23	#
Filler	Char	177	24-200	
Record Type Value 'I' (Identifier)	Char	1	1	
School Employed	Char	4	2-5	Export
PSP Number	Char	6	6-11	Import/Export
Surname	Char	25	12-36	Import/Export *
Given Name(s)	Char	25	37-61	Import/Export *
Filler	Char	139	62-200	
Record Type Value 'D' (Detail)	Char	1	1	
Subject Code	Char	4	2-5	Import/Export
Subject Description	Char	40	6-45	Import/Export
Subject Level	Char	3	46-48	Export
Homeroom	Char	12	49-60	Export
School Track	Char	2	61-62	Export
Number of Classes	Char	2	63-64	Export
Male Enrolment	Char	3	65-67	Export
Female Enrolment	Char	3	68-70	Export
Language of Instruction	Char	2	71-72	Export
Semester	Char	1	73	Export
Minutes per Cycle	Char	4	74-77	Export
Filler	Char	121	78-200	

Department use only

5. Student Course Registration

EIS Default Name: xxxxreg.asc   Where xxxx is the school/division number.

Record Type Description

H	Course Registration Header Record	1 record per file
I	Identifier Record	1 record per student
D	Course Detail Record (follows identifier record)	1 record per course

Field	Type	Length	Position	Required for
Record Type Value 'H' (Header)	Char	1	1	
File Type Value 'R' (Course Registration)	Char	1	2	
Reporting Date (DDMMYYYY)	Char	8	3-10	#
Division Number	Char	4	11-14	#
Academic Year (YYYY)	Char	4	15-18	Import/Export
EIS Version	Char	5	19-23	#
Filler	Char	177	24-200	
Record Type Value 'I' (Identifier)	Char	1	1	
School Attended	Char	4	2-5	Export
MET Student Number	Char	9	6-14	Export *
Surname	Char	35	15-49	Import/Export
Given Name(s)	Char	35	50-84	Import/Export
Birth Date (DDMMYYYY)	Char	8	85-92	Import/Export
Gender	Char	1	93	Export
Enrolment Date (DDMMYYYY)	Char	8	94-101	Export
Postal Code	Char	6	102-107	Export
Grade	Char	2	108-109	Export
School Student Number	Char	12	110-121	
Resident Division	Char	4	122-125	Export
Previous Surname	Char	35	126-160	
Filler	Char	40	161-200	
Record Type Value 'D' (Course Detail)	Char	1	1	
Subject Code	Char	4	2-5	Import/Export
Subject Description	Char	40	6-45	Export
Subject Level	Char	3	46-48	Export
Credit	Char	3	49-51	Export
Language of Instruction	Char	2	52-53	Export
Semester	Char	1	54	Export
Section	Char	4	55-58	
Delivery Mode	Char	4	59-62	Export
Course PSP Number	Char	6	63-68	Export
Credit Flag	Char	1	69	Export
Filler	Char	131	70-200	

\#   Department use only
*   Validated only if a value is present

6. Student Demographics

EIS Default Name: xxxxdem.asc   Where xxxx is the school/division number.

Record Type Description

H	Demographic Header Record	1 record per file
I	Identifier Record	1 record per student

Field	Type	Length	Position	Required for
Record Type Value 'H' (Header)	Char	1	1	
File Type Value 'D' (Demographic)	Char	1	2	
Reporting Date (DDMMYYYY)	Char	8	3-10	#
Division Number	Char	4	11-14	#
Academic Year (YYYY)	Char	4	15-18	Import/Export
EIS Version	Char	5	19-23	#
Filler	Char	177	24-200	
Record Type Value 'I' (Identifier)	Char	1	1	
School Attended	Char	4	2-5	Export
MET Student Number	Char	9	6-14	Export *
Surname	Char	35	15-49	Import/Export
Given Name(s)	Char	35	50-84	Import/Export
Birth Date (DDMMYYYY)	Char	8	85-92	Import/Export
Gender	Char	1	93	Export
Enrolment Date (DDMMYYYY)	Char	8	94-101	Export
Previous Surname	Char	35	102-136	
Postal Code	Char	6	137-142	Export
Grade	Char	2	143-144	Export
School Student Number	Char	12	145-156	
Resident Division	Char	4	157-160	Export
Year End Status	Char	3	161-163	Export
Leave Date (DDMMYYYY)	Char	8	164-171	Export**
Enrolment	Char	3	172-174	Export
Aboriginal Identity (1)	Char	3	175-177	
Aboriginal Identity (2)	Char	3	178-180	
Aboriginal Identity (3)	Char	3	181-183	
Aboriginal Other Description	Char	25	184-208	
Filler	Char	42	209-250	

Department use only
*   Validated only if a value is present
**   Validated only under certain pre-described criteria

7. Student Enrolment

EIS Default Name: xxxxenr.asc   Where xxxx is the school/division number.

Record Type Description

H   Enrolment Header Record   1 record per file
S   School Session Detail Record 1 record per school session ****
D   Student Detail Record   1 record per student

Field	Type	Length	Position	Required for
Record Type Value 'H' (Header)	Char	1	1	
File Type Value 'E' (Enrolment)	Char	1	2	
Reporting Date (DDMMYYYY)	Char	8	3-10	#
Division Number	Char	4	11-14	#
Academic Year (YYYY)	Char	4	15-18	Import/Export
EIS Version	Char	5	19-23	#
Filler	Char	177	24-200	
Record Type Value ' S' (Session Detail)	Char	1	1	****
School Number	Char	4	2-5	Import/Export
Session	Char	2	6-7	Import/Export
Low Grade	Char	2	8-9	
High Grade	Char	2	10-11	
Course Load Grade 9	Char	2	12-13	Export
Course Load Grade 10	Char	2	14-15	Export
Course Load Grade 11	Char	2	16-17	Export
Course Load Grade 12	Char	2	18-19	Export
Days/Cycle	Char	2	20-21	Export
Filler	Char	179	22-200	
Record Type Value ' D' (Student Detail)	Char	1	1	
School Attended	Char	4	2-5	Export
MET Student Number	Char	9	6-14	Export *
Surname	Char	35	15-49	Import/Export
Given Name(s)	Char	35	50-84	Import/Export
Birth Date (DDMMYYYY)	Char	8	85-92	Import/Export
Gender	Char	1	93	Export
Enrolment Date (DDMMYYYY)	Char	8	94-101	Export
Previous Surname	Char	35	102-136	
Postal Code	Char	6	137-142	Export
Grade	Char	2	143-144	Export **
School Student Number	Char	12	145-156	
Resident Division	Char	4	157-160	Export
Student Program (1)	Char	3	161-163	Export *
Student Program (2)	Char	3	164-166	Export *
Student Program (3)	Char	3	167-169	Export *
Student Program (4)	Char	3	170-172	Export *

Enrolment	Char	3	173-175	Export
Transportation	Char	3	176-178	Export *
Eligible %	Char	3	179-181	Export **
Special Needs	Char	3	182-184	***
Has Diploma	Char	1	185	Export
FE Sponsor	Char	3	186-188	****
Home Room	Char	12	189-200	Export **
Aboriginal Identity (1)	Char	3	201-203	
Aboriginal Identity (2)	Char	3	204-206	
Aboriginal Identity (3)	Char	3	207-209	
Number of Courses (1)	Char	2	210-211	Export **
Care of CFS	Char	1	212	
Aboriginal Other Description	Char	25	213-237	
Number of Courses (2)	Char	2	238-239	Export **
Newcomer	**Char**	**2**	**240-241**	**Export ***
Needs Additional French Language Support	**Char**	**1**	**242-242**	**Export ***
Filler	Char	8	243-250	

\#   Department use only

*   Validated only if a value is present
**   Validated only under certain pre-described criteria
***   No longer used by the department, but is imported and exported for schools use.
**** No longer used by the department and is ignored during import.

8. Student Marks

EIS Default Name: xxxxmrk.asc   Where xxxx is the school/division number.

Record Type Description

H	Marks Header Record	1 record per file
I	Identifier Record	1 record per student
D	Detail Record (follows identifier record)	1 record per course

Field	Type	Length	Position	Required for
Record Type Value 'H' (Header)	Char	1	1	
File Type Value 'M' (Marks)	Char	1	2	
Reporting Date (DDMMYYYY)	Char	8	3-10	#
Division Number	Char	4	11-14	#
Academic Year (YYYY)	Char	4	15-18	Import/Export
EIS Version	Char	5	19-23	#
Filler	Char	177	24-200	#
Record Type Value 'I' (Identifier)	Char	1	1	
School Number	Char	4	2-5	Export
MET Student Number	Char	9	6-14	Export *
Surname	Char	35	15-49	Import/Export
Given Name(s)	Char	35	50-84	Import/Export
Birth Date (DDMMYYYY)	Char	8	85-92	Import/Export
Gender	Char	1	93	Export
Enrolment Date (DDMMYYYY)	Char	8	94-101	Export
Previous Surname	Char	35	102-136	
Postal Code	Char	6	137-142	Export
Grade	Char	2	143-144	Export
School Student Number	Char	12	145-156	
Resident Division	Char	4	157-160	Export
Year End Status	Char	3	161-163	Export
Leave Date (DDMMYYYY)	Char	8	164-171	Export
Aboriginal Identity (1)	Char	3	172-174	
Aboriginal Identity (2)	Char	3	175-177	
Aboriginal Identity (3)	Char	3	178-180	
Aboriginal Other Description	Char	25	181-205	
Filler	Char	45	206-250	

Record Type Value 'D' (Course Detail)	Char	1	1	
Subject Code	Char	4	2-5	Import/Export
Subject Description	Char	40	6-45	
Subject Level	Char	3	46-48	Export
Credit	Char	3	49-51	Export
Language of Instruction	Char	2	52-53	Export
Final Mark	Char	3	54-56	Export
Semester	Char	1	57	Export
Exam Mark Included	Char	1	58	Export
Credit Flag	Char	1	59	Export
Delivery Mode	Char	4	60-63	Export
Filler	Char	137	64-200	

\#   Department use only

*   Validated only if a value is present

9. Student MET

EIS Default Name: xxxxmet.asc   Where xxxx is the school/division number.

Record Type Description
H   MET Header Record   1 record per file
I   Identifier Record   1 record per student

Field	Type	Length	Position	Required for
Record Type Value 'H' (Header)	Char	1	1	
File Type Value 'T' (MET)	Char	1	2	
Reporting Date (DDMMYYYY)	Char	8	3-10	#
Division Number	Char	4	11-14	#
Academic Year (YYYY)	Char	4	15-18	Import/Export
EIS Version	Char	5	19-23	#
Filler	Char	177	24-200	
Record Type Value 'I' (Identifier)	Char	1	1	
School Attended	Char	4	2-5	Export
MET Student Number	Char	9	6-14	Export
Surname	Char	35	15-49	Import/Export
Given Name(s)	Char	35	50-84	Import/Export
Birth Date (DDMMYYYY)	Char	8	85-92	Import/Export
Gender	Char	1	93	Export
School Student Number	Char	12	94-105	
Filler	Char	95	106-200	

Department use only

10. Student Missing MET#

EIS Default Name: xxxxmmn.asc   Where xxxx is the school/division number.

Record Type Description
H   Missing MET Header Record   1 record per file
I   Identifier Record   1 record per student

Field	Type	Length	Position	Required for
Record Type Value 'H' (Header)	Char	1	1	
File Type Value 'N'	Char	1	2	
Reporting Date (DDMMYYYY)	Char	8	3-10	#
Division Number	Char	4	11-14	#
Academic Year (YYYY)	Char	4	15-18	Import/Export
EIS Version	Char	5	19-23	#
Filler	Char	177	24-200	
Record Type Value 'I' (Identifier)	Char	1	1	
School Attended	Char	4	2-5	Export
Filler	Char	9	6-14	Export
Surname	Char	35	15-49	Import/Export
Given Name(s)	Char	35	50-84	Import/Export
Birth Date (DDMMYYYY)	Char	8	85-92	Import/Export
Gender	Char	1	93	Export
School Student Number	Char	12	94-105	
Filler	Char	95	106-200	

Department use only

11.   TPP Activities

EIS Default Name: xxxxact.asc   Where xxxx is the school/division number.

Record Type Description

H	Activities Header Record	1 record per file
I	Identifier Record	1 record per teacher
D	Detail Record (follows identifier record)	1 record per course

Field	Type	Length	Position	Required for
Record Type Value 'H' (Header)	Char	1	1	
File Type Value 'A' (Activities)	Char	1	2	
Reporting Date (DDMMYYYY)	Char	8	3-10	#
Division Number	Char	4	11-14	#
Academic Year (YYYY)	Char	4	15-18	Import/Export
Semester	Char	1	19	*
EIS Version	Char	5	20-24	#
Filler	Char	176	25-200	
Record Type Value 'I' (Identifier)	Char	1	1	
School Employed	Char	4	2-5	Export
PSP Number	Char	6	6-11	Import/Export
Surname	Char	25	12-36	Import/Export
Given Name(s)	Char	25	37-61	Import/Export
Filler	Char	139	62-200	
Record Type Value 'D' (Detail)	Char	1	1	
Subject Code	Char	4	2-5	Import/Export
Subject Description	Char	40	6-45	Import/Export
Subject Level	Char	3	46-48	Export
Program Track	Char	3	49-51	Export
Number of Classes	Char	2	52-53	Export
Male Enrolment	Char	3	54-56	Export
Female Enrolment	Char	3	57-59	Export
Language of Instruction	Char	2	60-61	Export
Semester	Char	1	62	Export
Filler	Char	138	63-200	

Department use only
*   No Longer Used

DELIMITED FILE LAYOUTS

- Comma delimited files are created by the generic export options.
- **Demlited files are not valided during import**
- **Fields identified as 'no longer used' must still be represented in the export, but do not need to include data**
- EIS Collection exports date fields as DD/MMM/YYYY.
    - Dates do not have quotes
    - When creating an import file dates should use a three-letters or the full name for months (Jan. or January instead of 01) and a four-digit year (1999 instead of 99) to avoid date confusion during the import.

1. MET Number file

a) Met.asc

Field Names
"MET Student Number"
"Surname"
"Given Name(s)"
Birth date
"School Student Number"
"School Attended"

2. Student Enrolment file

a) Enroll.asc
Field Names
"MET Student Number"
"Surname"
"Given Name(s)"
Birth Date
"Gender"
"Previous Surname"
"School Student Number"
"Aboriginal Identity (1)"
"Aboriginal Identity (2)"
"Aboriginal Identity (3)"
"Aboriginal Other Description"
"Resident Division"
"School Attended"
"Grade"
"Enrolment"
Enrolment Date
"Postal Code"
"Home Room"
"Student Program (1)"

"Student Program (2)"
"Student Program (3)"
"Student Program (4)"
"Transportation"
"Special Needs" ***
"Eligible %"
"FE Sponsor" ***
"Has Diploma"
"Number of Courses (1)"
"Number of Courses (2)"
"Care of Child and Family Services"
"Newcomer"
"Needs Additional French Language Support"

***   No Longer Used

3. Student Mark File

a) StuEnr.asc

Field Names
"MET Student Number"
"Surname"
"Given Name(s)"
Birth Date
"Gender"
"Previous Surname"
"School Student Number"
"Aboriginal Identity (1)"
"Aboriginal Identity (2)"
"Aboriginal Identity (3)"
"Aboriginal Other Description"
"Resident Division"
"School Attended"
"Grade"
"Enrolment"
Enrolment Date
"Postal Code"
"Year End Status"
"Leave Date"

b) StuMark.asc

Field Names
"MET Student Number"
"Surname"
"Given Name(s)"
Birth Date
"Subject Code"
"Subject Description"
"Subject Level"
"Credit"
"Language of Instruction"
"Final Mark"
"Semester"
"Exam Mark Included"
"Delivery Mode"

4. Student Course Registration File

a) StuEnr.asc

See Student Mark File

b) StuReg.asc

Field Names
"MET Student Number"
"Surname"
"Given Name(s)"
Birth Date
"Subject Code"
"Subject Description"
"Subject Level"
"Credit"
"Language of Instruction"
"Semester"
"Delivery Mode"
"Course PSP Number"
"Section"

5. Student Personal File

a) StuEnr.asc

See Student Mark File

b) StuPer.asc

Field Names
"MET Student Number"
"Surname"
"Given Name(s)"
Birth Date
"Address"
"City"
"Home Phone Number"
"Father Name"
"Father Phone Number"
"Mother Name"
"Mother Phone Number"
"Doctor Name"
"Doctor Phone Number"
"Medical Conditions"
"Special Needs"
"PHIN"
Null field
"Custom Field Text 1"
.
.
"Custom Field Text x"

x - number of defined fields

6. Teacher Activity File

a) Activity.asc

"PSP Number"
"Surname"
"Given Name(s)"
"School Employed"
"Program Track"
"Semester"
"Language of Instruction"
"Subject Code"
"Subject Description"
"Subject Level"
"Number of Classes"
"Male Enrolment"
"Female Enrolment"

7. Teacher Classroom File

a) Classroom.asc

"PSP Number"
"Surname"
"Given Name(s)"
"School Employed"
"School Track"
"Semester"
"Language of Instruction"
"Home Room"
"Subject Code"
"Subject Description"
"Subject Level"
"Minutes per Cycle"
"Male Enrolment"
"Female Enrolment"

x - number of defined fields

8. Teacher Employment File

a) Contract.asc

"PSP Number"
"Surname"
"Given Name(s)"
Division Start Date
Division Leave Date
"School Employed"
"Is School"
"School Percent"

b) InCont.asc

"PSP Number"
"School Employed"
"Position"
"Position Percent"
Position Start Date
Position End Date
"Position Leave Reason"

9. Teacher Personal File

a) TPPper.asc

"PSP Number"
"Surname"
"Given Name(s)"
Birth date
"Gender"
"Previous Surname"
"Previous Given Name"
Name Change Date
"Address"
"City"
"Postal Code"
"Home Phone Number"
Address Change Date
"Fax Number"
"Email Address"
"Custom Field Text 1"
.
.
"Custom Field Text x"

FIELD DESCRIPTIONS

Reference Codes can be found in the EIS Code Tables document, only codes listed in this document are valid for the associated field descriptor.

Field Descriptor	Comment	Validation Rules / Reference Codes /Lists
Aboriginal Identity (1,2,3)	Aboriginal Identity as declared by the student's parent or guardian NOT the school or division. A maximum of three identities can be entered.	Aboriginal Identity list
Aboriginal Other Description	The description of Aboriginal Identity if Aboriginal Identity field ="" 400–Aboriginal Other" Description should not be one of the items in the list of Aboriginal Identity codes.	Required if any Aboriginal Identity code = "400 – Aboriginal Other"
Academic Year	The school year from September to the following August. The year is as of September.	
Address	Home, Parent or Guardian Address	
Address Change Date	Effective Date of new Address	
Age on Dec 31	Age of Student on Dec 31 of the default Academic Year	Can be calculated by EIS
Birth Date	Legal Birth Date	
Care of CFS	Indicates whether a student is under the care of Child and Family Services.	blank or Y
City	Home, Parent or Guardian City	
Division Leave Date	When a contract with the division is terminated, enter the leave date in this field.	
Division Leave Reason	The reason the person has left the division	Teacher Leave Reason list
Contract Percent	Total amount of time teacher is working for the division	Can be calculated by EIS
Division Start Date	The date this individual began working for the division	
Course PSP Number	PSP# of Teacher teaching the course. If there is more then one teacher, enter the lead teacher.	
Credit	Number is read as 99.9. Multiply the credit value by ten to remove the decimal (Example 1.0 –> 010, 0.5 –> 005, 10.0 –> 100). The credit must be in the allowable range for the subject as shown in the STH for the academic year being reported	
Credit Flag	If Y then Credit was multiplied by 10 (instead of 100) on export	blank or Y
Custom Field Text (1..x)	Contents of Custom Field (x - number of defined fields)	

Field Descriptor	Comment	Validation Rules / Reference Codes /Lists
Days/Cycle	The number of days in the school's weekly timetable	1 - 15
Delivery Mode	Method of delivery for the course	Delivery Mode list
Doctor Name	Name of the student's Doctor	
Doctor Phone Number	Phone number of the student's Doctor	
Eligible %	The percentage of time a student is eligible for funding. Note that there are different rules for public and independent schools.	1 - 100 or blank rounded to the nearest 10 %
Email Address	Teacher's Email Address	
Enrolment	Note that there are different codes for public, independent and band operated schools	Enrolment list
Enrolment Date	This is first day of the current academic year. If the student enrols after September 30th, then it is the date the student started school.	
Exam Mark Included	Does Final Mark include Exam?	Y or N
Father Name	Name of Student's male guardian	
Father Phone Number	Phone number of the student's male guardian	
Fax Number	Fax number of teacher	
Female Enrolment	The total number of females enrolled for this Subject and Subject Level combination. For Activity entry all classes should be added together, for K-8 Classroom entry each Home Room should be entered separately.	0 - 999
Final Mark	Student's Final Mark for Course	
Gender	Legal Gender	M or F
Given Name(s)	Legal Given Name(s)	
Grade	Current grade of student.	Grade list
Has Diploma	Provincial Diploma already attained indicator.	blank or Y
High Grade	Highest grade of this session	Grade list
Home Phone Number	Home phone number	
Home Room	Room number of classroom where student reports the first day of school. This field corresponds to the homeroom field in 'BEF K-8 Classroom ' and to the homeroom field in 'Student Enrolment'	
School Employed	School or Division where person works	
School Percent	The percentage of time a teacher is at the institution	0 - 999
Is School	Is workplace a School (Y or N)	Can be calculated by EIS

Field Descriptor	Comment	Validation Rules / Reference Codes /Lists
Language of Instruction	This is the language used to provide instruction for the subject. It is generally the language that the teacher speaks most during class	Language of Instruction (LOI) list
Leave Date	The date the student leaves or the end of the school year. Not required if the Year End Status is 110-Continuing.	
Low Grade	Lowest grade of this session	Grade list
Male Enrolment	The total number of males enrolled for this Subject and Subject Level combination. For Activity entry all classes should be added together, for K-8 Classroom entry each Home Room should be entered separately.	0 - 999
Medical Conditions	Any medical conditions for the student	
MET Number	The MET# assigned to the student by the department. New students entering the educational system in Manitoba will not have a MET#. Students keep the same MET# throughout their educational years in Manitoba	
Minutes per Cycle	Instruction time in minutes received by the students per cycle	0 - 999
Mother Name	Name of Student's female guardian	
Mother Phone Number	Phone number of the student's female guardian	
Name Change Date	Effective Date of new Name	
Needs Additional French Language Support	**Whether newcomer needs additional French language support indicator**	**blank or Y**
Newcomer	**Assessment of newcomer EAL (English as an Additional Language) students**	**Newcomer Assessment Level list**
Number of Classes	The number of classes being taught for this Subject and Subject Level combination. . Example: If the same subject code is being taught at two different grade levels, it should be entered twice, one line for each grade	0 - 999
Number of Courses (1,2)	The number of Aboriginal and International Language courses a student is taking.	1-10
Number of Early Entry Students	Number of students with 'Student Program' code 110 (student started immersion between grades K-3) in this homeroom grade/level combination	Can be calculated by EIS
Number of Late Entry Students	Number of students with 'Student Program' code 112 (student started immersion after grade 7) in this homeroom grade/level combination	Can be calculated by EIS
Number of Middle Entry Students	Number of students with 'Student Program' code 111 (student started immersion between grades 4-6) in this homeroom grade/level combination	Can be calculated by EIS

Field Descriptor	Comment	Validation Rules / Reference Codes /Lists
Office Phone Number	Office Phone Number	
Position	The position of the teacher	Teacher Position list
Position Leave Date	The date the teacher left the position	
Position Leave Reason	Reason the teacher left the position	Teacher Leave Reason list
Position Percent	The percentage of time the teacher is employed at the position (over School)	
Position Start Date	The date the teacher started the position	
Postal Code	Home, Parent or Guardian's Postal Code	
Previous Given Name	Previous Given Name (Must be a legal change)	
Previous Surname	Previous Surname (Must be a legal change)	
Program Track	Program Track of the course. This is particularly important for dual track schools where a teacher may be teaching the same course to students in different programs	Program Track list
PSP Number	The PSP number (Professional School Personnel number assigned to the teacher upon certification.) of the teacher teaching the course. For classes with more then one teacher use the senior or lead teacher	
Resident Division	The number assigned by the Department of the public division for the area in which the student's parent or guardian resides	Division list
School Attended	The number assigned to the school by the department, where the enrolment is being reported	School List
School Employed	The number assigned to the school by the Department, where the teacher is teaching	School List
School Student Number	Used for local student numbers. As this field (if entered) is used to match student information, please ensure that the student number used is unique within the school. If your school does not use student numbers, leave this field blank.	
School Track	This field is particularly important for dual track schools where a teacher may be teaching the same course for students in different tracks.	School Track list
Section	Used to differentiate between different classes of the same subject taught by the same teacher	
Semester	Non semester courses should be entered as 0 (zero).	Semester list
Session	The session offered by the school.	School Session list
Special Needs	Special needs funding indicator (optional)	Special Needs list

Field Descriptor	Comment	Validation Rules / Reference Codes /Lists
Student Program (1, 2, 3, 4)	A student is allowed up to 4 programs based on the current year's funding rules.	Languages list
Subject Code	The four-digit code assigned by the department for the course. The code must correspond to the Subject Table Handbook for the academic year being reported	Subject list (can be downloaded from EIS Collection web site)
Subject Description	Description of the course, may be different then the Subject Table Handbook	
Subject Level	The level of the subject. Must correspond to the valid Subject Levels for the subject as shown in the Subject Table Handbook for the academic year being reported	
Surname	Legal Surname	
Total Number of Students	Number of students in this homeroom grade/level combination	Can be calculated by EIS
Transportation	This field is blank unless the division provides transportation for the student. For Independent schools: only complete this field if the student is transported under a shared service agreement	Transportation list
Year End Status	The status of the student as of June 30 for the current academic year (or earlier if they have left the school before the end of the school year)	Year End Status list

XML FILE LAYOUTS

1. Subject Table Handbook (STH) Schema

- Contains the current subject table handbook information.
- The file can be downloaded from http://www.edu.gov.mb.ca/k12/eis
- An error may occur when opening the file with Internet Explorer due to its large size.
- This file is updated annually in August, but may be updated mid school year if required.

Default Name: STHyyyy.xml   Where yyyy is the academic year.

Elements and attributes used in the STH Schema

Element/Attribute	Description
SUBJECT_CODE	The number of the subject assigned by the Department
SUBJECT_DESC	The name of the subject in English
FR_SUBJECT_DESC	The name of the subject in French
GRADE_CODE	The grade/level of the subject
CREDIT	The credit value of this subject / grade combination
START_YEAR	The first academic year this subject / grade combination is valid
END_YEAR	The last academic year this subject / grade combination is valid