EIS Collection
Data Collection Tool

Software Provider
File Layout Information

January 2024

Manitoba

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 to enhance the accountability of the education 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 MEECL (Manitoba Education and Early Childhood Learning) for use in Manitoba schools and divisions. A data collection tool is not school administration software, but it can be used with other software packages to collect specific types of data for reporting to MEECL.

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. MEECL 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 (Grades 9 to 12 only), and teacher experience.

How Do Divisions Use EIS Collection?

Division offices use EIS Collection to combine information from their schools and send division data to MEECL. In small divisions, the division office may enter school information directly into EIS Collection for each of its schools.

Changes to Document for 2022/23 School Year

Change #	Section of Document Affected	Change Description
1	Student Enrolment	FR Time field has been expanded from 3 to 4 characters. This results in the position changing from 243-245 to 243-246. **Note:** This is not a required field for the 2022/23 school year, so do not report this information at this time.

File Descriptions

1. **Files Submitted to or Received from MEECL (Manitoba Education and Early Childhood Learning)**

   NOTE: All files submitted to MEECL 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 former TPP Activity layout.

   Student Course Registration contains the courses in which Grades 9 to 12 students are registered 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. They 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 30 enrolment information.

   Student Enrolment contains the student enrolment information as of September 30 that is 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 students with name birth/date changes. It is sent to division offices and independent schools each spring.

   TPP Experience contains information on the numbers of days taught by teachers. This file is submitted to the department each June 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-byte 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 Description 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 no longer 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 (home room, 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
Home Room	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
Home Room	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
Indigenous Identity (1)	Char	3	175-177	
Indigenous Identity (2)	Char	3	178-180	
Indigenous Identity (3)	Char	3	181-183	
Indigenous 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 predescribed 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*

Field	Type	Length	Position	Required for
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**
Indigenous Identity (1)	Char	3	201-203	
Indigenous Identity (2)	Char	3	204-206	
Indigenous Identity (3)	Char	3	207-209	
Number of Courses (1)	Char	2	210-211	Export**
Care of CFS	Char	1	212	
Indigenous 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*
FR Time	Char	4	243-246	Export*
Filler	Char	4	247-250	

Department use only.

* Validated only if a value is present.

** Validated only under certain predescribed 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
Indigenous Identity (1)	Char	3	172-174	
Indigenous Identity (2)	Char	3	175-177	
Indigenous Identity (3)	Char	3	178-180	
Indigenous Other Description	Char	25	181-205	
Filler	Char	45	206-250	

Field	Type	Length	Position	Required for
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	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.

*   This file is no longer collected by the department.

12. TPP Experience

EIS Default Name: xxxxexp.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
D	Description Record	1 record per school

Field	Type	Length	Position	Required for
Record Type Value 'H' (Header)	Char	1	1	
File Type Value 'F' (Full Days Taught)	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	#
Local Division Number	Char	10	24-33	Import*
Filler	Char	167	34-200	
Record Type Value 'I' (Identifier)	Char	1	1	
School Employed	Char	4	2-5	Export
Local School Number	Char	10	6-15	Import***
PSP Number	Char	6	16-21	Import/Export
Surname	Char	25	22-46	Import/Export
Given Name(s)	Char	25	47-71	Import/Export
Filler	Char	128	72-200	
Record Type Value 'D' (Description)	Char	1	1	
Full Days Taught	Char	5	2-6	Import/Export**
Adjustment Code	Char	2	7-8	Import/Export
Filler	Char	191	9-200	

\#   Department use only.

*   May be the same as the Department Division/School Number value or can be null.

**   Number is read as 999.99. Multiply the value by one hundred to remove the decimal
        (for example, 196.00 → 19600, 145.5 → 14550).

***   May be the same as the School Employed (Department School Number) value or can be null.

Note: Regarding the Local Division Number and the Local School Number fields, these fields only need to be populated in circumstances where your software cannot provide the MET-assigned Division and School Numbers. Only under these circumstances will you populate the Local Division and Local School Number fields with the unique identifying information used within your software. You will also have to provide MET with information that will allow us to identify which Local School Number belongs to which school. This information should be provided to MEECL well in advance of submitting the data to MET.

Field Descriptions

Reference Codes can be found in the [Reference Code Tables](#) document. Only codes listed in this document are valid for the associated field descriptor.

Field Descriptor	Comment	Validation Rules / Reference Codes / Lists
Indigenous Identity (1, 2, 3)	Indigenous Identity as declared by the student's parent or guardian NOT the school or division. A maximum of three identities can be entered.	Indigenous Identity list
Indigenous Other Description	The description of Indigenous Identity if Indigenous Identity field = "400–Indigenous Other". Description should not be one of the items in the list of Indigenous Identity codes.	Required if any Indigenous Identity code = "400–Indigenous Other"
Academic Year	The school year from September to the following August. The year is as of September.	
Address	Home, parent's, or guardian's address.	
Address Change Date	Effective date of new address.	
Adjustment Code	Code to indicate the type of days being reported.	2–Substitute 99–Annual System Increment
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's, or guardian's 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 (for example, –> 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

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.	
Full Days Taught	The number of full days taught for the academic year being reported. Number is read as 999.99. Multiply the value by one hundred to remove the decimal (for example, 196.00 → 19600, 145.5 → 14550).	
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.	

Field Descriptor	Comment	Validation Rules / Reference Codes / Lists
Home Room	Room number of classroom where student reports on the first day of school. This field corresponds to the Home Room field in 'BEF K-8 Classroom' and to the Home Room 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
School	Is workplace a school? (Y or N)	Can be calculated by EIS
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.	
Local School/ Division Number	The identification number assigned to the school or division by the software provider. If this field is used, the local number must be entered on the school and/or division information screen.	
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

Field Descriptor	Comment	Validation Rules / Reference Codes / Lists
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 Indigenous 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 K and Grade 3) in this home room 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 home room 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 to 6) in this home room grade/level combination.	Can be calculated by EIS
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's, 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 than one teacher, use the senior or lead teacher.	

Field Descriptor	Comment	Validation Rules / Reference Codes / Lists
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
Student Program (1, 2, 3, 4)	A student is allowed up to four 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 website)
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 home room 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 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.