SIS School Year 2015 Processing at a Glance

General Timeline

Student Starts Attending School

☐ Create Student Enrollment
  ☐ Submit Student Demographics and Enrollment data {Birth to 3 students and K-12 students}
  ☐ Submit Student Demographics, Enrollment and Early Childhood data {Pre-K students}

☐ Submit Any Specialized Program Data
  ☐ Birth to 3
  ☐ Caregiver Demographic {Birth to 3 students}
  ☐ Early Childhood Outcomes (ECO) Rating {Pre-K IEP students}
  ☐ Special Education Service Provider {IEP students}
  ☐ Special Education Student Address {IEP students}
  ☐ English Language Learners (ELL) Screener
  ☐ ELL {LEP students}
  ☐ Immigrant Education
  ☐ Homeless
  ☐ Regional Safe Schools Program (RSSP)

☐ Create Initial Course Assignments (K-12, as applicable)
  ☐ Submit Teacher Course Assignments - Entry {K-12}
  ☐ Submit Student Course Assignments {K-12; no End Date/Final Grade}
  ☐ Submit College Course Assignments {no End Date/Final Grade}
  ☐ Submit Outside Course Assignments {completed}

☐ Review and Correct Assessment Pre-ID Data (according to timelines)
  ☐ PARCC
  ☐ DLM
  ☐ ACCESS/Alternate ACCESS
**Beginning and End of Each Term**

☐ **Beginning of Term (K-12, as applicable)**
  - Submit Teacher Course Assignments - Entry {K-12}
  - Submit Student Course Assignments {K-12; no End Date/Final Grade}
  - Submit College Course Assignments {no End Date/Final Grade}

☐ **End of Term (K-12, as applicable)**
  - Submit Teacher Course Assignments - Exit {K-12}
  - Submit Student Course Assignments {K-12; completed}
  - Submit College Course Assignments {completed}

**Student Stops Attending School**

☐ Submit Early Childhood Outcome Progress Rating {Pre-K IEP students that do not have a rating within the last 6 months}

☐ **Complete any remaining needed data and verify accuracy:**
  - Birth to 3
  - Caregiver Demographic {Birth to 3 students}
  - Early Childhood Outcomes (ECO) Ratings {Pre-K IEP students}
  - Special Education Service Provider {IEP students}
  - Special Education Student Address {IEP students}
  - English Language Learners (ELL) Screener
  - ELL {LEP students}
  - Immigrant Education
  - Homeless
  - Regional Safe Schools Program (RSSP)
  - Student Discipline
  - Student Course Assignments {K-12}
  - College Course Assignments
  - Outside Course Assignments

☐ **Exit Student Enrollment**
Sample School Year (2 terms with optional summer school)

Summer Student Registration
☐ Parents Complete Home Language Survey

Beginning of Term 1
☐ Create Student Enrollments
  ☐ Submit Student Demographics and Enrollment data {Birth to 3 students and K-12 students}
  ☐ Submit Student Demographics, Enrollment and Early Childhood data {Pre-K students}
☐ Submit Specialized Program data
  ☐ Birth to 3
  ☐ Caregiver Demographic {Birth to 3 students}
  ☐ Early Childhood Outcomes (ECO) Ratings {Pre-K IEP students}
  ☐ Special Education Service Provider {IEP students}
  ☐ Special Education Student Address {IEP students}
  ☐ English Language Learners (ELL) Screener
  ☐ ELL {LEP students}
  ☐ Immigrant Education
  ☐ Homeless
  ☐ Regional Safe Schools Program (RSSP)
☐ Create Initial Course Assignments (K-12, as applicable)
  ☐ Submit Term 1 Teacher Course Assignments - Entry {K-12}
  ☐ Submit Term 1 Student Course Assignments {K-12; no End Date/Final Grade}
  ☐ Submit Term 1 College Course Assignments {no End Date/Final Grade}
  ☐ Submit Outside Course Assignments {completed}
☐ Review and Correct Assessment Pre-ID Data (Timing for PARCC/DLM - TBD)
  ☐ PARCC
  ☐ DLM
ACCESS/Alternate ACCESS

**Fall Key Dates**
- October 16, 2014 - Fall Enrollments due by 4:00 p.m.
- October 16, 2014 - Service Provider Data (IEP Students) due
- October 16, 2014 - Student Addresses (IEP Students) due
- November 7, 2014 - ACCESS Label File Sent to Vendor
- November 13, 2014 - PARCC Pre-ID Course Mapping (Step 1) and Test Format (Step 2) due by 4:00 p.m.
- November 17, 2014 - Fall Teacher Course Assignments due by 4:00 p.m.
- November 21, 2014 - PARCC Pre-ID PBA Paper Deadline (Accommodations and PNP)
- December 12, 2014 - Fall Student Course Assignments due by 4:00 p.m.
- December 12, 2014 - Pre-ID Labels for ACT Plus Writing and/or WorkKeys due by 4:00 p.m.

**End of Term 1**
- Submit Term 1 Teacher Course Assignments - Exit {K-12}
- Submit Term 1 Student Course Assignments {K-12; completed}
- Submit Term 1 College Course Assignments {completed}

**Beginning of Term 2**
- Submit Term 2 Teacher Course Assignments - Entry {K-12}
- Submit Term 2 Student Course Assignments {K-12; no End Date/Final Grade}
- Submit Term 2 College Course Assignments {no End Date/Final Grade}

**Winter/Spring Key Dates**
- January 23, 2015 - PARCC Pre-ID EOY Paper Deadline (Accommodations and PNP)
- February 13, 2015 - Last Day ACCESS Testing
- February 20, 2015 – 12:00 p.m. PARCC Pre-ID PBA Online Deadline (Accommodations and PNP)
March 2, 2015 - ELL Data due for the Population of the EMGs Ceiling Calculator
March 2, 2015 - Eligible for Immigrant Education Program data extracted from SIS
March 6, 2015 12:00 p.m. – DLM- AA Pre-ID Deadline
April 10, 2015 12:00 p.m. - PARCC Pre-ID EOY Online Deadline (Accommodations and PNP)
May 4, 2015 - ACCESS Scores Posted on SIS
May 22, 2015 - ACCESS Last Day of Assessment Corrections

End of Term 2
Submit Term 2 Teacher Course Assignments - Exit {K-12}
Submit Term 2 Student Course Assignments {K-12; completed}
Submit Term 2 College Course Assignments {completed}

For all students NOT attending Term 3 (summer school):
Complete any remaining needed data and verify the accuracy of:
Birth to 3
Caregiver Demographic {Birth to 3 students}
Early Childhood Outcomes (ECO) Ratings {Pre-K IEP students}
Special Education Service Provider {IEP students}
Special Education Student Address {IEP students}
English Language Learners (ELL) Screener
ELL {LEP students}
Immigrant Education
Homeless
Regional Safe Schools Program (RSSP)
Student Discipline
Student Course Assignments {K-12}
College Course Assignments
Outside Course Assignments

Exit Enrollment
Beginning of Term 3 (Optional Summer School)
☐ Submit Term 3 Teacher Course Assignments - Entry {K-12}
☐ Submit Term 3 Student Course Assignments {K-12; no End Date/Final Grade}
☐ Submit Term 3 College Course Assignments {no End Date/Final Grade}

End of Term 3 (Optional Summer School)
☐ Submit Term 3 Teacher Course Assignments - Exit {K-12}
☐ Submit Term 3 Student Course Assignments {K-12; completed}
☐ Submit Term 3 College Course Assignments {completed}

Summer Key Dates
☐ Mid-July 2015 - ACCESS Posting of Final Scores
☐ July 31, 2015- Winter/Spring/Summer - Student and Teacher Course Assignment data due

June/July End of School Year Finalization (Deadline July 31, 2015)
☐ Finalize and verify all remaining School Year 2015 data:
  ☐ Birth to 3
  ☐ Caregiver Demographic {Birth to 3 students}
  ☐ Early Childhood Outcomes (ECO) Ratings {Pre-K IEP students}
  ☐ Special Education Service Provider {IEP students}
  ☐ Special Education Student Address {IEP students}
  ☐ English Language Learners (ELL) Screener
  ☐ ELL {LEP students}
  ☐ Immigrant Education
  ☐ Homeless
  ☐ Regional Safe Schools Program (RSSP)
  ☐ Student Discipline
  ☐ Student Course Assignments {K-12}
  ☐ College Course Assignments
  ☐ Outside Course Assignments
☐ Teacher Course Assignments {K-12, Entry and Exit}

☐ Exit All Remaining 2015 Enrollments

2015 Adjusted Cohort Graduation Rates

☐ Adjusted Cohort Graduation Rates due August 14, 2015 4:00 p.m.