Illinois State Board of Education

Student Information System (SIS)
2012 Assessment Correction and SIS Update
This call is being recorded. Please do not provide any Student, Personal or Vendor information.
Agenda

- Welcome/Introductions
- Webinar Tips
- Data Quality
- Review of the Assessment Correction Process
  - ISAT
  - PSAE
  - IAA
- ACCESS Scores Update - Changes
- Key Assessment Dates
- Where to Direct Questions
Welcome / Introductions

- **ISBE Key Team Members**
  - Terry Chamberlain  Division Administrator – Data Systems
  - Gayle Johnson  Division Administrator – Data Analysis
  - James Palmer  Division Administrator – Student Assessment

- **IBM Key Team Members**
  - Howard Hammel
  - Adam Lowery
  - Jeremy Schoen
  - Keith Goeckner
Webinar Tips

- **Tips for Listening**
  - Computer speakers
  - Headset connected to a computer
  - Telephone

- **Tips for Speaking**
  - Make sure you have a microphone plugged in or the computer you are using has a microphone before raising your hand
  - Make sure all audio settings in the computer are un-muted and speakers are turned down before talking

- **Question & Answer**
  - Question & Answer session will be held at the end of the Webinar
  - Raise your hand to ask a question
  - All text messages are logged
  - Text questions will be posted in a Q&A document after the Webinar
  - If you are using a phone the audio pin number must be typed in correctly before you can talk

- **Troubleshooting**
  - If you are disconnected from the Webinar at any time you can click the link that was provided to you in your email or you can re-register for the Webinar to gain access
  - If you are listening via phone and close out of the Webinar on your computer, you will be disconnected
Data Quality

Preventing and Reducing Multiple SIDs

- Once the State ID has been assigned to a student, please include the ID in all future submissions to SIS.

- If you obtain a State ID online or from another district, input the ID into your local Software Administrative Package.

- If you need to update one or more of the Student Demographic fields, include the State ID in the batch file to ensure that you do not potentially create a new ID for the student.

- If you use the Request SID function, you must now review all potential matches before requesting a new SID.
Data Quality

Preventing and Reducing Multiple SIDs

- School and District Reports
- Student Course Assignment Reports
- Student Assessment
- Individual Student Reports
- State Reporting
- Other Reporting
  - Closed School with Students and Open Schools with No Students
  - Missing Persons - All
  - Missing Persons - Possible SIS Matches
  - Multiple Student IDs
Data Quality

Preventing and Reducing Multiple SIDs

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Birth Date</th>
<th>Gender</th>
<th>Year</th>
<th>Grade</th>
<th>Home School</th>
<th>Serving School</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>999999999</td>
<td>Smith, Michael K</td>
<td>12/17/2004</td>
<td>M</td>
<td>2011</td>
<td>K</td>
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<td>02/16/2011</td>
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<td>12/17/2004</td>
<td>M</td>
<td>2010</td>
<td>P</td>
<td>66666666662011</td>
<td>66666666662011</td>
<td>08/31/2009</td>
<td>06/03/2010</td>
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<tr>
<td>888888888</td>
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<td>M</td>
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<td>P</td>
<td>66666666662011</td>
<td>66666666662011</td>
<td>01/07/2008</td>
<td>06/05/2008</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Birth Date</th>
<th>Gender</th>
<th>Year</th>
<th>Grade</th>
<th>Home School</th>
<th>Serving School</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>999999999</td>
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<td>2011</td>
<td>01</td>
<td>999999999252087</td>
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<td>01/06/2011</td>
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</tr>
<tr>
<td>888888888</td>
<td>Smith, Jane</td>
<td>11/13/2002</td>
<td>F</td>
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<td>01</td>
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<td>66666666662011</td>
<td>08/25/2010</td>
<td></td>
</tr>
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<td>Smith, Jane</td>
<td>11/13/2002</td>
<td>F</td>
<td>2010</td>
<td>01</td>
<td>66666666662011</td>
<td>66666666662011</td>
<td>08/26/2009</td>
<td>06/03/2010</td>
</tr>
<tr>
<td>888888888</td>
<td>Smith, Jane</td>
<td>11/13/2002</td>
<td>F</td>
<td>2009</td>
<td>K</td>
<td>66666666662011</td>
<td>66666666662011</td>
<td>09/05/2008</td>
<td>06/08/2009</td>
</tr>
<tr>
<td>888888888</td>
<td>Smith, Jane</td>
<td>11/13/2002</td>
<td>F</td>
<td>2009</td>
<td>K</td>
<td>66666666662011</td>
<td>66666666662011</td>
<td>09/05/2008</td>
<td>12/02/2008</td>
</tr>
</tbody>
</table>

Total Students: 2
Data Quality

Removing student from the Multiple SID report

- **Option 1 – Two different students with similar names**
  - Send an email to help@isbe.net with subject “Removing Students From Multiple SID Report”
  - Provide SID of the students, no student names
  - Provide contact information
  - Only use Option 1 after determining you have 2 distinct students on your report

- **Option 2 – One student with more than one SID number**
  - Use Multiple SID Template
  - If you have problems completing the template, or need other assistance call us at (217) 558-3600 or email us at help@isbe.net

- Both options are equally as easy we just need you to verify your data
Data Quality

Where to find the Multiple SID Template

- www.isbe.net/sis
Data Quality

Where to find the Multiple SID Template

- Template
- Tips for Completing
- Steps for Creating
## Data Quality

### Multiple SID Template

- Student to keep (Good ID)
  - Student’s Enrollment must be active
  - Student must be currently enrolled in your district
  - Data merged to “Good ID”

- Student to delete (Bad ID)
  - Student’s enrollment must be exited
  - Data from “Bad ID” is merged to “Good ID”
Data Quality

- RCDTS codes at ISBE for Education for Employment (EFE) Regional Delivery Systems and Area Career Centers (ACC) have been simplified.

- For clarity and ease in reporting data to ISBE, all EFE and ACC entities will now only have one open record or RCDTS code with the school code ending in '00'.

- The data in Student Information System (SIS) and the Illinois State Course System (ISCS) are being converted to reflect this change as well as in other statewide systems.

- SIS has automatically moved students into the correct RCDTS number. No user involvement is required.

**Example:**

- **Old**
  
  5108479004000 Capital Area Career Center  2201 Toronto Rd  Springfield  IL  62712
  5108479004001 Capital Area Career Ctr  2201 Toronto Rd  Springfield  IL  62712
  5108479004002 Capital Area Sch of Nursing  2201 Toronto Rd  Springfield  IL  62712

- **New**
  
  5108479004000 Capital Area Career Center  2201 Toronto Rd  Springfield  IL  62712
Review of the Assessment Correction Process

Steps to Follow Prior to the Assessment Correction Period:
- Continue To:
  - Update and provide assessment Pre-ID data
  - Update and provide demographic data
  - Enroll new students
  - Exit students from SIS as they transfer out of your school or district

  Note- For ISAT, PSAE and IAA, if the student begins testing, do not exit the student until after the last day of testing.

- If you follow the above steps, you will reduce or eliminate work during the Assessment Correction period.
Review of the Assessment Correction Process

- **Assessment Correction Procedures**
  - Demographic, enrollment, and assessment details must reflect a student’s status as of the last day of the district’s assessment testing period.
  - After the last day of the district’s assessment testing period, corrections to a student’s information will only update the captured assessment record being submitted to the assessment vendors; it does not correct student information in SIS.

  - Updates to active SIS student demographic, enrollment, program indicators, and enrollment exits are to continue through the end of the current school year.
  - If student demographic errors are identified in the Assessment Correction file, revisions must be made to both the Assessment Correction file, as well as in SIS via the Student Demographic/Enrollment.
  - Note – Assessment Correction File is not for correcting ACCESS data. ACCESS has a separate correction process.

  - Only Home Schools are permitted to correct and submit Assessment information to ISBE.
Review of the Assessment Correction Process

- Not Tested Reason Codes

- If a student participated in at least one session of each content area test (reading, mathematics, and science, as applicable by grade), the reporting of not tested reason is not required. However, if a student misses all sessions from at least one of these content areas, ISBE expects districts to provide a not tested reason. Not tested reason codes are listed online at http://www.isbe.net/sis/pdf/not_testing.pdf.

- After scores are posted, all records that contain a blank or “NR” (no responses) in the reading or mathematics scale score column will be counted as “absent” for Adequate Yearly Progress (AYP) reading and mathematics participation calculations until the district enters a not tested reason. One reading exception is for students who are “First Year in U.S.” For more details, visit http://www.isbe.net/assessment/pdfs/asmt_scores_desc.pdf.
Review of the Assessment Correction Process

- Verify your student Assessment Correction data
  - Reports
Review of the Assessment Correction Process

- **Verify your student Assessment Correction data**
  - Select the Assessment Correction - Summary
Review of the Assessment Correction Process

- Select Test
Review of the Assessment Correction Process

- Criteria Screen Summary
Review of the Assessment Correction Process

- Summary Assessment Correction Report

### 2012 Assessment Correction Summary

<table>
<thead>
<tr>
<th>Grade Home District</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade: All</td>
<td>6625</td>
</tr>
<tr>
<td>Total Students:</td>
<td></td>
</tr>
<tr>
<td>Grade: 3 - Grade 3</td>
<td>1179</td>
</tr>
<tr>
<td>Grade: 4 - Grade 4</td>
<td>1127</td>
</tr>
<tr>
<td>Grade: 5 - Grade 5</td>
<td>1124</td>
</tr>
<tr>
<td>Grade: 6 - Grade 6</td>
<td>1059</td>
</tr>
<tr>
<td>Grade: 7 - Grade 7</td>
<td>1099</td>
</tr>
<tr>
<td>Grade: 8 - Grade 8</td>
<td>1014</td>
</tr>
<tr>
<td>Grade: 9 - Grade 9</td>
<td>957</td>
</tr>
<tr>
<td>Grade: 10 - Grade 10</td>
<td>567</td>
</tr>
<tr>
<td>Race: Hispanic or Latino (11)</td>
<td>157</td>
</tr>
<tr>
<td>Race: American Indian or Alaska Native (12)</td>
<td>23</td>
</tr>
<tr>
<td>Race: Asian (13)</td>
<td>115</td>
</tr>
<tr>
<td>Race: Black or African American (14)</td>
<td>2587</td>
</tr>
<tr>
<td>First Year In US: Yes</td>
<td></td>
</tr>
<tr>
<td>First Year In US: No</td>
<td>6625</td>
</tr>
<tr>
<td>First Year In US: Not Provided</td>
<td>0</td>
</tr>
<tr>
<td>Years in TBE: 04</td>
<td>3</td>
</tr>
<tr>
<td>Years in TBE: 05</td>
<td>2</td>
</tr>
<tr>
<td>Years in TBE: 06</td>
<td>1</td>
</tr>
<tr>
<td>Years in TBE: 07</td>
<td>1</td>
</tr>
<tr>
<td>Years Since Exit TBE: 03</td>
<td>6625</td>
</tr>
</tbody>
</table>

#### Enrolled in Home School by May 1st
- Yes: 5492
- No: 1133
- Not Provided: 0

#### Enrolled in Home District by May 1st
- Yes: 6323
- No: 302
- Not Provided: 0

#### Test To Be Taken
- IAA: 149
- ISAT: 6476
- Yes: 6625
- No: 0
Review of the Assessment Correction Process

- Verify your student Assessment Correction data
  - Select Assessment Correction - Detail
Review of the Assessment Correction Process

- Select Test

![Image of a web interface showing options to select tests and buttons for 'Select Test' and 'Next']
Review of the Assessment Correction Process

- Criteria Screen Detail
Review of the Assessment Correction Process

- Detail Assessment Correction Report

### 2012 Assessment Correction Report (Detail)

<table>
<thead>
<tr>
<th>Assessment Home District</th>
<th>School District Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection Criteria</td>
<td>Sorted By: grade at testing</td>
</tr>
</tbody>
</table>

#### Columns

- E: LEP Indicator
- F: IEP Indicator
- G: FRL/Low Income Indicator
- H: Homeless Indicator
- I: Migrant Indicator
- J: First Year in U.S.
- K: Year in Any Illinois-Approved TBE/TPI Program (excluding Pre-K and K)
- L: Year Since Exited TBE/TPI Program
- M: Enrolled in Home School On or Before May 1
- N: Enrolled in Home District On or Before May 1
- O: Test To Be Taken
- P: Tested
- Q: Reason for not testing
- R: Error – Missing Data

#### Reasons For Not Testing

<table>
<thead>
<tr>
<th>Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Medically Exempt</td>
</tr>
<tr>
<td>02</td>
<td>Homebound Exempt</td>
</tr>
<tr>
<td>03</td>
<td>In Jail/Locked Facility</td>
</tr>
<tr>
<td>04</td>
<td>Out of State/Country</td>
</tr>
<tr>
<td>05</td>
<td>Not Enrolled</td>
</tr>
<tr>
<td>06</td>
<td>Not In Valid Grade</td>
</tr>
<tr>
<td>07</td>
<td>Transferred Out During Testing</td>
</tr>
<tr>
<td>08</td>
<td>Transferred In During Testing</td>
</tr>
<tr>
<td>09</td>
<td>Deceased</td>
</tr>
<tr>
<td>10</td>
<td>Absent</td>
</tr>
<tr>
<td>11</td>
<td>Non-Regular Diploma Recipient</td>
</tr>
<tr>
<td>12</td>
<td>New to IL Public School in Grade 12</td>
</tr>
<tr>
<td>13</td>
<td>IAA Eligible Previous Year</td>
</tr>
<tr>
<td>14</td>
<td>Local Evidence of PSAE Diploma Requirement</td>
</tr>
<tr>
<td>15</td>
<td>Refusal</td>
</tr>
<tr>
<td>16</td>
<td>Part-Time Enrollment (Exempt from State Testing for Applicable Content Areas)</td>
</tr>
</tbody>
</table>

| Student ID | Student Name | Birth Date | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | SIS Home School | Serving School | Testing School |
|------------|--------------|------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|-----------------|----------------|----------------|
| 38         | DONAY        | 003        | 14 | F | N | N | N | N | Y | 03 | N | 07 | 03 | N | X | ISAT | Y | 2051            | 2051            | 2051            |
| 69         | ATRICE       | 003        | 14 | F | N | N | N | N | Y | 03 | N | 07 | 03 | Y | Y | ISAT | Y | 2038            | 2038            | 2038            |
| 60         | CROLE        | 003        | 14 | F | Y | N | N | N | Y | 03 | N | 07 | 03 | Y | Y | ISAT | Y | 2019            | 2019            | 2019            |
| 32         | O MAURICE    | 002        | 14 | M | N | N | N | N | Y | 03 | N | 07 | 03 | Y | Y | ISAT | Y | 2054            | 2054            | 2054            |
| 30         | MICHAEL      | 002        | 14 | M | N | N | N | N | Y | 03 | N | 07 | 03 | Y | Y | ISAT | Y | 2025            | 2026            | 2026            |
Review of the Assessment Correction Process

- **How can I correct the Assessment Records for my District?**
  - Online via the Assessment functionality or through the Assessment Correction batch process (Request File).
    - Districts may add students who tested.
    - Districts may mark students as ‘Not Tested’ who did not test.
    - Districts may update inaccurate information.
Review of the Assessment Correction Process

- How do I indicate in my Assessment Correction file that a student did not test?
  - The District must modify the Student Tested field from Yes (01) to No (02).
    - Note: If Student Tested is No (02), a Reason for Not Testing must be provided or that record will fail and the student record will not be marked as not tested.
  - Update the Student Tested field using the online Assessment functionality or the batch process using the Assessment Correction file format (Request File).
Review of the Assessment Correction Process

- **How do I add a student to my Assessment Correction file?**
  - Online Assessment functionality; or
  - Batch process using the Assessment Correction file format (Request File).
    - The Student Tested field should be marked as Yes (01) for any new students added to the Assessment Correction file.

- **How do I submit my changes to SIS?**
  - Online Assessment functionality; or
  - Batch process using the Assessment Correction file format (Request File).
    - Districts must upload their Assessment Correction (.csv or .txt) file with their changes via IWAS/SIS. Existing SIS Upload and Download functions will be utilized.
Review of the Assessment Correction Process

- **How do I make additions/updates to Assessment Correction information online through IWAS/SIS?**
  - Login to ISBE SIS via IWAS.
  - Click the Assessment link on the ISBE SIS Home Page.
  - Enter the student’s SID and one of the following – Last Name, First Name, or Date of Birth.
  - Enter or update the student’s assessment information.
  - Review the student’s assessment information for accuracy.
  - Click Submit to complete the update.
Review of the Assessment Correction Process

- Assessment Record Search
Review of the Assessment Correction Process

- Assessment Record Search
Review of the Assessment Correction Process

- Assessment Correction Test Name/Grade
Review of the Assessment Correction Process

- Verify your student Assessment Correction data
  - Updating Assessment
Review of the Assessment Correction Process

- Verify your student Assessment Correction data
  - Select Assessment Information
Review of the Assessment Correction Process

- Verify your student Assessment Correction data
  - Review/Submit Screen
Review of the Assessment Correction Process

- Verify your student Assessment Correction data
  - Successful update
Review of the Assessment Correction Process

- How do I request my District’s Correction file?
  - Login to ISBE SIS via IWAS.
  - Click the Request File link on the ISBE SIS Home Page.
  - Select the grade level to be included in the file (3-8, 11th, or all grades).
  - The Assessment Correction file will be available for download via the ISBE SIS Download File link.
  - A user may only place one request for each file type within a one hour time frame.
Review of the Assessment Correction Process

- Request Assessment Correction File
Review of the Assessment Correction Process

- **New for 2012**


  - As a result, all “Reason for Not Testing” codes applicable only to grade 12 are not available
    - 11 – Non-Regular Diploma Recipient
    - 12 – New to Illinois Public School in Grade 12
    - 13 – IAA Eligible Previous Year
    - 14 – Local Evidence of PSAE Diploma Requirement
Review of the Assessment Correction Process

**New for 2012 Cont.**

- Added Assessment “Reason for Not Testing” Codes –
  - 16 - Part-Time Enrollment (Exempt from State Testing for Applicable Content Areas)
    - For ISAT (grades 3-8) and IAA (grades 3-8 and 11), students who are enrolled in a private school or are homeschooled, and are only enrolled part-time in a public school and are receiving instruction from the public school in a tested content area, must participate in that content-area test. This code should be used for all other content-area tests in which the student is not receiving instruction from the public school.

    - For PSAE (grade 11), students who are enrolled in a private school or are homeschooled, and are only enrolled part-time in a public school and are receiving instruction from the public school in reading/English and mathematics, must participate in the entire PSAE. This code should be used for grade 11 students who are enrolled part-time in a public school and who are not receiving instruction from the public school in both reading/English and mathematics.

- 17 - Student Not Required to Participate in State Assessment (Exempt from State Testing)
  - Student is not required to participate in state assessments, because student is attending a public university laboratory school under Section 18-8.05(K) of the School Code; or student is beyond the age of compulsory attendance (other than students with IEPs) and student's education program does not culminate in the issuance of a regular high school diploma; or student is enrolled in a program of Adult and Continuing Education as defined in the Adult Education Act (105 ILCS 405/1-1 et seq.).
ACCESS Update

- Login to SIS and verify that all students that took the ACCESS test are in fact LEP students.

- All LEP students from Kindergarten through 12th Grade should take the ACCESS test.

- Make sure to provide all mandatory ELL data for LEP students in SIS. Starting in May, the ACCESS scores will be linked directly to the ELL record of a student.
ACCESS Update

- How do I verify that my students are not missing ACCESS Scores?

- Run an Assessment Scores Summary Report
  - Select Test: ACCESS
  - Make report criteria selections
  - Error Code: should be 0
ACCESS Update

- Check the Grade level in Column B to ensure that the student was scored in the correct grade.

  - New Error Code 4:
    - Grade Levels in Columns A (Current SIS Grade Level) and B (ACCESS Tested Grade Level) are not the same. The item should be reviewed to ensure that the student was tested in the correct grade.
    - There could be three possible reasons for dissimilar grades reported in columns A and B:
      - Student was promoted after the ACCESS test
        - No action needed
      - Student was not enrolled in the correct grade level
        - Correct the SIS Enrollment Grade level
      - Student was scored at the incorrect grade level
        - Call ISBE Assessment Division to have the test invalidated
## ACCESS Scores Update

### 2012 ACCESS Scores Report (Detail)

**Selection Criteria:**

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Current SIS Grade Level</td>
</tr>
<tr>
<td>B</td>
<td>ACCESS Tested Grade Level</td>
</tr>
<tr>
<td>C</td>
<td>Tier</td>
</tr>
<tr>
<td>D</td>
<td>Listening Scale Score</td>
</tr>
<tr>
<td>E</td>
<td>Speaking Scale Score</td>
</tr>
<tr>
<td>F</td>
<td>Reading Scale Score</td>
</tr>
<tr>
<td>G</td>
<td>Writing Scale Score</td>
</tr>
<tr>
<td>H</td>
<td>Comprehension Scale Score</td>
</tr>
<tr>
<td>I</td>
<td>Oral Scale Score</td>
</tr>
<tr>
<td>J</td>
<td>Literacy Scale Score</td>
</tr>
<tr>
<td>K</td>
<td>Compose (Overall) Scale Score</td>
</tr>
<tr>
<td>L</td>
<td>Listening Proficiency Level</td>
</tr>
<tr>
<td>M</td>
<td>Speaking Proficiency Level</td>
</tr>
<tr>
<td>N</td>
<td>Reading Proficiency Level</td>
</tr>
<tr>
<td>O</td>
<td>Writing Proficiency Level</td>
</tr>
<tr>
<td>P</td>
<td>Comprehension Proficiency Level</td>
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<tr>
<td>Q</td>
<td>Oral Proficiency Level</td>
</tr>
<tr>
<td>R</td>
<td>Literacy Proficiency Level</td>
</tr>
<tr>
<td>S</td>
<td>Composite (Overall) Proficiency Level</td>
</tr>
</tbody>
</table>

**Error Codes:**

1. Missing Scores
2. Missing ELL Data
3. No Action Required By School District. This Error Will Be Corrected By Vendor.
4. Grade levels in Columns A and B are not the same. This item should be reviewed to ensure the student was tested in the correct grade.

| Student ID | Student Name | Birth Date | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | Error |

**Total Students:**
ACCESS Scores Update

- SIS Report Screen

**Student Information System**

- **Student**
  - Assessments (Pre-ID, Assessment Corrections, Scores: ISAT, IAR, PSAT)
  - Bilingual (ELL Screener, ELL ACCESS)
  - Course Assignment (Student Information, Course Information, Student Outside Courses)
  - Demographics and Enrollment (Demographics, Enrollment, Current vs. Previous Enrollment)
  - Discipline
  - Early Learning (Birth to 3, Early Childhood, Early Childhood Outcomes, Pre-K Follow-Up)
  - Homeless
  - Individual Student

- **Teacher** (Course Assignment, Student/Teacher Course Assignment)

- **State Reporting** (Fall Enrollment Counts, End of Year Reports)

- **Miscellaneous Reporting** (Multiple SID, Closed Schools, Graduation Cohort, Missing Persons)
ACCESS Scores Update

- Verify your student Assessment Scores
  - Select the Assessment Scores - Summary
ACCESS Scores Update

- Select Test

![Student Information System Screenshot](image)
ACCESS Scores Update

Assessment Score Report - Summary

"No Level Provided" indicates student is missing scores
How do I see which ELL students are missing ACCESS scores?

- Run an Assessment Scores Detailed Report
  - Select Test: ACCESS
  - Make report criteria selections
  - No Level Provided: should be 0
ACCESS Scores Update

- Verify your student Assessment Scores
  - Select the Assessment Scores - Detail
ACCESS Scores Update

- Select Test - Access
ACCESS Scores Update

- Assessment Scores Report - Detail
ACCESS Scores Update

- ACCESS Score Detail Report

**Possible Error Codes**
- 1 = Missing Scores
- 2 = Missing ELL Data
- 3 = No Action Required By School District. This Error Will Be Corrected By Vendor.
- “New” 4 = Grade levels in Columns A and B are not the same. This item should be reviewed to ensure that the student was tested in the correct grade.
ACCESS Scores Update

- Do I have ACCESS scores that are not assigned to my students?

  - To verify Assessment test results are not assigned to students
    - Run an Unassigned Test Results Report
    - The Test Results for the students listed on this report could not be matched to a student ELL Data
ACCESS Scores Update

- Verify your student Assessment Scores
  - Select the Assessment Scores - Detail
ACCESS Scores Update

- Unassigned Test Results Report

This report contains records of Test Results that have not been assigned to students. Follow the directions below for a Test Results record with accurate and complete data. If a Test Results record displays inaccurate or missing data, the system will not be able to match and assign the results to the student’s assessment record, call the ISBE Helpdesk at 217-558-3000 for technical support.

Steps for Assigning ISAT, IAA, and PSAE Test Results to an Assessment Record

1. If a student has an unassigned ISAT, IAA, and PSAE record on this report and all the data listed on the unassigned Test Results record is accurate and complete, either add or update the student’s Assessment record via the Assessment link online or via the Assessment Correction batch process.
2. The system will process, match, and assign accurate and complete Test Results records to students’ Assessment records overnight.

Steps for Assigning ACCESS Test Results to an Assessment Record

1. If a student has an unassigned ACCESS record on this report and all the data listed on the Test Results record is accurate and complete, verify the student has a current School Year Enrollment record in ISBE SIS and the student’s LEP Program Indicator is set to Yes. If necessary, either add a current School Year Enrollment record, or update the LEP Program Indicator to Yes via the Demographics and Enrollment batch process.
2. The system will process, match, and assign accurate and complete Test Results records to students’ Assessment records overnight.

Steps for Verifying Assignment of Test Results

1. Once the assigning process is completed, rerun the Unassigned Test Results report to verify the Test Results records were matched and assigned successfully.
2. If the process was not successful, call the ISBE Helpdesk at 217-558-3600 for technical support.
ACCESS Scores Update

- Unassigned Test Results Report

Unassigned Test Results
for
School District: 50-082-1890-22 -

Note: The Unassigned Test Results Report contains Assessment records that have not been assigned to students.

Steps for Assigning ISAT, IAA, and PSAF Test Results to an Assessment Record
1. If a student has an unassigned ISAT, IAA, and PSAF record on this report and all the data listed on the unassigned Test Results record is accurate and complete, either add or update the student’s Assessment record via the Assessment link online or via the Assessment Correction batch process.
2. The system will process, match, and assign accurate and complete Test Results records to students’ Assessment records overnight.

Steps for Assigning ACCESS Test Results to an Assessment Record
1. If a student has an unassigned ACCESS record with Error Code 1, verify the student has a current School Year Enrollment record in ISBE SIS and the student’s LEP Program Indicator is set to Yes. If necessary, either add a current School Year Enrollment record or update the LEP Program Indicator to Yes.
2. The system will process, match, and assign accurate and complete Test Results records to students’ Assessment records overnight.

Steps for Verifying Assignment of Test Results
3. Once the assigning process is completed, rerun the Unassigned Test Results report to verify the Test Results records were matched and assigned successfully.
4. If the process was not successful or no error code listed, call the ISBE Helpdesk at 217-558-3600 for technical support.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Last Name</th>
<th>Student First Name</th>
<th>Birth Date</th>
<th>Grade</th>
<th>Test</th>
<th>SIS Home School</th>
<th>Testing School</th>
<th>Error Code</th>
</tr>
</thead>
</table>

You have no unassigned test results for your school district.
# ISBE SIS 2012 Key Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESS Scores Posted on SIS</td>
<td>April 25, 2012</td>
</tr>
<tr>
<td>PSAE Last Day of Testing</td>
<td>May 9, 2012</td>
</tr>
<tr>
<td>PSAE First Day of Assessment Correction</td>
<td>May 10, 2012</td>
</tr>
<tr>
<td>ACCESS Last Day of Assessment Corrections</td>
<td>May 25, 2012 4:00 p.m.</td>
</tr>
<tr>
<td>ISAT and IAA Scores Posted on SIS</td>
<td>June 4, 2012</td>
</tr>
<tr>
<td>ISAT and IAA Last Day for Assessment Corrections</td>
<td>June 18, 2012 4:00 p.m.</td>
</tr>
<tr>
<td>PSAE Scores Posted on SIS</td>
<td>July 10, 2012</td>
</tr>
<tr>
<td>PSAE Last Day of Assessment Corrections</td>
<td>July 17, 2012 4:00 p.m.</td>
</tr>
<tr>
<td>ACCESS Posting of Final Scores</td>
<td>Mid-July 2012</td>
</tr>
<tr>
<td>IAA and ISAT Posting of Final Scores</td>
<td>July 23, 2012</td>
</tr>
</tbody>
</table>

For a list of all SIS Key Dates go to the following link:
http://www.isbe.net/sis/html/key_dates.htm
## ISBE SIS 2012 Key Dates

### Last Day to Exit Enrollments for 2012 School Year

<table>
<thead>
<tr>
<th>Last Day to Exit Enrollments for 2012 School Year</th>
<th>July 31, 2012 4:00 p.m.</th>
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</thead>
<tbody>
<tr>
<td>ELL Data due</td>
<td></td>
</tr>
<tr>
<td>Pre-K Follow-Up Data due</td>
<td></td>
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<tr>
<td>Early Childhood Data due</td>
<td></td>
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<tr>
<td>Early Childhood Outcomes Data due</td>
<td></td>
</tr>
<tr>
<td>Homeless Data due</td>
<td></td>
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<tr>
<td>Student Discipline Data due</td>
<td></td>
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<tr>
<td>Student Course Assignments Data due</td>
<td></td>
</tr>
<tr>
<td>Teacher Course Assignments Data due</td>
<td></td>
</tr>
<tr>
<td>PSAE Posting of Final Scores</td>
<td>August 3, 2012</td>
</tr>
</tbody>
</table>

For a list of all SIS Key Dates go to the following link:

## ISBE SIS 2012 Key Dates - Webinars

### Upcoming Webinars

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cohort Graduation Rate</td>
<td>April 19, 2012</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>K-8 Student Course Assignment Training</td>
<td>April 26, 2012</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>End of School Year 2012 and Planning for School Year 2013</td>
<td>May 8, 2012</td>
<td>9:30 AM</td>
</tr>
</tbody>
</table>
This call is being recorded. Please do not provide any Student, Personal or Vendor information.
Where to Direct Questions

- **ISBE SIS Help Desk**
  - (217) 558-3600
  - help@isbe.net

- **SIS Policy Questions** will be directed to the Standards and Assessment Center

- **SIS Technical Questions** will be directed to the IBM Team