Illinois State Board of Education

Student Information System (SIS)
2013 Assessment Correction and SIS Update
Notice – This Webinar is being Recorded

This webinar is being recorded. Please do not provide any Student, Personal or Vendor information.
Agenda

- Welcome/Introductions
- Webinar Tips
- Data Quality
- ACCESS
- Review of the Assessment Correction Process
  - ISAT
  - PSAE
  - IAA
- WorkKeys and NCRC Certificates
- Key Assessment Dates
- Where to Direct Questions
Welcome and Introductions

- **ISBE Key Team Members**
  - Peter Godard: Chief Performance Officer
  - Deborah Trueblood: Division Supervisor, Data Analysis and Accountability
  - Don Evans: Chief Operating Officer and Director of Human Resources
  - John Shake: Division Administrator/Director, Information Technology
  - Brent Engelman: Division Supervisor, Information Technology

- **Presenters**
  - Howard Hammel: SIS Subcontractor Staff (IBM)
  - Adam Lowery: SIS Subcontractor Staff (IBM)
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

- Added the following new Individual Student Reports:
  - Student Transfer Form
  - Student Profile
  - Student Profile (with page breaks)
Data Quality

- SIS Reports Screen – Choose Individual Student
Data Quality

- Individual Student Reports
Data Quality

- Individual Student Reports – Student Transfer Form
Data Quality

- Example of the Student Transfer Form

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ILLINOIS STATE BOARD OF EDUCATION
General Counsel Division
Public School and Recognition
100 North First Street, E-310
Springfield, Illinois 62777-0001

STUDENT TRANSFER FORM

In accordance with Section 2-3.13a of the School Code, all public school districts are to provide this form to any student who is moving out of the school district to verify whether or not the student is "in good standing" and, whether or not their medical records are up-to-date and complete as defined in Section 2-3.13a. "In good standing" means that the student is not being disciplined by an out-of-school suspension or expulsion, and is entitled to attend classes, as of the date of this form. No public school district is required to admit a new student unless they can produce this form from the student’s previous Illinois public school district. This form is not to be returned to the Illinois State Board of Education. It is to be sent directly to the student’s new school they will be attending.

<table>
<thead>
<tr>
<th>NAME OF STUDENT (Last, First, Middle)</th>
<th>BIRTHDATE (Month, Day, Year)</th>
<th>GENDER</th>
<th>GRADE LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, Jane</td>
<td>01/01/1995</td>
<td>F</td>
<td>10</td>
</tr>
</tbody>
</table>

ADDRESS OF STUDENT (Street, City, State, Zip Code)

ADDRESS OF PARENT OR GUARDIAN (Street, City, State, Zip Code)

DISTRICT NAME AND NUMBER TRANSFERRING TO

NEW DISTRICT ADDRESS (Street, City, State, Zip Code)

NAME OF SCHOOL STUDENT WILL BE TRANSFERRING TO

NAME OF PRINCIPAL AT NEW SCHOOL

Please check ( ) the appropriate box.

☐ I hereby attest that the above student is "in good standing" and that all medical records for the above student are up-to-date and complete as of the date of this form.

☐ The above student’s medical records are not up-to-date and complete as documented in the student’s permanent records.
```
Data Quality

- Example of the Student Transfer Form (continued)

[Form Content]

- I hereby attest that the above student is **not** "in good standing" due to a current suspension and/or expulsion from ______ until ______; but is entitled to transfer in accordance with Section 2-3.13a (105 ILCS 5/2-3.13a), unless the receiving district has, pursuant to Section 2-3.13a, adopted a policy providing that if a student is suspended or expelled for any reason from any public or private school in this or any other state, the student must complete the entire term of the suspension or expulsion before being admitted into the school district. This policy may allow placement of the student in an alternative school program established under Article 13A of this Code, if available, for the remainder of the suspension or expulsion.

- I hereby attest that the above student is **not** "in good standing" due to a current suspension and/or expulsion from ______ until ______ and is **not** eligible for transfer for knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act (20 U.S.C. 8921 et seq.), for knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or for battering a staff member of the school.

- NAME OF PRINCIPAL: John Smith
  - SCHOOL PHONE (include Area Code): 217-558-3800
  - COUNTY: Sangamon

- DISTRICT NAME AND NUMBER: Springfield Sample CUSD 881
  - DISTRICT ADDRESS (Street, City, State, Zip Code): 100 N. 1st Street, Springfield, IL 62777

  [Signature and Date]
Data Quality

- Individual Student Reports – Student Profile
Data Quality

- Individual Student Reports – Student Profile
Data Quality

- Data that could be included in the Student Profile Report:
  - Demographics (current)
  - Early Childhood Outcomes
  - ELL Screener
  - Enrollment (by year)
  - Homeless
  - ELL
  - Early Childhood
  - Birth to Three
  - Caregiver Demographic
  - Course Assignments
  - Outside Course Assignments
  - Assessments and Scores (by year)
Data Quality

- Individual Student Reports – Student Profile (with page breaks)
Data Quality

- Individual Student Reports – Student Profile (with page breaks)
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 April, the ACCESS scores will be linked directly to the ELL record of a student.
How do I verify that my students are not missing ACCESS Scores?

Run an ACCESS Scores **Summary Report** which is located under Reports in the Bilingual section

- Make report criteria selections
  - **Error Code**: should be 0
ACCESS Scores

- SIS Report Screen
ACCESS Scores

- ACCESS Assessment Score (Summary) – Criteria Screen


### ACCESS Scores

#### Assessment Score Report - Summary

<table>
<thead>
<tr>
<th>Grade:</th>
<th>All</th>
<th>Total</th>
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<tbody>
<tr>
<td>Total Students:</td>
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<tr>
<td>SIS Grade Level:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kindergarten</td>
<td>6</td>
<td></td>
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<tr>
<td>1 - Grade 1</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>2 - Grade 2</td>
<td>8</td>
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<td>3 - Grade 3</td>
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<td>4 - Grade 4</td>
<td>2</td>
<td></td>
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<tr>
<td>5 - Grade 5</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>6 - Grade 6 to 7</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>Race: White (16)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Native Language:</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Spanish (001)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Listening Proficiency Level: &lt; 2.0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Listening Proficiency Level: 2.0 to 2.9</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Listening Proficiency Level: 3.0 to 3.9</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Listening Proficiency Level: 4.0 to 4.9</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Listening Proficiency Level: 5.0 to 6.0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Listening Proficiency Level: No level provided</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Speaking Proficiency Level: &lt; 2.0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Speaking Proficiency Level: 2.0 to 2.9</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Speaking Proficiency Level: 3.0 to 3.9</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Speaking Proficiency Level: 4.0 to 4.9</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Speaking Proficiency Level: 5.0 to 6.0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Speaking Proficiency Level: No level provided</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Reading Proficiency Level: &lt; 2.0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Reading Proficiency Level: 2.0 to 2.9</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Reading Proficiency Level: 3.0 to 3.9</td>
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<tr>
<td>Reading Proficiency Level: 4.0 to 4.9</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Reading Proficiency Level: 5.0 to 6.0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Reading Proficiency Level: No level provided</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Composite (Overall) Proficiency Level: &lt; 2.0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Composite (Overall) Proficiency Level: 2.0 to 2.9</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Composite (Overall) Proficiency Level: 3.0 to 3.9</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Composite (Overall) Proficiency Level: 4.0 to 4.9</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Composite (Overall) Proficiency Level: 5.0 to 6.0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Composite (Overall) Proficiency Level: No level provided</td>
<td>35</td>
<td></td>
</tr>
</tbody>
</table>

*“No Level Provided” indicates student is missing scores*
ACCESS Scores

How do I see which ELL students are missing ACCESS scores?

- Run an ACCESS Scores **Detail Report** which is located under Reports in the Bilingual section
  - Make report criteria selections
  - **Error Code**: should be 0
ACCESS Scores

- SIS Report Screen
ACCESS Scores

- ACCESS Assessment Score (Detail) – Criteria Screen
## ACCESS Scores

- **ACCESS Assessment Score (Detail) – Criteria Screen**

### 2013 ACCESS Scores Report (Detail)

| 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 |
| 37         | LIN          | 06 01      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 1   |
| 38         | ITH          | 01 04      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 1   |
| 63         | EN           | 05 01      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 1   |
| 45         | ILY          | 05 01      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 1   |
| 87         | (            | 07 15      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 1   |
| 37         | TEZ, LESLIE  | 09 07      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 1   |
| 07         | HUA          | 07 15      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 1   |
| 00         | KEVIN        | 06 15      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 1   |

*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 tested in the correct grade.*

Check for error code.
ACCESS Scores

- Possible 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 that the student was tested in the correct grade.
ACCESS Unassigned

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

  - To verify ACCESS test results that are not assigned to students
    - Run an **Unassigned Test Results** Detail Report in the Bilingual section of Reports
    - The Test Results for the students listed on this report could not be matched to a student ELL Data
ACCESS Unassigned

- Verify your student Unassigned Test Results
  - Reports Page
Unassigned Test Results Report - ACCESS

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 217-558-3600 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 on the next scheduled run.

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 on the next scheduled run.

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.
Unassigned Test Results Report - ACCESS

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

Steps for Assigning ISAT, IAR, and ESSA Test Results to an Assessment Record

1. If a student has an assigned ISAT, IAR, and ESSA record, check the unassigned record to ensure it is accurate and complete, either add or update the student’s Assessment record 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 assigned 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, 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

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

You have no unassigned test results for your school district.
Review of the Assessment Correction Process

- For ISAT and IAA the testing windows are closed and the Assessment Correction Process has begun.

- For PSAE below are 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:** if the student begins testing in your school, 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

- List of Not Tested Reasons
  - 01 - Medically Exempt (Exempt from State Testing)
  - 02 - Homebound Exempt (Exempt from State Testing)
  - 03 - In Jail/Locked Facility (Exempt from State Testing)
  - 04 - Out of State/Country (Exempt from State Testing)
  - 05 - Not Enrolled
  - 06 - Not In Valid Grade
  - 07 - Transferred Out During Testing
  - 08 - Transferred In During Testing
  - 09 - Deceased
  - 10 - Absent
  - 15 – Refusal - Updated
  - 16 - Part-Time Enrollment (Exempt from State Testing for Applicable Content Areas)
  - 17 - Student Not Required to Participate in State Assessment (Exempt from State Testing)
  - 18 - PSS-SIS Use Only (Exempt from State Testing) - New
Review of the Assessment Correction Process

- Update to Not Tested Reason Code
  - 15 – Refusal
    - Student was presented a test booklet but refused to engage in the test.

- New Not Tested Reason Code
  - 18 – PSS-SIS Use Only (Exempt from State Testing)
    - This not tested reason is applied automatically to any SIS enrollment record having YES for the Private School Student (PSS) Indicator. Districts may use the not tested reason code 16 to records whose Private School Student Indicator was erroneously set to NO.
Review of the Assessment Correction Process

- SIS Reports
Review of the Assessment Correction Process

- Verify your student Assessment Correction data
  - Reports

![Student Information System](image-url)
Review of the Assessment Correction Process

- Select Test
Review of the Assessment Correction Process

- **Criteria Screen Summary**

![Image of Student Information System](Image)

<table>
<thead>
<tr>
<th>Assessment Correction (Summary)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Year</strong></td>
</tr>
<tr>
<td><strong>School</strong></td>
</tr>
<tr>
<td><strong>Grade</strong></td>
</tr>
<tr>
<td><strong>Student Tested or Did Not Test</strong></td>
</tr>
<tr>
<td><strong>Race/Ethnicity</strong></td>
</tr>
<tr>
<td><strong>Gender</strong></td>
</tr>
<tr>
<td><strong>Homeless Indicator</strong></td>
</tr>
<tr>
<td><strong>Migrant Indicator</strong></td>
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<tr>
<td><strong>LEP Indicator</strong></td>
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<tr>
<td><strong>IEP Indicator</strong></td>
</tr>
<tr>
<td><strong>FRL/Low Income Indicator</strong></td>
</tr>
<tr>
<td><strong>21st Century Indicator</strong></td>
</tr>
<tr>
<td><strong>First Year in US</strong></td>
</tr>
<tr>
<td><strong>Enr. in Home Sch. (o/b May 1)</strong></td>
</tr>
<tr>
<td><strong>Enr. in Home Dist. (o/b May 1)</strong></td>
</tr>
</tbody>
</table>

Have questions or need help? Contact our Call Center (217)528-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us.

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Review of the Assessment Correction Process

- Summary Assessment Correction Report

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
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<th>Grade 7</th>
<th>Grade 8</th>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
<th>Total</th>
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<td>Native Hawaiian or Other Pacific Islander</td>
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<td>Two or More Races</td>
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<td>Hispanic or Latino or Other Race</td>
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</tr>
<tr>
<td>Asian or Pacific Islander</td>
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<tr>
<td>White</td>
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<td></td>
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<tr>
<td>Hispanic or Latino</td>
<td>65</td>
<td></td>
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<td>Asian</td>
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</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>12</td>
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<td></td>
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<td></td>
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<tr>
<td>Two or More Races</td>
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<tr>
<td>Hispanic or Latino or Other Race</td>
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<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Enrolled in Home School by May 1st: Yes | 120
Enrolled in Home School by May 1st: No | 2780
Enrolled in Home School by May 1st: Not Provided | 0
Enrolled in Home District by May 1st: Yes | 124
Enrolled in Home District by May 1st: No | 2776
Enrolled in Home District by May 1st: Not Provided | 0
Test To Be Taken: IAA | 49
Test To Be Taken: ISAT | 2851
Tested: Yes | 2900
Tested: 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
Review of the Assessment Correction Process

- Assessment Correction Criteria Screen (Detail)
Review of the Assessment Correction Process

- Detail Assessment Correction Report

### 2013 Assessment Correction Report (Detail)

| Student ID | Student Name | Birth Date | A | B | C | D | E | F | G | H | I | J | K | L | M | O | P | Q | SIS Home School | Serving School | Testing School |
|------------|--------------|------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----------------|--------------|--------------|
| 004        | ABRAM        | X04        | M | N | N | N | N | N | N | N | 03 | N | 07 | 03 | Y | Y | ISAT | Y              | 2055          | 2055          | 2055          |
| 005        | ADDISON      | X01        | M | N | N | N | N | N | N | N | 03 | N | 07 | 03 | N | N | ISAT | Y              | 2055          | 2055          | 2055          |
| 020        | ALDREY       | X04        | M | N | N | N | N | N | N | N | 03 | N | 07 | 03 | N | N | ISAT | Y              | 2055          | 2055          | 2055          |
| 140        | ALLEN        | X04        | M | N | N | N | N | N | N | N | 03 | N | 07 | 03 | N | N | ISAT | Y              | 2055          | 2055          | 2055          |
| 1747       | ALLEN        | X04        | M | N | N | N | N | N | N | N | 03 | N | 07 | 03 | N | N | ISAT | Y              | 2055          | 2055          | 2055          |
| 0997       | ANDER        | X03        | M | N | N | N | N | Y | N | N | N | 07 | 03 | N | N | N | ISAT | Y              | 2055          | 2055          | 2055          |

Assessment Home District: 00000000000 School District 000

Selection Criteria: None

Columns:
- A: Race Codes
- B: Gender Codes
- C: Homeless Indicator
- D: Migrant Indicator
- E: LEP Indicator

Sorted By: grade at testing

Reasons For Not Testing:
- Codes 01 through 10 and 15-17 may be applied to any grade 3-8, 11 and 12 records. Codes 11, 12, 13 and 14 apply only to grade 12 records.

<table>
<thead>
<tr>
<th>Code</th>
<th>Reason</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 Receipt</td>
</tr>
<tr>
<td>12</td>
<td>New to Illinois 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</td>
</tr>
<tr>
<td>15</td>
<td>Refusal but Present to Test</td>
</tr>
<tr>
<td>16</td>
<td>Part-Time Enrollment</td>
</tr>
<tr>
<td>17</td>
<td>Not Required to Participate in State Assess</td>
</tr>
</tbody>
</table>
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.
- Note: Column P “Tested” is defaulted to “Y” (YES) for every record in the Assessment Correction Detail report. After scores are posted, this default value will trigger an Error Code of 1 to appear in the Assessment Scores Detail report if scores are unable to be assigned to a student record. Districts must check the Unassigned Test Results Detail report for missing scores or enter a not tested reason for any student record with Error Code 1.
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 (column A) 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 remain marked as “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 updates to the Assessment correction data?
  - 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

![Student Information System](image)
Review of the Assessment Correction Process

- Verify your student Assessment Correction data
  - Review/Submit Screen

![Student Information System](image)

Please review the information before submitting your request.
- If you need to correct any information, press CHANGE button in the appropriate section.
- If you are ready to submit your request, press SUBMIT button.

<table>
<thead>
<tr>
<th>Student ID (SID)</th>
<th>999999999</th>
<th>Student SAP ID</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Last Name</td>
<td>SMITH</td>
<td>Legal First Name</td>
<td></td>
</tr>
<tr>
<td>Legal Middle Name</td>
<td>ROBERT</td>
<td>Date of Birth (mm/dd/yyyy)</td>
<td>01/01/2000</td>
</tr>
<tr>
<td>Test Taken</td>
<td>ISAT</td>
<td>Valid Grade When Testing</td>
<td>4 - Grade 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home School RCDTS</th>
<th>123456789102005 - Elem School</th>
<th>Serving School RCDTS</th>
<th>123456789102005 - Elem School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testing School RCDTS</td>
<td>123456789102005 - Elem School</td>
<td>Enroll In Home District On or Before May</td>
<td>No</td>
</tr>
<tr>
<td>Enroll In Home School On or Before May</td>
<td>No</td>
<td>First Year In U.S.</td>
<td>No</td>
</tr>
<tr>
<td>Year In Any Tl-Approved TBE/TPI Program</td>
<td>07-Not in TBE/TPI Program</td>
<td>Year Since Exit TBE/TPI Program</td>
<td>03-Not in TBE/TPI Program</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status (Tested?)</th>
<th>No</th>
<th>Reason Not Testing</th>
<th>Transferred Out During Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td>Male</td>
<td>Race</td>
<td>Black or African American</td>
</tr>
<tr>
<td>Homeless</td>
<td>Yes</td>
<td>Migrant</td>
<td>No</td>
</tr>
<tr>
<td>Limited English Proficiency (IEP)</td>
<td>No</td>
<td>Individualized Education Program (IEP)</td>
<td>No</td>
</tr>
<tr>
<td>Free or Reduced Price Lunch (FRL) / Low Income</td>
<td>Yes</td>
<td>21st Century Community Learning Centers</td>
<td>No</td>
</tr>
</tbody>
</table>
Review of the Assessment Correction Process

- **Verify your student Assessment Correction data**
  - Successful update

![Student Information System](image-url)

- Your Student Assessment update was successful.
- You may review these changes on the Assessment Correction Report.
Review of the Assessment Correction Process

- **How do I request my District’s Correction file?**
  - Login to ISBE SIS via IWAS.
  - Select Batch files and click the Request File link.
  - 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

- **Do I have Assessment scores that are not yet assigned to my students?**
  - To verify Test Results that are not yet assigned to students
    - Run an *Unassigned Test Results* Detail Report in the Assessment Section of Reports
    - The Test Results for the students listed on this report could not be matched to a student record
Review of the Assessment Correction Process

- Report Screen - Unassigned Test Results
Review of the Assessment Correction Process

- Unassigned Test Results

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 217-558-3600 for technical support.

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

1. If a student has an unassigned ISAT, IIA, 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 use 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.
Review of the Assessment Correction Process

- Unassigned Test Results

Unassigned Test Results for
School District: 12345678910

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

Steps for Assigning ISAT, IAA, and PSAE Test Results to an Assessment Record
1. If the 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 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 the student has an unassigned ACCESS record with Error Code 1, verify the student has a current School Year Enrollment record in DIBR SIE 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 assignment process is completed, return the Unassigned Test Results report to verify the Test Results records were matched and assigned successfully.
4. If the process was not successful or an error code is listed, call the ISBE Helpdesk at 217-558-3600 for technical support.

You have no unassigned test results for your school district.
WorkKeys and NCRC Certificates

- Posting the State-funded WorkKeys Locating Information and ACT’s National Career Readiness Certificate (NCRC) data via SIS
  - Scores for State-funded WorkKeys Locating Information are scheduled to be posted in SIS the second week of September, along with NCRC status and certificates.
  - There is no data correction procedure in SIS for Locating Information, as this is not part of PSAE. If scores do not match to produce the NCRC, ACT should be contacted for assistance.
WorkKeys and NCRC Certificates

- National Career Readiness Certificate (NCRC) Reports
WorkKeys and NCRC Certificates

- Example - 2 Page NCRC Certificates
WorkKeys and NCRC Certificates

- Example - 2 Page NCRC Certificates

NATIONAL CAREER READINESS CERTIFICATE

Congratulations on earning a Platinum National Career Readiness Certificate (NCRC). The NCRC is a portable, evidence-based credential that certifies essential workplace skills that are important for workforce success. This credential is based on ACT’s world-recognized WorkKeys® assessments, which measure job-skills associated with workplace success. Knowledge and skills related to job tasks are strong predictors of work performance. By earning the NCRC, you have demonstrated the following skills at the Platinum level:

- Problem solving
  - Critical thinking
  - Reading and using workplace text
  - Applying information from workplace documents to solve problems
- Applying mathematical reasoning to work-related problems
- Setting up and performing work-related mathematical calculations
- Interpreting, synthesizing, and applying information that is presented graphically

This credential is registered with ACT and may be verified by employers at NationalCareerReadiness.org.

ACCESS YOUR ONLINE ACCOUNT

The NCRC is registered with ACT. In order to enable employers to verify your Certificate, you must activate your account at NationalCareerReadiness.org. Once you activate your account, you must follow the steps to give permission for employers to verify your Certificate level. Only people to whom you give your Certificate number can access your information:

- User ID: [Blank]
- Temporary Password: 123456

For account security, change your password when first signing in.

Access activation instructions are available at act.org/ncrccertificate/access_account.html.
## ISBE SIS 2013 Key Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESS Scores Posted on SIS</td>
<td>April 29, 2013</td>
</tr>
<tr>
<td>PSAE Last Day of Testing</td>
<td>May 8, 2013</td>
</tr>
<tr>
<td>PSAE First Day of Assessment Correction</td>
<td>May 9, 2013</td>
</tr>
<tr>
<td>ACCESS Last Day of Assessment Correction</td>
<td>May 24, 2013</td>
</tr>
<tr>
<td>ISAT and IAA Scores Posted on SIS</td>
<td>June 3, 2013</td>
</tr>
<tr>
<td>ISAT and IAA Last Day for Assessment Correction</td>
<td>June 17, 2013</td>
</tr>
<tr>
<td>PSAE Scores Posted on SIS</td>
<td>July 9, 2013</td>
</tr>
<tr>
<td>PSAE Last Day of Assessment Correction</td>
<td>July 16, 2013</td>
</tr>
<tr>
<td>ACCESS Posting of Final Scores</td>
<td>Mid-July 2013</td>
</tr>
<tr>
<td>IAA and ISAT Posting of Final Scores</td>
<td>July 22, 2013</td>
</tr>
</tbody>
</table>
## ISBE SIS 2013 Key Dates

<table>
<thead>
<tr>
<th>Last Day to Exit Enrollments for 2013 School Year</th>
<th>July 31, 2013 4:00 p.m. Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELL data due</td>
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</tr>
<tr>
<td>Birth to 3 data due</td>
<td></td>
</tr>
<tr>
<td>Participant Demographic (Birth to 3) data due</td>
<td></td>
</tr>
<tr>
<td>Early Childhood data due</td>
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<tr>
<td>Early Childhood Outcomes data due</td>
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<tr>
<td>Homeless data due</td>
<td></td>
</tr>
<tr>
<td>Student Discipline data due</td>
<td></td>
</tr>
<tr>
<td>Student Course Assignments data due</td>
<td></td>
</tr>
<tr>
<td>Teacher Course Assignments data due</td>
<td></td>
</tr>
<tr>
<td><strong>PSAE Posting of Final Scores</strong></td>
<td><strong>August 2, 2013</strong></td>
</tr>
<tr>
<td><strong>Adjusted Cohort Graduation Rates</strong></td>
<td><strong>August 16, 2013 4:00 p.m. Deadline</strong></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](http://www.isbe.net/sis/html/key_dates.htm)
Upcoming Webinar

- **End of School Year 2013 and Planning for School Year 2014**
  - May 9th at 1:30 PM

- **Agenda**
  - Assessment Scores/Corrections/Unassigned
  - Recent SIS Enhancements
  - Exiting 2013 Enrollments
  - 2014 School Year Changes
  - New SIS Data Collections for School Year 2014
  - SIS Summer Training
  - Upcoming Key Dates
  - Districts Next Steps
  - Where to Direct Questions

- Link to sign up [https://www1.gotomeeting.com/register/881132729](https://www1.gotomeeting.com/register/881132729)
Notice – This Webinar is being Recorded

This webinar 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