Illinois State Board of Education

Student Information System (SIS)
2013 Assessment Process
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Agenda

- SIS Data Quality
- Enhancement to Teacher Data Collection
- ELL Screener
- ACCESS
- Assessment  ISAT, IAA, and PSAE
- Assessment  
  - ACT’s WorkKeys® Locating Information
  - ACT’s National Career Readiness Certificate (NCRC™)
- New Reports
- Key Dates
- Districts Next Steps
- ISBE SIS Resources
- ISBE Contact Information
- Questions & Answers
Welcome / Introductions

- **ISBE Key Team Members**
  - Don Evans  Chief Operating Officer and Director of Human Resources
  - Scott Norton  Division Administrator/Director, Information Technology
  - John Shake  Division Supervisor/Information Systems Manager
  - Brent Engelman  Division Supervisor/Information Systems Manager

- **SIS Key Team Members**
  - Howard Hammel  Project Manager
  - Adam Lowery  Support Team
  - Jeremy Schoen  Support Team
  - Keith Goeckner  Support Team
SIS Data Quality

- **Increased Importance of Providing Accurate Student Enrollment Data!**
  - Enrollment Start and End Dates
  - Grade Level
  - Home School RCDTS *(School for the area where the student resides)*
  - Serving School RCDTS *(School where the student attends, the course is being taught, and the teacher is assigned)*
  - Student can have only one Home school RCDTS but multiple Serving schools *(Area Career Centers, Special Education Private Facilities, Regional Safe Schools, etc.)*

- **Why?**
  - Student Course Assignment
  - Teacher Course Assignment
  - Vocational Funding
  - Regional Safe School Program Accountability
  - Student Discipline
SIS Data Quality

- Importance of Data Accuracy
  - Fall Enrollment Counts data used for calculations of school district funding. This includes:
    - Demographic
    - Enrollment
    - Program Indicator
    - Early Childhood
    - ELL
    - Homeless
    - Prevention Initiative Participant
    - Demographic

- School Performance
  - ACCESS Scores
  - AYP
  - School Report Card

- Adjusted Cohort Graduation Rates

- End Of Year
  - Demographic
  - Enrollment
    - Graduation Rate
    - Drop Out
  - Program Indicator
  - Birth to 3
  - Early Childhood
  - Student Discipline
    - Suspensions
    - Expulsions
  - Student Course Assignment
  - Teacher Course Assignment
SIS Data Quality

- **Demographic Validations**
  - **Date of Birth**
    - Students must be between 1 day and 22 years old.
    - Birth to 3 students - Student must be less than 3 years of age and must be born on or before the enrollment date.
    - Early Childhood Students (Pre-K Students)
      - Must be at least 3 years of age on the enrollment date.
      - Non-IEP Student must be less than 6 years old on the first day of class.
      - IEP Student must be less than 7 years old on the first day of class.
SIS Data Quality

- **Out-Placed Students Receiving Services**
  - If students reside in your district but are being served outside of your district, ensure you are communicating with the school where the student is being educated (serving school). All information regarding a student is reported by the home district to SIS.
  - Serving locations such as Regional Safe schools, Area Career Centers, Public and Non-Public Special Education Centers (etc.) must communicate with the home district to report student information to ISBE by the requested deadlines. Failure to do so could impact funding.
SIS Data Quality

- Preventing Multiple SIDs
  - Once a State ID is assigned to a student, the SID must be included in all future submissions to SIS.
  - If you obtain a State ID online or from another district, enter the SID 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 prevent creation of a new SID for the student.
SIS Data Quality

- Preventing Multiple SIDs
  - Identify the SID to Keep and the SID to Delete.
  - Exit all enrollments associated with SID to Delete. SID to Keep must be actively enrolled by the district submitting the Multiple SID Template.
  - Download the Multiple SID template, Tips, and Steps from the [www.isbe.net/sis](http://www.isbe.net/sis) website and enter mandatory data into the template.
  - Upload the Multiple SID .csv file to SIS.
  - The Multiple SID file will be returned to the user’s SIS “Download File” link with result codes and result messages appended to the individual student records.
Enhancement to Teacher Data Collection

- Employer’s can now submit Teacher Course Assignment data.
  - Online
  - Batch

- This allows the employer of the teacher to add Teacher Course Assignments even if they are not the teaching location.
  - Examples
    - Special Ed Coops
    - Area Career Centers
    - Regional Safe Schools

- If you are both the Teaching Location and the Employer, leave the default which is Teaching Location.
Enhancement to Teacher Data Collection

- Select “Teaching Location” radio button.
Enhancement to Teacher Data Collection

- Teacher Location section is available.
Enhancement to Teacher Data Collection

- Select “Employer” radio button.
Enhancement to Teacher Data Collection

- The Employer section is available.
ELL Screener

- Starting August 1, 2013 (SY 2014) the ELL Screener data will be mandatory for all students who fit the following criteria:
  - Student IDs created after August 1, 2013
  - Home Language or Native Language is something other than English (000)
  - Grade Level is Kindergarten – Grade 12

- A student is required to have at least one valid ELL Screener record before the enrollment can be exited.

- The benefit of this collection is, this information is available to all school districts before the student is enrolled in the new school district. Please provide all ELL Screener records to ISBE SIS.
ELL Screener

- ELL screener data collected
  - Online
  - Batch

- Screener data will be collected for LEP and Non-LEP students.

- Student must be enrolled in your district to provide the Screener data in SIS; student can take the screening test prior to start of school.

- School districts receiving a transfer student will be able to review the Screener data prior to enrollment.

- This will include the W-APT, MODEL, PRE-LAS, ELPTS Pre-IPT, Other Test, Other Process, Interview, Observation, Checklist, and Erroneous.
ELL Screener

- **Mandatory**
  - Grade Level At Time Of Screener
  - Semester
  - ELL Screener Test Taken
  - Date ELL Screener Test Taken
  - Final Determination of LEP Status

- **Optional**
  - Listening - Raw Score / Level
  - Listening - Proficiency Level
  - Speaking - Raw Score / Level
  - Speaking - Proficiency Level
ELL Screener

- **Optional**
  - Reading - Raw Score / Level
  - Reading - Proficiency Level
  - Writing - Raw Score / Level
  - Writing - Proficiency Level
  - Literacy Proficiency Level
  - Oral Proficiency Level
  - Overall or Composite Proficiency Level
ELL Screener – Search SID
ELL Screener – View

[Image of the ELL Screener system interface]

There is no ELL Screener test data for this student.

- Add New
- Cancel

Have questions or need help? Contact us: Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us.
ELL Screener – Edit
### ELL Screener – Review

#### Student Information System

**SID:** 123456789  
**Legal Last Name:** Smith  
**Legal First Name:** John  
**Date of Birth:**  
**Home RCDTS:** 500820900041003

**Screen Test Test Details:** Press CHANGE button to correct any information or Press SUBMIT button to submit your request.

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Grade Tested</th>
<th>Tested Home RCDTS</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/27/2011</td>
<td>11, Grade 11</td>
<td>500820900041003</td>
<td>Semester 1</td>
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</tbody>
</table>

**Listening**  
**Speaking**  
**Reading**  
**Writing**  
**Composite Literacy**  
**Composite Oral**  
**Overall**

<table>
<thead>
<tr>
<th>Raw Score / Level</th>
<th>3</th>
<th>3</th>
<th>3</th>
<th>3</th>
<th>NA</th>
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<td>1.0</td>
<td>1.0</td>
<td>1.0</td>
<td>1.0</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Was the student determined LEP?** Yes

**Submit**  
**Change**  
**Cancel**

---

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ELL Screener – Update Successful
ACCESS

- All Grade K – 12 students identified as LEP will take an ACCESS test.

- All Grade K – 12 students identified as LEP and enrolled on November 9, 2012 will receive an ACCESS label.

- If a student exits the district before the ACCESS test is given, the label should be destroyed.
Assessment  ISAT, IAA, and PSAE

- If a grade 3 – 8, or 11 student is enrolled in a District, the student is automatically added to the Pre-ID.

- If any student is exited from a District, the student is automatically removed from the Pre-ID.

- If a student exits the district before the test is given, the label should be destroyed.
Assessment  ISAT, IAA, and PSAE

- The following Pre-ID values will be pre-populated based on the most recent assessment correction record.
  - First Year in United States = 02 (No)
  - Year in Any Illinois - Approved TBE/TPI Program = adjusted accordingly
  - Year Since Exited TBE/TPI Program = adjusted accordingly
  - Enrolled in Home School On or Before May 1 = 01 (Yes)
  - Enrolled in Home District On or Before May 1 = 01 (Yes)
  - Test to Be Taken is same as last year
  - Set Testing School to Serving School
Assessment ISAT, IAA, and PSAE

- If an Assessment Correction record was not found in the Assessment Correction table from a previous year, the following Pre-ID values will be set:
  - First Year in United States = 02 (No)
  - Year in Any Illinois - Approved TBE/TPI Program = 07 (Not in TBE/TPI Program)
  - Year Since Exited TBE/TPI Program = 03 (Not in TBE/TPI Program)
  - Enrolled in Home School On or Before May 1 = 01 (Yes)
  - Enrolled in Home District On or Before May 1 = 01 (Yes)
  - Grades 3 to 8 = 01 (ISAT)
  - Grade 11 = 02 (PSAE)
  - Set Testing School to Serving School
Assessment  ISAT, IAA, and PSAE

Pre-ID labels

- ISAT are printed and mailed according to what is listed in the Testing School field of the Pre-ID file as of January 4, 2013.

- PSAE are printed and mailed to the school listed in the Testing School field of the Pre-ID file as of February 22, 2013. PSAE labels will be printed only if the Testing School listed is an established PSAE test site. Established PSAE test sites will be available on the PSAE website www.isbe.net/assessment/psae.htm.

- There are no Pre-ID labels for IAA. Testing School field determines where materials are shipped and where student records are populated in the online scoring system. The Pre-ID file is sent to the IAA vendor on January 4, 2013.
Assessment ISAT, IAA, and PSAE

- Main Report Screen – Assessment Pre-ID Summary
Assessment ISAT, IAA, and PSAE

- Select Test (Summary)
Assessment ISAT, IAA, and PSAE

- Selection Criteria (Summary Report)
Assessment ISAT, IAA, and PSAE

- Summary Assessment Pre-ID Report

![2013 Assessment Pre-ID Summary Table]
Assessment ISAT, IAA, and PSAE

- Main Report Screen – Assessment Pre-ID Detail
Assessment ISAT, IAA, and PSAE

- Select Test - Detail
Assessment ISAT, IAA, and PSAE

- Selection Criteria (Detail Report)
### Assessment ISAT, IAA, and PSAE

- **Detail Assessment Pre-ID Report**

#### 2013 Assessment Pre-ID Report

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Birth Date</th>
<th>Home RCDTS</th>
<th>Serving RCDTS</th>
<th>Testing RCDTS</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
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<td>ISAT</td>
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</tbody>
</table>
Assessment ISAT, IAA, and PSAE

- Assessment Record Search
Assessment ISAT, IAA, and PSAE

- Assessment Record – Search Student
Assessment ISAT, IAA, and PSAE

- Assessment Record Test/Grade Information
Assessment ISAT, IAA, and PSAE

- Assessment Record Pre-ID Information
Assessment ISAT, IAA, and PSAE

- Assessment Record Pre-ID Submit Screen

![Student Information System](image)

**Student Information System**

Student Assessment - Review

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>123456789</th>
<th>Student SAP ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Last Name</td>
<td>Smith</td>
<td>Legal First Name</td>
</tr>
<tr>
<td>Legal Middle Name</td>
<td>Test</td>
<td>Date of Birth (mm/dd/yyyy)</td>
</tr>
<tr>
<td>Test Taken</td>
<td>ISAT</td>
<td>Valid Grade When Testing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home School RCDTS</th>
<th>123456789012345 - Grade School -- 0050</th>
<th>Serving School RCDTS</th>
<th>123456789012345 - Grade School -- 0050</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testing School RCDTS</td>
<td>123456789012345 - Grade School -- 0050</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enroll in Home School On or Before May</td>
<td>Yes</td>
<td>Enroll in Home District On or Before May</td>
<td>Yes</td>
</tr>
<tr>
<td>Year in Any IL-Approved TBE/TPI Program</td>
<td>07 - Not in TBE/TPI Program</td>
<td>First Year In U.S.</td>
<td>No</td>
</tr>
<tr>
<td>Year Since Exited TBE/TPI Program</td>
<td>03 - Not in TBE/TPI Program</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Submit button](image)
Assessment ISAT, IAA, and PSAE

- Assessment Record Updated Successful
Assessment ISAT, IAA, and PSAE

- **How do I request my District’s Pre-ID 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, 11, or all grades).
  - The Pre-ID 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.
Assessment ISAT, IAA, and PSAE

- Request File
Assessment ISAT, IAA, and PSAE

- Request File
Assessment  ISAT, IAA, and PSAE

- Request File
Assessment ISAT, IAA, and PSAE

- My SIS package can generate a Pre-ID file. Am I allowed to submit that file instead of using the ISBE SIS generated file?
  - Yes, ISBE SIS will accept Pre-ID files generated from local SIS packages
  - However, students may only be added/removed to/from the ISBE SIS Pre-ID file by Enrolling or Exiting the student from the District records in ISBE SIS

- What file formats are supported?
  - XML
  - Text (Comma Delimited)
  - Excel spreadsheet converted into a Comma Separated Value(s) (CSV format)

Note: An Assessment Pre-ID Excel template and tip sheet are available on the SIS website – www.isbe.net/sis
What are the Result Codes that will be returned in the Assessment Pre-ID file?

- **P1** - Record Not Accepted for Assessment Pre-ID Generation: No Current Enrollment Exists for Student
- **P2** - Updated Assessment Pre-ID information
- **P6** - Assessment Record Not Updated: Correction record cannot be updated until after the last day of testing. Please update the student’s Pre-ID record instead.
- **P7** - Assessment Pre-ID Record Not Updated: Pre-ID record cannot be updated after the last day of testing. Please update the students Correction record instead.
- **I** - SID does not exist or SID and First Name, Last Name, or DOB do not match existing record
- **F** - Missing or Invalid Data

Note: Records assigned a Result Code of “I” and “F” will not generate a Pre-ID label and require resolution.
Assessment

- ACT’s WorkKeys® Locating Information

  - All established PSAE test sites will automatically receive the WorkKeys Locating Information test materials based on their PSAE Day 2 orders.

  - Administering Locating Information is not a requirement in Spring 2013 and is not part of any PSAE reporting. Home districts who choose not to administer Locating Information are expected to communicate this decision to all stakeholders.

  - ACT will mail a hard copy of the Locating Information score data to the high school principal of the school where the student tested. Data will also be available via SIS.

Assessment

- ACT’s National Career Readiness Certificate (NCRC™)

- Students who earn qualifying scores on three of ACT’s WorkKeys assessments: *Reading for Information*, *Applied Mathematics*, and *Locating Information* are eligible to receive ACT’s NCRC. *Reading for Information* and *Applied Mathematics* are part of PSAE Day 2.

- The NCRC is an industry-recognized, portable, evidence-based credential that certifies essential skills needed for workplace success. Visit ACT’s website [http://www.act.org/certificate/about.html](http://www.act.org/certificate/about.html) for more details.

- NCRC certificates are scheduled to be available for printing via SIS. If students would like employers to see their results, they must register themselves in ACT’s National Registry to activate their information using information provided on the back of the NCRC.
New Reports

- Update to the Reports page layout and added the following new reports:
  - Student Assessment
    - Locating Information Score – Summary and Detail
    - National Career Readiness Certificate (NCRC) 2-page certificates
  - Individual Student
    - Student Profile
    - National Career Readiness Certificate (NCRC) 2-page certificates
    - Student Transfer Form
New Reports

- Assessments
New Reports

- Individual Student Reports
New Reports – Student Transfer Form

- Example of the Student Transfer Form

```
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.

NAME OF STUDENT (Last, First, Middle)  Sample, Student

BIRTHDATE (Month, Day, Year)  01/01/2000  GENDER  F  GRADE LEVEL  09

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

NAME OF PARENT OR GUARDIAN

PARENT/GUARDIAN TELEPHONE (Include Area 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.
```
New Reports – Student Transfer Form

- Example of the Student Transfer Form (continued)
### Key Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESS File to Vendor for Printing Labels</td>
<td>11/09/2012 4:00 p.m.</td>
</tr>
<tr>
<td>ELL Data Due for Population of eGMS Ceiling Calculator</td>
<td>01/04/2013 4:00 p.m.</td>
</tr>
<tr>
<td>ISAT File to Vendor for Printing Labels</td>
<td>01/04/2013 4:00 p.m.</td>
</tr>
<tr>
<td>IAA File to Vendor</td>
<td>01/04/2013 4:00 p.m.</td>
</tr>
<tr>
<td>ACCESS Last Day of Testing</td>
<td>02/15/2013 4:00 p.m.</td>
</tr>
<tr>
<td>PSAE File to Vendor for Printing Labels</td>
<td>02/22/2013 4:00 p.m.</td>
</tr>
<tr>
<td>Eligible for Immigrant Education Program Data Extracted from SIS</td>
<td>03/01/2013 4:00 p.m.</td>
</tr>
</tbody>
</table>
## Key Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISAT Last Day of Testing (Regular Window)</td>
<td>03/15/2013</td>
</tr>
<tr>
<td>ISAT First Day of Assessment Corrections</td>
<td>03/18/2013</td>
</tr>
<tr>
<td>IAA Last Day of Testing</td>
<td>03/22/2013</td>
</tr>
<tr>
<td>IAA First Day of Assessment Corrections</td>
<td>03/25/2013</td>
</tr>
<tr>
<td>ACCESS Scores Posted on SIS</td>
<td>04/29/2013</td>
</tr>
<tr>
<td>PSAE Last Day of Testing</td>
<td>05/08/2013</td>
</tr>
<tr>
<td>PSAE First Day of Assessment Corrections</td>
<td>05/09/2013</td>
</tr>
<tr>
<td>ACCESS Last Day of Assessment Corrections</td>
<td>05/24/2013 4:00 p.m.</td>
</tr>
</tbody>
</table>
## Key Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISAT and IAA Scores Posted on SIS</td>
<td>06/03/2013</td>
</tr>
<tr>
<td>ISAT and IAA Last Day of Assessment Corrections</td>
<td>06/17/2013 4:00 p.m.</td>
</tr>
<tr>
<td>PSAE Scores Posted on SIS</td>
<td>07/09/2013</td>
</tr>
<tr>
<td>PSAE Last Day of Assessment Corrections</td>
<td>07/16/2013 4:00 p.m.</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>07/22/2013</td>
</tr>
<tr>
<td>Activity</td>
<td>Date</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Last Day to Exit Enrollments for 2013 School Year</td>
<td>07/31/2013</td>
</tr>
<tr>
<td>• ELL Data due</td>
<td>4:00 p.m.</td>
</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>
<td></td>
</tr>
<tr>
<td>• Early Childhood Outcomes Data due</td>
<td></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>PSAE Posting of Final Scores</td>
<td>08/02/2013</td>
</tr>
<tr>
<td>Adjusted Cohort Graduation Rates</td>
<td>08/16/2013</td>
</tr>
</tbody>
</table>
Districts Next Steps

- ELL data due for population of eGMS Ceiling Calculator on January 4, 2013, 4:00 p.m. deadline.

- Ensure ISAT/IAA Pre-ID data are complete and accurate by the January 4, 2013, 4:00 p.m. deadline.

- Ensure PSAE Pre-ID data are complete and accurate by the February 22, 2013, 4:00 p.m. deadline.

- Always keep your student demographic information up to date and accurate.
ISBE SIS Resources

- **ISBE SIS Resource Materials**
  - Located on the ISBE SIS webpage at [www.isbe.net/sis/](http://www.isbe.net/sis/)
    - ISBE SIS Announcements
    - User Manual
    - File Format Layouts
    - Excel Templates
      - Tips for Completing *(Data Collection Name)* Template
      - Steps for Creating and Uploading *(Data Collection Name)*
  - Data Elements
  - Archived Meetings and Presentations
  - Frequently Asked Questions
ISBE Contact Information

- **ISBE Help Desk**
  - (217) 558-3600
  - [help@isbe.net](mailto: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.

- **ISBE SIS Information Website**
  - [www.isbe.net/sis](http://www.isbe.net/sis)
Notice – This Webinar is being Recorded

This call is being recorded.
Please do not provide any Student, Personal or Vendor information.
Questions & Answers

Discussion/Questions