Illinois State Board of Education

ISBE Student Information System
End 2008 SY and Plan 2009 SY

All Schools Meeting

May 2008
Agenda

- Welcome / Introductions
- Assessment Scores / Corrections / Unassigned
- ELL and ACCESS Data Collections
- 2008 School Year / Year-End Exit Enrollments
  - New Home RCDTS Constraint
  - All Student Counts Collected Through SIS
  - Early Childhood Data Collection
- 2009 School Year / ISBE SIS Changes
- 2008 Summer / ISBE SIS Training
- ISBE SIS Upcoming Key Dates
- Districts Next Steps
- Where to Direct Questions
- ISBE Contact Information
Welcome / Introductions

- **ISBE Key Team Members**
  - Connie Wise  Assistant Superintendent, Project Manager
  - Terry Chamberlain  Division Administrator, Data Systems

- **IBM Key Team Members**
  - Howard Hammel  Project Manager
  - Adam Lowery  Support Team
  - Diana Delgado  Support Team
Assessment Scores / Corrections / Unassigned

How do I check the Assessment information for my District in SIS?

- Run an Assessment Correction Summary Report
  - Select: All
  - Make report criteria selections
  - Verify student counts in all tested grades are correct
  - Error - Missing Data: Yes should be 0
### Assessment Correction Summary Report

#### Check Student Counts

<table>
<thead>
<tr>
<th>Grade: All</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Students</td>
<td>2</td>
</tr>
<tr>
<td>Grade 3 - Grade 3</td>
<td>3</td>
</tr>
<tr>
<td>Grade 4 - Grade 4</td>
<td>1</td>
</tr>
<tr>
<td>Grade 5 - Grade 5</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Check for No Errors

- Race: American Indian or Alaska Native (01)
- Race: Other (03)
- Homeless Indicator: Yes
- Homeless Indicator: No
- Language Proficiency Indicator: Yes
- Language Proficiency Indicator: No
- ELL Indicator: Yes
- ELL Indicator: No
- FRL Indicator: Yes
- FRL Indicator: No
- 3rd, 4th, or 5th Grade
- 6th, 7th, or 8th Grade
- 9th, 10th, or 11th Grade
- 12th Grade
- Enrolled in Home School by May 1st: Yes
- Enrolled in Home School by May 1st: No
- Enrolled in Home School by May 1st: Not Provided
- Enrolled in Home District by May 1st: Yes
- Enrolled in Home District by May 1st: No
- Enrolled in Home District by May 1st: Not Provided
- Test To Be Taken: PSSA
- Test To Be Taken: SAT
- Tested: Yes
- Tested: No
- Reason For Not Testing: Homeshooled Exempt (02)
- Reason For Not Testing: Not In Valid Grade (04)
- Error - Missing Data: Yes
- Error - Missing Data: No
How do I find out which students are missing data?

- Run an Assessment Correction Detail Report
  - Select: *All*
  - Make report criteria selections, and *Sort By Error Code*
  - Students missing data will be listed at the top of the report
  - Submit the missing data via online or with a batch file
Assessment Scores / Corrections / Unassigned

- SIS - Reports

- School and District Reports
  - Student Demographics
  - Student Enrollment
  - Student ELL
  - Early Childhood
  - Student Assessment
    - Assessment Pre-ID
    - Assessment Correction
    - Assessment Scores
      (Scale Score and Performance Level Only)
  - Assessment Subscores
    (Detailed Scores by Subject Area)
  - Unassigned Test Results

- Individual Student Reports
  - Student Assessment Data and Scores
  - Student Demographics and Enrollment

Have questions or need help? Contact our Call Center (217)556-3500 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us
Copyright © 2008, Illinois State Board of Education
## Assessment Correction Detail Report

**2008 Assessment Correction 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 | ZIP Home School | Serving School | Testing School | Race Code |
|-------------|---------------|--------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----------------|---------------|---------------|-----------|
| 955209656   | Smith, John   | 10/01/1999   | M | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | 0100101262002 | 01001010262002 | 01001010262002 | 01001010262002 |
| 524386416   | Bell, Jake    | 04/15/2004   | M | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | 0100101262002 | 01001010262002 | 01001010262002 | 01001010262002 |
| 511875511   | Loven, Alyson | 08/27/2003   | F | M | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | 0100101262002 | 01001010262002 | 01001010262002 | 01001010262002 |
| 278394157   | Broda, Delta  | 01/25/1996   | F | M | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | 0100101262002 | 01001010262002 | 01001010262002 | 01001010262002 |
| 265476401   | Red, Mark     | 01/01/2003   | F | Y | Y | N | N | Y | Y | Y | N | N | N | N | N | N | N | N | N | 0100101262002 | 01001010262002 | 01001010262002 | 01001010262002 |

**Total Students: 5**

---

**Check for Error Code**
How do I verify my students are not missing Assessment Scores?

- Run an Assessment Scores Summary Report
  - Select Test: All Except ACCESS
  - Make report criteria selections
    - Active Students With No Test: should be 0
Assessment Scores / Corrections / Unassigned

- SIS - Reports

Student Information System

School and District Reports
- Student Demographics
- Student Enrollment
- Student ELL
- Early Childhood
- Student Assessment
  - Assessment Pre-ID
  - Assessment Correction
  - Assessment Scores (Scale Score and Performance Level Only)
- Assessment Subscores (Detailed Scores by Subject Area)
- Unassigned Test Results

Individual Student Reports
- Student Assessment Data and Scores
- Student Demographics and Enrollment

Have questions or need help? Contact our Call Center (217)555-3500 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us

Copyright © 2008, Illinois State Board of Education
## Assessment Scores Summary Report

Check Active Students with No Test should be zero
Assessment Scores / Corrections / Unassigned

- How do I see my active students with no test?

  - Run an Assessment Scores Detail Report
    - Select Test: *All Except ACCESS*
    - Make report criteria selections, and *Sort By Error Code*
    - Students with Error Codes will be listed at the top of the report
    - Identify the error associated with the code for each student, and submit the necessary corrections via online or with a batch file
Assessment Scores / Corrections / Unassigned

- SIS - Reports

Student Information System

- School and District Reports
  - Student Demographics
  - Student Enrollment
  - Student ELL
  - Early Childhood
  - Student Assessment
    - Assessment Pre-ID
    - Assessment Correction
    - Assessment Scores
      - (Scale Score and Performance Level Only)
    - Assessment Subscores
      - (Detailed Scores by Subject Area)
  - Unassigned Test Results

- Individual Student Reports
  - Student Assessment Data and Scores
  - Student Demographics and Enrollment
Assessment Scores / Corrections / Unassigned

Assessment Score Detail Report

Check for error code
Assessment Scores / Corrections / Unassigned

- **Do I have scores that are not assigned to my students?**
  - Run an Unassigned Test Results Report
    - The Test Results for the students listed on this report could not be matched to a student in the Assessment Correction file

- **Steps for Assigning Student Test Results**
  - **Step 1** Add or update the unassigned student records found on this report to the Assessment Correction data; this can be done via the Assessment Correction online or thru the batch file process
  - **Step 2** Overnight the unassigned test results will be linked to the student’s Assessment Correction data
  - **Step 3** Examine the Assessment Scores Report and the Unassigned Test Results Report the next morning
Assessment Scores / Corrections / Unassigned

- SIS - Reports

Have questions or need help? Contact our Call Center (312)955-3600 between 8:00am - 5:00pm CST, Monday – Friday or Click here to Contact Us
Copyright © 2008, Illinois State Board of Education
# Assessment Scores / Corrections / Unassigned

## Unassigned Test Results Report

### 2007 Unassigned Test Results for School District: 16-026-0200-02

*Note: This report contains students with scores who are not on the Assessment Correction Detail report.*

**Steps for Assigning Student Test Results**
1. Please add or update the Unassigned Student records found on this report to the Assessment Correction data, this can be done via the Assessment Correction Online or thru the batch process.
2. Overnight the Unassigned Test Results will be linked to the Student’s Assessment Correction data.
3. Please examine the Assessment Score Reports and the Unassigned Test Results report the next morning.

If you have any question please call the ISBE help desk 217-558-3600

<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>SIC Home School</th>
<th>Testing School</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMBRIZ</td>
<td>ANGEL</td>
<td>04/09/1999</td>
<td>05</td>
<td>ISAT</td>
<td></td>
<td>1400017000000008</td>
<td></td>
</tr>
<tr>
<td>BISHOP</td>
<td>KATLA</td>
<td>12/23/1999</td>
<td>05</td>
<td>ISAT</td>
<td></td>
<td>1400017000000009</td>
<td></td>
</tr>
<tr>
<td>BUTLER</td>
<td>REMONE</td>
<td>04/28/1999</td>
<td>08</td>
<td>ISAT</td>
<td></td>
<td>1400017000000001</td>
<td></td>
</tr>
<tr>
<td>COLDMAN</td>
<td>SHAKILL</td>
<td>01/28/1999</td>
<td>08</td>
<td>ISAT</td>
<td></td>
<td>1400017000000001</td>
<td></td>
</tr>
<tr>
<td>FELIX</td>
<td>ERICK</td>
<td>04/03/1999</td>
<td>05</td>
<td>ISAT</td>
<td></td>
<td>1400017000000001</td>
<td></td>
</tr>
<tr>
<td>IBEHIM</td>
<td>MOHD</td>
<td>01/23/1999</td>
<td>03</td>
<td>ISAT</td>
<td></td>
<td>1400017000000009</td>
<td></td>
</tr>
<tr>
<td>LAKESTON</td>
<td>CEDRICK</td>
<td>11/17/1999</td>
<td>05</td>
<td>ISAT</td>
<td></td>
<td>1400017000000007</td>
<td></td>
</tr>
<tr>
<td>RIGGINS</td>
<td>CARL</td>
<td>09/14/1999</td>
<td>08</td>
<td>ISAT</td>
<td></td>
<td>1400017000000002</td>
<td></td>
</tr>
<tr>
<td>300087281</td>
<td>TROTTER MALLERT</td>
<td>05/04/1999</td>
<td>08</td>
<td>IAA</td>
<td></td>
<td>1400017000000009</td>
<td></td>
</tr>
<tr>
<td>VILLANUEVA</td>
<td>RACHEL</td>
<td>08/29/1999</td>
<td>05</td>
<td>ISAT</td>
<td></td>
<td>1400017000000009</td>
<td></td>
</tr>
<tr>
<td>WILLIAMS</td>
<td>ARJAY</td>
<td>08/08/1999</td>
<td>05</td>
<td>ISAT</td>
<td></td>
<td>1400017000000008</td>
<td></td>
</tr>
</tbody>
</table>

**Total Students: 12**
ELL and ACCESS Data Collections

- The ASR is no longer being used as a separate data collection. It has been incorporated into SIS.
- ISBE SIS collects both the data formally collected on the ASR Report and the ACCESS Test data which may be submitted via one of the following methods:
  - Online
  - Batch
- All mandatory ELL data for a student with LEP must be provided before their Enrollment record may be exited.
- Once a student’s Enrollment record is exited, their ELL record cannot be updated.
- Online Summary and Detail ELL Reports are available to review ELL data.
How do I check the ELL information for my District in SIS?

- Verify students’ mandatory ELL data are not missing
  - Run an ELL Summary Report
    - Make report criteria selections
    - Report will display Grade: ALL pages first, then each grade individually
  - Error - Missing Data: Yes should be 0
ELL and ACCESS Data Collections

- SIS - Reports

- School and District Reports
  - Student Demographics
  - Student Enrollment
  - Student ELL
  - Early Childhood

- Student Assessment
  - Assessment Pre-ID
  - Assessment Correction
  - Assessment Scores (Scale Score and Performance Level Only)
  - Assessment Subscores (Detailed Scores by Subject Area)

- Unassigned Test Results

- Individual Student Reports
  - Student Assessment Data and Scores
  - Student Demographics and Enrollment
## ELL and ACCESS Data Collections

### ELL Summary Report

**Check Student Counts**

**Check for No Errors**

<table>
<thead>
<tr>
<th>Grade</th>
<th>All</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Level 1 - Grade 2</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Grade Level 3 - Grade 5</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>New Arrivals To U.S. Yes</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>New Arrivals To U.S. No</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>ELL Placement - Entry Date</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>WAAPT Listening Raw Score: Not provided</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>WAAPT Reading Raw Score: Not provided</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>WAAPT Writing Raw Score: Not provided</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>WAAPT Mathematics Level: Not provided</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Native Language Spanish (OPI)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Native Language Arabic (OPI)</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**English Language Learners (ELL)** Summary Report

### May 2008
ELL and ACCESS Data Collections

How do I find out which students are missing the mandatory ELL data?

- Run an ELL Detail Report
  - Make report selection criteria, and **Sort By Error**
  - Students missing data will be listed at the top of the report
  - Submit the missing data via online or with a batch file
ELL and ACCESS Data Collections

- SIS - Reports

- Student Demographics
- Student Enrollment
- Student ELL
- Early Childhood

- Student Assessment
  - Assessment Pre-ID
  - Assessment Correction
  - Assessment Scores (Scale Score and Performance Level Only)
  - Assessment Subscores (Detailed Scores by Subject Area)
- Unassigned Test Results

- Individual Student Reports
  - Student Assessment Data and Scores
  - Student Demographics and Enrollment
ELL and ACCESS Data Collections

- ELL Detail Report

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Birth Date</th>
<th>Code</th>
<th>Grade</th>
<th>Language Code</th>
<th>Migrant Indicator</th>
<th>Special Education</th>
<th>ELD Code</th>
<th>English Language Proficiency</th>
<th>ELI Code</th>
<th>ELD Code</th>
<th>Language Proficiency</th>
<th>Dual Language &amp; Two Way Immersion</th>
<th>Heritage Language</th>
<th>Sheltered English Instruction</th>
<th>Transitional Bilingual</th>
<th>Content Based ESL</th>
<th>Structured English Immersion or SEDA</th>
<th>Pull-Out ESL</th>
<th>Push-Out for Individual Support</th>
<th>Self-Contained</th>
<th>Error - Missing Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>010001002620002</td>
<td>Burch, ELL</td>
<td>01/01/1999</td>
<td>P</td>
<td>010</td>
<td>ELL, English</td>
<td>M</td>
<td>M</td>
<td>P</td>
<td>076</td>
<td>Y</td>
<td>M</td>
<td>076</td>
<td>Y</td>
<td>M</td>
<td>M</td>
<td>Y</td>
<td>M</td>
<td>Y</td>
<td>M</td>
<td>M</td>
<td>Y</td>
<td>M</td>
</tr>
<tr>
<td>010001002620002</td>
<td>Lee, John</td>
<td>01/01/1999</td>
<td>P</td>
<td>125</td>
<td>ELL, English</td>
<td>M</td>
<td>M</td>
<td>P</td>
<td>165</td>
<td>Y</td>
<td>M</td>
<td>165</td>
<td>Y</td>
<td>M</td>
<td>M</td>
<td>Y</td>
<td>M</td>
<td>Y</td>
<td>M</td>
<td>M</td>
<td>Y</td>
<td>M</td>
</tr>
<tr>
<td>010001002620002</td>
<td>Rodriguez, Jose</td>
<td>01/01/1999</td>
<td>P</td>
<td>001</td>
<td>ELL, English</td>
<td>M</td>
<td>M</td>
<td>P</td>
<td>001</td>
<td>Y</td>
<td>M</td>
<td>001</td>
<td>Y</td>
<td>M</td>
<td>M</td>
<td>Y</td>
<td>M</td>
<td>Y</td>
<td>M</td>
<td>M</td>
<td>Y</td>
<td>M</td>
</tr>
<tr>
<td>010001002620002</td>
<td>Johnson, Mike</td>
<td>01/01/1999</td>
<td>P</td>
<td>144</td>
<td>ELL, English</td>
<td>M</td>
<td>M</td>
<td>P</td>
<td>144</td>
<td>Y</td>
<td>M</td>
<td>144</td>
<td>Y</td>
<td>M</td>
<td>M</td>
<td>Y</td>
<td>M</td>
<td>Y</td>
<td>M</td>
<td>M</td>
<td>Y</td>
<td>M</td>
</tr>
</tbody>
</table>

Total Students: 7

* Only currently enrolled students within the school or district are included on this report.
How do I verify 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
ELL and ACCESS Data Collections

- SIS - Reports
## ACCESS Score Summary Report

### 2008 ACCESS Scores Summary

**SIS Home District:** 0000000026  
**PAYSON CUSD:** 4

**For data corrections, please call MetroTech at 800-747-6068.**

<table>
<thead>
<tr>
<th>Grade:</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Students</td>
<td>0</td>
</tr>
<tr>
<td>Listening Proficiency Level</td>
<td></td>
</tr>
<tr>
<td>0 to 2.0</td>
<td>0</td>
</tr>
<tr>
<td>2.0 to 2.9</td>
<td>0</td>
</tr>
<tr>
<td>3.0 to 3.9</td>
<td>0</td>
</tr>
<tr>
<td>4.0 to 4.9</td>
<td>0</td>
</tr>
<tr>
<td>5.0 to 6.0</td>
<td>0</td>
</tr>
<tr>
<td>Listening Proficiency Level:</td>
<td></td>
</tr>
<tr>
<td>No level provided</td>
<td>0</td>
</tr>
<tr>
<td>Speaking Proficiency Level</td>
<td></td>
</tr>
<tr>
<td>0 to 2.0</td>
<td>0</td>
</tr>
<tr>
<td>2.0 to 2.9</td>
<td>0</td>
</tr>
<tr>
<td>3.0 to 3.9</td>
<td>0</td>
</tr>
<tr>
<td>4.0 to 4.9</td>
<td>0</td>
</tr>
<tr>
<td>5.0 to 6.0</td>
<td>0</td>
</tr>
<tr>
<td>Speaking Proficiency Level:</td>
<td></td>
</tr>
<tr>
<td>No level provided</td>
<td>0</td>
</tr>
<tr>
<td>Reading Proficiency Level</td>
<td></td>
</tr>
<tr>
<td>0 to 2.0</td>
<td>0</td>
</tr>
<tr>
<td>2.0 to 2.9</td>
<td>0</td>
</tr>
<tr>
<td>3.0 to 3.9</td>
<td>0</td>
</tr>
<tr>
<td>4.0 to 4.9</td>
<td>0</td>
</tr>
<tr>
<td>5.0 to 6.0</td>
<td>0</td>
</tr>
<tr>
<td>Reading Proficiency Level:</td>
<td></td>
</tr>
<tr>
<td>No level provided</td>
<td>0</td>
</tr>
<tr>
<td>Writing Proficiency Level</td>
<td></td>
</tr>
<tr>
<td>0 to 2.0</td>
<td>0</td>
</tr>
<tr>
<td>2.0 to 2.9</td>
<td>0</td>
</tr>
<tr>
<td>3.0 to 3.9</td>
<td>0</td>
</tr>
<tr>
<td>4.0 to 4.9</td>
<td>0</td>
</tr>
<tr>
<td>5.0 to 6.0</td>
<td>0</td>
</tr>
<tr>
<td>Writing Proficiency Level:</td>
<td></td>
</tr>
<tr>
<td>No level provided</td>
<td>0</td>
</tr>
<tr>
<td>Comprehension Proficiency Level</td>
<td></td>
</tr>
<tr>
<td>0 to 2.0</td>
<td>0</td>
</tr>
<tr>
<td>2.0 to 2.9</td>
<td>0</td>
</tr>
<tr>
<td>3.0 to 3.9</td>
<td>0</td>
</tr>
<tr>
<td>4.0 to 4.9</td>
<td>0</td>
</tr>
<tr>
<td>5.0 to 6.0</td>
<td>0</td>
</tr>
<tr>
<td>Comprehension Proficiency Level:</td>
<td></td>
</tr>
<tr>
<td>No level provided</td>
<td>0</td>
</tr>
</tbody>
</table>

*Error Code: should be zero*
ELL and ACCESS Data Collections

- How do I see which ELL students are missing ACCESS scores?
  - Run an Assessment Scores Detailed Report
    - Select Test: ACCESS
    - Make report criteria selections
    - Error Code: should be 0
ELL and ACCESS Data Collections

- SIS - Reports

- Student Information System
  - School and District Reports
    - Student Demographics
    - Student Enrollment
    - Student ELL
    - Early Childhood
    - Student Assessment
      - Assessment Pre-ID
      - Assessment Correction
      - Assessment Scores
        (Scale Score and Performance Level Only)
      - Assessment Subscores
        (Detailed Scores by Subject Area)
    - Unassigned Test Results
  - Individual Student Reports
    - Student Assessment Data and Scores
    - Student Demographics and Enrollment

Have questions or need help? Contact our Call Center (312) 875-3000 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us

Copyright © 2008, Illinois State Board of Education
# ELL and ACCESS Data Collections

## ACCESS Score Detail Report

### 2008 ACCESS Scores Report (Detail)

**Selection Criteria:**

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

**Total Students:** [Count]

Check for error code
ELL and ACCESS Data Collections

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

  - Verify all Assessment test results are 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
# ELL and ACCESS Data Collections

## SIS - Reports

<table>
<thead>
<tr>
<th>School and District Reports</th>
<th>Summary</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Student Demographics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Student Enrollment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Student ELL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Early Childhood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Student Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Assessment Pre-ID</td>
<td>Summary</td>
<td></td>
</tr>
<tr>
<td>- Assessment Correction</td>
<td>Summary</td>
<td></td>
</tr>
<tr>
<td>- Assessment Scores (Scale Score and Performance Level Only)</td>
<td>Summary</td>
<td></td>
</tr>
<tr>
<td>- Assessment Subscores (Detailed Scores by Subject Area)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Unassigned Test Results</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Individual student reports</th>
<th>Summary</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Student Assessment Data and Scores</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Student Demographics and Enrollment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Have questions or need help? Contact our Call Center (612)555-2000 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us

Copyright © 2008, Illinois State Board of Education
# Unassigned ACCESS Test Results Report

**Unassigned ACCESS Test Results**

for

**School District: 13-014-0630-02**

Note: This report contains students with scores who are not on the ELL Detail report.

## Steps for Assigning Student Test Results
1. Please add or update the Unassigned Student records found on this report to the ELL data; this can be done Online or thru the batch process.
2. Overnight the Unassigned Test Results will be linked to the Student’s ELL data.
3. Please examine the Assessment Score Reports and the Unassigned Test Results report the next morning

If you have any question please call the ISBE help desk, 217-558-3600

<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>
</tr>
</thead>
</table>

You have no unassigned test results for your school district.
2008 School Year / Year-End Exit Enrollments

- **Exit All Enrollments**
  - All 2008 Enrollment records must be exited by August 1, 2008

- **Exit Enrollment Records Online (one-at-a-time) or via the Batch File Process (multiple records)**
  - Online Process
    - Use the IWAS/SIS/Exit Enrollment screen
  - Batch File Process
    - Use the IWAS/SIS/Upload File screen

- **Note:** Mandatory ELL data must be submitted before LEP students’ enrollments may be exited.
  - A G3 Result Code and Result Message appended to an Enrollment record indicates the mandatory ELL data is missing and the record was **not** exited
2008 School Year / Year-End Exit Enrollments

- **Verify All 2008 Enrollments are Exited**
  - View the Enrollment Reports in ISBE SIS
    - Use the IWAS/SIS/Main Report screen
    - Select the *Reports* link then the Student Enrollment *Summary* link
      - Make report criteria selections
        - School Year
        - Home School
      - Press *View Report*
    - If the **Count** in any **Grade** listed in the report is **not** 0, run the Student Enrollment Detail Report and exit the identified records
2008 School Year / Year-End Exit Enrollments

Select Report from Main Report Screen

Student Information System

View Report

ISBE
Home
Search SID
Request New SID
Assessment
Exit Enrollment
Upload File
Download File
Reports
Request File
Help
Test Site

School and District Reports
• Student Demographics
• Student Enrollment
• Student ELL
• Early Childhood
• Student Assessment
  • Assessment Pre-ID
  • Assessment Correction
  • Assessment Scores
    (Scale Score and Performance Level Only)
• Assessment Subscores
  (Detailed Scores by Subject Area)
• Unassigned Test Results

Individual Student Reports
• Student Assessment Data and Scores
• Student Demographics and Enrollment

Have questions or need help? Contact our Call Center (217) 556-3600 between 8:00 am - 5:00 pm CST, Monday - Friday or Click here to Contact Us
Copyright © 2008, Illinois State Board of Education
2008 School Year / Year-End Exit Enrollments

- Select the School Year and Home School

![Image of Student Information System]

Have questions or need help? Contact our Call Center (217)556-3600 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us

Copyright © 2008, Illinois State Board of Education
**2008 School Year / Year-End Exit Enrollments**

- **Summary Enrollment Report Example**

---

**Illinois State Board of Education**

**Student Information System**

**Current Enrollment (Summary)**

```
Sorted by Grade Level

<table>
<thead>
<tr>
<th>Grade</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-K-1</td>
<td>1</td>
</tr>
<tr>
<td>7 - Grade 7</td>
<td>42</td>
</tr>
<tr>
<td>8 - Grade 8</td>
<td>63</td>
</tr>
<tr>
<td>9 - Grade 9</td>
<td>60</td>
</tr>
<tr>
<td>10 - Grade 10</td>
<td>44</td>
</tr>
<tr>
<td>11 - Grade 11</td>
<td>51</td>
</tr>
<tr>
<td>12 - Grade 12</td>
<td>37</td>
</tr>
</tbody>
</table>
```

---

Home School / District RCDTS: 010010010260001

Home School / District Name: SEYMOUR HIGH SCHOOL
2009 School Year / ISBE SIS Changes

- New Items for the 2009 School Year
  - Home School RCDTS Constraint
    - The Home RCDTS for Entry/Grade Levels 01 through 12 can **not** be a 3000 school
  
  - All Student Counts will be Collected through ISBE SIS
    - The FTE for Enrollment records with a Kindergarten Entry/Grade Level need to meet the following reporting requirements:
      - Half day schedule = .5 FTE
      - Full day schedule = 1.0 FTE

- Early Childhood (Pre-K) Data Collection
  - Online or Batch file
# Early Childhood (Pre-K) Data Elements

<table>
<thead>
<tr>
<th>Data Elements</th>
<th>Mandatory/Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Pre-K at Risk</td>
<td>Mandatory</td>
</tr>
<tr>
<td>2 Preschool for All</td>
<td>Mandatory</td>
</tr>
<tr>
<td>3 Head Start</td>
<td>Mandatory</td>
</tr>
<tr>
<td>4 Pre-K Title I</td>
<td>Mandatory</td>
</tr>
<tr>
<td>5 Local/ Other Funding</td>
<td>Mandatory</td>
</tr>
<tr>
<td>6 Early Head Start (Birth to 3)</td>
<td>Mandatory</td>
</tr>
<tr>
<td>7 Prevention Initiative (Birth to 3) (DHS)</td>
<td>Mandatory</td>
</tr>
<tr>
<td>8 Early Intervention (Birth to 3) (DHS) (Infants and Toddlers with Disabilities)</td>
<td>Mandatory</td>
</tr>
<tr>
<td>9 Referral by CFC (Child and Family Connections Office)</td>
<td>Optional (Mandatory if Early Intervention = Yes)</td>
</tr>
</tbody>
</table>
### 2009 School Year / ISBE SIS Changes

#### Early Childhood (Pre-K) Data Elements

<table>
<thead>
<tr>
<th>Data Elements</th>
<th>Mandatory/Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 EI Number</td>
<td>Optional (Mandatory if Referral by CFC = Yes)</td>
</tr>
<tr>
<td>(DHS Early Intervention Number)</td>
<td></td>
</tr>
<tr>
<td>11 Eligibility Determination Date</td>
<td>Optional (Mandatory if Referral by CFC = Yes)</td>
</tr>
<tr>
<td>12 Reason for Delay in Transition</td>
<td>Optional (Mandatory if Referral by CFC = Yes)</td>
</tr>
<tr>
<td>13 IEP Completion Date</td>
<td>Optional (Mandatory if Referral by CFC and IEP = Yes)</td>
</tr>
<tr>
<td>14 Date Services Began</td>
<td>Optional (Mandatory if Referral by CFC and IEP = Yes)</td>
</tr>
<tr>
<td>15 Meets at Risk Criteria</td>
<td>Mandatory</td>
</tr>
<tr>
<td>19 Meets PFA Household Income Criteria</td>
<td>Mandatory</td>
</tr>
<tr>
<td>20 Family Structure</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>
2009 School Year / ISBE SIS Changes

- **Early Childhood (Pre-K) Data Element Values**
  - Download the Early Childhood data elements and read their complete descriptions to ensure your District is submitting accurate data
  - Do **not** select an attendance session for both of the following programs, select **only one** program attendance for a student:
    - Pre-K at Risk
    - Preschool for ALL
  - Note: **Not Attending** may be selected for both programs

<table>
<thead>
<tr>
<th>Code</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>A.M. Session</td>
</tr>
<tr>
<td>02</td>
<td>P.M. Session</td>
</tr>
<tr>
<td>03</td>
<td>Full Day Session</td>
</tr>
<tr>
<td>04</td>
<td>Not Attending</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>A.M. Session</td>
</tr>
<tr>
<td>02</td>
<td>P.M. Session</td>
</tr>
<tr>
<td>04</td>
<td>Not Attending</td>
</tr>
</tbody>
</table>
## Early Childhood (Pre-K) Data Element Values

### Reason for Delay in Transition

<table>
<thead>
<tr>
<th>Code</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>No Delay</td>
</tr>
<tr>
<td>02</td>
<td>Parent failure or refusal to produce child for evaluation caused a delay in the eligibility determination timeline.</td>
</tr>
<tr>
<td>03</td>
<td>The child enrolled in the district after parental consent was received in another district, but before eligibility could be determined.</td>
</tr>
<tr>
<td>04</td>
<td>Early Intervention (CFC) sends the referral after the child is 2.9, but they received the child before age 2.9.</td>
</tr>
<tr>
<td>05</td>
<td>Early Intervention (CFC) receives child after 2 years 9 months and makes the referral.</td>
</tr>
<tr>
<td>06</td>
<td>School District Delay</td>
</tr>
</tbody>
</table>
### Early Childhood (Pre-K) Data Element Values

<table>
<thead>
<tr>
<th>Code</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Both Parents in home</td>
</tr>
<tr>
<td>02</td>
<td>Single Parent Family</td>
</tr>
<tr>
<td>03</td>
<td>Lives with an adult other than parent (Guardian, Grandparent, etc.)</td>
</tr>
<tr>
<td>04</td>
<td>Ward of the State</td>
</tr>
<tr>
<td>05</td>
<td>Other</td>
</tr>
</tbody>
</table>
2009 School Year / ISBE SIS Changes

- **Pre-K Enrollment Early Childhood Validations**
  - Enrollments with a Pre-K Code 14 Entry/Grade Level will create an Early Childhood record
  - Pre-K enrollments can not be exited until the mandatory Early Childhood data is submitted
  - FTE must equal 1.0 - Pre-K Students may only have one active enrollment in SIS
  - If IEP is Yes, the Home RCDTS must be a public school
  - The Entry/Grade Level can **not** be updated to or from Pre-K, a new enrollment must be created
  - A Native Language Code must be provided; if the student has Limited English Proficiency (LEP) the code can **not** be English
Early Childhood Business Requirements

- If the Early Intervention Indicator = Yes, the following data element is *subsequently* mandatory:
  - Referral by CFC (Child and Family Connections Office)

- If the Early Intervention Indicator and the Referral by CFC Indicator = Yes, the following data elements are *subsequently* mandatory:
  - EI Number
  - Eligibility Determination Date
  - Reason For Delay in Transition

- If the Early Intervention Indicator = Yes, the Referral by CFC Indicator = Yes, and the IEP Indicator = Yes, the following data elements are *subsequently* mandatory:
  - IEP Completion Date
  - Date Services Began
### 2009 School / ISBE SIS Changes

#### Search SID – Student Details for Existing Student

**SID:** 114656566  
**Legal Last Name:** Student  
**Legal First Name:** Prekone  
**Legal Middle Name:**

<table>
<thead>
<tr>
<th>RCDTS for Home</th>
<th>RCDTS for Serving</th>
<th>Enrollment Type for Serving</th>
<th>School Year for Serving</th>
</tr>
</thead>
<tbody>
<tr>
<td>900820900042004</td>
<td>500820900042006</td>
<td>Re-entry to the same school</td>
<td>2008</td>
</tr>
</tbody>
</table>

**Entry/Grade Level for Serving:** Pre-K  
**FTE for Serving:** 1.00  

**Exit Status:**

**Exit Type:**

12
2009 School Year / ISBE SIS Changes

- Early Childhood Data Collection Screen
2009 School Year / ISBE SIS Changes

- **Early Childhood Batch File Process**
  - Submit two separate file formats
    - Student Demographics Enrollment
    - Early Childhood
  
  Or
  
  - Submit one single combination file format
    - Demographics and Early Childhood

- All Early Childhood data should be provided immediately after a Pre-K Enrollment record is created if the separate

- File types:
  - XML
  - Text (TXT)
  - Comma Separated Value (CSV)

- **Note:** Early Childhood Templates, Steps, and Tips are available at [www.isbe.net/sis/](http://www.isbe.net/sis/).
2008 Summer / ISBE SIS Training

- **New User and/or Refresher Training**
  - Training will cover current and new SIS functionalities
  - Specific dates, locations, and registration will be posted on the ISBE SIS webpage at [www.isbe.net/sis/](http://www.isbe.net/sis/)
  - Attend one session time only
    - Morning: 9:00 Am to 12:00 PM
    - Afternoon: 1:00 PM to 4:00 PM

- **Early Planning Dates**
  - Week of August 5, 2008 to August 8, 2008       Location: Northern IL
  - Week of August 12, 2008 to August 15, 2008       Location: Central IL
  - Week of August 19, 2008 to August 22, 2008       Location: Southern IL
## ISBE SIS Upcoming Key Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISAT and IAA</td>
<td></td>
</tr>
<tr>
<td>✓ Scores Posted on SIS</td>
<td>06/02/2008</td>
</tr>
<tr>
<td>✓ Last Day for Corrections</td>
<td>06/19/2008</td>
</tr>
<tr>
<td>PSAE</td>
<td></td>
</tr>
<tr>
<td>✓ Scores Posted on SIS</td>
<td>08/05/2008</td>
</tr>
<tr>
<td>✓ Last Day for Corrections</td>
<td>08/18/2008</td>
</tr>
<tr>
<td>ACCESS Test for ELL Students</td>
<td></td>
</tr>
<tr>
<td>✓ Scores Posted on SIS</td>
<td>05/21/2008</td>
</tr>
<tr>
<td>✓ Last Day to Correct ELL Student Data</td>
<td>06/20/2008</td>
</tr>
<tr>
<td>Activity</td>
<td>Dates</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Last Day to Exit Enrollments for 2008 School Year</td>
<td>08/01/2008</td>
</tr>
<tr>
<td>First Day for School Year 2009 Enrollments</td>
<td>08/01/2008</td>
</tr>
<tr>
<td>Start of Early Childhood Data Collection</td>
<td>08/01/2008</td>
</tr>
<tr>
<td>Deadline for 2009 School Year Enrollments</td>
<td>10/15/2008</td>
</tr>
<tr>
<td>Deadline for Early Childhood Data Collection</td>
<td>10/15/2008</td>
</tr>
</tbody>
</table>
Districts Next Steps

- Include Student State IDs on Uploaded Files
- Update ELL Records with Mandatory Data
- Check Assessment Scores and Make Necessary Corrections
- Exit 2008 School Year Enrollment Records by August 1, 2008
- Run Reports to Verify Student Data is Accurate and Complete
- Revise Local Systems to Include Early Childhood Data Elements
- Conform to the 2009 School Year Student File Format Layouts
- Sign Up Appropriate Personnel for ISBE SIS Training Sessions
Where to Direct Questions

- **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
Where to Direct Questions

- **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

- Email [sispilot@isbe.net](mailto:sispilot@isbe.net) for multiple SID resolution
ISBE Contact Information

Connie Wise
217.782.0354
cwise@isbe.net

Terry Chamberlain
217.782.4313
tchamber@isbe.net