Illinois State Board of Education

End of School Year 2011 and Planning for School Year 2012
Notice – This Webinar is being Recorded

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

- Welcome/Introductions
- Assessment Scores/Corrections/Unassigned
- Recent SIS Enhancements
- Exiting 2011 Enrollments
- 2012 School Year Changes
- New SIS Data Collections for School Year 2012
- SIS Summer Training
- Upcoming Key Dates
- Districts Next Steps
- Where to Direct Questions
Welcome/Introductions

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

- SIS Team Members
  - Howard Hammel Project Manager
  - Adam Lowery Lead Business Analysis
  - Jeremy Schoen Business Analysis
  - Keith Goeckner Business Analysis
  - Cornelia (Neli) Kelley Lead Developer
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
Assessment Scores/Corrections/Unassigned
Assessment Scores/Corrections/Unassigned

Reviewing the Correction process for the following:

- ISAT Grades 3-8
- IAA Grades 3-8 and 11
- PSAE 11 and 12

- Run Assessment Correction Summary Report and verify that all counts are correct including Grades, Test to Be Taken, On or Before May 1st, etc.....

- If any numbers are not correct, then run a Detail Report and check for inconsistencies.

- Correct any identified issues either using the Online Assessment function or the Assessment Correction Batch Process.
  - Note: Correcting errors on the Assessment Correction will not correct SIS Student Demographics. The Demographics in SIS must be corrected separately using a Demographic Enrollment Batch file.
Review of the Assessment Correction Process

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

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

- Select Test

![Image of assessment correction report with options to select ISAT, PSAE, IMAGE, IAA, or All]
Review of the Assessment Correction Process

- Summary Selection Criteria
Review of the Assessment Correction Process

- Summary Assessment Correction Report

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2011 Assessment Correction Summary
3/31/2011 8:51 am

Assessment Home District:

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<td>Race: American Indian or Alaska Native (12)</td>
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<tr>
<td>Race: Black or African American (14)</td>
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Enrolled in Home School by May 1st: Yes    492
Enrolled in Home School by May 1st: No     33
Enrolled in Home School by May 1st: Not Provided    0
Enrolled in Home District by May 1st: Yes    492
Enrolled in Home District by May 1st: No     33
Enrolled in Home District by May 1st: Not Provided    0
Test To Be Taken: IAA                56
Test To Be Taken: ISAT               469
Tested: Yes                             500
Tested: No                              25
```
Review of the Assessment Correction Process

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

- Select Test
Review of the Assessment Correction Process

- Detail Report Selection Criteria
Review of the Assessment Correction Process

- Detail Assessment Correction Report
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 Test/Grade
Review of the Assessment Correction Process

- Assessment Correction Record
Review of the Assessment Correction Process

- Assessment Correction Record
Review of the Assessment Correction Process

- **New for 2011 – Only once scores are received**

- 2011 State Assessment - Not Tested Reason Codes

  - If a student participated in at least one session of each content area test in reading, mathematics, and science (as applicable by grade), a not tested reason will not be 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 reasons are listed online at [www.isbe.net/sis/pdf/not_testing.pdf](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 [www.isbe.net/assessment/pdfs/2011/asmt_scores_desc.pdf](http://www.isbe.net/assessment/pdfs/2011/asmt_scores_desc.pdf).
Review of the Assessment Correction Process

- How do I submit a “Reason for Not Testing” code if a student misses all sessions from at least one of the identified content areas (Reading, Mathematics and Science)?
  - 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.
    - Identify the Student Tested “Yes’
      - SIS will automatically prompt you to enter a “Reason For Not Testing”
  - Review the student’s assessment information for accuracy.
  - Click Submit to complete the update.
Review of the Assessment Correction Process

- Assessment Correction Record
Review of the Assessment Correction Process

- Assessment Correction Review

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| Status (Tested?) | Yes | |
| Gender | Male | |
| Homeless | No | |
| Limited English Proficiency (LEP) | No | |
| Free or Reduced Price Lunch (FRL) / Low Income | No | |
| Race | White | |
| Migrant | No | |
| Individualized Education Program (IEP) | No | |
| 21st Century Community Learning Centers | No | |
Assessment Scores/Corrections/Unassigned

- 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

- School and District Reports
- Student Course Assignment Reports
- Student Assessment
  - Summary
    - Assessment Pre-ID
    - Assessment Score (Scale Score and Performance Level Only)
    - Assessment Subscores (Detailed Scores by Subject Area)
  - Detail
    - Assessment Pre-ID
    - Assessment Score (Scale Score and Performance Level Only)
    - Assessment Subscores (Detailed Scores by Subject Area)
  - Unassigned Test Results

- Individual Student Reports
  - State Reporting
  - Other Reporting
# Assessment Scores Summary Report

## 2010 Assessment Scores Summary

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<td>3350</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Check Active Students with No Test it 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

- School and District Reports
  - Student Course Assignment Reports
  - Student Assessment
    - Summary
      - Assessment Pre-ID
      - Assessment Correction
      - Assessment Scores (Scale Score and Performance Level Only)
      - Assessment Subscores (Detailed Scores by Subject Area)
    - Detail
      - 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
  - State Reporting
  - Other Reporting
# Assessment Scores/Corrections/Unassigned

## Assessment Score Detail Report

### 2010 Assessment Scores Report

<table>
<thead>
<tr>
<th>Selection Criteria: None</th>
<th>Sorted By: Grade, Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Columns</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Birth Date</td>
<td>F Combined Reading Performance Level (E=Exceeds; M=Meets; B=Below, W=Academic Warning)</td>
</tr>
<tr>
<td>B Merge Inval/Question</td>
<td>G Combined Math Scale Score</td>
</tr>
<tr>
<td>C Test Taken</td>
<td>H Combined Math Performance Level (E=Exceeds, M=Meets, B=Below, W=Academic Warning)</td>
</tr>
<tr>
<td>D Grade of Test Taken</td>
<td>I Combined Science Scale Score</td>
</tr>
<tr>
<td>E Combined Reading Scale</td>
<td>J Combined Science Performance Level (E=Exceeds, M=Meets, B=Below, W=Academic Warning)</td>
</tr>
<tr>
<td></td>
<td>K Day 1 Reading Scale Score</td>
</tr>
<tr>
<td></td>
<td>L Day 1 Math Scale Score</td>
</tr>
<tr>
<td></td>
<td>M Day 1 Science Scale Score</td>
</tr>
<tr>
<td></td>
<td>N Day 2 Reading Level Score</td>
</tr>
<tr>
<td></td>
<td>O Day 2 Math Level Score</td>
</tr>
<tr>
<td></td>
<td>P Day 2 Science Scale Score</td>
</tr>
<tr>
<td></td>
<td>Q Student Tested</td>
</tr>
<tr>
<td></td>
<td>R Reason For Not Testing</td>
</tr>
</tbody>
</table>

### Error Codes:

1. Student active but no test taken.
2. Student inactive but a test was taken.
3. Student has taken more than one type of test.
4. The student has one of the following errors:
   * First year in U5 is Yes and LEP is No.
   * Test Taken is IAA and LEP is No.
   * Enrolled in Home School On Or Before May 1 is Yes and Enrolled in Home District is No.
5. Test Taken is not equal to Assessment Test To Be Taken
6. The grade of the test taken (D) is different than the assessment correction detail report grade.

### Reasons For Not Testing:

- Codes 01 through 10 may be applied to any grade 3-8, 11 and 12 records. Codes 11, 12, and 13 may be applied only to grade 12 records.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - Medically Exempt</td>
<td></td>
</tr>
<tr>
<td>02 - Homebound Exempt</td>
<td></td>
</tr>
<tr>
<td>03 - In Jail/Locked Facility</td>
<td></td>
</tr>
<tr>
<td>04 - Out of State/Country</td>
<td></td>
</tr>
<tr>
<td>05 - Not Enrolled</td>
<td></td>
</tr>
<tr>
<td>06 - Not In Valid Grade</td>
<td></td>
</tr>
<tr>
<td>07 - Transferred Out During Testing</td>
<td></td>
</tr>
<tr>
<td>08 - Transferred In During Testing</td>
<td></td>
</tr>
<tr>
<td>09 - Deceased</td>
<td></td>
</tr>
<tr>
<td>10 - Absent</td>
<td></td>
</tr>
<tr>
<td>11 - Non-Regular Diploma Recipient</td>
<td></td>
</tr>
<tr>
<td>12 - New to IL Public School in Grade 12</td>
<td></td>
</tr>
<tr>
<td>13 - IAA Eligible Previous Year</td>
<td></td>
</tr>
</tbody>
</table>

### Student Data

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
<th>P</th>
<th>Q</th>
<th>R</th>
<th>Error Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>9999999999</td>
<td>Test, Student One</td>
<td>07/23/2001</td>
<td>ISAT</td>
<td>03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td>1</td>
</tr>
<tr>
<td>9999999999</td>
<td>Test, Student Two</td>
<td>04/13/2000</td>
<td>ISAT</td>
<td>03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td>1</td>
</tr>
<tr>
<td>9999999999</td>
<td>Test, Student Three</td>
<td>11/26/2000</td>
<td>ISAT</td>
<td>03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td>1</td>
</tr>
<tr>
<td>9999999999</td>
<td>Test, Student Four</td>
<td>02/26/2000</td>
<td>ISAT</td>
<td>03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td>1</td>
</tr>
<tr>
<td>9999999999</td>
<td>Test, Student Five</td>
<td>02/14/2001</td>
<td>ISAT</td>
<td>03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td>1</td>
</tr>
</tbody>
</table>

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 students 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**
Unassigned Test Results Report

2010 Unassigned Test Results
for
School District: 99.999.9999.9999

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>SIS Home School</th>
<th>Testing School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Smith</td>
<td>John</td>
<td>04/09/1999</td>
<td>05</td>
<td>ISAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Smith</td>
<td>John</td>
<td>09/22/1999</td>
<td>05</td>
<td>ISAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Smith</td>
<td>John</td>
<td>12/23/1999</td>
<td>05</td>
<td>ISAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Smith</td>
<td>John</td>
<td>04/28/1999</td>
<td>08</td>
<td>ISAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Smith</td>
<td>John</td>
<td>01/28/1999</td>
<td>08</td>
<td>ISAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Smith</td>
<td>John</td>
<td>04/03/1999</td>
<td>05</td>
<td>ISAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Smith</td>
<td>John</td>
<td>01/23/1999</td>
<td>03</td>
<td>ISAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Smith</td>
<td>John</td>
<td>11/17/1999</td>
<td>05</td>
<td>ISAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Smith</td>
<td>John</td>
<td>09/14/1999</td>
<td>08</td>
<td>ISAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>399887281</td>
<td>Smith</td>
<td>John</td>
<td>05/04/1999</td>
<td>08</td>
<td>IAA</td>
<td></td>
<td>99999999999999</td>
</tr>
<tr>
<td></td>
<td>Smith</td>
<td>John</td>
<td>08/29/1999</td>
<td>05</td>
<td>ISAT</td>
<td></td>
<td>99999999999999</td>
</tr>
<tr>
<td></td>
<td>Smith</td>
<td>John</td>
<td>08/08/1999</td>
<td>05</td>
<td>ISAT</td>
<td></td>
<td>99999999999999</td>
</tr>
</tbody>
</table>

Total Students: 12
Recent SIS Enhancements
Recent SIS Enhancements

- SIS Reports - New Look and New Reports!!
  - School and District Reports
    - Enrollment Grade Discrepancies
  - Student Course Assignment Reports
    - Course Information
    - Student Information
    - Student Outside Courses
  - Assessment
    - Plan and Explore
  - Individual
    - Course Assignment
    - Outside Course Assignment
  - Other
    - Multiple Student IDs
Recent SIS Enhancements

- Last year's Access Test Result are currently available for all SIS users.

<table>
<thead>
<tr>
<th>Program Indicators</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mandatory Indicators</strong></td>
<td></td>
</tr>
<tr>
<td>Homeless</td>
<td>No</td>
</tr>
<tr>
<td>21st Century Community Learning Centers</td>
<td>No</td>
</tr>
<tr>
<td>Individualized Education Program (IEP)</td>
<td>No</td>
</tr>
<tr>
<td>Limited English Proficiency (LEP)</td>
<td>No</td>
</tr>
<tr>
<td>Native Language</td>
<td>Spanish</td>
</tr>
<tr>
<td>Home Language</td>
<td>Spanish</td>
</tr>
<tr>
<td><strong>Optional Indicators</strong></td>
<td></td>
</tr>
<tr>
<td>Reading 1st</td>
<td>No</td>
</tr>
</tbody>
</table>
Exiting 2011 Enrollments
Exiting 2011 Enrollments

- **Exit All Enrollments**
  - All 2011 Enrollment records must be exited by 4:00 p.m., July 31, 2011
    - We recommend all students are exited after the last day of school

- **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
Exiting 2011 Enrollments

- Before Exiting students ensure the following information has been completed:
  - **ELL Data**
    - 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.
  - **Pre-K Follow-Up Data**
    - A K4 Result Code and Result Message appended to an Enrollment record indicates the mandatory Pre-K Follow-Up data is missing and the record was not exited.
  - **Early Childhood Data**
    - A H3 Result Code and Result Message appended to an Enrollment record indicates the mandatory Early Childhood data is missing and the record was not exited.
Exiting 2011 Enrollments

- Before Exiting students ensure the following information has been completed:
  - *Early Childhood Outcomes Data*
    - A J8 Result Code and Result Message appended to an Enrollment record indicates the mandatory ECO data is missing and the record was **not** exited
  - *Homeless Data Collection*
    - A L5 Result Code and Result Message appended to an Enrollment record indicates the mandatory Homeless data is missing and the record was **not** exited
Exiting 2011 Enrollments

- Before July 31, 2011 ensure the following information has been completed:
  - **Student Discipline Data**
    - All discipline data must be reported by July 31, 2011 by 4:00 p.m. The disciplinary action must occur during the students time of enrollment; to provide this data the student does not need to be actively enrolled in your district.
  - **Student Course Assignment – Grades 9-12 Only**
    - All 2011 Student Course Assignment data must be reported by July 31, 2011 by 4:00 p.m.
Exiting 2011 Enrollments

- **Verify All 2011 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
Exiting 2011 Enrollments

- Select Report from Main Report Screen
Exiting 2011 Enrollments

- Select the School Year and School
Exiting 2011 Enrollments

- Summary Enrollment Report Example

Illinois State Board of Education
Student Information System
Current Enrollment (Summary)

Home School / District RCDTS: 9999999999999999
Home School / District Name: ISBE Test District

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>
2012 School Year Changes
2012 School Year Changes

- Changes to SIS Homepage Navigation Menu

Student Information System
Illinois State Board of Education (ISBE) Student Information System (SIS)

The available facilities of ISBE SIS are listed below:
- Student Selection
- Teacher Selection
- Upload a File
- Download a File
- View Reports
- Request a File
- Help

Have questions or need help? Contact our Call Center (217)558-3500 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us.
2012 School Year Changes

- **Increased importance providing accurate student enrollment data!**
  - Enrollment Start and End dates
  - Grade Level
  - Home School RCDTS *(School where student resides)*
  - Serving School RCDTS *(School where 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, etc)*

**Why?**
- Student Course Assignment
- Teacher Course Assignment
- Vocational Funding
- Student Discipline
2012 School Year Changes

- **New validations at time of Enrollment**
  - All active enrollments for a student must be the same Grade Level
  - Enrollment Start Date can not be updated
  - Check Enrollment Grade Level of student’s Home RCDTS against Entity Profile System (EPS) Grades Served
  - Students must be less than 23 years of age at time of enrollment
  - All Students Enrolled In Pre-K using the SIS Batch Process, must be submitted using the Demographic and Early Childhood format.
  - Serving RCDTS can not end in ‘9000’
  - If a Student’s Grade Level is ‘00’ (Birth to 3) Students must be at least 1 day old and less than 3 years of age at time of enrollment
  - If Student’s Grade Level is ‘00’ (Birth to 3) Full Time Equivalent (FTE) must be 1.0
2012 School Year Changes

- New validations at time of Enrollment

  - For School Year 2012 to be a 12th grader you must have one of the following

    - Student must have a valid PSAE or IAA 11th or 12th grade score
    - Or a valid reason for not having a PSAE or IAA score
      - Medically Exempt
      - Homebound Exempt
      - In Jail/Lock Facility
      - Out of State/Country
    - Or the student did not attend an Illinois Public School last year
2012 School Year Changes

- Demographics and Early Childhood (Ages 3-5) File Format Changes
  - Removing - “Pre-K At Risk Classroom” - Replace with Placeholder 1
  - Student must be identified as one of the following when student is enrolled
    - Preschool for All (PFA)
    - Head Start
    - Pre-K Title I
    - Local or Other Funding
2012 School Year Changes

- **ELL File Format Changes**
  - Adding of TBE and TPI to the ELL collection; data will be used to populate the ELL Ceiling Calculator for the 2012 School Year
  - The format will be finalized by June 15, 2011
    - TBE (Part Time, Full Time and No –Time)
    - TPI (Yes or No)
2012 School Year Changes

- Early Childhood Outcomes File Format Changes
  - If a Pre-K student is enrolled as IEP, Early Childhood Outcomes “Entry Rating” Is Mandatory before the student’s enrollment is exited.
  - Before a Pre-K student can be exited as Promoted to Kindergarten, the Early Childhood outcomes “Entry Rating” and “Exit Rating” are required.
  - If a Kindergarten student is missing either an Early Childhood Outcomes “Entry Rating” or a “Exit Rating”, the data must be submitted before the student can be exited.
New SIS Data Collections for School Year 2012
New SIS Data Collections for School Year 2012

- **Birth to 3 Data Collection**
  - Students Ages 1 day old to less than three years of age identified with Grade Level ‘00’
  - If Student is Birth to 3, Full Time Equivalent (FTE) must be 1.0
  - When student is enrolled in Grade “00” a Birth to 3 record is created
  - All Mandatory Birth to 3 data must be entered before the student can be exited
# New SIS Data Collections for School Year 2012

## Birth to 3 – Data Elements

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>EI Number</td>
<td>Optional</td>
</tr>
<tr>
<td>Program Model</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Service location (modality) for prevention initiative programs</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Screening for eligibility tool</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Total number of home visits during the year</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Total number of parent groups/sessions attended during the year</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Total number of hours of services for student per week</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>
# New SIS Data Collections for School Year 2012

## Birth to 3 – Data Elements

<table>
<thead>
<tr>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student born with a low birth weight</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Is student living in a foster home</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Was parent married at time of student's birth</td>
<td>Optional</td>
</tr>
<tr>
<td>Biological mother's date of birth</td>
<td>Optional</td>
</tr>
<tr>
<td>Student's family is receiving child support</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Student's family is receiving TANF</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Student’s family is receiving WIC</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Student's family is receiving food stamps</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Student's family is receiving a Housing Subsidy</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>
New SIS Data Collections for School Year 2012

- SIS Homepage

![SIS Homepage](image-url)
New SIS Data Collections for School Year 2012

- Search SID
New SIS Data Collections for School Year 2012

- Search SID – Potential Match Summary
New SIS Data Collections for School Year 2012

- Student Enrollment Tab
New SIS Data Collections for School Year 2012

- Birth to 3 - View
New SIS Data Collections for School Year 2012

- Birth to 3 - Edit
New SIS Data Collections for School Year 2012

- Birth to 3 - Review
New SIS Data Collections for School Year 2012

- Birth to 3 – Update Successful
Teacher Course Assignment (9 – 12th grade) validations

- In SIS the Home School is responsible for providing all student data. This includes assigning a unique Student Identifier (SID); and providing demographic, performance, program participation data, Student Course Assignments and Student Outside Course Assignments for each student.

- Similar to the IWAS Application “Teacher Service Record” the Serving District will submit Teacher Course Assignments.

- All teachers must have a IEIN number.

- Serving school will provide the Data at the start and end of the collection.

- Teacher Course Assignment can be added or updated via the following:
  - Online or Batch
New SIS Data Collections for School Year 2012

- **Teacher Course Assignment Entry Data Elements**

  - IEIN: Mandatory
  - Local Teacher ID: Optional
  - Teacher Last Name: Mandatory
  - Teacher First Name: Mandatory
  - Teacher Birth Date: Mandatory
  - School Year: Mandatory
  - Teacher Serving Location RCDTS: Mandatory
  - Term (Semester): Mandatory
  - State Course Code: Mandatory
  - Local Course ID: Optional
  - Local Course Title: Optional
  - Section Number: Mandatory
New SIS Data Collections for School Year 2012

- Teacher Course Assignment Entry Data Elements

  Teacher Course Start Date  Mandatory
  Role of Professional  Mandatory
  Teacher to Course Commitment  Mandatory

- Definitions for Role of Professional and Teacher to Course Commitment are currently under development and will be finalized prior to August 1st.
### New SIS Data Collections for School Year 2012

#### Teacher Course Assignment Exit Data Elements

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEIN</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Local Teacher ID</td>
<td>Optional</td>
</tr>
<tr>
<td>Teacher Last Name</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Teacher First Name</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Teacher Birth Date</td>
<td>Mandatory</td>
</tr>
<tr>
<td>School Year</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Teacher Serving Location RCDTS</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Term (Semester)</td>
<td>Mandatory</td>
</tr>
<tr>
<td>State Course Code</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Local Course ID</td>
<td>Optional</td>
</tr>
<tr>
<td>Local Course Title</td>
<td>Optional</td>
</tr>
<tr>
<td>Section Number</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>
New SIS Data Collections for School Year 2012

- Teacher Course Assignment – Exit Data Elements

  Actual Attendance (Classes)  Optional
  Total Attendance (Classes)  Optional
  Teacher Course End Date  Mandatory
  Reason for Exit  Mandatory

  - Definition for Reason for Exit is currently under development and will be finalized prior to August 1st.
New SIS Data Collections for School Year 2012

- Teacher Course Assignment Online Process
New SIS Data Collections for School Year 2012

- Teacher Search

![Teacher Search Form]

Searching for a teacher can be done in two ways:

1. By providing IEIN (OR)
2. By providing First Name, Last Name, and Date of Birth

Click ‘Search’ button.

Fields marked with an asterisk (*) are required.

<table>
<thead>
<tr>
<th>Search Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>*IEIN</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>*Legal Last Name</td>
</tr>
<tr>
<td>*Legal First Name</td>
</tr>
<tr>
<td>Date of Birth (mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

[Search Button]

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us

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New SIS Data Collections for School Year 2012

- Potential Match Summary Page
New SIS Data Collections for School Year 2012

- Select Teaching Location
New SIS Data Collections for School Year 2012

- Edit Teacher Course Assignments
New SIS Data Collections for School Year 2012

- Add Course

Student Information System
Student Outside Course Assignment History

IEIN: 913659569
Legal Last Name: Neli
School Year: 2011
Legal First Name: Neli
Teaching Location RCDS: 0123456789012345
Date of Birth: 01/01/2000
Teaching Location Name: Ridgmont Jr. High School

Subject Area: 01 - English Language Arts
State Course: 01001AG00-EnglishLanguageArts I (9th grade)
Semester: Term 1 Term 2 Term 3

Term 1
No Courses Assigned

Term 2
No Courses Assigned

Term 3
No Courses Assigned

Next Cancel

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New SIS Data Collections for School Year 2012

- Select Course Details

![Student Information System](image-url)
New SIS Data Collections for School Year 2012

- Enter Course Start Information
New SIS Data Collections for School Year 2012

- Select Existing Teaching Location

To add a new Teaching Location please Select a School from the Drop Down and press the ‘Next’ button to continue.
New SIS Data Collections for School Year 2012

- Edit Teacher Course Assignments
New SIS Data Collections for School Year 2012

- Select Course
New SIS Data Collections for School Year 2012

- Enter Course Exit Data

![Image of Student Information System](image-url)

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>State Course</th>
<th>Semester</th>
<th>State Course ID</th>
<th>State Course Title</th>
<th>Section</th>
<th>Start</th>
<th>End</th>
<th>Exit Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - English Language Arts</td>
<td>01001A000</td>
<td>Term 1</td>
<td>01001A000</td>
<td>English/Language Arts I (9th grade)</td>
<td>155A</td>
<td>08/07/2010</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Attendance**
- Actual
- Total

Term 3

No Courses Assigned

---

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New SIS Data Collections for School Year 2012

<table>
<thead>
<tr>
<th>School Year</th>
<th>Teaching Location Name</th>
<th>Teaching Location RCDTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View 2011</td>
<td>Braveheart Acad</td>
<td>500820900042003</td>
</tr>
<tr>
<td>View 2011</td>
<td>Iowa High School</td>
<td>500820900042003</td>
</tr>
<tr>
<td>View 2010</td>
<td>Mary Acadamy</td>
<td>500820900042003</td>
</tr>
<tr>
<td>View 2010</td>
<td>Liceul Industrial Cupir, Romania</td>
<td>500820900042003</td>
</tr>
<tr>
<td>View 2010</td>
<td>HHS</td>
<td>500820900042003</td>
</tr>
</tbody>
</table>

To add a new Teaching Location please Select a School from the Drop Down and press the 'Next' button to continue.
SIS Summer Training
2010 Summer 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/)
  - Please Only Register for One Session
    - Morning: 9:00 a.m. to 12:00 p.m.
    - Afternoon: 1:00 p.m. to 4:00 p.m.
  - Early Planning Dates
    - July 26 – 28, 2011
    - August 2 – 4, 2011
    - August 9 – 11, 2011

- Location
  - Northern IL
  - Central IL
  - Southern IL
# Upcoming Key Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISAT and IAA Scores Posted on SIS</td>
<td>June 3, 2011</td>
</tr>
<tr>
<td>ISAT and IAA Last Day for Corrections</td>
<td>June 17, 2011 4:00 p.m.</td>
</tr>
<tr>
<td>PSAE Scores Posted on SIS</td>
<td>July 12, 2011</td>
</tr>
<tr>
<td>ACCESS Posting of Final Scores</td>
<td>Mid-July 2011</td>
</tr>
<tr>
<td>PSAE Last Day for Corrections</td>
<td>July 19, 2011 4:00 p.m.</td>
</tr>
<tr>
<td>ISAT and IAA Posting of Final Scores</td>
<td>July 20, 2011</td>
</tr>
<tr>
<td>Student Course Assignments due for 2011 School Year</td>
<td>July 31, 2011</td>
</tr>
<tr>
<td>Last Day to Exit Enrollments for 2011 School Year</td>
<td></td>
</tr>
<tr>
<td>ELL Data due</td>
<td></td>
</tr>
<tr>
<td>Pre-K Follow-Up 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>
</tr>
<tr>
<td>Student Discipline Data due</td>
<td></td>
</tr>
<tr>
<td>Homeless Data Collection due</td>
<td></td>
</tr>
<tr>
<td>PSAE Posting of Final Scores</td>
<td>August 1, 2011</td>
</tr>
</tbody>
</table>

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

- Include Student State IDs on Uploaded Files
- Check Assessment Scores and Make Necessary Corrections
- Provide All Student Discipline and Student Course data (Grade 9-12) before July 31, 2011
- Exit 2011 School Year Enrollment Records by 4:00 p.m., on July 31, 2011
  - ELL Data due
  - Pre-K Follow-Up Data due
  - Early Childhood Outcomes Data due
  - Homeless Data Collection due
- Run Reports to Verify Student Data is Accurate and Complete
- Conform and Add the new 2012 School Year Student File Format Layouts and changes
- Sign Up Appropriate Personnel for ISBE SIS Training Sessions
2012 School Year Changes

- Increased importance providing accurate student enrollment data!
  - Enrollment Start and End dates
  - Grade Level
  - Home School RCDTS *(School where student resides)*
  - Serving School RCDTS *(School where 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, etc)*

- Why?
  - Student Course Assignment
  - Teacher Course Assignment
  - Vocational Funding
  - Student Discipline
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
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