Illinois State Board of Education

End of School Year 2012 and Planning for School Year 2013
Notice – This Webinar is being Recorded

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

- Welcome/Introductions
- Assessment Scores/Corrections/Unassigned
- Recent SIS Enhancements
- Exiting 2012 Enrollments
- 2013 School Year Changes
- New SIS Data Collections for School Year 2013
- SIS Summer Training
- Upcoming Key Dates
- Districts Next Steps
- Where to Direct Questions
Welcome/Introductions

- **ISBE Key Team Members**
  - Terry Chamberlain  
  Division Administrator – Data Systems

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

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

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

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

- **Troubleshooting**
  - If you are disconnected from the Webinar at any time you can click the link that was provided to you in your email or you can re-register for the Webinar to gain access
  - If you are listening via phone and close out of the Webinar on your computer, you will be disconnected
Reviewing the Correction process for the following:
- ISAT Grades 3 – 8
- IAA Grades 3 – 8 and 11
- PSAE 11

- 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.
Assessment Scores/Corrections/Unassigned

- Verify your student Assessment Correction data
  - Select Assessments under the Student Section
Assessment Scores/Corrections/Unassigned

- Verify your student Assessment Correction data
  - Select Assessment Correction - Summary
Assessment Scores/Corrections/Unassigned

- Select Test
Assessment Scores/Corrections/Unassigned

- Assessment Correction Report Criteria Screen - Summary

<table>
<thead>
<tr>
<th>Assessment Correction (Summary)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>School Year</td>
<td>2012</td>
</tr>
<tr>
<td>School</td>
<td>All Schools</td>
</tr>
<tr>
<td>Grade</td>
<td>All Grades</td>
</tr>
<tr>
<td>Student Tested or Did Not Test</td>
<td>All Grades</td>
</tr>
<tr>
<td>Race</td>
<td>All Races</td>
</tr>
<tr>
<td>Gender</td>
<td>Both Male Female</td>
</tr>
<tr>
<td>Homeless Indicator</td>
<td>Both Yes No</td>
</tr>
<tr>
<td>Migrant Indicator</td>
<td>Both Yes No</td>
</tr>
<tr>
<td>LEP Indicator</td>
<td>Both Yes No</td>
</tr>
<tr>
<td>IEP Indicator</td>
<td>Both Yes No</td>
</tr>
<tr>
<td>FRL/Low Income Indicator</td>
<td>Both Yes No</td>
</tr>
<tr>
<td>Century 21 Indicator</td>
<td>Both Yes No</td>
</tr>
<tr>
<td>First Year In US</td>
<td>Both Yes No</td>
</tr>
<tr>
<td>Enrolled in Home Sch. (a/b May 1)</td>
<td>Both Yes No</td>
</tr>
<tr>
<td>Enrolled in Home Dist. (a/b May 1)</td>
<td>Both Yes No</td>
</tr>
</tbody>
</table>

Have questions or need help? Contact our Call Center (217)555-5600 between 7:00am - 4:30pm CST, Monday - Friday. Click here to Contact Us.
### Assessment Scores/Corrections/Unassigned

#### Assessment Correction Report - Summary

<table>
<thead>
<tr>
<th>Assessment Home School: 123455432112345</th>
<th>Elem School</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Students:</strong></td>
<td>22</td>
</tr>
<tr>
<td><strong>Grade:</strong></td>
<td>All</td>
</tr>
<tr>
<td><strong>Grade 3 - Grade 3:</strong></td>
<td>22</td>
</tr>
<tr>
<td><strong>Race:</strong></td>
<td>Black or African American (14)</td>
</tr>
<tr>
<td><strong>Homeless Indicator:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Migrant Indicator:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>LEP Indicator:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>IEP Indicator:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>FRL Indicator:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Century 21 Indicator:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>First Year In US:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Years in TBE/TPL:</strong></td>
<td>07</td>
</tr>
<tr>
<td><strong>Years Since Exit TBE/TPL:</strong></td>
<td>03</td>
</tr>
<tr>
<td><strong>Enrolled in Home School by May 1st:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Enrolled in Home School by May 1st:</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Enrolled in Home School by May 1st:</strong></td>
<td>Not Provided</td>
</tr>
<tr>
<td><strong>Enrolled in Home District by May 1st:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Enrolled in Home District by May 1st:</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Enrolled in Home District by May 1st:</strong></td>
<td>Not Provided</td>
</tr>
<tr>
<td><strong>Test To Be Taken:</strong></td>
<td>ISAT</td>
</tr>
<tr>
<td><strong>Tested:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Tested:</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Error - Missing Data:</strong></td>
<td>Yes</td>
</tr>
</tbody>
</table>

| Enrolled in Home School by May 1st: Yes   | 16          |
| Enrolled in Home School by May 1st: No   | 6           |
| Enrolled in Home School by May 1st: Not Provided | 0     |
| Enrolled in Home District by May 1st: Yes | 21          |
| Enrolled in Home District by May 1st: No | 1           |
| Enrolled in Home District by May 1st: Not Provided | 0   |
| Test To Be Taken: ISAT                   | 22          |
| Tested: Yes                              | 22          |
| Tested: No                               | 0           |
| Error - Missing Data: Yes                | 0           |
Assessment Scores/Corrections/Unassigned

- Verify your student Assessment Correction data
  - Select Assessment Correction - Detail
Assessment Scores/Corrections/Unassigned

- Select Test

![Image of Student Information System interface with options to select test such as ISAT, PSAE, IMAGE, and IAA.]

- User interface with a menu for different sections like Home, Student, Search SID, Request New SID, Exit Enrollment, Assessment, Adjusted Cohorts, Teacher, Batch Files, Reports, Help, and Log Out.

- The system is part of the Illinois State Board of Education.
Assessment Scores/Corrections/Unassigned

- Assessment Correction Report Criteria Screen - Detail
### Assessment Scores/Corrections/Unassigned

**Assessment Correction Report - Detail**

#### 2012 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 | SIS Home School | Serving School | Testing School |
|------------|-----------------|--------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|-----------------|----------------|---------------|
| 1111111111 | Test, Sarah     | 07/23/2003   | F | N | N | N | N | Y | N | 03 | 07 | 03 | N | Y | Y | ISAT | Y | 12345678915055 | 12345678915055 | 12345678915055 |
| 2222222222 | Test, Angie     | 02/04/2003   | F | N | N | N | N | Y | N | 03 | 07 | 03 | Y | Y | ISAT | Y | 12345678915055 | 12345678915055 | 12345678915055 |
| 3333333333 | Test, Amy       | 08/20/2003   | F | Y | N | N | N | Y | N | 03 | 07 | 03 | Y | Y | ISAT | Y | 12345678915055 | 12345678915055 | 12345678915055 |
| 4444444444 | Test, Mike      | 01/23/2002   | M | N | N | N | N | Y | N | 03 | 07 | 03 | Y | Y | ISAT | Y | 12345678915055 | 12345678915055 | 12345678915055 |
| 5555555555 | Test, Rick      | 10/21/2002   | M | N | N | N | N | Y | N | 03 | 07 | 03 | Y | Y | ISAT | Y | 12345678915055 | 12345678915055 | 12345678915055 |
| 6666666666 | Test, Samantha | 01/11/2003   | F | N | N | N | N | Y | N | 03 | 07 | 03 | Y | Y | ISAT | Y | 12345678915055 | 12345678915055 | 12345678915055 |
| 7777777777 | Test, John      | 01/10/2003   | M | N | N | N | N | Y | N | 03 | 07 | 03 | Y | Y | ISAT | Y | 12345678915055 | 12345678915055 | 12345678915055 |
| 8888888888 | Test, Margie    | 03/17/2002   | F | N | N | N | N | Y | N | 03 | 07 | 03 | Y | Y | ISAT | Y | 12345678915055 | 12345678915055 | 12345678915055 |

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**Reasons For Not Testing:**
- Codes 01 through 10 and 15 may be applied to any grade 3-8, 11 and 12 records. Codes 11, 12, 13 and 14 may be applied only to grade 12 records.
- 01 - Medically Exempt
- 02 - Homebound Exempt
- 06 - Not In Valid Grade
- 07 - Transferred Out During Testing
- 11 - Non-Regular Diploma Recipient
- 14 - Local Evidence of PSAE Diploma Requirement
- 12 - New to IL Public School in Grade 12
- 13 - IAA Eligible Previous Year
- 03 - In Jail Locked Facility
- 04 - Out of State/Country
- 05 - Not Enrolled
- 08 - Transferred In During Testing
- 09 - Deceased
- 10 - Absent
- N - Enrolled in Home District On or Before May 1
- O - Test To Be Taken
- P - Tested
- Q - Reason for not testing
- R - Error - Missing Data
Assessment Scores/Corrections/Unassigned

- 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.
Assessment Scores/Corrections/Unassigned

- Assessment Record Search
Assessment Scores/Corrections/Unassigned

- Assessment Record Test/Grade

![Image of Student Information System](image-url)
Assessment Scores/Corrections/Unassigned

Assessment Correction Record
Assessment Scores/Corrections/Unassigned

- Assessment Correction Record
Assessment Scores/Corrections/Unassigned

Assessment Correction Record

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>
<th>JOHN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Last Name</td>
<td>SMITH</td>
<td>Legal First Name</td>
<td></td>
</tr>
<tr>
<td>Legal Middle Name</td>
<td></td>
<td>Date of Birth (mm/dd/yyyy)</td>
<td>09/13/2000</td>
</tr>
<tr>
<td>Test Taken</td>
<td>ISAT</td>
<td>Valid Grade When Testing</td>
<td>5 - Grade 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home School RCDTS</th>
<th>12345678910003 - Elem School -- 0003</th>
<th>Serving School RCDTS</th>
<th>12345678910003 - Elem School -- 0003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testing School RCDTS</td>
<td>12345678910003 - Elem School -- 0003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enroll in Home School On or Before May</td>
<td>No</td>
<td>Enroll in Home District On or Before May</td>
<td>No</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>

<table>
<thead>
<tr>
<th>Status (Tested?)</th>
<th>Yes</th>
<th>Reason Not Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td>Male</td>
<td></td>
</tr>
<tr>
<td>Homeless</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Limited English Proficiency (LEP)</td>
<td>No</td>
<td>Individualized Education Program (IEP)</td>
</tr>
<tr>
<td>Free or Reduced Price Lunch (FRL) / Low Income</td>
<td>No</td>
<td>21st Century Community Learning Centers</td>
</tr>
</tbody>
</table>

Submit
Assessment Scores/Corrections/Unassigned

- Assessment Correction Record – Successful Update
Assessment Scores/Corrections/Unassigned

Codes for Missing Test Results ("Reason for Not Testing")

- If a student participated in at least one session for each content area test (reading, mathematics, and science, as applicable by grade level) a "Reason for Not Testing" does not need to be specified. However, if a student missed all of the sessions for even one of the required content areas, ISBE expects districts to provide a "Reason for Not Testing". The reasons are listed online at www.isbe.net/sis/pdf/not_testing.pdf.

- After scores are posted, any records with a blank or "NR" (no responses) in the reading or mathematics scale score will generally be counted as "absent" for Adequate Yearly Progress (AYP) reading and mathematics participation calculations, until the district enters a "Reason for Not Testing". (One "reading" exception is for students who are "First Year in U.S.") For more details, visit http://www.isbe.net/assessment/pdfs/asmt_scores_desc.pdf.
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.
Assessment Scores/Corrections/Unassigned

- Assessment Correction Record
Assessment Scores/Corrections/Unassigned

- How do I verify my students are not missing Assessment Scores?
  - Run an Assessment Scores Summary Report
    - Select Test: All
    - Make report criteria selections
    - Active Students With No Test: should be 0
Assessment Scores/Corrections/Unassigned

- Assessment Scores – Summary Report
Assessment Scores/Corrections/Unassigned

- Assessment Scores Summary Report

Check Active Students with No Test – it should be 0
Assessment Scores/Corrections/Unassigned

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

  - Run an Assessment Scores Detail Report
    - Choose Test: All
    - Make any report criteria selections, then choose to Sort By: Error
    - Student records with error codes will be listed at the top of the report
    - For each student, identify the error associated with each code and then submit the necessary corrections online or using a batch file
Assessment Scores/Corrections/Unassigned

- Assessment Scores – Detail Report
Assessment Scores/Corrections/Unassigned

- Assessment Score Detail Report

![Assessment Score Detail Report Image]

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 automatically 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 an online Assessment Correction or through the corresponding batch file process
  - **Step 2** Overnight, the unassigned test results will be linked to the students’ Assessment Correction data
  - **Step 3** Verify the update on the Assessment Scores Report and the Unassigned Test Results Report the next morning
Assessment Scores/Corrections/Unassigned

- Assessment – Unassigned Test Results Report
Assessment Scores/Corrections/Unassigned

- Assessment – Unassigned Test Results Report

The report contains records of Test Results that have not been assigned to students. Follow the directions below for a Test Results record with accurate and complete data. If a Test Results record displays inaccurate or missing data, the system will not be able to match and assign the results to the student’s assessment record, call the ISBE Helpdesk at 217-558-3600 for technical support.

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

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

Steps for Assigning ACCESS Test Results to an Assessment Record

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

Steps for Verifying Assignment of Test Results

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

[Image of the Student Information System interface with a red circle on the Create PDF Report button]
Assessment Scores/Corrections/Unassigned

- Unassigned Test Results Report

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2012 Unassigned Test Results
for

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

* Test scores followed by an asterisk are writing assessment test.

This report contains records of Test Results that have not been assigned to students. Follow the directions below for a Test Results record with accurate and complete data. If a Test Results record displays inaccurate or missing data, the system will not be able to match and assign the results to the student’s Assessment record. Call the ISBE Helpdesk at 217-558-3600 for technical support.

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

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

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

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Last Name</th>
<th>Student First Name</th>
<th>Birth Date</th>
<th>Grade</th>
<th>Test</th>
<th>SIS Home School</th>
<th>Testing School</th>
<th>Error Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1111111111</td>
<td>TEST</td>
<td>SAMANTHA</td>
<td>01012005</td>
<td>02</td>
<td>ACCESS</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2222222222</td>
<td>TEST</td>
<td>DANIEL</td>
<td>01012004</td>
<td>00</td>
<td>ACCESS</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>TEST</td>
<td></td>
<td>CHARLES</td>
<td>00000000</td>
<td>00</td>
<td>ACCESS</td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

Total Students: 3
Recent SIS Enhancements

- Changes to the SIS Main Page – Menu Screen
Recent SIS Enhancements

- Changes to the Report Screen Layout
Recent SIS Enhancements

- **Additional report options**
  - Most reports that could formerly be run by either “Home” or “Serving” School now include two additional options that allow different views of the related report data
    - **“Home But Not Serving”**
      - If you select “Home But Not Serving” and select all schools in your district the report will display data where you are the home district but not the serving district
      - If you select “Home But Not Serving” and if you select one school the report will display data where you are the home school but not the serving school
    - **“Serving But Not Home”**
      - If you select “Serving But Not Home” and select all schools in your district the report will display data where you are the serving district but not the home district
      - If you select “Serving But Not Home” and if you select one school the report will display data where you are the serving school but not the home school

- **New Reports**
  - **State Reporting Section**
    - Adjusted Cohort Graduation Rate Overview – Summary
    - Adjusted Cohort Graduation Rate – Summary and Detail
Exiting 2012 Enrollments

- **Exit All Enrollments**
  - All 2012 Enrollment records must be exited by 4:00 p.m. July 31, 2012
    - We recommend all students are exited after their last day of school
    - However, if you have students taking summer classes, please wait to exit those students until after they finish their classes

- **Exit enrollment records online (individual records, one at a time) or via the batch file process (multiple records at once)**
  - Online Process
    - Use the IWAS/SIS/Exit Enrollment screen
  - Batch File Process
    - Use the IWAS/SIS/Upload File screen
Exiting 2012 Enrollments

- Before exiting student enrollments, ensure the following information has been completed:
  - **ELL Data**
    - A “G3” result code and message associated with an enrollment record indicates mandatory ELL data is missing and the record was not exited
  - **Pre-K Follow-Up Data**
    - A “K4” result code and message associated with an enrollment record indicates mandatory Pre-K Follow-Up data is missing and the record was not exited
  - **Early Childhood Data**
    - An “H3” result code and message associated with an enrollment record indicates mandatory Early Childhood data is missing and the record was not exited
Exiting 2012 Enrollments

- BeforeExiting students ensure the following information has been completed:
  - *Early Childhood Outcomes Data*
    - A “J8” result code and message associated with an enrollment record indicates mandatory ECO data is missing and the record was **not** exited
  
  - *Homeless Data*
    - An “L5” result code and message associated with an enrollment record indicates mandatory Homeless data is missing and the record was **not** exited
  
  - *Birth to 3 Data*
    - A “Q2” result code and message associated with an enrollment record indicates mandatory Birth to 3 data is missing and the record was **not** exited
Exiting 2012 Enrollments

- Verify all 2012 enrollments have been exited
  - View the Enrollment reports in ISBE SIS
    - Use the Reports screen
    - Expand the Demographics and Enrollment section and then select the Enrollment - Summary link
      - Ensure the following report criteria are selected
        - 2012 – Active Enrollments Only
        - Home School
      - Press View Report or Create PDF Report
    - If the Count in any Grade listed in the report is not 0, run the Student Enrollment Detail Report and exit the identified record(s)
Exiting 2012 Enrollments

- Run an Enrollment Summary Report by Active Enrollments Only
Exiting 2012 Enrollments

- Select 2012 – Active Enrollments Only and School
Exiting 2012 Enrollments

- Current Enrollment Summary Report

![Image of Illinois State Board of Education Student Information System report]

<table>
<thead>
<tr>
<th>Home School: 123456789104400</th>
<th>School 1</th>
<th>Grade</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serving School: 123456789104400</td>
<td>School 1</td>
<td>9 - Grade 9</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10 - Grade 10</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11 - Grade 11</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12 - Grade 12</td>
<td>13</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>106</td>
</tr>
</tbody>
</table>

| Total by Home School:          | 106     |

<table>
<thead>
<tr>
<th>Home School: 123456789105500</th>
<th>School 2</th>
<th>Grade</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serving School: 123456789105500</td>
<td>School 2</td>
<td>9 - Grade 9</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10 - Grade 10</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11 - Grade 11</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12 - Grade 12</td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>90</td>
</tr>
</tbody>
</table>

| Total by Home School:          | 90      |
Exiting 2012 Enrollments

- This data can be provided after the student has been exited:
  
  - **Student Discipline Data**
    
    - All discipline data must be reported by **July 31, 2012 at 4:00 p.m.** The disciplinary action must have occurred during the student’s time of enrollment, but the student does not need to be actively enrolled in your district.

  - **Teacher Course Assignment**
    
    - All teacher course data must be reported by **July 31, 2012 at 4:00 p.m.**

  - **Student Course Assignment**
Exiting 2012 Enrollments

- New for school year 2012, the “adjusted cohort graduation rate” will be calculated based on SIS data.

- Because the related information will be derived from student information, the accuracy of data reported to SIS becomes even more significant. The adjusted cohort graduation rate will be calculated based on student enrollments and upon proper identification of Enrollment Exit Codes.

- A new field in SIS - **Cohort Enrollment Exit Type Code** - is essential in providing an accurate measure of the related high school graduation data.

- The **Cohort Enrollment Exit Type Code** is initially set to the student’s Enrollment Exit Type Code, but it can be updated (as appropriate) through the related online screens.

- **Cohort Enrollment Exit Type Codes** fall into 3 categories (Graduates, Non-Graduates, and “Removed from Cohort”) used in calculating the adjusted cohort graduation rate.

More detailed information was provide in our Adjust Cohort Graduation Rate webinar that was held on April 19, 2012.
Exiting 2012 Enrollments

- **Which students are “removed from a cohort”?**
  - Before a student is removed from a cohort, a school or LEA must have written confirmation that a student has transferred, emigrated to another country, or passed away.

- **Cohort Enrollment Exit Type Codes (applicable to removal)**
  - 01 – Transfer to another public school district
  - 03 – Transfer to Home Schooled
  - 04 – Transfer to Private School
  - 07 – Death
  - 18 – Moved Out of the United States
Exiting 2012 Enrollments

- In SIS, we have added functionality to allow a user to update the following:
  - 1st Year in 9th Grade (Original Cohort Year)
    - Example: 1st Year in 9th Grade should be changed to an earlier year.
  - Cohort Enrollment Exit Type
    - Example: At the end of the school year, you promoted a 10th grade student. You later found out that the family moved out of the country. You can change the Cohort Exit Type from “05 – Promotion” to “18 – Moved Out of the United States”.

- In order to update “1st Year in 9th Grade” or “Cohort Enrollment Exit Type”, the following conditions be met:
  - The student’s last enrollment must have been with your school district.
  - The student’s last enrollment must be exited.

- Accuracy and local justification are required for updates to these fields. (An audit log of changes is maintained, which records the IWAS User and the date/time of the update.)
Exiting 2012 Enrollments

- SIS Home Screen
Exiting 2012 Enrollments

- Adjusted Cohort Graduation Rate Overview - Summary
Exiting 2012 Enrollments

- Adjusted Cohort Graduation Rate Overview - Summary
Exiting 2012 Enrollments

- Adjusted Cohort Graduation Rate Overview - Summary

<table>
<thead>
<tr>
<th>5 Year Adjusted Cohort Graduation Rate Overview For</th>
<th>4/19/2012 11:06 am</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Year 2012</td>
<td></td>
</tr>
<tr>
<td>This Cohort Consist of Students Whose 1st Year in 9th Grade Was School Year 2008</td>
<td></td>
</tr>
<tr>
<td>SIS Home School: 0001 High School</td>
<td></td>
</tr>
<tr>
<td>Selection Criteria: Year In Cohort = 5</td>
<td></td>
</tr>
<tr>
<td>64.89% Adjusted Cohort Graduation Rate</td>
<td></td>
</tr>
<tr>
<td>First Time 9th Grade Students: 602</td>
<td></td>
</tr>
<tr>
<td>Transferred In: 67</td>
<td></td>
</tr>
<tr>
<td>Graduates: 320</td>
<td></td>
</tr>
<tr>
<td>Non-Graduates: 178</td>
<td></td>
</tr>
<tr>
<td>Removed from Cohort: 152</td>
<td></td>
</tr>
<tr>
<td>Enrolled In Another School: 111</td>
<td></td>
</tr>
<tr>
<td>Not Enrolled In Another School: 44</td>
<td></td>
</tr>
</tbody>
</table>
Exiting 2012 Enrollments

- Adjust Cohort Graduation Rate - Summary
Exiting 2012 Enrollments

- 5 Year Summary Report - Criteria Screen
### Exiting 2012 Enrollments

#### 5 Year Adjusted Cohort Graduation Rate For School Year 2012

This Cohort Consists of Students Whose 1st Year in 9th Grade Was School Year 2008

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>Year In Cohort = 5</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Age原因</th>
<th>Graduates</th>
<th>Non-Graduates</th>
<th>Removed from Cohort (Not Enrolled)</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>History of Cohort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aged Out</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Certificate of Completion</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Change in Serving School or Full Time Equivalent (FTE)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Death</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Dropped Out</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Expulsion</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Graduated with regular, advanced, international baccalaureate, or other types of diploma</td>
<td>329</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>318</td>
</tr>
<tr>
<td>Medical Non-Compliance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Moved Out of the United States</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Moved, not known to be continuing</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Promotion</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Retained in same grade</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Transfer to another public school district</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Transfer to another public school within the district</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Transfer to GED program</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Transfer to Home Schooled</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Transfer to Private School</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Victim of a Violent Crime</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>329</td>
<td>178</td>
<td>44</td>
<td>54</td>
<td>55</td>
<td>59</td>
<td>370</td>
<td>13</td>
<td></td>
</tr>
</tbody>
</table>

Student Transferred In: 67

Removed from Cohort (Enrolled in Another School): 118

SIS Calculated First Year 9th Grade: 54
Exiting 2012 Enrollments

- Adjusted Cohort Graduation - Detail
Exiting 2012 Enrollments

- Adjusted Cohort Graduation Rate Detail – Report Criteria Screen
Exiting 2012 Enrollments

- Adjusted Cohort Graduation Detail

Two possible notes:
- Note 1 – SIS Calculated First Year 9th Grade (No previous 9th grade enrollment record found in SIS).
- Note 2 – Student Transferred in (From another Illinois School District).
Exiting 2012 Enrollments

- **Online**
  - SIS Home Screen

![Student Information System (SIS)](image-url)
Exiting 2012 Enrollments

- Online
  - Adjusted Cohort Graduation Rate - Search Screen
Exiting 2012 Enrollments

- **Online**
  - Student’s “Adjusted Cohort Graduation Rate” Data (two fields are editable)
Exiting 2012 Enrollments

- Online
  - Edit Screen
Exiting 2012 Enrollments

- **Online**
  - Review/Submit Screen – Local evidence selection is mandatory
Exiting 2012 Enrollments

- **Online**
  - The Adjusted Cohort Graduation Rate has been successfully updated
Exiting 2012 Enrollments

“Adjusted Cohort Graduation Rate” Recap

- All of your students will need to be exited before an accurate Adjusted Cohort Graduation Rate can be calculated

- Your 4 and 5 year Adjusted Cohort Graduation Rate will be included on your school report card – Accuracy is very important

- This is for grades 9 – 12 only

- This data will be final as of August 17, 2012 at 4:00 PM
2013 School Year Changes

- **Increased importance of 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, Regional Safe Schools, etc.*)

- **Why?**
  - Student Course Assignment
  - Teacher Course Assignment
  - Vocational Funding
  - Student Discipline
2013 School Year Changes

- “Demographics” and “Demographics and Early Childhood” File Format Changes
  - Migrant Indicator Information will be updated by NGS and it will remain in SIS.
  - Removal of “Career/Tech Ed Indicator” – Replacing with Placeholder 9
    - XML Tag - <xs:element name="PlaceHolder9">
  - Adding of “Private School Student Indicator” (PSS) – Removing of Placeholder 3
    - XML Tag - <xs:element name="PrivateSchoolInd">
    - ISBE is in the process of determining the definition
  - Name change: “Century 21 Indicator” to “21st Century Indicator”
2013 School Year Changes

- Early Childhood (Ages 3-5) Changes
  - Non IEP Student must be less than 6 years old on the 1st day of class
  - IEP Student must be less than 7 years old on the 1st day of class

- Changes to Exit Codes (impact on 12th grade students and Adjusted Cohort Graduation Rates)
  - **Retire Exit Code 01** - Transfer to another public school district
  - **Retire Exit Code 13** - Medical Non-Compliance (Student removed because their immunization and physical data are not available to the school by the required deadline)
  - **Add Exit Code 19** - Transfer to another public school district out of Illinois
  - **Add Exit Code 20** - Transfer to another public school district in Illinois
2013 School Year Changes

- **Student and Teacher Course Assignments**
  - Adding of optional Terms 4 and 5 for Schools who wish to submit quarterly data and allow Term 5 for the summer term
  - For School Year 2013, both Student and Teacher Course Assignments will be mandatory for grades K – 12
  - Removing Course Rigor (level) “05” – Special Education from the Student Course Assignment data elements

- **Teacher Course Assignment - Role of Professional**
  - Removing Role of Professional Code “09” Teacher of Record – Self-Contained Special Education Classroom
2013 School Year Changes

- **ELL Changes**
  - A student record cannot indicate both “Parents Refusal” and “Parents Withdrawn”
  - If the student has an ACCESS score, the “Reason for Ending ELL Services” cannot be “Erroneous”
  - The “Date ELL Services Ended” must be during the current school year
2013 School Year Changes

- **Assessment Default Changes**
  - **Grade 11 Test should be based on Grade 8 Test**
    - Grade 8 IAA -> Grade 11 IAA if the student is still IEP
      - If a student took the IAA in 8th grade, then SIS will default the 11th grade test to “IAA” as long as the student is still IEP
  
  - All other student tests will default to PSAE
2013 School Year Changes

- **Existing Assessment changes 12th grade enrollment validations**
  - Again in school year 2012 and 2013, for a student to be considered a 12th grader, one of the following conditions must be met:
    - Student has a valid PSAE or IAA 11th or 12th grade score
    - Student has a valid reason for not having a PSAE or IAA score
      - Medically Exempt
      - Homebound Exempt
      - In Jail/Lock Facility
      - Out of State/Country
    - Student did not attend an Illinois Public School last year
New SIS Data Collections for School Year 2013

Student Course Assignment K – 12 (Mandatory SY 2013)

- Student Course Assignment can be added or updated via the following:
  - Online
  - Batch

- Only the Home District can submit Student Course Assignment data

- Student does not need to be actively enrolled at the time of submission

- Course Assignment records can be initially submitted without the ‘Course End’ fields (End Date, Final Letter Grade, and Course Credit) if the student’s enrollment is still active

- If a value is added for any of the ‘Course End’ fields, then ALL three fields are required

- All Student Course Data must be provided if the student’s enrollment is exited (including the ‘Course End’ fields)
Student Course Assignment Validations

- A student must have a valid enrollment record (with the following matching elements) for a Student Course Assignment record to be added or updated:
  - Home RCDTS
  - Serving RCDTS
  - School Year

- Only Grades K – 12 can submit Student Course Assignments

- The Student Course Start Date must be equal to or greater than the student’s Enrollment Date

- The Student Course End Date must be equal to or less than the student’s Exit Enrollment Date
New SIS Data Collections for School Year 2013

Student Course Assignment - File Format

<table>
<thead>
<tr>
<th>Field</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>SID</td>
<td>Mandatory</td>
</tr>
<tr>
<td>SAP ID</td>
<td>Optional</td>
</tr>
<tr>
<td>Student Last Name</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Student First Name</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Birth Date</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Home School RCDTS</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Serving School RCDTS</td>
<td>Mandatory</td>
</tr>
<tr>
<td>School Year</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>
New SIS Data Collections for School Year 2013

Student Course Assignment - File Format

<table>
<thead>
<tr>
<th>Term (Semester) *</th>
<th>Mandatory</th>
</tr>
</thead>
<tbody>
<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>Student Course Start Date</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Section Number</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Course Level</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Course Credit **</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>

* K – 8 may have only one Term for the entire year

** K – 8 if no course credit set to 0
New SIS Data Collections for School Year 2013

Student Course Assignment - File Format

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Articulated Credit *</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Dual Credit *</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Course Setting</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Actual Attendance (Classes)</td>
<td>Optional</td>
</tr>
<tr>
<td>Total Attendance (Classes)</td>
<td>Optional</td>
</tr>
<tr>
<td>Single Parent including Single Pregnant Woman (Reported for CTE Courses Only)</td>
<td>Optional</td>
</tr>
<tr>
<td>Displaced Homemaker ( Reported for CTE Courses only)</td>
<td>Optional</td>
</tr>
<tr>
<td>Course Numeric Grade (Term)</td>
<td>Optional</td>
</tr>
</tbody>
</table>

* K – 8 Articulated Credit and Dual Credit should be set to No
New SIS Data Collections for School Year 2013

Student Course Assignment - File Format

<table>
<thead>
<tr>
<th>Maximum Numeric Grade (Term)</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Course End Date</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Course Final Letter Grade/Completion Status (Term)</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>

- SIS Data Elements
New SIS Data Collections for School Year 2013

Student Course Assignment - File Format

The following fields may be submitted at the end of term.

<table>
<thead>
<tr>
<th>Actual Attendance (Classes)</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Attendance (Classes)</td>
<td>Optional</td>
</tr>
<tr>
<td>Course Numeric Grade (Term)</td>
<td>Optional</td>
</tr>
<tr>
<td>Maximum Numeric Grade (Term)</td>
<td>Optional</td>
</tr>
<tr>
<td>Course Credit</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Student Course End Date</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Course Final Letter Grade/Completion Status (Term)</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>

Course Assignment records can be submitted without the ‘Course End’ fields (Course Credit, Student Course End Date, and Course Final Letter Grade) if the student’s enrollment is still active.
New SIS Data Collections for School Year 2013

Student Course Assignment K – 12

- If a student is in grades K – 8 and taking K – 8 Courses (subjects 51-72), we have added the following Course Final Letter Grades.
  - Above Average (21)
    - Student’s performance exceeds standards.
  - Average (22)
    - Student’s performance meets expectations.
  - Below Average (23)
    - Student’s performance was below expectations.
  - Promotion (24)
    - Student was promoted at end of term.
  - Retention (25)
    - Student was retained at end of term.
  - Did not Complete (26)
    - Student did not complete the term.
New SIS Data Collections for School Year 2013

Student Course Assignment K – 12

- If a student is in grades K – 8 and taking K – 8 Courses (subjects 51-72), the following fields will be populated automatically upon exiting a student’s enrollment.
  - Course End Date
  - Credit
  - Final Letter Grade
    - Promotion - Student was promoted at end of term.
    - Retention- Student was retained at end of term.
    - Not Complete - Student did not complete the term.

Note: If these fields have been provided by a SIS user in the Course Assignment prior to exiting the student, we will not overwrite data.
New SIS Data Collections for School Year 2013

Student Course Assignment K – 12

- When to report Student Course Assignments
  - Student Course Assignment data must be entered by the school that has student enrolled at end of the term (semester)
  - Student Course Assignment data could be entered if the student ends a course prior to the end of the term (dependent on local district policy)

- Grade 9-12 courses must be submitted at the end of each term.

- For grades K-8 student course assignments may be entered as year long courses, using only one term.
New SIS Data Collections for School Year 2013

Student Course Assignment K – 12

- Student Course Assignment Batch File Process

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

- The following materials are available on the www.isbe.net/sis:
  - Excel Templates
  - Tips for Completing Student Course Assignments
  - Steps for Creating and Uploading Student Course Assignments
New SIS Data Collections for School Year 2013

Student Course Assignment K – 12

Online – SIS Home Page
New SIS Data Collections for School Year 2013

Student Course Assignment K – 12

Online – Search SID
New SIS Data Collections for School Year 2013

Student Course Assignment K – 12

Online – View Details
New SIS Data Collections for School Year 2013

Student Course Assignment K – 12

Online – Student Enrollment Tab
New SIS Data Collections for School Year 2013

Student Course Assignment K – 12

Online – Student Enrollment Data
New SIS Data Collections for School Year 2013

Student Course Assignment K – 12

Online – Course Assignment Edit Button

![Image of the Student Information System for K-12 course assignments]
New SIS Data Collections for School Year 2013

Student Course Assignment K – 12

Online – Add Student Course Assignments
New SIS Data Collections for School Year 2013

Student Course Assignment K – 12

Online – Add Student Course Assignments
New SIS Data Collections for School Year 2013

Student Course Assignment K – 12

Online – Add Student Course Assignments
New SIS Data Collections for School Year 2013

Student Course Assignment K – 12

Online – Review Student Course Assignments

[Image of Student Information System interface showing student course assignments]
New SIS Data Collections for School Year 2013

Student Course Assignment K – 12

Online – Submit Course Assignments

To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, TVS Illinois Virtual School, and Correspondence Course, please use the Outside Course Assignment page.
New SIS Data Collections for School Year 2013

Student Course Assignment K – 12

Online – Successful Update

The course assignment has been successfully updated.
New SIS Data Collections for School Year 2013

- Birth to 3 Prevention Initiative Program Participant
  Demographic Information Collection (Mandatory 2013)
  - Student must be enrolled in SIS as “00 – Birth to 3”
  - Mandatory Data Elements
    - Student ID
    - Last Name
    - First Name
    - Birth Date
    - RCDTS for Home School
    - RCDTS for Serving School
    - Birth Date of Caregiver
    - Caregiver’s Relationship to Child
    - Caregiver’s Race
    - Educational Background of Caregiver
    - Current Employment Status of Caregiver
New SIS Data Collections for School Year 2013

- **Birth to 3 Prevention Initiative Program Participant Demographic Information Collection**
  - **Optional Data Elements**
    - SAP ID
    - Caregiver SID
    - Caregiver Last Name
    - Caregiver First Name

- **Submission of Program Participation data**
  - All Mandatory Prevention Initiative Program Participant Demographic Information must be included before the student is exited
  - Student must be enrolled as “00 – Birth to 3”
  - Program Participation Demographic data will be mandatory for School Year 2013
  - “Current Employment Status of Caregiver” data element will include a “99 - Erroneous” selection
# New SIS Data Collections for School Year 2013

## Birth to 3 Prevention Initiative Program Participant Demographic Information Data Elements

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>Mandatory</td>
</tr>
<tr>
<td>SAP ID</td>
<td>Optional</td>
</tr>
<tr>
<td>Last Name</td>
<td>Mandatory</td>
</tr>
<tr>
<td>First Name</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Birth Date</td>
<td>Mandatory</td>
</tr>
<tr>
<td>RCDTS for Home School</td>
<td>Mandatory</td>
</tr>
<tr>
<td>RCDTS for Serving School</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>
### New SIS Data Collections for School Year 2013

#### Birth to 3 Prevention Initiative Program Participant Demographic Information Data Elements

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caregiver SID</td>
<td>Optional</td>
</tr>
<tr>
<td>Caregiver Last Name</td>
<td>Optional</td>
</tr>
<tr>
<td>Caregiver First Name</td>
<td>Optional</td>
</tr>
<tr>
<td>Birth Date of Caregiver</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Caregiver's Relationship to Child</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Caregiver's Race</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Educational Background of Caregiver</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Current Employment Status of Caregiver</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>
New SIS Data Collections for School Year 2013

The following data collection is still in the planning stages - we value user input and we can make changes accordingly.

Educator Student Service – Data Collection

- The objective of Educator Student Service reporting is to gather and report data for situations where students are receiving professional services in addition to regular classroom instruction; these services impact the quality of their education.

- Examples of such services include: interpreting services; counseling services by a social worker, psychologist, school counselor, or other similar professional; speech and language services; and personal assistance for handicapped students.

  - The related service may be provided at a “one educator to one student” level; an example might be a Special Education Teacher providing service to one individual student at a time.

  - The related service may instead involve one educator providing a service to multiple students at the same time; an example might be a Reading Specialist serving a group of students.
New SIS Data Collections for School Year 2013

- Educator Student Service – Data Elements

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>IEIN</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Local Educator ID</td>
<td>Optional</td>
</tr>
<tr>
<td>Educator Last Name</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Educator First Name</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Educator Birth Date</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Student ID</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Student Last Name</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Student First Name</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Student DOB</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>
## New SIS Data Collections for School Year 2013

- **Educator Student Service – Data Elements**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Year</strong></td>
<td>Mandatory</td>
</tr>
<tr>
<td><strong>RCDTS for Home School</strong></td>
<td>Mandatory</td>
</tr>
<tr>
<td><strong>RCDTS for Serving School</strong></td>
<td>Mandatory</td>
</tr>
<tr>
<td><strong>Employer RCDTS</strong></td>
<td>Mandatory</td>
</tr>
<tr>
<td><strong>State Course Code</strong></td>
<td>Optional</td>
</tr>
<tr>
<td><strong>Term (Semester)</strong></td>
<td>Mandatory</td>
</tr>
<tr>
<td><strong>Section Number</strong></td>
<td>Mandatory</td>
</tr>
<tr>
<td><strong>Local Course ID</strong></td>
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</tr>
<tr>
<td><strong>Local Course Title</strong></td>
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</tbody>
</table>
New SIS Data Collections for School Year 2013

- Educator Student Service – Data Elements

<table>
<thead>
<tr>
<th># Student/Professional Meetings</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Meeting Minutes</td>
<td>Optional</td>
</tr>
<tr>
<td>Role of Professional</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Services Provided</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Services Provided Start Date</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Professional to Student Commitment</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Services Provided End Date</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Reason for Ending Services</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>
2012 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.

<table>
<thead>
<tr>
<th>Early Planning Dates</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 31 – August 2, 2012</td>
<td>Northern IL</td>
</tr>
<tr>
<td>August 7 – 9, 2012</td>
<td>Central IL</td>
</tr>
<tr>
<td>August 14 – 16, 2012</td>
<td>Southern IL</td>
</tr>
</tbody>
</table>
# Upcoming Key Dates

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

<table>
<thead>
<tr>
<th>Last Day to Exit Enrollments for 2012 School Year</th>
<th>July 31, 2012 4:00 p.m.</th>
</tr>
</thead>
<tbody>
<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>Homeless Data due</td>
<td></td>
</tr>
<tr>
<td>Student Discipline Data due</td>
<td></td>
</tr>
<tr>
<td>Student Course Assignments Data due</td>
<td></td>
</tr>
<tr>
<td>Teacher Course Assignments Data due</td>
<td></td>
</tr>
<tr>
<td><strong>PSAE Posting of Final Scores</strong></td>
<td><strong>August 3, 2012</strong></td>
</tr>
<tr>
<td>Adjusted Graduation Cohort Date due</td>
<td><strong>August 17, 2012 4:00 p.m.</strong></td>
</tr>
</tbody>
</table>

For a list of all SIS Key Dates, please visit the following link:

http://www.isbe.net/SIS/html/key_dates.htm
Districts Next Steps

- Include Student State IDs on uploaded files

- Check assessment scores and make any necessary corrections

- Provide all Student Discipline and Student/Teacher Course data (Grade 9-12) before July 31, 2012

- Exit 2012 school year enrollment records by 4:00 p.m., on July 31, 2012
  - ELL data is due
  - Pre-K Follow-Up data is due
  - Early Childhood Outcomes data is due
  - Homeless data is due
  - Birth to 3 data is due

- Run reports and verify student data is accurate and complete!

- Verify that your Adjusted Cohort Graduation Rate is accurate. If needed, make appropriate changes to the “Cohort Exit Type Code” and the “First Year in 9th Grade”
  - Perform after exiting students for the 2012 SY and before deadline of August 17, 2012 4:00 PM

- Sign up appropriate personnel for upcoming ISBE SIS training sessions
2013 School Year Changes

- Increased importance of 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, Regional Safe Schools, 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

  - **SIS Policy Questions** will be directed to the Standards and Assessment Center
  - **SIS Technical Questions** will be directed to the IBM team
Notice – This Webinar is being Recorded

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