Illinois State Board of Education

End of School Year 2013 and Planning for School Year 2014
Notice – This Webinar is being Recorded

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

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

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

- **Presenters**
  - Howard Hammel, SIS Subcontractor Staff (IBM)
  - Adam Lowery, SIS Subcontractor Staff (IBM)
  - Keith Goeckner, SIS Subcontractor Staff (IBM)
  - Hamza Rashid, SIS Subcontractor Staff (IBM)
  - Felix Scopacasa, SIS Subcontractor Staff (IBM)
Webinar Tips

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

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

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

- **Troubleshooting**
  - If you are disconnected from the Webinar at any time you can click the link that was provided to you in your email or you can re-register for the Webinar to gain access
  - If you are listening via phone and close out of the Webinar on your computer, you will be disconnected
Recent SIS Enhancements

- Added the following new Individual Student Reports:
  - Student Transfer Form
  - Student Profile
  - Student Profile (with page breaks)
Recent SIS Enhancements

- SIS Reports Screen – Choose Individual Student

<table>
<thead>
<tr>
<th>Login: ISBEADMZZZ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
</tr>
<tr>
<td>Student</td>
</tr>
<tr>
<td>Search SID</td>
</tr>
<tr>
<td>Request New SID</td>
</tr>
<tr>
<td>Exit Enrollment</td>
</tr>
<tr>
<td>Assessment</td>
</tr>
<tr>
<td>Adjusted Cohorts</td>
</tr>
<tr>
<td>Teacher</td>
</tr>
<tr>
<td>Batch Files</td>
</tr>
<tr>
<td><strong>Reports</strong></td>
</tr>
<tr>
<td>Help</td>
</tr>
<tr>
<td>ISBE Internal</td>
</tr>
<tr>
<td>Log Out</td>
</tr>
</tbody>
</table>

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**Student Information System**

*View Report*

- **Student**
  - **Assessments** (Pre-ID, Assessment Correction, Scores ISAT, IAA, PSAE)
  - **Bilingual** (ELL Screener, ELL, ACCESS)
  - **Course Assignment** (Student Information, Course Information, Student Outside Courses)
  - **Demographics and Enrollment** (Demographics, Enrollment, Current vs. Previous Enrollment)
  - **Discipline**
  - **Early Learning** (Birth to 3, Early Childhood, Early Childhood Outcomes, Pre-K Follow-Up)
  - **Homeless**
  - **Individual Student**
    - **Individual**

- **Teacher** (Course Assignment, Student/Teacher Course Assignment)

- **State Reporting** (Fall Enrollment Counts, Graduation Cohort, End of Year Reports)

- **Miscellaneous Reporting** (Multiple SID, Closed Schools, Missing Persons)
Recent SIS Enhancements

- Removed the Pre-K Follow-up data collection in SIS
  - Historical Pre-K Follow-up data is accessible thru SIS reports and request files
  - Starting with School Year 2013, ISBE will use the Final Letter Grade reported in the SIS Student Course Assignment for future Pre-K Follow-up studies.

- The Student Information System (SIS) is now integrated with the Employment Information System (EIS)
  - Teacher Course Assignments that are entered into SIS can be seen within EIS under the Courses tab.
  - Student counts are also displayed for each Teacher Course Assignment shown in EIS, provided the Student Course Assignments were entered into SIS correctly.
Recent SIS Enhancements

- How do I make my Teacher Course Assignments appear with Student Counts in EIS?
  - Enter Employees into EIS
  - Enroll Students into SIS
  - Enter Teacher Course Assignments into SIS
    - Will populate the courses in EIS, based on the IEIN and the Employer
  - Enter Student Course Assignments into SIS
    - Will populate the student count for the courses displayed in EIS, provided the Student Course Assignments are entered into SIS correctly

- What links a Teacher Course Assignment to a Student Course Assignment?
  - School Year
  - Student Serving RCDTS / Teacher Location RCDTS
  - Term
  - State Course Code
  - Section Number
Recent SIS Enhancements

- SIS Teacher /Student Course Assignment – Course Information Report
Recent SIS Enhancements

- EIS Courses Tab – Course Summary

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

- Assessment Correction Procedures

- Demographic, enrollment, and assessment details must reflect a student’s status as of the last day of the district’s assessment testing period.

- After the last day of the district’s assessment testing period, corrections to a student’s information will only update the captured assessment record being submitted to the assessment vendors; it does not also update student information in SIS.

  - Updates to active SIS student demographics, enrollment, program indicators, and enrollment exits are to continue through the end of the current school year.

  - If student demographic errors are identified in the Assessment Correction file, revisions must be made to both the Assessment Correction file and to SIS (via the Student Demographic/Enrollment batch process).

  - Note – Assessment Correction File is not for correcting ACCESS data. ACCESS will have a separate correction process in the future.

- Only Home Schools are permitted to correct and submit Assessment information to ISBE.
How do I verify my student’s Assessment Correction information is correct?

- SIS Reports
Assessment Scores/Corrections/Unassigned

- Verify your Student Assessment Correction data
  - Reports → Student Assessments → Assessment Correction Summary
Assessment Scores/Corrections/Unassigned

- Select Test
Assessment Scores/Corrections/Unassigned

- Report Criteria Screen, Assessment Correction (Summary)
Assessment Scores/Corrections/Unassigned

Assessment Correction Summary Report

2013 Assessment Correction Summary

<table>
<thead>
<tr>
<th>Grade</th>
<th>All</th>
<th>Total</th>
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<tbody>
<tr>
<td>Grade 1 - Grade 1</td>
<td>7</td>
<td>520</td>
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<tr>
<td>Grade 2 - Grade 2</td>
<td>4</td>
<td>485</td>
</tr>
<tr>
<td>Grade 3 - Grade 3</td>
<td>4</td>
<td>485</td>
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<td>Grade 4 - Grade 4</td>
<td>2</td>
<td>476</td>
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<td>Grade 5 - Grade 5</td>
<td>1</td>
<td>477</td>
</tr>
<tr>
<td>Grade 6 - Grade 6</td>
<td>1</td>
<td>440</td>
</tr>
<tr>
<td>Grade 7 - Grade 7</td>
<td>1</td>
<td>400</td>
</tr>
<tr>
<td>Race: American Indian or Alaska Native</td>
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<td>190</td>
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<tr>
<td>Race: Black or African American</td>
<td>2</td>
<td>180</td>
</tr>
<tr>
<td>Race: Hispanic or Latino</td>
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<td>170</td>
</tr>
<tr>
<td>Race: Native Hawaiian or Other Pacific Islander</td>
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<td>160</td>
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<td>Race: Two or More Races</td>
<td>1</td>
<td>150</td>
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<tr>
<td>Race: White</td>
<td>1</td>
<td>140</td>
</tr>
<tr>
<td>Males or Gender: M</td>
<td>1</td>
<td>130</td>
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<tr>
<td>Males or Gender: F</td>
<td>1</td>
<td>120</td>
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<tr>
<td>Males or Gender: Other</td>
<td>1</td>
<td>110</td>
</tr>
<tr>
<td>Males or Gender: Non</td>
<td>1</td>
<td>100</td>
</tr>
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</table>

Enrolled in Home School by May 1st: Yes | 120
Enrolled in Home School by May 1st: No | 2780
Enrolled in Home School by May 1st: Not Provided | 0
Enrolled in Home District by May 1st: Yes | 124
Enrolled in Home District by May 1st: No | 2776
Enrolled in Home District by May 1st: Not Provided | 0
Test To Be Taken: IAA | 49
Test To Be Taken: ISAT | 2851
Tested: Yes | 2900
Tested: No | 0
Assessment Scores/Corrections/Unassigned

- Verify your Student Assessment Correction data
  - Reports → Student Assessments → Assessment Correction Detail
Assessment Scores/Corrections/Unassigned

- Select Test

[Image of a software interface showing options to select a test]
Assessment Scores/Corrections/Unassigned

- Report Criteria Screen, Assessment Correction (Detail)
Assessment Scores/Corrections/Unassigned

- Assessment Correction Detail Report

### 2013 Assessment Correction Report (Detail)

| Student ID | Student Name | Birth Date | A | B | C | D | E | F | G | H | I | J | K | L | M | O | P | Q | SIS Home School | Serving School | Testing School |
|------------|--------------|------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|-----------------|---------------|---------------|
| 0946       | ABRAM        | 2004       | M | N | N | N | N | Y | N | 03 | N | 07 | 03 | Y | Y | ISAT | Y              | 2055           | 2055           | 2055           |
| 1805       | ADDISCH      | 2001       | M | N | N | N | N | Y | N | 03 | N | 07 | 03 | N | Y | ISAT | Y              | 2056           | 2056           | 2056           |
| 0240       | ALDRIK       | 2014       | M | N | N | N | N | Y | N | 07 | 03 | N | 03 | N | N | ISAT | Y              | 2038           | 2038           | 2038           |
| 1401       | ALLEN        | 2004       | F | N | N | N | N | N | N | 07 | 03 | N | 03 | N | N | ISAT | Y              | 2008           | 2008           | 2008           |
| 1747       | ALLEN        | 2004       | F | N | N | N | N | Y | N | 07 | 03 | N | 03 | N | N | ISAT | Y              | 2055           | 2055           | 2055           |
| 0997       | ANDER        | 2003       | M | N | N | N | N | Y | N | 03 | N | 07 | 03 | N | N | ISAT | Y              | 2055           | 2055           | 2055           |
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.
- Retrieve student information by searching with 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

```plaintext
<table>
<thead>
<tr>
<th>Test</th>
<th>Grade</th>
<th>Last Day of Testing Window</th>
<th>Last Day of Assessment Correction</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISAT</td>
<td>3,4,5,6,7,8</td>
<td>05/10/2012</td>
<td>06/10/2012</td>
</tr>
<tr>
<td>PSAE</td>
<td>11</td>
<td>05/09/2012</td>
<td>07/17/2012</td>
</tr>
<tr>
<td>IAA</td>
<td>3,4,5,6,7,8,11</td>
<td>03/16/2012</td>
<td>06/18/2012</td>
</tr>
</tbody>
</table>
```

Assessment Year: 2012

To Search for Student Assessment data, please provide student SID, the Assessment Year and at least one of the following:
- Last Name
- First Name
- Date of Birth

Then click the ‘Search’ button.

Fields marked with an asterisk (*) are required.
Assessment Scores/Corrections/Unassigned

- Assessment Record Test/Grade
Assessment Scores/Corrections/Unassigned

- Assessment Correction Record
Assessment Scores/Corrections/Unassigned

- Assessment Correction Record

![Screenshot of the Student Information System](image)

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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Assessment Scores/Corrections/Unassigned

- **Assessment Correction Record**

```plaintext
Student Information System
Student Assessment - Review

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

<table>
<thead>
<tr>
<th>Student ID (SID)</th>
<th>123456789</th>
<th>Student SAP ID</th>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enroll in Home School On or Before May</th>
<th>No</th>
<th>Enroll in Home District On or Before May</th>
<th>No</th>
</tr>
</thead>
<tbody>
<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 Exit 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>
<th>Black or African American</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td>Male</td>
<td>Race</td>
<td></td>
</tr>
<tr>
<td>Homeless</td>
<td>No</td>
<td>Migrant</td>
<td>No</td>
</tr>
<tr>
<td>Limited English Proficiency (LEP)</td>
<td>No</td>
<td>Individualized Education Program (IEP)</td>
<td>No</td>
</tr>
<tr>
<td>Free or Reduced Price Lunch (FRL) / Low Income</td>
<td>No</td>
<td>21st Century Community Learning Centers</td>
<td>No</td>
</tr>
</tbody>
</table>
```

Submit
Assessment Scores/Corrections/Unassigned

- Assessment Correction Record – Successful Update

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

- “Reason For Not Testing”
  
  As long as a student participated in at least one session for each test content area (reading, mathematics, and science, as applicable by grade), there is no need to provided a reason for not testing. However, if a student misses all the sessions from one or more of the specific content areas, ISBE expects districts to provide a reason for not testing. The related codes are listed online at http://www.isbe.net/sis/pdf/not_testing.pdf.

  After scores are posted, all records that contain a blank or “NR” (No Response) 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 reason for not testing. One exception is for reading, for students who are “First Year in U.S.” For more details, visit http://www.isbe.net/assessment/pdfs/asmt_scores_desc.pdf.
Assessment Scores/Corrections/Unassigned

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

- Updated “Reason For Not Testing” Code
  - 15 – Refusal
    - Student was presented a test booklet but refused to engage in the test.

- New “Reason For Not Testing” Code
  - 18 – PSS-SIS Use Only (Exempt from State Testing)
    - This reason for not testing is applied automatically to any SIS enrollment record that has YES set for the Private School Student (PSS) Indicator. (Districts may use the reason code 16 for records where the Private School Student Indicator was incorrectly set to NO.)
Assessment Scores/Corrections/Unassigned

- How do I submit the Reason for Not Testing if a student misses all sessions from all content areas?
  - 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.
    - Select “No” for the “Student Tested” response
    - 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 submit the “Reason for Not Testing” if a student tested in some content areas (Reading, Mathematics and Science) but did not test in at least one area?
  - 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.
    - Select “Yes” for the “Student Tested” response
    - 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 any appropriate report criteria selections (such as choosing a specific school), or leave the defaults
    - Create the report
    - The number of “Active Students With No Test” should be 0
Assessment Scores/Corrections/Unassigned

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

#### Assessment Scores Summary Report

<table>
<thead>
<tr>
<th>Grade of Test Taken:</th>
<th>All</th>
<th>Total</th>
<th>No Score</th>
<th>Warn</th>
<th>Reading Below</th>
<th>Meet</th>
<th>Exceed</th>
<th>No Score</th>
<th>Warn</th>
<th>Math Below</th>
<th>Meet</th>
<th>Exceed</th>
<th>No Score</th>
<th>Warn</th>
<th>Science Below</th>
<th>Meet</th>
<th>Exceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Students:</td>
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<td>3057</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Race: Asian (13)</td>
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<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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</tr>
<tr>
<td>Race: Black or African American (14)</td>
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<td>0</td>
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</tr>
<tr>
<td>Race: Hispanic or Latino (11)</td>
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<td>0</td>
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</tr>
<tr>
<td>Race: Two or More Races (17)</td>
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<td>1</td>
<td>0</td>
<td>0</td>
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<td>Race: White (16)</td>
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<td>0</td>
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<tr>
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<td>Grade of Test Taken (03):</td>
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<td>525</td>
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<td>Grade of Test Taken (05):</td>
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<tr>
<td>Grade of Test Taken (11):</td>
<td>39</td>
<td>39</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>Test Name: SAT</td>
<td>3018</td>
<td>3018</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Active Students With No Test:** 3056

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

### 2012 Assessment Scores Report

<table>
<thead>
<tr>
<th>Assessment Home District: 12345678910</th>
<th>School District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection Criteria: None Sorted By: Grade, Name</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Columns</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: Birth Date</td>
<td>Combined Reading Performance Level (E=Exceeds, M=Meets, B=Below, W=Academic Warning)</td>
</tr>
<tr>
<td>B: Merge Invalid or Question Score</td>
<td>Combined Math Scale Score</td>
</tr>
<tr>
<td>C: Test Taken</td>
<td>Combined Math Performance Level (E=Exceeds, M=Meets, B=Below, W=Academic Warning)</td>
</tr>
<tr>
<td>D: Grade of Test Taken</td>
<td>Combined Science Scale Score</td>
</tr>
<tr>
<td>E: Combined Reading Scale Score</td>
<td>Day 1 Reading Scale Score</td>
</tr>
<tr>
<td>F: Combined Reading Performance Level</td>
<td>Day 1 Math Scale Score</td>
</tr>
<tr>
<td>G: Combined Math Scale Score</td>
<td>Day 1 Science Scale Score</td>
</tr>
<tr>
<td>H: Combined Math Performance Level</td>
<td>Day 2 Reading Level Score</td>
</tr>
<tr>
<td>I: Combined Science Scale Score</td>
<td>Day 2 Math Scale Score</td>
</tr>
<tr>
<td>J: Combined Science Performance Level</td>
<td>Day 2 Science Scale Score</td>
</tr>
<tr>
<td>K: Combined Reading Scale Score</td>
<td>Student Tested</td>
</tr>
<tr>
<td>L: Combined Reading Performance Level</td>
<td>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 none of the following errors:
   - First year in US is Yes and LEP is No.
   - Test Taken is IAA and IEP is No.
   - Enrolled in Home School On or Before May 1 is Yes and Enrolled in Home District is No.
5. The grade of the test taken (D) is different than the assessment correction detail report grade. For only 2011 PSAE records you may, but are NOT required to, clear this error code by changing the assessment correction grade to 11.
6. Student active but not all tests were taken. There is at least one NR (no responses) for a scale score. Please enter a “Reason for Not Testing” code for the student.

#### 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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Medically Exempt</td>
</tr>
<tr>
<td>02</td>
<td>Homebound Exempt</td>
</tr>
<tr>
<td>03</td>
<td>In jail/Locked Facility</td>
</tr>
<tr>
<td>04</td>
<td>Out of State/Country</td>
</tr>
<tr>
<td>05</td>
<td>Not Enrolled</td>
</tr>
<tr>
<td>06</td>
<td>Not In Valid Grade</td>
</tr>
<tr>
<td>07</td>
<td>Transferred Out During Testing</td>
</tr>
<tr>
<td>08</td>
<td>Transferred In During Testing</td>
</tr>
<tr>
<td>09</td>
<td>Deceased</td>
</tr>
<tr>
<td>10</td>
<td>Absent</td>
</tr>
<tr>
<td>11</td>
<td>Non-Regular Diploma Recipient</td>
</tr>
<tr>
<td>12</td>
<td>New to IL Public School in Grade 12</td>
</tr>
<tr>
<td>13</td>
<td>IAA Eligible Previous Year</td>
</tr>
<tr>
<td>15</td>
<td>Local Evidence of PSAE Diploma Requirement</td>
</tr>
</tbody>
</table>

#### Student Information:

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Test Date</th>
<th>Grade</th>
<th>Interview</th>
<th>Math</th>
<th>Science</th>
<th>Reading</th>
<th>Writing</th>
<th>Error Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1111111111</td>
<td>Test, John</td>
<td>07/23/2003</td>
<td>ISAT 03</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>2222222222</td>
<td>Test, Sarah</td>
<td>02/04/2003</td>
<td>ISAT 03</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>3333333333</td>
<td>Test, Susan</td>
<td>08/20/2003</td>
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<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>4444444444</td>
<td>Test, Jeremy</td>
<td>01/22/2003</td>
<td>ISAT 03</td>
<td>Y</td>
<td>Y</td>
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<td>5555555555</td>
<td>Test, Keith</td>
<td>10/21/2002</td>
<td>ISAT 03</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>6666666666</td>
<td>Test, Adam</td>
<td>01/11/2003</td>
<td>ISAT 03</td>
<td>Y</td>
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<td>Y</td>
<td>Y</td>
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<tr>
<td>7777777777</td>
<td>Test, Mary</td>
<td>01/10/2003</td>
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<td>8888888888</td>
<td>Test, Rachel</td>
<td>03/17/2002</td>
<td>ISAT 03</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>9999999999</td>
<td>Test, Craig</td>
<td>02/03/2001</td>
<td>ISAT 03</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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</tbody>
</table>

Check for error code
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 using 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

Unassigned Test Results Report

This report contains records of Test Results that have not been assigned to students. Follow the directions below for a Test Results record with accurate and complete data. If a Test Results record displays inaccurate or missing data, the system will not be able to match and assign the results to the student’s assessment record, call the ISBE Helpdesk at 217-556-3600 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, rerun the Unassigned Test Results report to verify the Test Results records were matched and assigned successfully.
2. If the process was not successful, call the ISBE Helpdesk at 217-556-3600 for technical support.

View Report  Create PDF Report
Assessment Scores/Corrections/Unassigned

- Unassigned Test Results Report

2012 Unassigned Test Results for

School District:

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

* Test names 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 on line 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 records 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 School Name</th>
<th>Testing School</th>
<th>Error Code</th>
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<tbody>
<tr>
<td>1111111111</td>
<td>TEST</td>
<td>SAMANTHA</td>
<td>01012005</td>
<td>02</td>
<td>ACCESS</td>
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<tr>
<td>2222222222</td>
<td>TEST</td>
<td>DANIEL</td>
<td>01012004</td>
<td>00</td>
<td>ACCESS</td>
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<tr>
<td>1111111111</td>
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<td>CHARLES</td>
<td>00000000</td>
<td>00</td>
<td>ACCESS</td>
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</tbody>
</table>

Total Students: 3
Assessment Scores/Corrections/Unassigned

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

- WorkKeys and NCRC Certificates
  - National Career Readiness Certificate (NCRC) Reports
Assessment Scores/Corrections/Unassigned

- WorkKeys and NCRC Certificates
  - Example - 2 Page NCRC Certificates
Assessment Scores/Corrections/Unassigned

- WorkKeys and NCRC Certificates
  - Example - 2 Page NCRC Certificates
Exiting 2013 Enrollments

- **Exit All Enrollments**
  - All 2013 Enrollment records must be exited by 4:00 p.m. July 31, 2013
    - 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 SIS Exit Enrollment screen
  - Batch File Process
    - Use the SIS Upload File screen
Exiting 2013 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
  - **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
Exiting 2013 Enrollments

Before exiting student enrollments, ensure the following information has been completed:

- **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

- **Caregiver Data**
  - A “Q8” result code and message associated with an enrollment record indicates mandatory Caregiver data is missing, and the record was **not** exited
Exiting 2013 Enrollments

- How can I tell if I am missing mandatory data before I exit?
  - View the Missing Data report in ISBE SIS
    - Use the *Reports* screen
    - Expand the *Miscellaneous* section and then select the *Missing Data* link
      - Ensure the following report criteria are selected
        - All Schools
      - Press *View Report* or *Create PDF Report*
    - Any schools with missing data will be identified with a “Yes”
# Exiting 2013 Enrollments

## 2013 SIS Missing Data Report

**SIS Home District:** 1234567890  
**ISBE Test District**

**Selection Criteria:** None

* Record created, data required based on Exit Enrollment Type code.

<table>
<thead>
<tr>
<th>Data Collections</th>
<th>Missing Data Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home School:</strong> 9999999999999999</td>
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</tr>
<tr>
<td>ISBE Elementary School</td>
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</tr>
<tr>
<td>Birth to 3</td>
<td>No</td>
</tr>
<tr>
<td>Birth to 3 Caregiver Demographics Information</td>
<td>No</td>
</tr>
<tr>
<td>Early Childhood Outcomes (ECO)</td>
<td>No *</td>
</tr>
<tr>
<td>English Language Learners (ELL)</td>
<td>Yes</td>
</tr>
<tr>
<td>Homeless</td>
<td>No</td>
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<tr>
<td><strong>Home School:</strong> 9999999999999999</td>
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</tr>
<tr>
<td>ISBE East High School</td>
<td></td>
</tr>
<tr>
<td>Birth to 3</td>
<td>No</td>
</tr>
<tr>
<td>Birth to 3 Caregiver Demographics Information</td>
<td>No</td>
</tr>
<tr>
<td>Early Childhood Outcomes (ECO)</td>
<td>No *</td>
</tr>
<tr>
<td>English Language Learners (ELL)</td>
<td>No</td>
</tr>
<tr>
<td>Homeless</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Home School:</strong> 9999999999999999</td>
<td></td>
</tr>
<tr>
<td>ISBE West High School</td>
<td></td>
</tr>
<tr>
<td>Birth to 3</td>
<td>No</td>
</tr>
<tr>
<td>Birth to 3 Caregiver Demographics Information</td>
<td>No</td>
</tr>
<tr>
<td>Early Childhood Outcomes (ECO)</td>
<td>No *</td>
</tr>
<tr>
<td>English Language Learners (ELL)</td>
<td>No</td>
</tr>
<tr>
<td>Homeless</td>
<td>Yes</td>
</tr>
</tbody>
</table>

5/7/2013  8:46 am
Exiting 2013 Enrollments

- Verify all 2013 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
        - 2013 – 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 2013 Enrollments

- Run an Enrollment Summary Report by Active Enrollments Only
Exiting 2013 Enrollments

- Select – “Active Enrollments Only” and School
Exiting 2013 Enrollments

- Current Enrollment Summary Report

---

**Illinois State Board of Education**  
**Student Information System**

**Active Enrollment (Summary) for School Year**

- Home School/District RCDTS: 12345678910
- Home School/District Name:  **District 1000**
- Selection Criteria: Currently Enrolled Students Only

<table>
<thead>
<tr>
<th>Home School</th>
<th>School 1</th>
<th>School 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Serving School:</td>
<td>Serving School:</td>
</tr>
<tr>
<td></td>
<td>123456789104400</td>
<td>123456789105500</td>
</tr>
<tr>
<td></td>
<td>Grade</td>
<td>Grade</td>
</tr>
<tr>
<td>9 - Grade 9</td>
<td>29</td>
<td>9 - Grade 9</td>
</tr>
<tr>
<td>10 - Grade 10</td>
<td>35</td>
<td>10 - Grade 10</td>
</tr>
<tr>
<td>11 - Grade 11</td>
<td>29</td>
<td>11 - Grade 11</td>
</tr>
<tr>
<td>12 - Grade 12</td>
<td>13</td>
<td>12 - Grade 12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>106</strong></td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

Total by Home School: 106
Total by Home School: 90
Exiting 2013 Enrollments

- This data can be provided after the student has been exited:

  - **Student Discipline Data**
    - All discipline data must be reported by **July 31, 2013 at 4:00 p.m.** The disciplinary action must have occurred during the student’s time of enrollment in your district, but the student does not need to be currently actively enrolled in your district.

  - **Teacher Course Assignment**
    - All teacher course data must be reported by **July 31, 2013 at 4:00 p.m.**

  - **Student Course Assignment**
    - All student course data must be reported by July 31, 2013 at 4:00 p.m.
Exiting 2013 Enrollments

- **Adjusted Cohort Graduation Rate**

  - The 2013 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.

  - The **Cohort Enrollment Exit Type Code** is essential in providing an accurate measure of high school graduation data. The Cohort Enrollment Exit Type Code is initially set to the student’s general 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”) that are used in calculating the adjusted cohort graduation rate.
Exiting 2013 Enrollments

- SIS Home Screen

The available facilities of ISBE SIS are listed below:
- Search for a Student ID
- Request a Student ID
- Correct an Assessment Record
- Exit an Enrollment
- Upload a File
- Download a File
- View Reports
- Request a File
- Help

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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Exiting 2013 Enrollments

- Adjusted Cohort Graduation Rate Overview - Summary
Exiting 2013 Enrollments

- Adjusted Cohort Graduation Rate Overview - Summary
Exiting 2013 Enrollments

- Adjusted Cohort Graduation Rate Overview - Summary

5 Year Adjusted Cohort Graduation Rate Overview For
School Year 2013
This Cohort Consist of Students Whose 1st Year in 9th Grade Was School Year 2009

5/1/2013  10:40 am

<table>
<thead>
<tr>
<th>SIS Home District</th>
<th>ISBE Test District 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection Criteria</td>
<td>Year In Cohort = 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>78.98 % Adjusted Cohort Graduation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduates: 387</td>
</tr>
<tr>
<td>Number of First-Time 9th Graders: 578</td>
</tr>
<tr>
<td>Transferred In: 37</td>
</tr>
<tr>
<td>Removed from Cohort: 125</td>
</tr>
<tr>
<td>Enrolled In Another School: 41</td>
</tr>
<tr>
<td>Not Enrolled In Another School: 84</td>
</tr>
<tr>
<td>Non-Graduates: 103</td>
</tr>
</tbody>
</table>

Number of cohort members who earned a regular high school diploma 387

\[\text{Number of First-Time 9th Graders} + \text{Transferred In} - \text{Removed from Cohort} = 78.98\% \text{ Adjusted Cohort Graduation Rate}\]
Exiting 2013 Enrollments

- Adjust Cohort Graduation Rate - Summary

Have questions or need help? Contact our Call Center (217)555-3600 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us
Exiting 2013 Enrollments

- 5 Year Summary Report - Criteria Screen
# Exiting 2013 Enrollments

## 5 Year Adjusted Cohort Graduation Rate For School Year 2013

This Cohort Consist of Students Whose 1st Year in 9th Grade Was School Year 2009

78.98% Adjusted Cohort Graduation Rate

Adjusted Cohort Graduation Rate = Total Graduates / (Total Graduates + Non-Graduates)

### History of Cohort

<table>
<thead>
<tr>
<th>Aged Out</th>
<th>Graduates</th>
<th>Non-Graduates</th>
<th>Removed from Cohort (Not Enrolled)</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<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>
</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>
</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>
</tr>
<tr>
<td>Dropped Out</td>
<td>0</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>9</td>
<td>16</td>
<td>16</td>
<td>9</td>
</tr>
<tr>
<td>Expulsion</td>
<td>0</td>
<td>7</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Graduated with regular, advanced, international Baccalaureate, or other type of diploma</td>
<td>337</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>371</td>
<td>8</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>
</tr>
<tr>
<td>Moved Out of the United States</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Moved, not known to be continuing</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>3</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Promotion</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Retained in same grade</td>
<td>0</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>14</td>
<td>1</td>
</tr>
<tr>
<td>Transfer to another public school district</td>
<td>0</td>
<td>0</td>
<td>44</td>
<td>18</td>
<td>14</td>
<td>7</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Transfer to another public school district IN Illinois</td>
<td>0</td>
<td>7</td>
<td>0</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Transfer to another public school district OUT of Illinois</td>
<td>0</td>
<td>0</td>
<td>17</td>
<td>2</td>
<td>8</td>
<td>6</td>
<td>1</td>
<td>0</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>
</tr>
<tr>
<td>Transfer to GED program</td>
<td>0</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>3</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>Transfer to Home-Schooled</td>
<td>0</td>
<td>0</td>
<td>16</td>
<td>5</td>
<td>7</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transfer to Private School</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</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>
</tr>
</tbody>
</table>

**TOTAL**

<table>
<thead>
<tr>
<th>Graduates</th>
<th>Non-Graduates</th>
<th>Removed from Cohort (Not Enrolled)</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>337</td>
<td>103</td>
<td>84</td>
<td>35</td>
<td>45</td>
<td>52</td>
<td>422</td>
<td>10</td>
</tr>
</tbody>
</table>

---

SIS Calculated First Year 9th Grade: 17
Exiting 2013 Enrollments

- Adjusted Cohort Graduation - Detail

---

**Student Information System**

View Report

- **Student**
  - Assessments
  - Bilingual
  - Course Assignment
  - Demographics and Enrollment
  - Discipline
  - Early Learning
  - Homeless
  - Individual Student

- **Teacher**
  - Course Assignment, Student/Teacher Course Assignment

- **State Reporting**
  - Fall Enrollment Counts
  - Adjusted Cohort Graduation Rate Overview
  - Adjusted Cohort Graduation Rate
  - Homeless Counts
  - End of Year Reports
    - Student Suspensions
    - Student Expulsions
    - High School Dropouts
    - High School Graduates
    - Student Discipline

- **Miscellaneous Reporting**
  - Multiple SID, Closed Schools, Missing Persons

---

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Exiting 2013 Enrollments

- Adjusted Cohort Graduation Rate Detail – Report Criteria Screen
Exiting 2013 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 2013 Enrollments

- **Online**
  - SIS Home Screen
Exiting 2013 Enrollments

- **Online**
  - Adjusted Cohort Graduation Rate - Search Screen
Exiting 2013 Enrollments

- **Online**
  - Student’s “Adjusted Cohort Graduation Rate” Data (two fields are editable)
Exiting 2013 Enrollments

- **Online**
  - Edit Screen
Exiting 2013 Enrollments

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

![Student Information System](image)
Exiting 2013 Enrollments

- **Online**
  - The Adjusted Cohort Graduation Rate has been successfully updated.
Exiting 2013 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
  
  - The 2013 data will be final as of August 16, 2013 at 4:00 PM
2014 School Year Changes

- Changes starting August 1, 2013
  - Serving School RCDTS
  - 21st Century Indicator
  - Early Childhood Outcomes – Progress Rating
  - ELL Screener will be mandatory for the 2014 School Year

- New Collections starting August 1, 2013
  - RSSP (Regional Safe School Program)
  - High School Students Taking Community College Courses
2014 School Year Changes

- **Home School RCDTS**
  - 15 character code ISBE assigns that uniquely identifies the elementary, middle/junior, or high school a student attends or would attend if not placed/transferred to another school/program to receive needed services.

- **Serving School RCDTS**
  - 15 character code ISBE assigns that uniquely identifies a school/program where a student is being educated.
  - Cannot end in “0000” if it is an ROE, public school district, or other state funded school

- **RCDTS (Region-County-District-Type-School)**
  - **R** Region Code 2 Characters
  - **C** County Code 3 Characters
  - **D** District/Serving Entity Code 4 Characters
  - **T** Type Code 2 Characters
  - **S** School Code 4 Characters
2014 School Year Changes

- **21st Century Indicator**
  - For students in grades K -12, ensure the 21st Century Indicator remains accurate throughout the school year. It will be used in conjunction with the following IWAS applications:
    - 21st Century Continuation
    - 21st Century New Awards
    - 21st Century Community Learning Centers
Early Childhood Outcomes – Progress Rating

- The Early Childhood Outcomes Advisory Committee recommended the change to improve school districts tracking on early childhood special education students.
  - Allow the school districts the ability to submit data at any time
  - Improve data quality
  - Use existing ECO data collection process

- Pre-K Students with IEP

- An Early Childhood Outcomes “Entry Rating” is mandatory before the student’s enrollment is exited

- Upon exiting an enrollment an Early Childhood Outcomes Progress Rating will be required if the last rating is more than 6 months old

- The Early Childhood Outcomes ratings may be submitted to SIS at any time while the student is enrolled
2014 School Year Changes

- Example Student

- Example Student
2014 School Year Changes

- Early Childhood Outcomes

  - Primary Anchors
    - 01 Assessment and Evaluation Programming System (AEPS)
    - 02 Carolina Curriculum for Infants and Toddlers/Preschoolers with Special Needs
    - 03 High Scope Child Observation Record
    - 04 Creative Curriculum Assessment – Retired
    - 05 Hawaii Early Learning Profile (HELP)
    - 06 Individual Growth and Development Indicators (IGDI) – Retired
    - 07 Transdisciplinary Play-Based Assessment (TPBA)
    - 08 Work Sampling System
    - 09 IEP for Speech Only – Retired
    - 10 Teaching Strategies GOLD – New
    - 11 Early Learning Scales (ELS) – New
    - 12 Ages and Stages Questionnaire (ASQ) – New
    - 99 Erroneous
2014 School Year Changes

- Example 1: Entry Rating without a Progress Rating
2014 School Year Changes

Example 2: Entry rating with a progress rating
2014 School Year Changes

- **ELL Screener will be mandatory for the 2014 School Year**
  - ELL screener will be mandatory for the following students:
    - Home Language or Native Language other than English
    - SID created after August 1\textsuperscript{st}, 2013
    - Enrolled in grades K-12
    - No ELL Screener data exists in ISBE SIS

- More than one ELL Screener may be provided if needed.
New SIS Data Collections for School Year 2014

- **RSSP (Regional Safe Schools Program)**
  - The Regional Safe School application will be integrated with the Student Information System for the 2014 school year.
  - It is essential that the student is enrolled with the correct Serving RCDTS identified as the RSSP.
  - If you cannot locate an RCDTS code for the RSSP, either call and ask the RSSP or use the SIS RCDTS look-up located on the SIS webpage.
New SIS Data Collections for School Year 2014

- SIS – Enrollment Regional Safe School Program Link
New SIS Data Collections for School Year 2014

- SIS – Regional Safe Schools Program Data Collection
New SIS Data Collections for School Year 2014

- **High School Students Taking Community College Courses**
  - To comply with Section 2-3.144 of the Illinois School Code, as well as with sections 10-21.4 or 34-8, high school and unit district superintendents are required to complete and submit to the Illinois State Board of Education an annual survey that documents the number of high school students taking community college courses and the names of the courses taken.
    - [http://www.isbe.net/research/htmls/hs_college_courses.htm](http://www.isbe.net/research/htmls/hs_college_courses.htm)
  - The High School Students Taking Community College Courses collection will be integrated into the SIS Student Course Assignment for the 2014 school year.
New SIS Data Collections for School Year 2014

- SIS – Search SID – Student Enrollment Tab
New SIS Data Collections for School Year 2014

- SIS – Search SID – Student Course Assignment View
New SIS Data Collections for School Year 2014

- SIS – Search SID – Student Course Assignment – Edit Course
2013 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/
  - 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 30 – August 1, 2013
- August 6 – 8, 2013
- August 13 – 15, 2013
## 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 8, 2013</td>
</tr>
<tr>
<td>PSAE First Day of Assessment Correction</td>
<td>May 9, 2013</td>
</tr>
<tr>
<td>ACCESS Last Day of Assessment Correction</td>
<td>May 24, 2013 4:00 p.m. Deadline</td>
</tr>
<tr>
<td>ISAT and IAA Scores Posted on SIS</td>
<td>June 3, 2013</td>
</tr>
<tr>
<td>ISAT and IAA Last Day for Assessment Correction</td>
<td>June 17, 2013 4:00 p.m. Deadline</td>
</tr>
<tr>
<td>PSAE Scores Posted on SIS</td>
<td>July 9, 2013</td>
</tr>
<tr>
<td>PSAE Last Day of Assessment Correction</td>
<td>July 16, 2013 4:00 p.m. Deadline</td>
</tr>
<tr>
<td>ACCESS Posting of Final Scores</td>
<td>Mid-July 2013</td>
</tr>
<tr>
<td>IAA and ISAT Posting of Final Scores</td>
<td>July 22, 2013</td>
</tr>
</tbody>
</table>

*Change from Original Schedule ACCESS Last Day of Assessment Correction*  

* May 31, 2013 4:00 p.m. Deadline
### Upcoming Key Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day to Exit Enrollments for 2013 School Year</td>
<td>July 31, 2013</td>
</tr>
<tr>
<td>ELL data due</td>
<td></td>
</tr>
<tr>
<td>Birth to 3 data due</td>
<td></td>
</tr>
<tr>
<td>Participant Demographic (Birth to 3) data due</td>
<td></td>
</tr>
<tr>
<td>Early Childhood data due</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Outcomes data due</td>
<td></td>
</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>August 2, 2013</td>
</tr>
<tr>
<td><strong>Adjusted Cohort Graduation Rates</strong></td>
<td>August 16, 2013</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](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 records by 4:00 p.m., on July 31, 2013
- Exit 2013 school year enrollment records by 4:00 p.m., on July 31, 2013
  - ELL data is due
  - Early Childhood Outcomes data is due
  - Homeless data is due
  - Birth to 3 data is due
  - Caregiver data is due
- Run reports and verify student data is accurate and complete!
- Provide all Student Course Assignment data (Grade K-12)
- Provide all Teacher Course Assignment data (Grade K-12)
- 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 2013 SY and before deadline of August 16, 2013 4:00 PM
Districts’ Next Steps

- Sign up appropriate personnel for upcoming ISBE SIS training sessions

- **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 Center for Performance
  - **SIS Technical Questions** will be directed to the IBM team
Notice – This Webinar is being Recorded

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