Illinois State Board of Education

End of School Year 2014 and Planning for School Year 2015

May 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/Double Testing Waiver
- Exiting 2014 Enrollments
- 2015 School Year Changes
- New SIS Data Collections for School Year 2015
- SIS Summer Training
- Upcoming Key Dates
- Districts’ Next Steps
- Where to Direct Questions
Welcome and Introductions

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

- **Presenters**
  - Howard Hammel  SIS Project Manager
  - Adam Lowery  SIS Business Analyst
  - Lindsay Langer  SIS Help Desk Analyst
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

Serving School Submitting Courses

- Enhancements to assist districts with data submission
  - Previously, only home schools submitted Student Course Assignments.

- Serving Schools can now submit Student Course Assignments.
  - Home schools should review any data submitted by serving schools and continue to work together as needed, with attention to key fields such as State Course Code, Term, and Section Number.
  - Serving school should communicate with the home school to ensure both the Student Course Assignments and Teacher Course Assignments are completed accurately.
  - If a serving school creates only the initial portion of a Student Course Assignment, the home school will not be able to exit the related student enrollment until the course is ended. (The course itself can be ended/completed by the home school or the serving school.)
  - Data quality will improve because Student and Teacher Course Assignments are submitted by the same school.
Recent SIS Enhancements

- Verify that the Teacher and Student Course Assignments are submitted correctly.
  - Student Information Report (Summary)
    - Total count of classes per student: review this report to ensure your students have the correct number of courses. (All students grades K-12 should have courses.)
      - If students are missing courses, add courses.
  - Students with no Course Assignments (Detail)
    - The report displays students with no courses.
  - Courses with Students but no Teachers (Detail)
    - The report displays Student Course Assignment records that do not have a corresponding Teacher Course Assignment record.
      - If teachers are missing, add Teacher Course Assignments with corresponding student’s school year, Teaching/Serving location, State Course Code, Term and Section Number.
Recent SIS Enhancements

- **Courses with Teachers but No Students (Detail)**
  - The report displays Teacher course records that do not have any corresponding student course records.
    - If students are missing, add student course assignments with corresponding teacher’s School Year, Teaching/Serving Location, State Course Code, Term and Section Number.

- **Teacher / Student Course Assignment – Course Information (Detail)**
  - The report displays course assignments with teacher and students that correctly align
Recent SIS Enhancements

**Student Information System (SIS)**

- Illinois State Board of Education (ISBE)

**Upcoming Key Dates**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESS Scores Posted on SIS</td>
<td>05/05/2014</td>
</tr>
<tr>
<td>PSAE Last Day of Testing</td>
<td>05/08/2014</td>
</tr>
<tr>
<td>PSAE First Day of Assessment Correction</td>
<td>05/09/2014</td>
</tr>
<tr>
<td>ACCESS Last Day of Assessment Correction</td>
<td>05/23/2014</td>
</tr>
<tr>
<td>ISAT Scores Posted on SIS</td>
<td>06/02/2014</td>
</tr>
<tr>
<td>ISAT Last Day for Assessment Correction</td>
<td>06/16/2014</td>
</tr>
<tr>
<td>IAA Scores Posted on SIS</td>
<td>07/16/2014</td>
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<tr>
<td>PSAE Scores Posted on SIS</td>
<td>07/16/2014</td>
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<tr>
<td>ACCESS Final Scores Posted</td>
<td>07/14/2014</td>
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<td>IAA Last Day for Assessment Correction</td>
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**Current Enrollment Data Completion Status**

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<thead>
<tr>
<th>Collection</th>
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<th>Complete</th>
<th>% Complete</th>
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<tr>
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</tr>
<tr>
<td>Early Childhood Outcomes (ECO) Entry</td>
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<td>Early Childhood Outcomes (ECO) Progress</td>
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<tr>
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<td>Regional Safe Schools Program (RSSP)</td>
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<tr>
<td>Secondary Courses Missing Final Letter Grade</td>
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<td>-</td>
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**Current Enrollments & Program Indicators**

- Dunbar Elem School 2008

**Course Data Quality (K-12)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
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<td>Unique Student Count</td>
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<tr>
<td>Unique Teacher Count</td>
<td>0</td>
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<td>Student Teacher Ratio</td>
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<td>Unique Course Count</td>
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<td>Courses Missing Teachers</td>
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<tr>
<td>Students Missing Courses</td>
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</table>

*Please sign up for the upcoming Webinars: April 30th: The Importance of Accurate 2014 Student/Teacher Data in the Student Information System (SIS). May 8th: End of School Year 2014 and Planning for School Year 2015.*

*Reflects data as of Apr 29, 2014 03:05 PM*
### Course Data Quality (K-12)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Unique Student Count</td>
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<td>Unique Teacher Count</td>
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<td>Courses Missing Teachers</td>
<td>224</td>
</tr>
<tr>
<td>Students Missing Courses</td>
<td>37</td>
</tr>
</tbody>
</table>

Serving Location: Dunbar Elem School
Recent SIS Enhancements

**Analysis of Student and Teacher Course Assignments**
- High quality data is essential for allocating funds correctly, compiling the Report Card data, and for other analytical purposes at ISBE.

**Uses of data:**
- Career and Technical Education (CTE) funding
- Bilingual Ceiling Calculator (eGMS grant)
- PARCC Assessment
- DLM Assessment
- Report Card:
  - High School On-Track to Graduate
  - Course Listing
  - Dual Credit
  - Highly Qualified Teacher

- ISBE needs transcript level course data for High School grades 9-12
- ISBE needs teachers linked to K-12 students
Assessment Scores/Corrections/Unassigned/Double Testing Waiver
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

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 – The standard Assessment Correction file is not for ACCESS data. For ACCESS corrections, use the new ACCESS Assessment Correction file or the new ACCESS Assessment Correction page in SIS (under the Assessment menu).

- Only Home Schools are permitted to correct and submit Assessment information to ISBE.
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

- How do I verify my student’s Assessment Correction information is correct?
  - Reports → Student Assessments → Assessment Correction Summary
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

- **Select Test**
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

- Report Criteria Screen, Assessment Correction (Summary)
### Assessment Correction Summary Report

**2014 Assessment Correction Summary**

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<thead>
<tr>
<th>Grade</th>
<th>All</th>
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<tr>
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<td>Grade 11 - Grade 12</td>
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<td>Grade 10 - Grade 11</td>
<td>510</td>
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<td>Grade 9 - Grade 10</td>
<td>476</td>
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<td>Grade 8 - Grade 9</td>
<td>444</td>
<td></td>
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<tr>
<td>Grade 7 - Grade 8</td>
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<td></td>
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<tr>
<td>Grade 6 - Grade 7</td>
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<td></td>
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<tr>
<td>Grade 5 - Grade 6</td>
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<td>Race: Hispanic or Latino (0)</td>
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<td></td>
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<tr>
<td>Race: Native Hawaiian or Other Pacific Islander (0)</td>
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<td></td>
</tr>
<tr>
<td>Race: Two or More Races (0)</td>
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<tr>
<td>Race: White (19)</td>
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<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>Migrant Indicator: Yes</td>
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<tr>
<td>Migrant Indicator: No</td>
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<td></td>
</tr>
<tr>
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<tr>
<td>LEAP Indicator: No</td>
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<td>HEP Indicator: Yes</td>
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<td></td>
</tr>
<tr>
<td>HEP Indicator: No</td>
<td>2555</td>
<td></td>
</tr>
<tr>
<td>The Century Indicator: Yes</td>
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<tr>
<td>The Century Indicator: No</td>
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<td>Prior Year in US: Yes</td>
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<tr>
<td>Prior Year in US: No</td>
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<td>Prior Year in US: Not Provided</td>
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</tr>
<tr>
<td>Years in TK/TP: 02</td>
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<td></td>
</tr>
<tr>
<td>Years in TK/TP: 03</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Years in TK/TP: 04</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Years in TK/TP: 05</td>
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</tr>
</tbody>
</table>

- Enrolled in Home School by May 1st: Yes | 1583
- Enrolled in Home School by May 1st: No | 1218
- Enrolled in Home School by May 1st: Not Provided | 0
- Enrolled in Home District by May 1st: Yes | 2418
- Enrolled in Home District by May 1st: No | 383
- Enrolled in Home District by May 1st: Not Provided | 0
- Test To Be Taken: IAA | 45
- Test To Be Taken: ISAT | 2756
- Tested: Yes | 2801
- Tested: No | 0
- Error - Missing Data: Yes | 0
- 2014 Full Form (PARCC or DLM) Field Test Participant (01) | 0
- 2014 Full Form (PARCC or DLM) Field Test Participant (02) | 0
- 2014 Full Form (PARCC or DLM) Field Test Participant (03) | 0
- 2014 Full Form (PARCC or DLM) Field Test Participant (04) | 0
- 2014 Full Form (PARCC or DLM) Field Test Participant (05) | 0
- 2014 Full Form (PARCC or DLM) Field Test Participant (06) | 0
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

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

- Select Test

[Image of the Student Information System interface with options for selecting tests such as ITAT, PSAE, IMAGE, and ALL.]
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

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

- Assessment Correction Detail Report

2014 Assessment Correction Report (Detail)

<table>
<thead>
<tr>
<th>Columns</th>
<th>None</th>
<th>Sorted By: grade at testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Race Codes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Gender Codes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C Homeless Indicator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D Migrant Indicator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E LEP Indicator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F IEP Indicator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G FRL/Low Income Indicator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H 21st Century Indicator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I Grade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J First Year in U.S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K Year in Any Illinois-Approved TBE/TPI Program (excluding Pre-K and K)</td>
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</tr>
<tr>
<td>L Year Since Exited TBE/TPI Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M Enrolled in Home School On or Before May 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N Enrolled in Home District On or Before May 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>O Test To Be Taken</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P Tested</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q Reason for not testing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R Error - Missing Data</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Assessment Home District: 999999999999
ISBE School District

Selection Criteria: None

Reasons For Not Testing:

01 - Medically Exempt
02 - Homebound Exempt
03 - In Jail/Locked Facility
04 - Out of State/Country
05 - Not Enrolled

Codes 01 through 10 and 15-17 may be applied to any grade 3-8, 11 and 12 records. Codes 11, 12, 13 and 14 apply only to grade 12 records.

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 | R |
<table>
<thead>
<tr>
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<tbody>
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<td>M</td>
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</tr>
</tbody>
</table>
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/Double Testing Waiver

- **Assessment Record Search**

![Student Information System](image)

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.

**Search Criteria**

- SID
- Legal Last Name
- Legal First Name
- Date of Birth (mm/dd/yyyy)

**Test** | **Grade** | **Last Day of Testing Window** | **Last Day of Assessment Correction**
--- | --- | --- | ---
ISAT | 3,4,5,6,7,8 | 03/14/2014 | 06/16/2014
PSAE | 11 | 05/08/2014 | 07/16/2014
I/A | 3,4,5,6,7,8,11 | 03/28/2014 | 07/13/2014

**Assessment Year:** 2014
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

- Assessment Record Test/Grade
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

- Assessment Correction Record
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

- Assessment Correction Record
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

- Assessment Correction Record

![Student Information System](image)

<table>
<thead>
<tr>
<th>Student ID (SID)</th>
<th>Student SAP ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>458003287</td>
<td>John</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal Last Name</th>
<th>Legal First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>John</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2007</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test Taken</th>
<th>Valid Grade When Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISAT</td>
<td>3 - Grade 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home School RCDTS</th>
<th>Serving School RCDTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>99999999999999 - ISBE School</td>
<td>99999999999999 - ISBE School</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Testing School RCDTS</th>
<th>Enroll in Home District On or Before May</th>
<th>Year in Any IL-Approved TBE/TPI Program</th>
<th>Year Since Exited TBE/TPI Program</th>
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</thead>
<tbody>
<tr>
<td>99999999999999 - ISBE School</td>
<td>Yes</td>
<td>07 - Not In TBE/TPI Program</td>
<td>03 - Not In TBE/TPI Program</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Status (Tested?)</th>
<th>Reason Not Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>White</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Race</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td></td>
</tr>
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<table>
<thead>
<tr>
<th>Homeless</th>
<th>Migrant</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Limited English Proficiency (IEP)</th>
<th>Individualized Education Program (IEP)</th>
<th>Free or Reduced Price Lunch (FRL) / Low Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>21st Century Community Learning Centers</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

Submit
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

- Assessment Correction Record – Successful Update

Your Student Assessment update was successful. You may review these changes on the Assessment Correction Report.
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

“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 provide 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.”
  - Another exception for 2014 applies to students who participated in the full-form PARCC or DLM field test window #2 and window #3 in English Language Arts and/or Mathematics. For more details, visit http://www.isbe.net/assessment/pdfs/asmt_scores_desc.pdf.
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

- 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 from Testing
  - 15 – Refusal but Present to Test
  - 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)
  - 19 - Reserved for Internal Use
  - 20 - Obtained Proficiency in a Prior Year or Proficient Based on Screening Tests (ACCESS Only)
Double Testing Waiver

- PARCC and DLM field test indicators will be added to the 2014 Assessment Correction for ISAT and IAA records, respectively.
  - **2014 Full Form (PARCC or DLM) Field Test Participant indicator**
    - **01** = 2014 PARCC Field Test Participant in BOTH PBA and EOY for English/Language Arts (Exempt from ISAT Reading)
    - **02** = 2014 PARCC Field Test Participant in BOTH PBA and EOY for Mathematics (Exempt from ISAT Mathematics)
    - **03** = 2014 PARCC Field Test Participant in BOTH PBA and EOY for English/Language Arts AND in BOTH PBA and EOY for Mathematics (Exempt from ISAT Reading and ISAT Mathematics)
    - **04** = 2014 DLM Field Test Participant in WINDOW 2 and WINDOW 3 for English/Language Arts (Exempt from IAA Reading and IAA Grade 11 Writing)*
    - **05** = 2014 DLM Field Test Participant in WINDOW 2 and WINDOW 3 for Mathematics (Exempt from IAA Mathematics)*
    - **06** = 2014 DLM Field Test Participant in WINDOW 2 and WINDOW 3 for English/Language Arts AND in WINDOW 2 and WINDOW 3 for Mathematics (Exempt from IAA Reading and IAA Grade 11 Writing and IAA Mathematics)*
  
  *Note: Participation in DLM WINDOW 1 is not necessary to select indicators 04, 05, or 06.*

Assessment Scores/Corrections/Unassigned/Double Testing Waiver

Student Information System
Student Assessment

Please Select Assessment Information For The Student:

SID: 123456789
Last Name: Smith
First Name: John
Middle Name: Michael

*Student Tested  Yes  No
*Gender  Female
*Race/Ethnicity  White

Homeless  Yes  No
Limited English Proficiency (LEP)  Yes  No
Free or Reduced Price Lunch (FRL) / Low Income  Yes  No
Migrant  Yes  No
Individualized Education Program (IEP)  Yes  No
21st Century Community Learning Centers  Yes  No

2014 Full Form (PARCC or DLM) Field Test Participant Indicator: None

Next

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
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/Double Testing Waiver

- Assessment Correction Record
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”
  - The “Reason for Not Testing” will apply only to the content area displaying blank or NR for the scale score.
- Review the student’s assessment information for accuracy.
- Click Submit to complete the update.
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

- Assessment Correction Record
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

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 PDF
  - The number of “Active Students With No Test” should be 0
  - Note-The number of “Active Students With No Test” will equal the total enrollment until test scores are actually posted.
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

- Assessment Scores – Summary Report
### 2014 Assessment Scores Summary

**Assessment Home District:** 99999999999999

**ISBE School District:** None

<table>
<thead>
<tr>
<th>Grade of Test Taken</th>
<th>All</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>No Score</strong></td>
<td>2801</td>
<td>2801</td>
</tr>
<tr>
<td><strong>Warn</strong></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Reading Below</strong></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Meet</strong></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Exceed</strong></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>No Score</strong></td>
<td>2801</td>
<td>2801</td>
</tr>
<tr>
<td><strong>Math Below</strong></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Meet</strong></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Exceed</strong></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>No Score</strong></td>
<td>2801</td>
<td>2801</td>
</tr>
<tr>
<td><strong>Science Below</strong></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Meet</strong></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Exceed</strong></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*Total performance levels may not match total student counts if any students have taken multiple tests.*
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

- 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
  - Note-All students without a “Reason For Not Testing” code will have an error code = 01 until test scores are actually posted. This is fine.
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

- Assessment Scores – Detail Report
## Assessment Scores/Corrections/Unassigned/Double Testing Waiver

### Assessment Scores Detail Report

**2014 Assessment Scores Report**

![Image of the report](image)

- **Columns:**
  - A: Birth Date
  - B: Merge Invalid or Question Score
  - C: Test Taken
  - D: Grade of Test Taken
  - E: Combined Reading Scale Score

- **Error Codes:**
  - 1: Student active but no test taken.
  - 2: Student active but a test was taken.
  - 3: Student has taken more than one type of test.
  - 5: Test taken is not equal to assessment test to be taken.
  - 6: The grade of the test taken (D) is different than the assessment correction detail report grade. For only 2011 PSAE records you may, but are NOT required to, clear this error code by changing the assessment correction grade to 11.
  - 7: 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 15-17 may be applied to any grade 3-12, 11 and 12 records. Codes 11, 12, 13 and 14 apply only to grade 12 records.

- **Student ID**
  - DOE, JOHN
  - SMITH, JANE
  - SMITH, JANE
  - SMITH, JANE
  - DOE, JOHN
  - DOE, JOHN
  - SMITH, JANE
  - SMITH, JANE

- **Error Codes**
  - Y
  - 1

*Check for error code*
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

- **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/Double Testing Waiver

- Assessment – Unassigned Test Results Report
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

- 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 217-558-3600 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, or 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 and Alternate ACCESS Test Results to an Assessment Record

1. If a student has an unassigned ACCESS or Alternate 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 LRP Program Indicator is set to Yes. If necessary, either add a current School Year Enrollment record, or update the LRP 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 217-558-3600 for technical support.

View Report Or Create PDF Report

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
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

- Unassigned Test Results Report

Unassigned Test Results
for
School District: 99-999-9999-99-

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

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 217-558-1600 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 and Alternate ACCESS Test Results to an Assessment Record
1. If a student has an unassigned ACCESS and Alternate 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, run 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 217-558-1600 for technical support.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Birth Date</th>
<th>Grade</th>
<th>Test</th>
<th>3D Home School</th>
<th>Testing School</th>
<th>Error Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>99999999999</td>
<td>SMITH JOHN</td>
<td>01/01/2009</td>
<td>03</td>
<td>ISAT</td>
<td>99999999999999</td>
<td>99999999999999</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Students: 1
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

### WorkKeys Locating Information and NCRC Data

- 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 in mid-September, along with NCRC status and 2-page .pdf 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/Double Testing Waiver

- NCRC Data
  - National Career Readiness Certificate (NCRC) Reports
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

- **NCRC Data**
  - Example - 2 Page Certificate (front of certificate)
Assessment Scores/Corrections/Unassigned/Double Testing Waiver

- **NCRC Data**
  - Example - 2 Page Certificate (back of certificate)
Exiting 2014 Enrollments

- **Exit All Enrollments**
  - All 2014 Enrollment records must be exited by 4:00 p.m. July 31, 2014
    - 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
    - Upload Exit Enrollment File via Batch Upload in SIS
Exiting 2014 Enrollments

- The Current Enrollment Data Completion Status chart on the Dashboard is a good reference for required data that needs to be entered before exiting students.

<table>
<thead>
<tr>
<th>Collection</th>
<th>Total Required</th>
<th>Complete</th>
<th>% Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth To 3</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Birth To 3 Caregiver Demographics</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Early Childhood Outcomes(ECO) Entry</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Early Childhood Outcomes(ECO) Progress</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>English Language Learners(ELL)</td>
<td>275</td>
<td>275</td>
<td>100%</td>
</tr>
<tr>
<td>ELL Screener</td>
<td>86</td>
<td>79</td>
<td>91%</td>
</tr>
<tr>
<td>Homeless</td>
<td>80</td>
<td>80</td>
<td>100%</td>
</tr>
<tr>
<td>Regional Safe Schools Program (RSSP)</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Secondary Courses Missing Final Letter Grade</td>
<td>731</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>
Exiting 2014 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.
  - **ELL Screener Data**
    - An “M7” result code and message associated with an enrollment record indicates mandatory ELL Screener data is missing, and the record was *not* exited.
  - **Early Childhood Outcomes Entry Data**
    - A “J9” result code and message associated with an enrollment record indicates mandatory ECO Entry Rating data is missing, and the record was *not* exited.
  - **Early Childhood Outcomes Progress Data**
    - A “J8” result code and message associated with an enrollment record indicates mandatory ECO Progress Rating 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 2014 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
  - **Regional Safe School Program Data**
    - An “S2” result code and message associated with an enrollment record indicates mandatory RSSP data is missing, and the record was **not** exited
  - **Secondary Courses Missing Final Letter Grade**
    - An “N10” result code and message associated with an enrollment record indicates mandatory Course data is missing, and the record was **not** exited
Exiting 2014 Enrollments

- Verify all 2014 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
        - 2014 – 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 2014 Enrollments

- Run an Enrollment Summary Report by Active Enrollments Only
Exiting 2014 Enrollments

- Select – “Active Enrollments Only” and School
Exiting 2014 Enrollments

- **Current Enrollment Summary Report**

![Student Information System Report]

<table>
<thead>
<tr>
<th>Home School</th>
<th>ISBE Test School A</th>
<th>ISBE Test School B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serving School</td>
<td>999999999999999</td>
<td>999999999999999</td>
</tr>
<tr>
<td>ISBE Test School</td>
<td>999999999999999</td>
<td>999999999999999</td>
</tr>
<tr>
<td><strong>Grade</strong></td>
<td><strong>Count</strong></td>
<td><strong>Grade</strong></td>
</tr>
<tr>
<td>9 - Grade 9</td>
<td>19</td>
<td>9 - Grade 9</td>
</tr>
<tr>
<td>10 - Grade 10</td>
<td>25</td>
<td>10 - Grade 10</td>
</tr>
<tr>
<td>11 - Grade 11</td>
<td>32</td>
<td>11 - Grade 11</td>
</tr>
<tr>
<td>12 - Grade 12</td>
<td>35</td>
<td>12 - Grade 12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>111</strong></td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

Total by Home School: 111

Total by Home School: 79
Exiting 2014 Enrollments

- Refer to Dashboard for Current Enrollments & Program Indicators to ensure all students are exited.
Exiting 2014 Enrollments

- This data can be provided after the student has been exited:
  
  - **Student Discipline Data**
    - All discipline data must be reported by **July 31, 2014, 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, 2014, at 4:00 p.m.**

  - **Student Course Assignment**
    - All student course data must be reported by **July 31, 2014, at 4:00 p.m.**
Exiting 2014 Enrollments

Adjusted Cohort Graduation Rate

- The 2014 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 2014 Enrollments

- Adjusted Cohort Graduation Rate Overview - Summary
Exiting 2014 Enrollments

- Adjusted Cohort Graduation Rate Overview - Summary
### Exiting 2014 Enrollments

- **Adjusted Cohort Graduation Rate Overview - Summary**

<table>
<thead>
<tr>
<th>SIS Home District: 99999999999</th>
<th>ISBE School District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection Criteria:</td>
<td>Year In Cohort = 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5 Year Adjusted Cohort Graduation Rate Overview For</th>
<th>4/18/2014 10:33 am</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Year 2014</td>
<td></td>
</tr>
<tr>
<td>This Cohort Consists of Students Whose 1st Year in 9th Grade Was School Year 2010</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduates: 2,034</th>
<th>Number of First-Time 9th Graders: 2,403</th>
<th>Transferred In: 137</th>
<th>Removed from Cohort: 241</th>
<th>Non-Graduates: 263</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Enrolled In Another School: 124</td>
<td>Not Enrolled In Another School: 117</td>
<td></td>
</tr>
</tbody>
</table>

Number of cohort members who earned a regular high school diploma: 2,034

\[\text{Adjusted Cohort Graduation Rate} = \frac{2,034}{2,403 + 137 - 241} \times 100\% = 88.47\%\]

Number of First-Time 9th Graders: 2,403 + Transferred In: 137 - Removed from Cohort: 241
Exiting 2014 Enrollments

- Adjust Cohort Graduation Rate - Summary
Exiting 2014 Enrollments

- 5 Year Summary Report - Criteria Screen
# Exiting 2014 Enrollments

## 5 Year Adjusted Cohort Graduation Rate For School Year 2014

This cohort consists of students whose 1st year in 9th grade was school year 2010.

### 88.47% Adjusted Cohort Graduation Rate

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

<table>
<thead>
<tr>
<th>Removed from Cohort (Not Enrolled)</th>
<th>Graduates</th>
<th>Non-Graduates</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
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<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>
</tr>
<tr>
<td>Certificate of Completion</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Change in Serving School or Full Time Equivalent (FTE)</td>
<td>0</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>5</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>
</tr>
<tr>
<td>Dropped Out</td>
<td>0</td>
<td>67</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>20</td>
<td>39</td>
</tr>
<tr>
<td>Expulsion</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Graduated with regular, advanced, International Baccalaureate, or other type of diploma</td>
<td>2,034</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Medical Non-Compliance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Moved Out of the United States</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>5</td>
<td>1</td>
<td>2</td>
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<tr>
<td>Moved, not known to be continuing</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>Promotion</td>
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<td>62</td>
<td>23</td>
<td>23</td>
<td>11</td>
<td>5</td>
<td>0</td>
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<tr>
<td>Retained in same grade</td>
<td>0</td>
<td>81</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>81</td>
<td>0</td>
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<tr>
<td>Transfer to another public school district</td>
<td>0</td>
<td>0</td>
<td>20</td>
<td>19</td>
<td>13</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Transfer to another public school district IN Illinois</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Transfer to another public school district OUT of Illinois</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>13</td>
</tr>
<tr>
<td>Transfer to another public school within the district</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
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<tr>
<td>Transfer to GED program</td>
<td>0</td>
<td>37</td>
<td>0</td>
<td>0</td>
<td>13</td>
<td>22</td>
<td>2</td>
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<tr>
<td>Transfer to Home Schooled</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>4</td>
<td>7</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Transfer to Private School</td>
<td>0</td>
<td>0</td>
<td>20</td>
<td>3</td>
<td>1</td>
<td>0</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>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>2,034</td>
<td>265</td>
<td>117</td>
<td>69</td>
<td>54</td>
<td>72</td>
<td>2,177</td>
</tr>
</tbody>
</table>

SIS Calculated First Year 9th Grade: 38
Exiting 2014 Enrollments

- Adjusted Cohort Graduation - Detail
Exiting 2014 Enrollments

- Adjusted Cohort Graduation Rate Detail – Report Criteria Screen
Exiting 2014 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 2014 Enrollments

- Online
  - Adjusted Cohort Graduation Rate - Search Screen
Exiting 2014 Enrollments

- Online
  - Student’s “Adjusted Cohort Graduation Rate” Data (two fields are editable)
Exiting 2014 Enrollments

- **Online**
  - Edit Screen
Exiting 2014 Enrollments

- **Online**
  - Review/Submit Screen – Local evidence selection is mandatory
Exiting 2014 Enrollments

- **Online**
  - The Adjusted Cohort Graduation Rate has been successfully updated
Exiting 2014 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 2014 data will be final as of August 15, 2014, at 4:00 PM
2015 School Year Changes

- **New Validations**
  - Students can not re-enroll after they graduate (i.e., if exit code 06 was used).

- **New definition for Course Credit**
  - Course credit indicates the amount of *credit offered* to the student for successful completion of course requirements in the reporting term.

  - All **Course Credit** for a specific class must be the same (School Year, Serving School, State Course Code, Term and Section Number)

- **Articulated Credit** (being removed)
2015 School Year Changes

- New Courses: Self-Contained Course Codes
  - Subject Area 73: Nonsubject Specific (prior-to-secondary)
  - 73030A000 Kindergarten
    Represents Kindergarten courses that are not differentiated by subject area—that is, instances in which students are enrolled in a grade-specified course and are taught various subjects throughout the day, rather than being enrolled in subject-specific courses. Specific course content depends upon state standards for kindergarten.
  - 73031A000 Grade 1
    Represents Grade 1 courses that are not differentiated by subject area—that is, instances in which students are enrolled in a grade-specified course and are taught various subjects throughout the day, rather than being enrolled in subject-specific courses. Specific course content depends upon state standards for grade 1.
  - 73032A000 Grade 2
    Represents Grade 2 courses that are not differentiated by subject area—that is, instances in which students are enrolled in a grade-specified course and are taught various subjects throughout the day, rather than being enrolled in subject-specific courses. Specific course content depends upon state standards for grade 2.
2015 School Year Changes

- **New Courses: Self-Contained Course Codes**

  - **Subject Area 73: Nonsubject Specific (prior-to-secondary)**

  - **73033A000 Grade 3**
    Represents Grade 3 courses that are not differentiated by subject area—that is, instances in which students are enrolled in a grade-specified course and are taught various subjects throughout the day, rather than being enrolled in subject-specific courses. Specific course content depends upon state standards for grade 3.

  - **73034A000 Grade 4**
    Represents Grade 4 courses that are not differentiated by subject area—that is, instances in which students are enrolled in a grade-specified course and are taught various subjects throughout the day, rather than being enrolled in subject-specific courses. Specific course content depends upon state standards for grade 4.

  - **73035A000 Grade 5**
    Represents Grade 5 courses that are not differentiated by subject area—that is, instances in which students are enrolled in a grade specified course and are taught various subjects throughout the day, rather than being enrolled in subject-specific courses. Specific course content depends upon state standards for grade 5.
2015 School Year Changes

- New Courses: Self-Contained Course Codes

  - Subject Area 73: Nonsubject Specific (prior-to-secondary)

  - 73036A000 Grade 6
    Represents Grade 6 courses that are not differentiated by subject area—that is, instances in which students are enrolled in a grade-specified course and are taught various subjects throughout the day, rather than being enrolled in subject-specific courses. Specific course content depends upon state standards for grade 6.

  - 73037A000 Grade 7
    Represents Grade 7 courses that are not differentiated by subject area—that is, instances in which students are enrolled in a grade-specified course and are taught various subjects throughout the day, rather than being enrolled in subject-specific courses. Specific course content depends upon state standards for grade 7.

  - 73038A000 Grade 8
    Represents Grade 8 courses that are not differentiated by subject area—that is, instances in which students are enrolled in a grade-specified course and are taught various subjects throughout the day, rather than being enrolled in subject-specific courses. Specific course content depends upon state standards for grade 8.
2015 School Year Changes

Guidelines for Using Self-Contained Course Codes

A self-contained course code is appropriate when a single educator instructs on multiple subjects within the same defined grade.

Ex - Kindergarten Teacher instructs twenty Students on all subjects during the entire day.
- The Teacher should have a Teacher Course Assignment for 73030A000.
- All 20 Students should have a Student Course Assignment for 73030A000.

Ex – 6th Grade Teacher A instructs twenty Students on all subjects, except four Students take Algebra I (in place of 6th Grade Mathematics) from Teacher B.
- Teacher A should have a Teacher Course Assignment for 73036A000.
- All 20 Students should have a Student Course Assignment for 73036A000.
- Teacher B should have a Teacher Course Assignment for 52052A000.
- The 4 Algebra I Students should have a Student Course Assignment for 52052A000.

Additional self-contained courses will be added for Special Education for the 2015 school year.
2015 School Year Changes

New Courses –

- **Subject Area 01:**
  - 01106A000 - AP Research
  - 22107A000 - AP Seminar

- **Subject Area 03:**
  - 03157A000 - AP Physics 1
  - 03158A000 - AP Physics 2

- **Subject Area 05:**
  - 05173A000 - AP Studio Art: 2-D Design
  - 05174A000 - AP Studio Art: 3-D Design

- **Subject Area 06**
  - 06152A000 - AP Italian Language
  - 06412A000 - AP Chinese
  - 06432A000 – AP Japanese
2015 School Year Changes

New CTE Course –

- Subject Area 12:
  - 12052A001 – Business Management
2015 School Year Changes

- Use a Secondary Course Code if you are providing High School Credit:
  - 52052A000 Algebra I
    - If high school credit use - 02052A000
  - 52061A000 Integrated Math-Multiyear Equivalent
    - If high school credit use - 02061A000
  - 52069A000 Algebra-Other
    - If high school credit use - 02069A000
2015 School Year Changes

- Use a Secondary Course Code if you are providing High School Credit:
  - 52071A000 Informal Geometry
    - If high school credit use - Use 02071A000
  - 52072A000 Geometry
    - If high school credit use - Use 02072A000
  - 52073A000 Analytic Geometry
    - If high school credit use - Use 02073A000
2015 School Year Changes

- Use a Secondary Course Code if you are providing High School Credit:
  - 52074A000 Principles of Algebra and Geometry
    - If high school credit use - 02074A000
  - 52075A000 Particular Topics in Geometry
    - If high school credit use - Use 02075A000
  - 52079A000 Geometry-Other
    - If high school credit use -02079A000
2015 School Year Changes

- **High School Credit Validations (Grades 9 – 12)**
  - Primary goals are to better reflect the specific curriculum, to help link Teacher Course Assignments to Student Course Assignments, **AND** to collect complete transcript level course data.
  - High School Student Course Assignment must be submitted by Semesters or Trimesters

- **Term & Credit Validations (Non-CTE)**
  - **Semesters** -
    - S1 = Semester 1 (Fall)
    - S2 = Semester 2 (Spring)
    - S3 = Summer
  - **Semester Credit**
    - .25
    - .50
    - .75
    - 1.0

  - **Trimesters**
    - T1 = Trimesters 1 (Fall)
    - T2 = Trimesters 2 (Winter)
    - T3 = Trimesters 3 (Spring)
    - T4 = Summer
  - **Trimesters Credit**
    - .33
    - .66
    - 1.0
2015 School Year Changes

- **High school on track:**
  - Grade 9 (End of year)
  - Sum of 5 Credits or more (Any subject/class) - Passing
  - Can not fail **more than** 0.5 credit from core subject (Reading, Math, Science and Social Science)
  - Metric does not include summer school
  - Final Letter Grades

  - **Passing**
    - 01 - A+
    - 02 - A
    - 03 - A-
    - 04 - B+
    - 05 - B
    - 06 - B-
    - 07 - C+
    - 08 - C
    - 09 - C-
    - 10 - D+
    - 11 - D
    - 12 - D-
    - 14 - S (Satisfactory)

  - **Failing**
    - 13 - F
    - 15 - U (Unsatisfactory)
2015 School Year Changes

- **K-8 Credit Validations (Grades K – 8)**
  - Primary goals are to better reflect the specific curriculum and to help link Teacher Course Assignments to Student Course Assignments.
  - K-8 Student Course Assignments may be submitted as Year Long, Semesters, or Trimesters.

  - **Term & Credit Validations**
    - **Year Long**
      - Y1 = Year Long
      - Y2 = Summer
    - **Semesters**
      - S1 = Semester 1 (Fall)
      - S2 = Semester 2 (Spring)
      - S3 = Summer

<table>
<thead>
<tr>
<th></th>
<th>Year Long Credit</th>
<th>Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Long</td>
<td>.25</td>
<td>.25</td>
</tr>
<tr>
<td></td>
<td>.50</td>
<td>.50</td>
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<tr>
<td></td>
<td>.75</td>
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</tr>
<tr>
<td></td>
<td>1.0</td>
<td>1.0</td>
</tr>
</tbody>
</table>

- **Term & Credit Validations**
  - **Year Long**
    - Y1 = Year Long
    - Y2 = Summer
  - **Semesters**
    - S1 = Semester 1 (Fall)
    - S2 = Semester 2 (Spring)
    - S3 = Summer
2015 School Year Changes

- K-8 Credit Validations (Grades K – 8)

  - Term & Credit Validations

    - Trimesters
      - T1 = Trimesters 1 (Fall)
      - T2 = Trimesters 2 (Winter)
      - T3 = Trimesters 3 (Spring)
      - T4 = Summer

    - Other Schedules
      - If you give a “Final Letter Grade”, use a Year Long Term
      - If you issue a Semester grade for the course, use the Semester Term

<table>
<thead>
<tr>
<th>Trimesters</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>T1</td>
<td>.33</td>
</tr>
<tr>
<td>T2</td>
<td>.66</td>
</tr>
<tr>
<td>T3</td>
<td>1.0</td>
</tr>
<tr>
<td>T4</td>
<td></td>
</tr>
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</table>
New SIS Data Collections for School Year 2015

- Migrant Data Collection
- Immigrant Data Collection
- Students Receiving Additional Services
- Special Education Service Provider
- Special Education Student Address
- PARCC & DLM 2015
New SIS Data Collections for School Year 2015

- **Migrant Data Collection**
  - School districts would no longer be required to submit migrant data in SIS
  - The migrant indicator in SIS will be set according to the NGS data
  - Updates will be received from NGS
  - SIS will provide summary and detail migrant reports
  - Migrant data is captured annually by ISBE on March 3rd
New SIS Data Collections for School Year 2015

- **Eligible for Immigrant Education**
  - Eligible immigrant student means a student, ages 3-21, who was NOT born in any of the 50 states, the District of Columbia or Puerto Rico and who has been attending schools in the U.S. for less than three full academic years.
  
  - Beginning with school year 2015, if the SID associated with an enrollment is less than 3 years old, SIS will ensure that “Country of Birth” and “Date First Enrolled in a U.S. School” have been reported using the “Eligible for Immigrant” format. (The related validation will occur before the student’s enrollment can be exited.)

  - Eligible for Immigrant data can be submitted either online or via the batch process.

  - On March 3rd, the Eligible for Immigrant Education count for each district is populated into the ELL ceiling (grant application).
    - Students that exceed three years in SIS will not be counted.
    - Birth to 3 students will be excluded.
New SIS Data Collections for School Year 2015

- **Country of Birth:** - Country codes.

- **First Date of Entry into a U.S. School** will be optional if the “Country of Birth” is one of the following:
  - 1000 *(U.S.)*
  - 9030 *(Puerto Rico)*
  - 9110 *(Virgin Islands)*
  - 9350 *(Guam)*
  - 9510 *(American Samoa)*
  - 9610 *Northern Mariana Islands*
  - 9800 *(United State Minor Outlying Islands)*

- If a student leaves the U.S. and then re-enrolls, enter the number of months the student was gone (online only)
  - Optional unless the student left the U.S.
New SIS Data Collections for School Year 2015

- Eligible for Immigrant link - Demographics Tab
New SIS Data Collections for School Year 2015

- Eligible for Immigrant Data Collection Screen
New SIS Data Collections for School Year 2015

- The Eligible for Immigrant data collection will eliminate the need to collect the following elements in SIS. (Existing formats will remain the same)

  - New Arrival to U.S./ First Year In U.S. (ELL)
    - New Arrival to U.S. is an ELL student who has attended schools in the United States for 12 months or less.

  - First Year In U.S. (Assessment)
    - First Year in U.S. is an ELL student who has attended schools in the United States for 12 months or less.

  - Eligible for Immigrant Program Indicator (Demographic/Enrollment)
    - Eligible immigrant student means a student, ages 3-21, who was NOT born in any of the 50 states, the District of Columbia or Puerto Rico and who has been attending schools in the U.S. for less than three full academic years.
New SIS Data Collections for School Year 2015

- Potential IEP Students (required by ISTAR)
  - Request for new SID online only
  - Grade Level = Evaluation (22)
Students Under Evaluation will have the following Program Indicator must be set to “No”:

- Homeless
- Private School Student
- 21st Century Community Learning Centers
- Migrant
- Individualized Education Program (IEP)
- Free or Reduced Price Lunch (FRL) / Low Income
- Limited English Proficiency (LEP)
- Eligible for Immigrant Education
- Supplemental Educational Services (SES)
- Title 1
  - Must be Not a Participant in Title I Program
- Native Language
  - Must be Provided
- Home Language
  - Must be Provided
New SIS Data Collections for School Year 2015

IEP students will have one Service Provider identified for each enrollment.

- Service Provider will default to the Serving RCDTS.
  - Serving RCDTS code that uniquely identifies the school/program where a student is being educated.

- Service Provider is the entity providing services to the student and may or may not be the serving location
  - Service Provider data may only be updated either online or batch by the home district of the active enrollment.
  - Service Providers will be able to view students for which they provide services improving the security
    - Removal of the Special Education Coop Membership table replacing with Service Provider
  - Service Providers will not have the ability to update data.
  - Reports and request files will be modified to include service provider information
New SIS Data Collections for School Year 2015
New SIS Data Collections for School Year 2015
# New SIS Data Collections for School Year 2015

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**New SIS Data Collections for School Year 2015**

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<tr>
<th>Service Provider</th>
<th>Student Count</th>
<th>Service_Provider_Win.csv</th>
<th>03/17/2014 Home RCDT</th>
<th>123456789</th>
<th>Service_Provider_RCDTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789 Smith</td>
<td>John</td>
<td>01/01/2014</td>
<td>123456789012345</td>
<td>123456789012345</td>
<td></td>
</tr>
</tbody>
</table>

---

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New SIS Data Collections for School Year 2015

- Student Addresses will be collected online or via the batch process in SIS

- Students exited after August 1, 2014 that have IEP set to “Yes” must have an address record

- SIS will collect both the student’s primary Address (the household in which the student is living) and an Optional secondary address
  - The student address must be provided when the student grade level is Evaluation or the IEP indicator is checked in SIS

- SIS will only check for an IEP student’s address upon enrollment exit; if the student is not IEP at that time, the address validation will not be enforced

- Students may or may not be IEP when address data is submitted (SIS will even allow an address to be provided for non-IEP students, though it is not required in that case)

- Address may only be provided by the Home district of the active enrollment
  - Home district can change the status from active to inactive to remove the address record
New SIS Data Collections for School Year 2015
New SIS Data Collections for School Year 2015
## New SIS Data Collections for School Year 2015

<table>
<thead>
<tr>
<th>Element</th>
<th>Size</th>
<th>Description</th>
<th>Data Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>1</td>
<td>A = Active  I = Inactive</td>
<td>char(1)</td>
</tr>
<tr>
<td>Address Type</td>
<td>1</td>
<td>P = Primary  S = Secondary</td>
<td>char(1)</td>
</tr>
<tr>
<td>SID</td>
<td>9</td>
<td></td>
<td>char(9)</td>
</tr>
<tr>
<td>SAPID</td>
<td>50</td>
<td></td>
<td>varchar (50)</td>
</tr>
<tr>
<td>Last Name</td>
<td>30</td>
<td></td>
<td>varchar (30)</td>
</tr>
<tr>
<td>First Name</td>
<td>30</td>
<td></td>
<td>varchar (30)</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>10</td>
<td></td>
<td>char (10)</td>
</tr>
<tr>
<td>Home RCDTS</td>
<td>15</td>
<td></td>
<td>char (15)</td>
</tr>
<tr>
<td>Serving RCDTS</td>
<td>15</td>
<td></td>
<td>char (15)</td>
</tr>
<tr>
<td>Street Address 1</td>
<td>100</td>
<td>Student’s street address 1</td>
<td>varchar (100)</td>
</tr>
<tr>
<td>Street Address 2</td>
<td>100</td>
<td>Student’s street address 2</td>
<td>varchar (100)</td>
</tr>
<tr>
<td>Suite/Apt</td>
<td>30</td>
<td>Suite or Apartment Number</td>
<td>varchar (30)</td>
</tr>
<tr>
<td>City</td>
<td>50</td>
<td>City of residence</td>
<td>varchar (50)</td>
</tr>
<tr>
<td>State</td>
<td>2</td>
<td>State of Residence</td>
<td>char (2)</td>
</tr>
<tr>
<td>Zip</td>
<td>9</td>
<td>Zip Code</td>
<td>char (9)</td>
</tr>
</tbody>
</table>
# New SIS Data Collections for School Year 2015

<table>
<thead>
<tr>
<th>Student Address</th>
<th>Student_Address_Win.csv</th>
<th>03/17/2014 Home RCDT</th>
<th>Status</th>
<th>Address Type</th>
<th>Student ID</th>
<th>Student Last Name</th>
<th>Student First Name</th>
<th>Birth Date</th>
<th>Home RCDTS</th>
<th>Serving School</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>123456789</td>
<td>Smith</td>
<td>John</td>
<td>01/01/2014</td>
<td>123456789012345</td>
<td>ISBE test School</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>123456789012345</td>
<td></td>
</tr>
</tbody>
</table>

ISBE test School
101 N 1st Street
Springfield
IL
627074323
New SIS Data Collections for School Year 2015

- Planning for Partnership for Assessment of Readiness for College and Careers (PARCC) & Dynamic Learning Maps (DLM)
  - Students will need to be enrolled
  - Student Course Assignments must be entered
  - Teacher Course Assignments must be entered
  - Schools will verify, correct, and/or submit:
    - A Pre-ID file
    - An Assessment Corrections file
    - Assessment Scores
  - Training will be made available to districts in the future
  - For more Information on PARCC or DLM please see the links below:
    - PARCC
      - http://www.isbe.net/assessment/parcc.htm
    - DLM
      - http://www.isbe.net/assessment/dlm.htm

- At this time, the General Assembly has not yet acted on ISBE’s proposed assessment budget. Therefore, the availability of any ACT products for the 2014-15 school year is not yet known. Please continue to check the Superintendent’s Weekly Message for announcements as information becomes available.
2014 Summer Training

- **New User and/or Refresher Training**
  - Training will cover ALL 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.
      - July 29 - Aurora
      - July 30 - Elgin
      - July 31 - Rockford
      - August 5 - Roxana
      - August 6 - Carterville
      - August 7 - Effingham
      - August 12 - Champaign
      - August 13 – Springfield
      - August 14 – Galesburg
# Upcoming Key Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSAE Last Day of Testing</td>
<td>05/08/2014</td>
</tr>
<tr>
<td>PSAE First Day of Assessment Corrections</td>
<td>05/09/2014</td>
</tr>
<tr>
<td>ACCESS Last Day of Assessment Corrections</td>
<td>05/23/2014, 4:00 p.m.</td>
</tr>
<tr>
<td>ISAT Scores Posted on SIS</td>
<td>06/02/2014</td>
</tr>
<tr>
<td>ISAT Last Day of Assessment Corrections</td>
<td>06/16/2014, 4:00 p.m.</td>
</tr>
<tr>
<td>IAA Scores Posted on SIS</td>
<td>07/01/2014</td>
</tr>
<tr>
<td>PSAE Scores Posted on SIS</td>
<td>07/10/2014</td>
</tr>
<tr>
<td>IAA Last Day of Assessment Corrections</td>
<td>07/15/2014, 4:00 p.m.</td>
</tr>
<tr>
<td>PSAE Last Day of Assessment Corrections</td>
<td>07/17/2014, 4:00 p.m.</td>
</tr>
<tr>
<td>ACCESS Posting of Final Scores</td>
<td>Mid – July 2014</td>
</tr>
<tr>
<td>Final Scores Posted – ISAT</td>
<td>07/21/2014</td>
</tr>
<tr>
<td>Final Scores Posted – IAA</td>
<td>07/31/2014</td>
</tr>
</tbody>
</table>
# Upcoming Key Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day to Exit Enrollments for 2014 School Year</td>
<td>07/31/2014, 4:00 p.m.</td>
</tr>
<tr>
<td>▪ Birth to 3 data due</td>
<td></td>
</tr>
<tr>
<td>▪ College Course Assignment 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>▪ ELL data due</td>
<td></td>
</tr>
<tr>
<td>▪ ELL Screener data due</td>
<td></td>
</tr>
<tr>
<td>▪ Homeless data due</td>
<td></td>
</tr>
<tr>
<td>▪ Participant Demographic (Birth to 3) data due</td>
<td></td>
</tr>
<tr>
<td>▪ Regional Safe Schools Program (RSSP) data due</td>
<td></td>
</tr>
<tr>
<td>▪ Student Course Assignments data due</td>
<td></td>
</tr>
<tr>
<td>▪ Student Discipline data due</td>
<td></td>
</tr>
<tr>
<td>▪ Teacher Course Assignments data due</td>
<td></td>
</tr>
<tr>
<td>Final Scores Posted – PSAE</td>
<td>08/01/2014</td>
</tr>
<tr>
<td>Adjusted Cohort Graduation Rates</td>
<td>08/15/2014, 4:00 p.m.</td>
</tr>
<tr>
<td>Posting of WorkKeys <em>Locating Information</em> and NCRC Data</td>
<td>Mid – September 2014</td>
</tr>
</tbody>
</table>
# Upcoming Key Dates – School Year 2015

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Year 2015 Enrollment submissions due</td>
<td>10/16/2014, 4:00 p.m.</td>
</tr>
<tr>
<td>School Year 2015 Fall Teacher Course Assignment submissions due</td>
<td>11/17/2014 4:00 p.m.</td>
</tr>
<tr>
<td>School Year 2015 Fall Student Course Assignment submissions due</td>
<td>12/12/2014  4:00 p.m.</td>
</tr>
</tbody>
</table>

- Districts following unique schedules may need to submit data earlier to calculate materials and create Pre-ID’s for PARCC and DLM testing.
Districts’ Next Steps

- Check assessment scores and make any necessary corrections
- Provide all Student Discipline records by 4:00 p.m., on July 31, 2014
- Exit 2014 school year enrollment records by 4:00 p.m., on July 31, 2014
  - ELL data is due
  - Early Childhood Outcomes data is due
  - Homeless data is due
  - Birth to 3 data is due
  - Caregiver data is due
  - RSSP 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 2014 SY and before deadline of August 15, 2014, 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
  - CTE 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

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