Illinois State Board of Education

Planning for 2012 School Year
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  - Telephone

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  - If you are listening via phone and close out of the Webinar on your computer, you will be disconnected
<table>
<thead>
<tr>
<th>Agenda</th>
<th>Slide #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome / Introductions</td>
<td>5</td>
</tr>
<tr>
<td>Data Quality</td>
<td>6 – 8</td>
</tr>
<tr>
<td>2012 School Year Changes</td>
<td>9 – 16</td>
</tr>
<tr>
<td>New SIS Data Collections for School Year 2012</td>
<td>17 – 30</td>
</tr>
<tr>
<td>- Teacher Course Assignment</td>
<td></td>
</tr>
<tr>
<td>- Birth to 3</td>
<td></td>
</tr>
<tr>
<td>Upcoming Key Dates</td>
<td>31 – 35</td>
</tr>
<tr>
<td>2012 SIS School Year Processing at a Glance</td>
<td>36 – 43</td>
</tr>
<tr>
<td>Districts Next Steps</td>
<td>44</td>
</tr>
<tr>
<td>ISBE Resource Materials</td>
<td>45</td>
</tr>
<tr>
<td>ISBE Contact Information</td>
<td>46</td>
</tr>
</tbody>
</table>
Welcome / Introductions

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

- **IBM Key Team Members**
  - Howard Hammel  Project Manager
  - Adam Lowery  Support Team Lead
  - Jeremy Schoen  Support Team
  - Keith Goeckner  Support Team
Data Quality

- **Increased importance providing accurate student enrollment data!**
  - Enrollment Start and End dates
  - Grade Level
  - Home School RCDTS *(School where student resides)*
  - Serving School RCDTS *(School where student attends, the course is being taught and the Teacher is assigned)*
  - Student can have only one Home school RCDTS but multiple Serving schools *(Area Career Centers, Special Education Private Facilities, Regional Safe School, etc)*

- **Why?**
  - Student Course Assignment
  - Teacher Course Assignment
  - Vocational Funding
  - Student Discipline
Data Quality

- Importance of Data Accuracy
  - Fall Enrollment Counts data used for calculations of school district funding. This includes:
    - Demographic
    - Enrollment
    - Program Indicator
    - Early Childhood
    - ELL
    - Homeless

- School Performance
  - ACCESS Scores
  - AYP
  - School Report Card

- End Of Year
  - Demographic
  - Enrollment
    - Graduation
    - Drop Out
  - Program Indicator
  - Early Childhood
  - Student Discipline
    - Suspensions
    - Expulsions
Data Quality

- Preventing Multiple SIDs

  - Once a State ID is assigned to a student, the SID must be included in all future submissions to SIS

  - If you obtain a State ID online or from another district, enter the SID into your local Software Administrative Package

  - If you need to update one or more of the Student Demographic fields, include the State ID in the batch file to prevent creation of a new SID for the student
2012 School Year Changes

- **Demographic Validations**
  - Date of Birth
    - Students must be between 1 day and 22 years old
    - Birth to 3 students - Student must be less than 3 years of age and must be born on or before the Enrollment date
    - Early Childhood 3-5 Students must be at least 3 years of age on the enrollment date

- **Enrollment Validations**
  - Starting School Year 2012 The Demographic and Enrollment Template cannot be used for Pre-K Early Childhood Ages 3-5. Instead all Pre-K (Grade Level = “14”) students when being uploaded via batch, should be submitted using the Demographic and Early Childhood template.
  - Removed Pre-K At-Risk from Demographic and Early Childhood Template
2012 School Year Changes – Enrollment Validations

- Starting school year 2012 to be a Grade Level “12” you must have one of the following:
  - Have a 11 or 12 grade Assessment Correction record, Did Student Test = “Yes” and valid assessment score.
  or
  - Have a 11 or 12 grade Assessment Correction record, Did Student Test = “No” and “Reason for Not Testing” be:
    - 01 Medically Exempt
    - 02 Homebound Exempt
    - 03 In Jail/Locked Facility
    - 04 Out of State/Country
    - 12 New to Illinois Public School in Grade 12 (Grade 12 only)
    - 13 IAA Eligible Previous Year (Grade 12 only)
    - 14 Local Evidence of PSAE Diploma Requirement (Grade 12 only)
    - 15 Refusal
2012 School Year Changes – Enrollment Validations

or

- Have no valid enrollment records for the previous school year.

or

- Have a previous school year enrollment record exit code be:
  - 01 Transfer to another public school district
  - 03 Transfer to Home Schooled
  - 04 Transfer to Private School
  - 18 Moved Out of the United States
  - 99 Erroneous enrollment
2012 School Year Changes

- **Update to FRL (Free and Reduced Lunch) Program Indicator**
  - Low-income students are students (or pupils) aged 0 – 22 that receive or live in households that receive Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance to Needy Families (TANF); classified as homeless, migrant, runaway, Head Start, or foster child from local coordinator/State agency; or living in household were the household income meets the United States Department of Agriculture (USDA) income guidelines to receive free or reduced-price meals.

- **House Hold and Income Form added to the Data Elements page**
  - House Hold and Income Form has been added to the Program Indicators section in the Data Elements.
2012 School Year Changes

Household and Income Form added to SIS Website
2012 School Year Changes

Household and Income Form

HOUSEHOLD AND INCOME FORM

To determine eligibility for various additional state and federal programs benefits that your child(ren) may qualify for, please complete, sign and return this application to _____________________________.

(school name)

<table>
<thead>
<tr>
<th>NAMES OF ALL HOUSEHOLD MEMBERS</th>
<th>SNAP OR TANF CASE NUMBER</th>
<th>Check If NO Income</th>
<th>Check If Foster Child</th>
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</thead>
<tbody>
<tr>
<td>First, Middle Initial, Last</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Name</td>
<td>..........................</td>
<td></td>
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</tr>
<tr>
<td>(Student only)</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>School Grade</td>
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<tr>
<td>(Student only)</td>
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<td>[]</td>
</tr>
<tr>
<td>SNAP or TANF Case Number</td>
<td>-</td>
<td>-</td>
<td>[]</td>
</tr>
<tr>
<td>(if any, for each household member)</td>
<td>Skip to Part 4 if you list a SNAP or TANF case number.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Homeless, Migrant, Runaway, or Head Start

- Homeless - Migrant - Runaway - Head Start

3. Total Household Gross Income (before deductions) You must tell us how much and how often.
2012 School Year Changes

English Language Learners (ELL)

- Change to “ELL Placement Entry Status”
  - 2012 and after
    - 10 - TBE Full Time
    - 11 - TBE Part Time
    - 12 - TPI
    - 13 - Other/Alternative
    - 14 - Parents Refused
2012 School Year Changes

- **Exit Enrollment Validations**
  - Mandatory Birth to 3 Data Missing
    - If a student’s entry Grade Level is Birth to 3, the Birth to 3 record must contain all mandatory data prior to exiting the student’s Enrollment
  - Mandatory Early Childhood Outcomes Data Missing
    - If a Pre-K student is enrolled as IEP, Early Childhood Outcomes “Entry Rating” is Mandatory before the student’s enrollment is exited
    - Before a Pre-K student can be exited as Promoted to Kindergarten, the Early Childhood outcomes “Entry Rating” and “Exit Rating” are required.
    - If a Kindergarten student is missing either an Early Childhood Outcomes “Entry Rating” or a “Exit Rating”, the data must be submitted before the student can be exited.
New SIS Data Collections for School Year 2012

- Teacher Course Assignment (9 – 12 grade)
- Birth to 3
Teacher Course Assignment Submission (9 – 12 grade)

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

- Similar to the IWAS Application “Teacher Service Record” the Serving District will submit Teacher Course Assignments and One Teacher to One Student Instruction data.

- To link a Teacher to a Student the Home School and Serving School must agree on the following:
  - School Year
  - Teacher Serving Location RCDTS
  - Term (Semester)
  - State Course Code
  - Section Number
Teacher Course Assignment Submission (9 – 12 grade)

- All teachers must have a IEIN number.

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

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

- **Mandatory fields**
  - IEIN
  - Teacher Last Name
  - Teacher First Name
  - Teacher Birth Date
  - School Year
  - Teacher Serving Location RCDTS
  - Employer RCDTS
  - Term (Semester)
  - State Course Code
  - Section Number
  - Teacher Course Start Date
  - Role of Professional
  - Teacher Commitment

- **Optional Fields**
  - Local Teacher ID
  - Local Course ID
  - Local Course Title
Teacher Course Assignment Entry

- **Teacher Course Start Date** - First day of attendance for the teacher with students in the classroom.

- **Role of Professional** - The specific role of the teacher.
  - 01 Teacher of Record
  - 02 Professional Contributor
  - 03 Student Teacher
  - 04 Substitute Teacher
  - 05 Reading/Math Specialist
  - 06 Technology Specialist
  - 07 Social Worker/Psychologist/Counselor
  - 08 Speech/Language Pathologist

- **Teacher to Course Commitment** - Numeric value of the teacher's course commitment during the duration of the course, expressed in decimal form, where 1.00 represents a full-time commitment to the course.
Teacher Course Assignment Exit

- **Mandatory fields**
  - IEIN
  - Teacher Last Name
  - Teacher First Name
  - Teacher Birth Date
  - School Year
  - Teacher Serving Location RCDTS
  - Employer RCDTS
  - Term (Semester)
  - State Course Code
  - Section Number
  - Teacher Course End Date
  - Reason for Exit

- **Optional Fields**
  - Local Teacher ID
  - Actual Attendance (Classes)
  - Total Attendance (Classes)
Teacher Course Assignment Exit

- **Actual Attendance (Classes)** - Actual number of class periods of attendance teacher attended per course during the term.

- **Total Attendance (Classes)** - Total number of class periods of attendance available for the teacher for this course during the term.

- **Teacher Course End Date** - Last day of attendance for the teacher with students in the classroom.

- **Reason for Exit** - The reason why the teacher exited the course.
  - 01 Course Ended
  - 02 Teacher Resigned/Reassigned/Terminated
  - 03 Leave of Absence
  - 04 Death
  - 05 Teacher Expulsion
  - 99 Erroneous Course Assignment
Teacher Course Assignment

- Teacher Course Assignment Online Process
Birth to 3

- Birth to 3 students - Student must be less than 3 years of age and must be born on or before the Enrollment date
- FTE must = 1.0
- **Mandatory – Birth to 3 Program Indicators**
  - Homeless Indicator
  - Native Language – Mother’s Native Language
  - Home Language – Mother’s Home Language
  - Migrant Indicator
  - Free or Reduced Price Lunch (FRL) / Low Income Indicator
Birth to 3 – Program Indicators set to No

- When enrolling a Birth to 3 student (Grade Level “00”), the following mandatory fields will be set to “02” or “No” when the file is processed. Online they will be forced “No” and grayed out.
  - Title 1 Indicator
  - Individualized Education Program (IEP) Indicator
  - Eligible for Immigrant Education Program
  - Career/Tech Ed Indicator
  - SES Indicator
  - LEP Indicator
  - Century 21 Indicator

- The following optional Program Indicators will also be set to “No” and grayed out online.
  - Reading First (1st) Indicator
  - Reading Improvement Block Grant Program
Birth to 3

- Select Mandatory Program Indicators
Birth to 3 Mandatory Data Elements

**Mandatory fields**

- Program Model
- Service Location (modality) for Prevention Initiative programs (e.g. child care center, child’s home, school)
- Screening for Eligibility Tool
- Total Number of Home Visits During the Year
- Total Number of Parent Groups/Sessions Attended During the Year
- Total number of Hours of Services for Student Per Week. (Center Based Setting)
- Student born with a Low Birth Weight
- Is Student living in a Foster Home?

- Student's Family is receiving Child support?
- Student's Family is receiving TANF?
- Student's Family is receiving WIC?
- Student's Family is receiving Food Stamps?
- Student’s Family is receiving Housing Subsidy?
Birth to 3 Mandatory Optional Elements

- **Optional fields**
  - EI Number
  - Was parent married at time of student's birth?
  - Biological mother's date of birth?
Entering Birth to 3 Data

- Birth to 3 Mandatory Indicators
  - All mandatory Birth to 3 data elements and definitions can be found at:
    http://www.isbe.net/sis/html/data_elements.htm
## Key Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day for School Year 2010 Enrollments</td>
<td>08/01/2011</td>
</tr>
<tr>
<td>- Start submitting ELL data</td>
<td></td>
</tr>
<tr>
<td>- Start submitting Student Demographic/Early Childhood Data</td>
<td></td>
</tr>
<tr>
<td>- Start submitting Special Ed Early Childhood Outcomes Data</td>
<td></td>
</tr>
<tr>
<td>- Start submitting 2012 Student Discipline Data</td>
<td></td>
</tr>
<tr>
<td>- Start correcting Pre-ID Label Data</td>
<td></td>
</tr>
<tr>
<td>- Start Submitting Birth to 3 Data</td>
<td></td>
</tr>
<tr>
<td>- Start of Homeless Data Collection</td>
<td></td>
</tr>
<tr>
<td>- Start of Student Course Assignments</td>
<td></td>
</tr>
<tr>
<td>- Start of Teacher Course Assignments</td>
<td></td>
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</tbody>
</table>

Deadline for 2012 School Year Enrollments 10/14/2011 4:00 p.m.
## Key Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
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<tbody>
<tr>
<td>ACCESS file to Vendor for Printing Labels</td>
<td>10/10/2011 4:00 p.m.</td>
</tr>
<tr>
<td>ELL Data due for Population of eGMS Ceiling Calculator</td>
<td>01/06/2012</td>
</tr>
<tr>
<td>ISAT and IAA file to Vendor for Printing Labels</td>
<td>01/06/2012</td>
</tr>
<tr>
<td>ACCESS Last Day of Testing</td>
<td>02/10/2012</td>
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<tr>
<td>PSAE file to Vendor for Printing Labels</td>
<td>02/24/2012 4:00 p.m.</td>
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<tr>
<td>Eligible for Immigrant Education Program data Extracted from SIS</td>
<td>03/01/2012</td>
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<tr>
<td>First day to submit Pre-K Follow-Up data</td>
<td>03/01/2012</td>
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### Key Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
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<tbody>
<tr>
<td>IAA Last Day of Testing</td>
<td>03/16/2012</td>
</tr>
<tr>
<td>ISAT Last Day of Testing (Regular Window)</td>
<td>03/16/2012</td>
</tr>
<tr>
<td>IAA First Day of Assessment Correction</td>
<td>03/19/2012</td>
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<tr>
<td>ISAT First Day of Assessment Correction</td>
<td>03/19/2012</td>
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<tr>
<td>ACCESS Scores Posted on SIS</td>
<td>04/25/2012</td>
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<tr>
<td>PSAE Last Day of Testing</td>
<td>05/09/2012</td>
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<td>PSAE First Day of Assessment Correction</td>
<td>05/10/2012</td>
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<tr>
<td>ACCESS Last Day of Assessment Corrections</td>
<td>05/25/2012 4:00 p.m.</td>
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## Key Dates

<table>
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<tr>
<td>ISAT and IAA Scores Posted on SIS</td>
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<tr>
<td>ISAT and IAA Last Day for Corrections</td>
<td>06/18/2012</td>
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<td>PSAE Scores Posted on SIS</td>
<td>07/10/2012</td>
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<tr>
<td>PSAE Last Day of Assessment Corrections</td>
<td>07/17/2012</td>
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<tr>
<td>ACCESS Posting of Final Scores</td>
<td>Mid – July 2012</td>
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<tr>
<td>IAA and ISAT Posting of Final Scores</td>
<td>07/23/2012</td>
</tr>
<tr>
<td>Student Course Assignments and Teacher Course Assignment due</td>
<td>07/31/2012</td>
</tr>
<tr>
<td></td>
<td>4:00 p.m.</td>
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</table>
### Key Dates

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<th>Activity</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Last Day to Exit Enrollments for 2012 School Year</td>
<td>07/31/2012</td>
</tr>
<tr>
<td>- ELL Data due</td>
<td></td>
</tr>
<tr>
<td>- Pre-K Follow-Up Data due</td>
<td></td>
</tr>
<tr>
<td>- Early Childhood Outcomes Data due</td>
<td></td>
</tr>
<tr>
<td>- Student Discipline Data due</td>
<td></td>
</tr>
<tr>
<td>- Homeless Data Due</td>
<td></td>
</tr>
<tr>
<td>- Birth to 3 Data Due</td>
<td></td>
</tr>
<tr>
<td>PSAE Posting of final Scores</td>
<td>08/03/2012</td>
</tr>
</tbody>
</table>
2012 SIS School Year Processing at a Glance (Checklist)

- Located at the following location: http://www.isbe.net/sis/html/key_dates.htm
2012 SIS School Year Processing at a Glance (Checklist)

Student Starts Attending School

- Submit Student Demographics Enrollment Data for Students Grade
  - Birth to 3
  - Or K to 12
- Submit Student Demographics and Early Childhood for Grade Pre-K
- Submit Early Childhood Outcomes Entry Rating for Pre – K IEP students
- Submit ELL Screener data
- Submit ELL data for ESL Students
- Submit Homeless Data for Homeless students
- Submit Outside Course Assignment data
- Check Assessment Pre-ID data for students in grade 3 – 8 and grade 11
2012 SIS School Year Processing at a Glance (Checklist)

**Student Stops Attending School**

- Submit Birth to 3 data for Students ages 0 to 3
- Submit Early Childhood Outcomes Exit Rating for Pre – K IEP students being promoted to K
- Submit Student Course Assignment Data
- Submit Student Discipline
- Submit Pre-K Follow-Up for Students in Grade K, 1 and 2
- Verify accuracy of:
  - ELL Screener data
  - ELL data
  - Homeless Data
  - Outside Course Assignment data
- Submit Exit Enrollment Data
2012 SIS School Year Processing at a Glance (Checklist)

**Beginning and End of Term**

- **1st Day of Term**
  - Submit Teacher Course Assignments – Entry Records (Serving School)
- **End of Term**
  - Submit Teacher Course Assignments – Exit Records (Serving School)
  - Submit Student Course Assignment Data
2012 SIS School Year Processing at a Glance (Checklist)

School Year

- Summer Students Registration
  - Parents Complete Home Language Survey

- 1st Day of Term 1 (1st day of School)
  - Submit Teacher Course Assignments – Entry Records
  - Enroll students into SIS
    - October 14, 2011 – Fall Enrollment Counts
    - November 10, 2011 – ACCESS Label File Sent to Vendor
    - January 6, 2012 – ISAT file to Vendor for Printing Labels
    - January 6, 2012 – IAA file to Vendor for Printing Labels
    - January 6, 2012 – ELL Data due for Population of eGMS Ceiling Calculator

- End of 1st Term
  - Submit Teacher Course Assignments – Exit Records
  - Submit Student Course Assignment Data
2012 SIS School Year Processing at a Glance (Checklist)

- 1st day of 2nd Term
  - Submit Teacher Course Assignments – Entry Records
    - January 6, 2012 – ISAT file to Vendor for Printing Labels
    - January 6, 2012 – IAA file to Vendor for Printing Labels
    - January 6, 2012 – ELL Data due for Population of eGMS Ceiling Calculator
    - February 10, 2012 – Last Day ACCESS Testing
  - February 24, 2012 - PSAE file to Vendor for Printing Labels
  - March 1, 2012 - First day to submit Pre-K Follow-Up data
  - March 1, 2012 - Eligible for Immigrant Education Program data Extracted from SIS
  - March 16, 2012 - ISAT Last Day of Testing (Regular Window)
  - March 19, 2012 – ISAT First Day of Assessment Correction
  - March 19, 2012 – IAA First Day of Assessment Correction
  - April 25, 2012 - ACCESS Scores Posted on SIS
  - May 9, 2012 – Last Day of PSAE Testing
  - May 10, 2012 - PSAE First Day of Assessment Correction
  - May 25, 2012 - ACCESS Last Day of Assessment Corrections
  - June 4, 2012 - ISAT Scores Posted on SIS
  - June 4, 2012 - IAA Scores Posted on SIS
2012 SIS School Year Processing at a Glance (Checklist)

- End of 2nd Term
  - Submit Teacher Course Assignments – Exit Records
  - Submit Student Course Assignment Data
- 1st day of 3rd Term (Summer School)
  - Submit Teacher Course Assignments – Entry Records
    - June 18, 2012 – ISAT Last Day for Corrections
    - June 18, 2012 – IAA Last Day for Corrections
2012 SIS School Year Processing at a Glance (Checklist)

- End of 3rd Term (Summer School)
  - Submit Teacher Course Assignments – Exit Records
  - Submit Student Course Assignment Data
- Last Day to Exit Enrollments for 2012 School Year
  - July 10, 2012 - PSAE Scores Posted on SIS
  - Mid-July 2012 - ACCESS Posting of Final Scores
  - July 17, 2012 - PSAE Last Day of Assessment Correction
  - July 23, 2012 - ISAT Posting of Final Scores
  - July 23, 2012 - IAA Posting of Final Scores
  - July 31, 2012 - Exit Enrollments for 2012 School Year
  - July 31, 2012 – Submit all 2012 Discipline Data
  - July 31, 2012 - Student Course Assignments due
  - July 31, 2012 - Teacher Course Assignments due
  - August 3, 2012 - PSAE Posting of Final Scores
Districts Next Steps

- Enroll all students by October 14, 2011 by 4:00 p.m.
- Include SIDs on all uploaded files
- Run SIS reports to verify the following student data is accurate and complete:
  - Demographic
  - Enrollment
  - Program Indicators
- Verify that all LEP students have been identified and all ELL data is accurate and complete
- Verify that all ISAT, IAA, and PSAE Pre-ID label data is accurate and complete
- Download and send Explore/Plan data to ACT
ISBE SIS Resources

- **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
ISBE Contact Information

- **ISBE Help Desk**
  - (217) 558-3600
  - helpdesk@isbe.net

- **ISBE SIS Information Website**
  - www.isbe.net/sis
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