Illinois State Board of Education

Planning for 2013 School Year
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Agenda

- Welcome / Introductions
- Data Quality
- 2013 School Year Changes
- New SIS Data Collections for School Year 2013
  - Caregiver Demographics (Birth – 3)
  - Student Course Assignment (K – 8)
  - Teacher Course Assignment (K – 8)
  - KIDS (Kindergarten)
- SIS Enhancements
  - Web Service for Batch Automation
  - Missing Data Report
- Upcoming Key Dates
- Districts Next Steps
- ISBE Resource Materials
- ISBE Contact Information
Welcome / Introductions

▪ ISBE Key Team Members
  - Don Evans  Chief Operating Officer and Director of Human Resources
  - Scott Norton  Division Administrator/Director, Information Technology
  - John Shake  Division Supervisor/Information Systems Manager

▪ SIS Key Team Members
  - Howard Hammel  Project Manager
  - Adam Lowery  Support Team
  - Jeremy Schoen  Support Team
  - Keith Goeckner  Support Team
Data Quality

- **Increased Importance of Providing Accurate Student Enrollment Data!**
  - Enrollment Start and End Dates
  - Grade Level
  - Home School RCDTS *(School for the area where the student resides)*
  - Serving School RCDTS *(School where the student attends, the course is being taught, and the teacher is assigned)*
  - Student can have only one Home school RCDTS but multiple Serving schools *(Area Career Centers, Special Education Private Facilities, Regional Safe Schools, etc.)*

- **Why?**
  - Student Course Assignment
  - Teacher Course Assignment
  - Vocational Funding
  - Regional Safe School Program Accountability
  - 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
    - Prevention Initiative Participant
    - Demographic
  - School Performance
    - ACCESS Scores
    - AYP
    - School Report Card
  - Adjusted Cohort Graduation Rates
    - End Of Year
      - Demographic
      - Enrollment
      - Graduation Rate
      - Drop Out
      - Program Indicator
      - Birth to 3
      - Early Childhood
      - Student Discipline
        - Suspensions
        - Expulsions
      - Student Course Assignment
      - Teacher Course Assignment
Data Quality

- **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 Students (Pre-K Students)**
    - Must be at least 3 years of age on the enrollment date.
    - Non-IEP Student must be less than 6 years old on the first day of class.
    - IEP Student must be less than 7 years old on the first day of class.
Data Quality

- **Out-Placed Students Receiving Services**
  - If students reside in your district but are being served outside of your district, ensure you are communicating with the school where the student is being educated (serving school). All information regarding a student is reported by the home district to SIS.
  
  - Serving locations such as Regional Safe schools, Area Career Centers, Public and Non-Public Special Education Centers (etc.) must communicate with the home district to report student information to ISBE by the requested deadlines. Failure to do so could impact funding.
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.
Data Quality

- Preventing Multiple SIDs

  - Identify the SID to Keep and the SID to Delete.

  - Exit all enrollments associated with SID to Delete. SID to Keep must be actively enrolled by the district submitting the Multiple SID Template.

  - Download the Multiple SID template, Tips, and Steps from the www.isbe.net/sis website and enter mandatory data into the template.

  - Upload the Multiple SID .csv file to SIS.

  - The Multiple SID file will be returned to the user’s SIS “Download File” link with result codes and result messages appended to the individual student records.
Data Quality

- Vendor sign-up is at the bottom right hand corner of the SIS Homepage.
  - [www.isbe.net/sis](http://www.isbe.net/sis)
2013 School Year Changes

- Removed the Pre-K Follow-Up data collection in SIS
  - Yes that is correct, Pre-K Follow-Up is no longer being collected.

- Student Course Assignment Changes
  - Mandatory collection K – 12 Grade Student Course Assignments
  - Removed Course Rigor (level) “05” - Special Education
  - Added Terms “4” and “5”
  - For K – 8 only, you can use Term “1” for all course assignments

- Teacher Course Assignment Changes
  - Mandatory collection of K – 12 Grade Teacher Course Assignments
  - Removed Role of Professional Code “09” Teacher of Record – Self-Contained Special Education Classroom
  - Added Role of Professional Code “10” Proctor
  - Added Terms “4” and “5”
  - For K – 8 only, you can use Term “1” for all Teacher course assignments
2013 School Year Changes

- **Program Indicator Changes**
  - Removal of Career/Tech Ed Indicator – Added Placeholder 9
  - Added (PSS) Private School Indicator – Replaced Placeholder 3
  - Changed name of Century 21 to 21st Century

- **Exit Enrollment Changes**
  - Removed Exit Code
    - 01 Transfer to another public school district
  - Added Exit Codes
    - 19 Transferred to Another Public School district out of Illinois
    - 20 Transferred to Another Public School district in Illinois
2013 School Year Changes

- **Missing Persons Report**
  - Illinois State Police will be providing a new list of missing persons on the 1st of each month. We encourage you to check the Missing Persons Report monthly.

If it is determined that a missing child is attending one of the schools within your district, it is the responsibility of your school board or its designee to immediately give notice of this fact to the Department of State Police by email at missing@isp.state.il.us, and the law enforcement agency having jurisdiction in the area where the missing child resides or attends school. The names on the list are provided by the State Police; if you find any persons who should not be listed as missing, please contact the State Police.
2013 School Year Changes

- Private Schooled Student Indicator
  - Must be “No” for Birth to 3
  - Will not count for Fall Housing, Statewide Assessments, Dropout, and Adjusted Cohort Graduation Rate calculations
  - FTE must be 1.00
  - If a Student is identified as IEP, the Private Schooled Student Indicator must be “No”
  - For a PSS Student the following indicators must be set to “No”
    - Homeless Indicator
    - Migrant Indicator
    - SES Indicator
    - LEP Indicator
    - IEP Indicator
    - FRL/Low Income Indicator
    - 21st Century Indicator
New SIS Data Collections for School Year 2013

New Data Collections

- Birth to 3 Caregiver Demographic Data
- Student Course Assignments (K – 8)
- Teacher Course Assignments (K – 8)
- KIDS (Kindergarten)
Caregiver Demographic (Birth to 3)

- **Mandatory**
  - Student ID
  - Last Name
  - First Name
  - Birth Date
  - RCDTS for Home School
  - RCDTS for Serving School
  - Birth Date of Caregiver
  - Caregiver’s Relationship to Child
  - Caregiver’s Race
  - Educational Background of Caregiver
  - Current Employment Status of Caregiver

- **Optional**
  - SAP ID
  - Caregiver SID
  - Caregiver Last Name
  - Caregiver First Name
Caregiver Demographic (Birth to 3)

- Caregiver Demographic Validations
  - Program Caregiver Demographic data will be mandatory starting school year 2013.
  - All Mandatory Caregiver Demographic Information must be included before the student is exited.
  - The Home RCDTS of the student’s active enrollment must match the users IWAS RCDTS.
  - Student must be enrolled as grade level “00” – Birth to 3.
  - Current Employment Status of Caregiver data element will include a “99” - Erroneous selection.
Caregiver Demographic (Birth to 3)

- Caregiver Demographic Validations
  - Only one of each Caregiver record type will be accepted (Biological Mother, Biological Father, Adoptive Parent, Grandparent, Other Relative, Legal Guardian, Foster Parent, Other). If the user sends in a record with the same relationship status of a record we already have in the database, we will overwrite the prior record with the new one.
  - If a user submits a file with a Caregiver SID, SIS will verify that it is a valid SID. (If it is not valid, the SID will not be stored, but the rest of the record will be processed).
  - Caregiver SID cannot match SID of the “Birth to 3” student.
Caregiver Demographic (Birth to 3)
Caregiver Demographic (Birth to 3)
Caregiver Demographic (Birth to 3)
## Caregiver Demographic (Birth to 3)

![Student Information System](image)

### Student Information System

**SID:** 709477664  
**Legal Last Name:** Smith  
**Legal First Name:** John  
**Legal Middle Name:**

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</tbody>
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**School Year for Serving:** 2013  
**RCDTS for Serving:** 5008218002222005  
**FTE for Serving:** 1.00

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

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Caregiver Demographic (Birth to 3)
Caregiver Demographic (Birth to 3)
# Caregiver Demographic (Birth to 3)

![Student Information System](image)

### Optional Indicators
- **Caregiver SID**: 123123123
- **Caregiver Last Name**: Smith
- **Caregiver First Name**: Mary

### Mandatory Indicators
- **Caregiver Date of Birth**: 08/01/1995
- **Relationship to Child**: Biological Mother
- **Caregiver Educational Background**: Some High School/No Diploma
- **Current Employment Status**: Unemployed/Seeking Employment

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Caregiver Demographic (Birth to 3)
Caregiver Demographic (Birth to 3)
Student Course Assignment

- A Student Course Assignment Can Be added or Updated Via the Following:
  - Online
  - Batch

- Only the Home District can submit Student Course Assignment data.

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

- Course Assignment records can be submitted without the Course End Fields which include (End Date, Final Letter Grade, and Course Credit) if the student’s enrollment is still active.

- If one value is added for any of the Course End Fields (End Date, Final Letter Grade, and Course Credit), then ALL are required.

- All Student Course Data must be provided if the student’s enrollment is Exited. (Including the Course End fields).
Student Course Assignment

- The grade of the student does not limit the courses a student may take.
  - Example – 8th grade student can take 9th grade Algebra

- The optional fields are course numeric grade, maximum numeric grade, actual attendance, and total attendance. However, these fields can only be provided if ALL course fields are provided (end date, final letter grade, and course credit).

- Home school can view all Student Course Assignment data for students where they are identified as the home school.

- The current home school (Active Enrollment) can view all current and past Student Course Assignments.

- Serving School can only see courses on students for which they are serving.

- No student course assignments should exist prior to school year 2011 (So the absolute earliest Student Course Start Date should be 07/01/2010).


Student Course Assignment

- **Student Course Assignment Validations**
  - The student must have a valid enrollment record with the following matching elements for a Student Course Assignment record to be added or updated.
    - Home RCDTS
    - Serving RCDTS
    - School Year
  - Only Grades K – 12 can submit Student Course Assignments.
  - The Student Course Start Date must be equal to or greater than the student’s Enrollment Date.
  - The Student Course End Date must be equal to or less than the student’s Exit Enrollment Date.
Student Course Assignment

- For K – 8 only
  - Courses may be entered as year long courses, using only one Term (“1”).
  - For K-8 Courses (subjects 51-72) the following fields will be populated automatically upon exiting a student’s enrollment:
    - Course End Date
    - Credit
    - Final Letter Grade
      - Promotion - Student was promoted at end of term. (Grades K – 8 only)
      - Retention- Student was retained at end of term. (Grades K – 8 only)
      - Not Complete - Student did not complete the term. (Grades K – 8 only)

Note: If these fields have been provided by a SIS user in the Course Assignment prior to Exiting the student, we will not overwrite data.
Student Course Assignment

- Student Course Assignment Batch File Process

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

- The following materials are available on the www.isbe.net/sis:
  - Excel Templates
  - Tips for Completing Student Course Assignments
  - Steps for Creating and Uploading Student Course Assignments
Student Course Assignment

- Mandatory Fields
  - Term (Semester)
  - State Course Code
  - Student Course Start Date
  - Section Number
  - Course Level
  - Course Credit
  - Articulated Credit
  - Dual Credit
  - Course Setting
  - Student Course End Date
  - Course Final Letter Grade/Completion Status (Term)

- Optional Fields
  - Local Course ID
  - Local Course Title
  - Actual Attendance (Classes)
  - Total Attendance (Classes)
  - Single Parent including Single Pregnant Woman (Reported for CTE Courses Only)
  - Displaced Homemaker (Reported for CTE Courses only)
  - Course Numeric Grade (Term)
  - Maximum Numeric Grade (Term)
Teacher Course Assignment

- Mandatory for Grades K – 12.

- In SIS, the Home School is responsible for submitting all Student data.

- In SIS, the Serving School is responsible for submitting all Teacher data.

- Only teachers with an IEIN number may be submitted.

- A teacher should have an entry and an exit for each term.

- Teacher Course Assignments can be added or updated via 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

- **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
  - 10 Proctor

- **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.

- **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

Assigning Teachers to Courses

- Select the IEIN (Teacher)
- Select the Location
- Select the Course
- Enter Teacher Course Data
Teacher Course Assignment

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

- If your district is sending students to another district the Home School and the Serving School must communicate.
  - The Student Course Assignment should be matched to the Teacher Course Assignment.

- This is very important for data quality, we want to insure that the appropriate teacher is being matched to the correct students.
# Teacher Course Assignment

These 5 elements link a Teacher Course Assignment to a Student Course Assignment:

- Student Serving RCDTS / Teacher Location RCDTS
- School Year
- State Course Code
- Term (Semester)
- Section Number

**Student Information**
- Student ID
- SAP ID
- Student Last Name
- Student First Name
- Birth Date

**Teacher Information**
- IEIN
- Local Teacher ID
- Teacher Last Name
- Teacher First Name
- Teacher Birth Date

**Location / Course**
- Home RCDTS
- Serving School
- School Year
- State Course Code
- Term (Semester)
- Section Number

**Course Information**
- Local Course ID
- Local Course Title
- Student Course Start Date
- Course Level
- Course Credit
- Articulated Credit
- Dual Credit
- Course Setting
- Actual Attendance
- Total Attendance
- Single Parent including Single Pregnant Woman
- Displaced Homemaker
- Course Numeric Grade
- Maximum Numeric Grade
- Student Course End Date
- Course Final Letter Grade/Completion Status
- Teacher Course Start Date
- Role of Professional
- Teacher Commitment
- Actual Attendance
- Total Attendance
- Teacher Course End Date
- Reason for Exit
Teacher Course Assignment

By linking the 5 elements a Teacher/Student Assessment Score History Report can be generated.

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<td>2010</td>
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<td>E</td>
<td>286</td>
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<td>256</td>
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<td>E</td>
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<td>21008</td>
</tr>
</tbody>
</table>
New SIS Collections for School Year 2013

- K-8 Student Course Assignment and Teacher Course Assignment Training [http://www.isbe.net/sis/](http://www.isbe.net/sis/)
Kindergarten Individual Development Survey (KIDS)

- **School Year 2012 – 2013 Pilot**
  - KIDS involves Kindergarten students only. Kindergarten students will be observed by their teachers for up to 3 observation periods per year.
  - Pilot Teachers in SIS have already been selected.
  - SIS will populate data necessary for KIDS from other data already required by and submitted to SIS.
  - The process for preparing KIDS data
    - Submit Student and Enrollment data.
    - Submit Teacher and Teacher Course Assignment data.
    - Submit Student Course Assignment data.
    - Run a report to verify proper Teacher/Student Course Assignment data.
    - Once verified, the press of a button can populate the KIDS data collection.
Web Service for Batch Automation

The available facilities of ISBE SIS are listed below:

- Search for a Student ID
- Request a Student ID
- Correct an Assessment Record
- Exit an Enrollment
- Upload a File
- Download a File
- View Reports
- Request a File
- Help
Web Service for Batch Automation

You can now automate the submission of batch data to SIS via a Web Service. For technical details, please see the Developer Documentation.

In order to automate the batch process, you will need an activation key. Please press the button below, and save the generated key.

Generate Key

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

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Web Service for Batch Automation

- **ISBE Data Transfer Web Service**
  - This service is suitable for both LAN and Web applications and also works for IWAS and Non-IWAS based systems. The web service provides a method for entities outside of ISBE to programmatically automate the sending and retrieving of batch data to any system. Any modern programming language should have the ability to call a web service to automate the sending and retrieving of batch data.
  
  Each user of the web service will need a unique Activation Key which identifies the user and the system the batch data is associated with. Generally the ISBE system you are working with will provide a method for you to create an activation key.

  The web service is hosted on a secure web server so all data transfers will be secure and encrypted so there is no need for external encryption or decryption of data.
Missing Data Report
Missing Data Report
## Missing Data Report

**2013 SIS Missing Data Report**

SIS Home District: 

Selection Criteria: None

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

<table>
<thead>
<tr>
<th>Data Collections</th>
<th>Missing Data Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home School:</strong></td>
<td></td>
</tr>
<tr>
<td>Birth to 3</td>
<td>No</td>
</tr>
<tr>
<td>Early Childhood Outcomes (ECO)</td>
<td>No *</td>
</tr>
<tr>
<td>English Language Learners (ELL)</td>
<td>No</td>
</tr>
<tr>
<td>Homeless</td>
<td>Yes</td>
</tr>
</tbody>
</table>
## 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>08/01/2012</td>
</tr>
<tr>
<td>Start submitting ELL data</td>
<td></td>
</tr>
<tr>
<td>Start submitting Early Childhood data</td>
<td></td>
</tr>
<tr>
<td>Start submitting Early Childhood Outcomes data</td>
<td></td>
</tr>
<tr>
<td>Start submitting 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 submitting Homeless data</td>
<td></td>
</tr>
<tr>
<td>Start submitting Participant Demographic (Birth to 3) data</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>
</tr>
</tbody>
</table>

Deadline for 2013 School Year Enrollments                               | 10/19/2012     |
<p>|                                                                        | 4:00 p.m.      |</p>
<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESS File to Vendor for Printing Labels</td>
<td>11/09/2012</td>
</tr>
<tr>
<td></td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>ELL Data Due for Population of eGMS Ceiling Calculator</td>
<td>01/04/2013</td>
</tr>
<tr>
<td></td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>ISAT and IAA file to Vendor for Printing Labels</td>
<td>01/04/2013</td>
</tr>
<tr>
<td></td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>ACCESS Last Day of Testing</td>
<td>02/15/2013</td>
</tr>
<tr>
<td></td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>PSAE File to Vendor for Printing Labels</td>
<td>02/22/2013</td>
</tr>
<tr>
<td></td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>Eligible for Immigrant Education Program Data Extracted from SIS</td>
<td>03/01/2013</td>
</tr>
<tr>
<td></td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>Activity</td>
<td>Dates</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>IAA Last Day of Testing</td>
<td>03/15/2013</td>
</tr>
<tr>
<td>ISAT Last Day of Testing (Regular Window)</td>
<td>03/15/2013</td>
</tr>
<tr>
<td>IAA First Day of Assessment Correction</td>
<td>03/18/2013</td>
</tr>
<tr>
<td>ISAT First Day of Assessment Correction</td>
<td>03/18/2013</td>
</tr>
<tr>
<td>ACCESS Scores Posted on SIS</td>
<td>04/29/2013</td>
</tr>
<tr>
<td>PSAE Last Day of Testing</td>
<td>05/08/2013</td>
</tr>
<tr>
<td>PSAE First Day of Assessment Correction</td>
<td>05/09/2013</td>
</tr>
<tr>
<td>ACCESS Last Day of Assessment Corrections</td>
<td>05/24/2013</td>
</tr>
<tr>
<td></td>
<td>4:00 p.m.</td>
</tr>
</tbody>
</table>
## Key Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISAT and IAA Scores Posted on SIS</td>
<td>06/03/2013</td>
</tr>
<tr>
<td>ISAT and IAA Last Day for Assessment Corrections</td>
<td>06/17/2013 4:00 p.m.</td>
</tr>
<tr>
<td>PSAE Scores Posted on SIS</td>
<td>07/09/2013</td>
</tr>
<tr>
<td>PSAE Last Day of Assessment Corrections</td>
<td>07/16/2013 4:00 p.m.</td>
</tr>
<tr>
<td>ACCESS Posting of Final Scores</td>
<td>Mid – July 2013</td>
</tr>
<tr>
<td>IAA and ISAT Posting of Final Scores</td>
<td>07/22/2013</td>
</tr>
</tbody>
</table>
### Key Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day to Exit Enrollments for 2013 School Year</td>
<td>07/31/2013 4:00 p.m.</td>
</tr>
<tr>
<td>ELL Data due</td>
<td></td>
</tr>
<tr>
<td>Birth to 3 Data Due</td>
<td></td>
</tr>
<tr>
<td>Participant Demographic (Birth to 3) data due</td>
<td></td>
</tr>
<tr>
<td>Early Childhood data due</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Outcomes Data due</td>
<td></td>
</tr>
<tr>
<td>Homeless Data Due</td>
<td></td>
</tr>
<tr>
<td>Student Discipline Data due</td>
<td></td>
</tr>
<tr>
<td>Student Course Assignments data due</td>
<td></td>
</tr>
<tr>
<td>Teacher Course Assignments data due</td>
<td></td>
</tr>
<tr>
<td>PSAE Posting of final Scores</td>
<td>08/02/2013</td>
</tr>
<tr>
<td>Adjusted Cohort Graduation Rates</td>
<td>08/16/2013</td>
</tr>
</tbody>
</table>
Key Dates

- Located at the following location:

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

- Enroll all students by October 19, 2012, 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 Resources (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
ISBE Contact Information

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

  - **SIS Policy Questions** will be directed to the Standards and Assessment Center.
  - **SIS Technical Questions** will be directed to the IBM team.

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