Illinois State Board of Education

Student Information System (SIS)
ISBE Training for Regional Safe Schools
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- 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.

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- 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.
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- If you are listening via telephone and close out of the Webinar on your computer, you will be disconnected.
Agenda

- Welcome / Introductions
- Overview of the Student Information System (SIS)
- Home Schools, Serving Schools, and Communication
- Accessing ISBE SIS
- Online Process – Student Search
- Regional Safe Schools Program Data Collection
- Student Reports
- Online Process – Teacher Course Assignment
- Verifying Teacher/Student Course Assignments
- Batch Process Overview
  - Excel Template Tips
- Request File
- ISBE Resource Materials
- ISBE Contact Information
Welcome/Introductions

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

- **Presenters**
  - Howard Hammel  SIS Project Manager
  - Adam Lowery  SIS Business Analyst
Overview of the Student Information System (SIS)

- **SIS Functions**
  - Assigns a unique student identifier (SID)
  - Collects demographic, enrollment, performance, and program participation data for each student
  - Interfaces with internal ISBE Systems
  - Tracks students from school/facility to school/facility and district to district within the state
  - Provides schools, districts, and facilities the ability to report timely and accurate data/information through standardized reporting capabilities
Overview of the Student Information System (SIS)

- Provide better quality data to drive more enlightened policy decisions resulting in enhanced educational opportunities for all children

- Reduce data collection burden on schools, districts, and facilities

- Enhance the use and relevance of state data by districts and schools

- Respond to the accountability and reporting requirements of NCLB and other federal and state education programs
Overview of the Student Information System (SIS)

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?
  - Fall Enrollment Counts
  - Student Course Assignment
  - Teacher Course Assignment
  - Student Discipline
  - High School Students Taking Community College Courses
  - AYP
  - ACCESS Scores
  - Kindergarten Development Survey (KIDS)
  - Employment Information System (EIS)
  - Regional Safe School Funding
  - Special Education Claims
  - E-Report Card
  - Vocational Funding
  - End of the Year Reports
  - Adjusted Cohort Graduation Rates
Overview of the Student Information System (SIS)

- **RSSP (Regional Safe Schools Program)**
  - The Regional Safe School application will be integrated with the Student Information System for the 2014 school year.
  - Data may be provided to SIS online or through the batch process. Once related data is stored in SIS, a related Request File is also available for additional updates.
  - It is essential that the student is enrolled with the correct Serving RCDTS identified as the RSSP.
  - If you cannot locate an RCDTS code for the RSSP, either call and ask the RSSP or use the SIS RCDTS look-up located on the SIS webpage.
Home Schools, Serving Schools, and Communication

General Data Responsibilities: Home School

The Home School should report all “Student” data for students associated with that Home School (even if a student is served elsewhere), such as:

- Data pertaining to characteristics of the student, such as Demographics data (name, address, date of birth, language background, ongoing educational program indicators, etc.)

- Data pertaining to student enrollments, regardless of where those enrollments occur. This includes data such as student courses, grades, assessment test data, and “outside” courses.

- Peripheral student-related data (follow-up on Early Childhood programs, progress in language development programs, discipline incidents, etc.)
Home Schools, Serving Schools, and Communication

General Data Responsibilities: Serving School

Each Serving School should report all “Teacher Course Assignment” data for teachers at that Serving School.

Each Serving School should review all student data.

Each Serving School should also provide the Home School with Student Course Assignment Information.
Home Schools, Serving Schools, and Communication

The Home School will need the following Student Course Assignment Information.

- **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)
# Home Schools, Serving Schools, and Communication

http://www.isbe.net/sis/html/excel_templates.htm

<table>
<thead>
<tr>
<th>Student Course Assignment</th>
<th>Student Count</th>
<th>Student_Course_Assignment_Wn.csv</th>
<th>Current Date</th>
<th>Home RCTDS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>123456789</td>
<td>12345 Smith</td>
<td>Michael</td>
<td>01/01/2000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term (Semester)</th>
<th>State Course Code</th>
<th>Local Course ID</th>
<th>Local Course Title</th>
<th>Student Course Start Date</th>
<th>Course Credit</th>
<th>Articulated Credit</th>
<th>Student First Name</th>
<th>School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>10010A001</td>
<td>Math 101</td>
<td>Basic Mathematics</td>
<td>08/06/2010</td>
<td>115</td>
<td>01.00</td>
<td>Michael</td>
<td>2011</td>
</tr>
</tbody>
</table>
### Home Schools, Serving Schools, and Communication

http://www.isbe.net/sis/html/data_elements.htm

<table>
<thead>
<tr>
<th>Data Elements</th>
<th>Code</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Level</td>
<td></td>
<td></td>
<td>The Course Level conveys the course's level of rigor. There are five options for coding this element.</td>
</tr>
<tr>
<td>01</td>
<td>Remedial</td>
<td>Basic or Remedial. A course focusing primarily on skills development, including literacy in language, mathematics, and the physical and social sciences. These courses are typically less rigorous than standard courses and may be intended to prepare a student for a general course.</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>General</td>
<td>General Education. A course providing instruction in a given subject area that focuses primarily on general concepts appropriate for the grade level. General courses typically meet the state's or district's expectations of scope and difficulty for mastery of the content.</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Enriched</td>
<td>Enriched or Advanced. A course that augments the content and/or rigor of a general course, but does not carry an honors designation.</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Honors</td>
<td>Honors is an advanced level course designed for students who have earned honors status according to educational requirements. These courses typically include additional content not found in general courses, and are formally designated as honors courses.</td>
<td></td>
</tr>
</tbody>
</table>
Accessing ISBE SIS

- Access ISBE SIS through IWAS, ISBE’s Web Application Security System
- Link to IWAS from the ISBE Homepage at www.isbe.net
- An IWAS User Guide is available on the IWAS Login Screen
Accessing ISBE SIS
Online Process – Student Search
Online Process – Student Search

- SIS Home Screen
Online Process – Student Search

- Search SID
Online Process – Student Search

- Search Results
Regional Safe Schools Program Data Collection

- SIS Enrollment Tab “Regional Safe School Program” Link

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**Image Description:**
- The image shows a screenshot of the Student Information System (SIS) interface.
- The focus is on the enrollment data for a student named Ami Smith with an SID of 123456789.
- The enrollment type is 'Active' with an enrollment date of 09/01/2013.
- The student is enrolled in Grade 6 for the 2014 school year.
- There is a highlighted link for the Regional Safe School Program.

---

**Table Example:**

<table>
<thead>
<tr>
<th>Enrollment Type for Serving</th>
<th>School Year for Serving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer in from another District</td>
<td>2014</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RCDTS for Home</th>
<th>FTE for Serving</th>
</tr>
</thead>
<tbody>
<tr>
<td>300000000000000000</td>
<td>1.00</td>
</tr>
</tbody>
</table>

**Additional Details:**
- The Regional Safe School Program link is marked with a blue circle.
- The screenshot includes a footer with contact information and copyright notice.
Regional Safe Schools Program Data Collection

SIS – Regional Safe Schools Program Data Entry
Regional Safe Schools Program Data Collection

- SIS – RSSP – Review Screen
### SIS – RSSP – Submitted Successfully

![Image of Student Information System](image-url)

- **SID**: 123456789
- **Legal Last Name**: Smith
- **School Year**: 2014
- **Home RCDTS**: 506820900041003
- **Legal First Name**: Ani
- **Enrollment Date**: 08/01/2013
- **Serving RCDTS**: 320000000009301

#### RSSP Data submitted successfully

**Reason For Referral**: Alcohol (liquor law violations, possession, use, sale)

**Eligibility Status**: Suspension-Eligible

#### Academic Services

- **GED Instruction**: Yes
- **Tutoring**: No

#### Curricular Outcomes

- **GED Test Successfully Completed**: No
- **Curriculum Related Employment**: No

#### Other Services

- **Date Of Alternate Education Plan**: 08/06/2013
- **Behavior Modification**: No
- **Individual Or Group Counseling**: No
- **Mentoring**: No
- **Referral To Social Services**: No
- **Parenting Classes For Parents**: No
- **School To Work**: No

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*Image: Screenshot of the Student Information System displaying a student record with data entered for RSSP.*
Student Reports
Student Reports

- SIS Reports Page

![SIS Reports Page](image-url)
Student Reports

- Demographic and Enrollment Section
Student Reports

- Enrollment Report Criteria Screen
### Student Reports

- **Active Enrollment Report - Detail**

#### Illinois State Board of Education

**Student Information System**

**Enrollment (Detail) for School Year**

<table>
<thead>
<tr>
<th>SID</th>
<th>Name</th>
<th>Date of Birth</th>
<th>Home School / District RCDTS:</th>
<th>Serving:</th>
<th>Grade</th>
<th>FTE</th>
<th>Start</th>
<th>End</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789</td>
<td>Smith, Michael</td>
<td>10/22/2007</td>
<td>123456789012345</td>
<td>01/07/2013</td>
<td>PK</td>
<td>1.00</td>
<td>07/13/2001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>123456789</td>
<td>Jones, Bob</td>
<td>07/13/2001</td>
<td>123456789012345</td>
<td>08/14/2012</td>
<td>06</td>
<td>1.00</td>
<td>05/26/2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>123456789</td>
<td>Doe, Jane</td>
<td>05/26/2004</td>
<td>123456789012345</td>
<td>08/15/2012</td>
<td>03</td>
<td>1.00</td>
<td>06/24/2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>123456789</td>
<td>Smith, Ann</td>
<td>06/24/2000</td>
<td>123456789012345</td>
<td>08/15/2012</td>
<td>06</td>
<td>1.00</td>
<td>04/30/2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>123456789</td>
<td>Smith, Daniel</td>
<td>04/30/2000</td>
<td>123456789012345</td>
<td>08/15/2012</td>
<td>07</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Student Reports

- Regional Safe School Section
Student Reports

- Regional Safe Schools Program Criteria Screen
Student Reports

- Regional Safe Schools Program Report - Detail
Online Process – Teacher Course Assignment
Teacher Course Assignment Submission

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

- The Serving District or the Employer will submit Teacher Course Assignments.

- All teachers must have an IEIN number.

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

- Teacher Course Assignments can be added or updated via Online or Batch.
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

- **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
Teacher Course Assignment

- SIS Home Screen
Teacher Course Assignment

- Teacher Search
Teacher Course Assignment

- Potential Match Summary Page
Teacher Course Assignment

- Select Teaching Location
Teacher Course Assignment

- Edit Teacher Course Assignments
Teacher Course Assignment

- Add Course
Teacher Course Assignment

- Select Course Details
Verifying Teacher/Student Course Assignments
Verifying Teacher/Student Course Assignments

- Accessing the SIS Reports Page
Verifying Teacher/Student Course Assignments

- SIS Reports Page
Verifying Teacher/Student Course Assignments

- Reports For Verifying Correct Course Assignments

In the “Reports / Student” section:

Student Course Assignment – Student Information Report (Summary)
Total count of courses per student; review this report to ensure your students have the correct number of courses. If counts appear low, add student courses that are missing.

In the “Reports / Teacher” section:

Courses with Teachers but no Students (Detail)
Courses with Students but no Teachers (Detail)
Course assignment records that do not currently have a corresponding record.

In the “Reports / Teacher” section:

Teacher/Student Course Assignment - Course Information (Detail)
Teacher and Student Course Assignments that are identified and linked correctly on school year, teaching/serving location, state course code, term and section number.
Verifying Teacher/Student Course Assignments

- Student Course Assignment – Student Information Report (Summary)
Verifying Teacher/Student Course Assignments

- Student Information Report (Summary) – Criteria Screen
Verifying Teacher/Student Course Assignments

- Student Course Assignment – Student Information Report (Summary)

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Birth Date</th>
<th>Grade</th>
<th>Home RCDTS</th>
<th>Serving RCDTS</th>
<th>Exit Date</th>
<th>Course Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>John Doe</td>
<td>12/12/2000</td>
<td>02</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>00002</td>
<td>Jane Smith</td>
<td>01/01/2001</td>
<td>03</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>00003</td>
<td>Michael Lee</td>
<td>02/02/2002</td>
<td>04</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>00004</td>
<td>Sarah Johnson</td>
<td>03/03/2003</td>
<td>05</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>00005</td>
<td>David Brown</td>
<td>04/04/2004</td>
<td>06</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>00006</td>
<td>Emily Davis</td>
<td>05/05/2005</td>
<td>07</td>
<td></td>
<td></td>
<td></td>
<td>7</td>
</tr>
</tbody>
</table>

- Note: The table above shows a sample of student course assignments as of 6/27/2013.
Verifying Teacher/Student Course Assignments

- Courses with Teachers but no Students (Detail)
Verifying Teacher/Student Course Assignments

- Courses with Teachers but no Students – Report Criteria Screen
Verifying Teacher/Student Course Assignments

- Courses with Teachers but no Students – Detail Report

<table>
<thead>
<tr>
<th>Term</th>
<th>State Course Code</th>
<th>Section</th>
<th>State Course Title</th>
<th>Work Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>51044A000</td>
<td>00504004</td>
<td>Reading (grade 4)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>52034A000</td>
<td>00504304</td>
<td>Mathematics (grade 4)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>53234A000</td>
<td>00504904</td>
<td>Science (grade 4)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>54434A000</td>
<td>00504910</td>
<td>Social Studies (grade 4)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>55134A000</td>
<td>00504430</td>
<td>Music (grade 4)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>55184A000</td>
<td>00504420</td>
<td>Art (grade 4)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>58034A000</td>
<td>00504604</td>
<td>Physical Education (grade 4)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>56999A000</td>
<td>00504370</td>
<td>Physical, Health, and Safety Education – Other</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>51044A000</td>
<td>00504804</td>
<td>Reading (grade 4)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>52034A000</td>
<td>00504304</td>
<td>Mathematics (grade 4)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>53234A000</td>
<td>00504904</td>
<td>Science (grade 4)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>54434A000</td>
<td>00504910</td>
<td>Social Studies (grade 4)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>55134A000</td>
<td>00504430</td>
<td>Music (grade 4)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>55184A000</td>
<td>00504420</td>
<td>Art (grade 4)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>58034A000</td>
<td>00504604</td>
<td>Physical Education (grade 4)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>56999A000</td>
<td>00504370</td>
<td>Physical, Health, and Safety Education – Other</td>
<td></td>
</tr>
</tbody>
</table>
Verifying Teacher/Student Course Assignments

- Courses with Students but no Teachers (Detail)
Verifying Teacher/Student Course Assignments

- Courses with Students but no Teachers – Report Criteria Screen
### Verifying Teacher/Student Course Assignments

- **Courses with Students but no Teachers – Detail Report**

#### 2013 Courses with Students but no Teachers - (Detail)

<table>
<thead>
<tr>
<th>Term</th>
<th>State Course Code</th>
<th>Section</th>
<th>State Course Title</th>
<th>Home School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01001A000</td>
<td>0044620002</td>
<td>English/Language Arts I (9th grade)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Birth Date</th>
<th>Serving</th>
<th>Grade</th>
<th>Course Level</th>
<th>Course Setting</th>
<th>Credit</th>
<th>Start Date</th>
<th>Dual</th>
<th>Articulated</th>
<th>End Date</th>
<th>Grade</th>
<th>Attend</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>03/24/1992</td>
<td></td>
<td>12</td>
<td>General</td>
<td>Online</td>
<td>0.50</td>
<td>06/23/2012</td>
<td>No</td>
<td>No</td>
<td>12/19/2012</td>
<td>75/75</td>
<td>No</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td></td>
<td>03/21/1992</td>
<td></td>
<td>12</td>
<td>General</td>
<td>Online</td>
<td>0.50</td>
<td>06/23/2012</td>
<td>No</td>
<td>No</td>
<td>12/19/2012</td>
<td>75/75</td>
<td>No</td>
<td>D</td>
</tr>
</tbody>
</table>

Total Students In This Section: 2

- **Courses with Students but no Teachers – Detail Report**

#### 2013 Courses with Students but no Teachers - (Detail)

<table>
<thead>
<tr>
<th>Term</th>
<th>State Course Code</th>
<th>Section</th>
<th>State Course Title</th>
<th>Home School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01002A000</td>
<td>0044693002</td>
<td>English/Language Arts II (10th grade)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Birth Date</th>
<th>Serving</th>
<th>Grade</th>
<th>Course Level</th>
<th>Course Setting</th>
<th>Credit</th>
<th>Start Date</th>
<th>Dual</th>
<th>Articulated</th>
<th>End Date</th>
<th>Grade</th>
<th>Attend</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>03/24/1992</td>
<td></td>
<td>12</td>
<td>General</td>
<td>Online</td>
<td>0.50</td>
<td>06/23/2012</td>
<td>No</td>
<td>No</td>
<td>12/19/2012</td>
<td>75/75</td>
<td>No</td>
<td>5</td>
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</tbody>
</table>

Total Students In This Section: 1

- **Courses with Students but no Teachers – Detail Report**

#### 2013 Courses with Students but no Teachers - (Detail)

<table>
<thead>
<tr>
<th>Term</th>
<th>State Course Code</th>
<th>Section</th>
<th>State Course Title</th>
<th>Home School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01003A000</td>
<td>0044774002</td>
<td>English/Language Arts III (11th grade)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Birth Date</th>
<th>Serving</th>
<th>Grade</th>
<th>Course Level</th>
<th>Course Setting</th>
<th>Credit</th>
<th>Start Date</th>
<th>Dual</th>
<th>Articulated</th>
<th>End Date</th>
<th>Grade</th>
<th>Attend</th>
<th>Final</th>
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<tbody>
<tr>
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<td></td>
<td>12/06/1994</td>
<td></td>
<td>12</td>
<td>General</td>
<td>Traditional</td>
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<td>06/23/2012</td>
<td>No</td>
<td>No</td>
<td>12/19/2012</td>
<td>75/75</td>
<td>No</td>
<td>B</td>
</tr>
</tbody>
</table>

Total Students In This Section: 1
Verifying Teacher/Student Course Assignments

Teacher/Student Course Assignments – Course Information

- Make sure to select SERVING SCHOOL!!!!!
Batch Process Overview
Batch Process Overview

- Upload/Download File via IWAS/SIS
- Only Accessible by RCDT Administrator
- File Format is Validated Upon Upload – Teacher Course Assignment Entry and Exit
- Email Sent When File is Ready for Download
- Original Data is Returned, plus the Following Data for Each Record:
  - Result Code
  - Result Message
Batch Process Overview

SIS Homepage – Excel Templates

http://www.isbe.net/sis/
Request File
Request File

- **Teacher Course Assignment Request Files**
  - After the initial submission of Teacher Course Assignment data, you can request Teacher Course Assignment files.
  - The data requested can be used to copy and paste into Teacher Course Assignment Entry and Exit Templates. This will allow for faster updating or exiting of Teacher Course Assignment Data.

- **Regional Safe School Request File**
  - After enrolling students, all students that are enrolled with a Regional Safe School as the Serving location will be included on the request file.
Request File

- Select Request File Type
Request File

- Teacher Course Assignment Entry (and later, Teacher Course Assignment Exit)
Request File

- Example of a Request File
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
Notice – This Webinar is being Recorded

This call is being recorded. Please do not provide any Student, Personal or Vendor information.
ISBE Contact Information

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

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