Illinois State Board of Education

ISBE Student Information System Development Project
Agenda

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- Assessment Pre-ID Data Elements
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- Questions & Answers
ISBE SIS Project Team

- **ISBE Key Team Members**
  - Becky McCabe  Division Administrator -- Assessment
  - Connie Wise   ISBE User Project Manager
  - Dennis Powell ISBE Technical Project Manager
  - Terry Chamberlain Data Systems Administrator

- **IBM Key Team Members**
  - Howard Hammel  Project Manager
  - Jaimie McQuirt Support Team Lead
  - Annette Boxman Support Team
Collection of Information for Assessment Pre-ID Labels

- Only applies to those students assigned State IDs in the Student Information System

- Additional information required for Assessment and generating Pre-ID labels will be collected via ISBE SIS
  - Assessment data will only be accepted via batch. No on-line functionality will be available.

- Student Demographic, additional Assessment information, and the State ID will be sent to the Assessment Vendor for the generation of Pre-ID labels
Collection of Information for Assessment Pre-ID Labels, cont.

- Only Home Schools are permitted to submit Assessment Pre-ID information to ISBE.

- Pre-ID Assessment information for students not assigned a State ID in the Student Information System must be submitted directly to the Assessment Vendor by the District.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day to Submit Assessment Pre-ID Files</td>
<td>January 9, 2006</td>
</tr>
<tr>
<td>First Day Files will be Returned to Districts</td>
<td>January 30, 2006</td>
</tr>
<tr>
<td>Last Day to Submit Assessment Pre-ID Files for Grades 3-8</td>
<td>February 3, 2006</td>
</tr>
<tr>
<td>Last Day to Submit Assessment Pre-ID Files for Grade 11</td>
<td>February 21, 2006</td>
</tr>
</tbody>
</table>
## Assessment Pre-ID Data Elements

<table>
<thead>
<tr>
<th>Data Elements</th>
<th>Mandatory/Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 SID</td>
<td>Mandatory</td>
</tr>
<tr>
<td>2 Local SAP ID</td>
<td>Optional</td>
</tr>
<tr>
<td>3 Legal Last Name</td>
<td>Mandatory</td>
</tr>
<tr>
<td>4 Legal First Name</td>
<td>Mandatory</td>
</tr>
<tr>
<td>5 Date of Birth</td>
<td>Mandatory</td>
</tr>
<tr>
<td>6 RCDTS for Home School</td>
<td>Mandatory</td>
</tr>
<tr>
<td>7 RCDTS for Serving School</td>
<td>Mandatory</td>
</tr>
<tr>
<td>8 RCDTS for Testing School</td>
<td>Mandatory</td>
</tr>
<tr>
<td>9 Valid Grade at Time of Testing</td>
<td>Mandatory</td>
</tr>
<tr>
<td>10 First Year in U.S.</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>
Assessment Pre-ID Data Elements, cont.

<table>
<thead>
<tr>
<th>Data Elements</th>
<th>Mandatory/Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Year in TBE/TPI Program (excluding Pre-K and K)</td>
<td>Mandatory</td>
</tr>
<tr>
<td>12 Year Since Exited TBE/TPI Program</td>
<td>Mandatory</td>
</tr>
<tr>
<td>13 Enrolled in Home School On or Before May 1</td>
<td>Mandatory</td>
</tr>
<tr>
<td>14 Enrolled in Home District On or Before May 1</td>
<td>Mandatory</td>
</tr>
<tr>
<td>15 Test To Be Taken</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>

The ISBE SIS Export file is returned in the same format with the same data that was provided plus the following for each record:

- Result Code, and
- Result Message.
File Format Requirements

- File Formats Supported
  - XML
  - Text (Comma Delimited)
  - Excel Spreadsheet converted into a Comma-separated Value, CSV format
    - Note: An Assessment Pre-ID Excel template and tip sheet are available on the SIS website – [www.isbe.net/sis](http://www.isbe.net/sis)

- File Must contain a Header Row

- File must conform to the ISBE SIS File Format Layouts dated 12/07/2005
Excel Template Tips

- **Row # 1 – Header Row (Update with District specific information)**
  - Column A, Row 1 (A1) – File type (Assessment Pre-ID)
  - Column B, Row 1 (B1) – Number of Student Records
  - Column C, Row 1 (C1) – File Name
    - Ensure the file name in this cell is the same file name used for actual file name when you perform the ‘save as action
  - Column D, Row 1 (D1) – File Sent Date
  - Column E, Row 1 (E1) – RCDTS of user submitting file (15 digits)

- **Row #2 – Column Names**

- **Row #3 – Student Records**
  - Note: Row 3 in the template contains sample data and should be deleted and replaced with valid student details.
Excel Template Tips, cont.

- The student’s State-assigned ID must be in Column A for each record.
- The Legal First and Last Name fields must only contain alpha characters with the exception of hyphens (“-”) and spaces.
- No commas may be included in any of the fields.
- If pasting data into the spreadsheet use the Paste Special → Values option.
- File must be saved as CSV (Comma Delimited) for submission.
- Always work in the Excel Template/file when making any changes to student information.
- Do not make any changes to information in the CSV format as the formatting will be lost and errors may result when submitted.
Expected Result Codes

- ‘P1’ – Record Accepted for Assessment Pre-ID Generation
- ‘P2’ – Updated Assessment Pre-Id information
- ‘I’ – SID does not exist or SID and First Name, Last Name, or DOB do not match existing record
- ‘F’ – Missing or Invalid Data

Note: Records assigned a Result Code of ‘I’ and ‘F’ will not generate a Pre-ID label and require resolution.

Note: In the spreadsheet the Result Code and Result Message will be returned in Columns P and Q. In all other file formats the Result Code and Result Message will be appended to the end of the record.
Districts Next Steps

- Collect additional Assessment Pre-ID information
- Develop Assessment Pre-ID files for submission to ISBE SIS for generation of Pre-ID labels by the Assessment Vendor.
Where Do I Direct My Questions?

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

- Assessment Policy Questions will be directed to the Assessment Division
- SIS Assessment Pre-ID Technical Questions will be directed to the IBM team
- Other Technical Assessment Questions will be directed to Harcourt
Questions & Answers

Discussion / Questions
ISBE Contact Information

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