Illinois State Board of Education

Statewide SIS Training
Agenda

- Welcome/Introductions
- ISBE SIS Overview
- Accessing ISBE SIS
- On-Line Functionality
- Batch Functionality
- Discussion and Questions
ISBE SIS Project Team

- **ISBE Key Team Members**
  - Connie Wise, Division Administrator – Data Analysis & Progress Reporting / ISBE SIS User Project Manager
  - Terry Chamberlain, Division Administrator – Data Systems

- **IBM Key Team Members**
  - Howard Hammel, Project Manager
  - Jaimie McQuirt, Support Team Lead
  - Adam Lowery, Support Team
  - Jason Bell, Support Team
Goals of ISBE Student Information System

- Provide Better Quality Data to Drive More Enlightened Policy Decisions Resulting in Enhanced Educational Opportunities for All Children
- Reduce Data Collection Burden on Schools and Districts
- Enhance the Use & Relevance of State Data by Districts & Schools
- Respond to the Accountability & Reporting Requirements of NCLB and Other Federal & State Education Programs
ISBE SIS Overview

- Assigns Unique Student Identifiers
- Collects Demographic, Performance, and Program Participation Data for Each Student
- Integrates existing individual student information systems (FACTS – Special Education System, ISIS – Career-Tech Education System)
- Interfaces with internal ISBE Systems
- Tracks students from school to school and district to district within the state
- Provides school districts with the ability to report timely and accurate information/data through standardized reporting capabilities
# Types of Student Data Collected

<table>
<thead>
<tr>
<th>Data Elements</th>
<th>Time Frame (Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Demographic</td>
<td>1</td>
</tr>
<tr>
<td>Student Promotion</td>
<td>1</td>
</tr>
<tr>
<td>Student Program (Career Tech-Ed, Migrant, Homeless, SES, LEP, IEP, FRL/Low Income, Title 1)</td>
<td>1/2/3</td>
</tr>
<tr>
<td>Student Assessment (Pre-Identification labels and Score data for ISAT, IAA, IMAGE, PSAE, and ACCESS Tests)</td>
<td>2/3/4</td>
</tr>
<tr>
<td>Student Discipline</td>
<td>3/4</td>
</tr>
<tr>
<td>Early Childhood</td>
<td>4/5</td>
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</tbody>
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System Functions

- **On-Line Process**
  - Request New SID
  - Search SID
  - Exit Enrollment
  - Assessment
  - Reports
  - Request File

- **Batch Process**
  - Upload Batch File
  - Download Batch File

- **Help**
Accessing ISBE SIS

- Connect to SIS via IWAS (ISBE’s Web Application Security System)
  - System Listing
  - Reporting → Monthly
User Roles

- **RCDT General User**
  - Request New SID
  - Search SID
  - Exit Enrollment
  - Help

- **RCDT/ROE Administrator**
  - All functions of RCDT General user, plus:
    - Upload File
    - Download File
    - Assessment
    - Reports
    - Request File
    - Test Site
Home Page and Navigation

(Demonstration)
Request SID

(Demonstration)
Request SID Overview

- Function to request unique SID
  - 9 digit numeric
  - No leading zeros
  - No repeatable sequence of 3 numbers
  - Never reused or reassigned

- Collect Student Demographic, Enrollment, and Program Indicator data when requesting a SID

- Request SID On-Line or through Batch Process
Student Demographic Data Required to Request SID

- **Mandatory**
  - Legal Last Name
  - Legal First Name
  - Legal Middle Name
  - Date of Birth
  - Gender
  - Race

- **Optional**
  - Birth Place Name
  - Native Language
  - Mother’s Maiden Name
  - Lineage (Suffix – Jr., III)
Student ID Matching Process

- **Initial Data Elements used to search for existing SID:**
  - Legal First Name
  - Legal Last Name
  - Date of Birth
  - Gender

- **Other Data Elements used to reduce multiple matches**
  - Legal Middle Name
  - Birth Place Name
  - Race
  - Native Language
  - Mother’s Maiden Name
Student ID Matching Process, cont.

- 3 Possible Outcomes
  - No match, new SID is assigned
  - 100 % match, student exists in system
  - Potential Duplicate Matches
Student Demographic Data Validations

- **Date of Birth**
  - Format mm/dd/yyyy
  - Students must be between 0 and 25 years old

- **Name Fields**
  - May only contain alpha characters with the exception of hyphens and spaces
    - Middle Name Exception (Asterisk is accepted for no legal middle name)
  - Periods, commas, and apostrophes are not accepted
    - Space or apostrophe in names such as O’Brien should be removed and submitted as OBrien
  - Hispanic Children should use Mother’s Maiden name followed by a hyphen (-) followed by the Father’s Last Name
Enrollment Data Required to Request SID

- **Mandatory**
  - RCDTS for Home School
  - RCDTS for Serving School
  - Enrollment Date for Serving
  - Enrollment Type for Serving
  - Entry/Grade Level for Serving
  - School Year for Serving
  - Full Time Equivalency (FTE) for Serving
Enrollment Data Validations

- Home School District is only entity allowed to submit information, including requesting an SID
  - On-Line – Home RCDT is non-modifiable
  - Batch – RCDTS of the submitter must match the RCDT of the Home School for the student

- RCDTS
  - R  Region Code 2 Characters
  - C  County Code 3 Characters
  - D  District/Serving Entity Code 4 Characters
  - T  Type Code 2 Characters
  - S  School Code 4 Characters
Enrollment Data Validations, cont.

- **General Validations**
  - A student may only be actively enrolled in one Home School
  - A student may attend multiple Serving Schools
  - FTE must be greater than 0 and less than or equal to 1.0
  - School year may only be the current year or one year in advance of current year
  - Enrollment Date must be within one year (prior or in future) of the submission date
  - Enrollment Date Format (mm/dd/yyyy)

- **Numeric Fields**
  - FTE
  - School Year (exception of period – 1.00)
Program Indicator Data Required to Request SID

- Mandatory
  - Homeless Indicator
  - Migrant Indicator
  - Career/Tech Ed Indicator
  - SES Indicator
  - LEP Indicator
  - IEP Indicator
  - FRL/Low Income Indicator
  - Century 21 Indicator
Program Indicator Data Required to Request SID

- Optional *
  - Reading First (1st) Indicator
  - Reading Improvement Block Grant Indicator
  - Title 1 Indicator

* Mandatory to provide if student is participating in one of the programs

- Note: All Indicators are Yes (01) – No (02) Values
Search SID

(Demonstration)
Search SID Overview

- Function to Search for Existing SID, Validate SID, or Create New Enrollment

- Mandatory Data to Search for SID
  - SID
  OR
  - Legal Last Name
  - Legal First Name
  - Date of Birth
  - Gender
Search SID Overview, cont.

- **Optional Data**
  - Legal Middle Name
  - Race
  - Birth Place Name
  - Native Language
  - Mother’s Maiden Name

- **3 Possible Outcomes**
  - No match
  - One to 10 Potential Matches
  - More than 10 Potential Matches

* Note: Search with SID only returns No Match or One Exact Match
Exit Enrollment
(Demonstration)
Exit Enrollment Overview

- Function to exit enrollment when student transfers

Mandatory Data for Exit Enrollment Search Function
  - SID
  and one of the following:
    - Last Name
    - First Name
    - Date of Birth

- 2 Possible Outcomes
  - No Match
  - One Exact Match
Exit Enrollment Overview, cont.

- Mandatory Data to Exit Enrollment
  - Enrollment Exit Date
  - Enrollment Exit Status
  - Enrollment Exit Type

- Enrollment Exit Date is mm/dd/yyyy format
Assessment Correction Online

(Demonstration)
Assessment Corrections Online Overview

- Function to add or correct student Assessment data

- Mandatory data for Assessment Search function
  - SID
  - and one of the following:
    - Last Name
    - First Name
    - Date of Birth

- 2 Possible Outcomes
  - No Match
  - One Exact Match
Assessment Corrections Online Overview, cont.

- Mandatory
  - Student Tested
  - Reason for Not Testing (Mandatory if student did not Test)
  - Legal Last Name
  - Legal First Name
  - Legal Middle Name
  - Birth Date
  - Race
  - Gender
  - Homeless Indicator
  - Migrant Indicator
  - LEP Indicator
  - IEP Indicator
Assessment Corrections Online Overview, cont.

- Mandatory, cont.
  - FRL/Low Income Indicator
  - Century 21 Indicator
  - RCDTS for Home School
  - RCDTS for Serving School
  - RCDTS for Testing School
  - Valid Grade at Time of Testing
  - First Year in U.S.
  - Year in Any Illinois-Approved TBE/TPI Program
  - Year Since Exit TBE/TPI Program
  - Enrolled in Home School On or Before May 1
  - Enrolled in Home District On or Before May 1
  - Test To Be Taken
Assessment Correction Online Data Validations

- Grade at the Time of Testing must be appropriate for the Test To Be Taken
- If the Enrolled In Home School On or Before May 1 is yes, the Enrolled In Home District On or Before May 1 must be yes
- If the Test To Be Taken is IMAGE, the LEP Indicator must be yes
- If the Test To Be Taken is IAA, the IEP Indicator must be yes
- If the First Year in U.S. is yes, the LEP Indicator must be yes
Reports

(Demonstration)
Reports Overview

- View summary and detail data related to Demographic, Enrollment, and Assessment information

- 3 Categories of Reports
  - Student Demographic
  - Enrollment
  - Assessment

- Only accessible by RCDT Administrator
Reports Overview, cont.

- Student Demographics Reports
  - Summary
  - Detail

- Enrollment Reports
  - Summary
  - Detail

- Assessment Reports
  - Assessment Pre-ID
    - Summary
    - Detail
Reports Overview, cont.

- Assessment Reports, cont.
  - Assessment Correction
    - Summary
    - Detail
  - Assessment Scores (Scale Score & Performance Level)
    - Summary
    - Detail
  - Assessment Subscores (Detailed Scores by Subject Area)
    - Summary
    - Detail
  - Unassigned Test Results
    - Detail
Request File

(Demonstration)
Request File Overview

- Ability to request district-wide data files for review

- 2 Types of requests:
  - Exit Enrollment
  - Assessment

- Only accessible by RCDT Administrator
Request File Overview, cont.

- **Exit Enrollment**
  - Ability to request district-wide file to exit all enrollments at the end of the school year

- **Assessment**
  - Ability to request district-wide Assessment files for review of assessment information for students in Grades 3-8 and 11
  - 2 Types of files:
    - Assessment Pre-ID
    - Assessment Correction
  - Must Select Grade to be exported (3-8, 11, or all grades)
Batch Process

(Demonstration)
Batch Process Overview

- Assignment of SIDs
- Creation of new enrollments
- Collection of Student Discipline data
- Collection of Assessment Pre-ID label information
- Exiting of student enrollments
- Correction of Assessment Data captured at the time of the close of the District’s Assessment window
- Updates to Demographic, Enrollment, Program Indicator, and Discipline data
Batch Process Overview, cont.

- **File Types**
  - Student Demographics
  - Exit Student Enrollment
  - Assessment Pre-ID
  - Assessment Correction
  - Student Discipline

- **File formats supported**
  - XML
  - Text (Comma Delimited)
  - Excel Spreadsheet converted into a Comma-separated Value, CSV format
Batch Process Overview, cont.

- Batch file may contain multiple schools (District-wide) or one file for each School
- Batch file may contain all student (existing and new) or only new students when requesting SID
- File may be submitted as many times as required
- If SID is provided for update, the SID and at least one of the following must be remaining in the original state:
  - Legal Last Name
  - Legal First Name
  - Date of Birth
Batch Process Overview, cont.

- Upload/Download File via IWAS/SIS
- Only accessible by RCDT Administrator
- File Format is validated upon upload
- Email sent when file ready for download
- Data returned in same format, plus the following for each record:
  - New or Returned (Existing) SID
  - Result Code
  - Result Message
Batch Result Codes and Messages

Listed on pages 97 – 98 of User Manual

- **A** – New SID Assigned
- **B’s** – Existing SID located and returned in file
- **C’s** – Multiple Matches
- **D’s** – Student Discipline
- **E’s** – Exit Enrollments
- **F** – Validation errors and record did not process
  - Invalid Code, Invalid Format, Invalid Data
  - Missing Data
- **P’s** – Assessment (Pre-ID, Correction, Scores)
- **I** – Invalid Data
- **U’s** – SID included in File and update attempted
Batch Result Codes and Messages, cont.

- Result codes indicate record process successfully
  - A
  - B1
  - D1
  - D2
  - E1
  - P2
  - P3
  - P4
  - P5
  - U1
  - U2
Batch Result Codes and Messages, cont.

- Result Codes may require resolution by the District
  - B2
  - B3
  - C
  - E2
  - E3
  - F
  - I
  - P1
  - U3
  - U4
Excel Template Tips

- **Row # 1 – Header Row (Update with District specific information)**
  - Column A, Row 1 (A1) – File type (Student Demographics, Assessment Correction, etc.)
  - 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 .CSV 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**
Excel Template Tips, cont.

- 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
- If copying information to the Excel Template perform Edit → Paste Special → Values
  - Note: Do not perform a standard paste or your formatting may be lost
Student Discipline

- SID
- SAPID
- Last Name
- First Name
- Date of Birth
- Home RCDTS
- Serving RCDTS
- School Year
Student Discipline

- Incident Date
- Disability Type
- Incident Type Code
- Disciplinary Action
- Disciplinary Duration
Where Do I Direct My Questions?

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

- If Duplicate State IDs are identified:
  - Send email to SISPilot@isbe.net
  - Include Duplicate ID to be removed as well as Valid SID that will remain

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

Connie Wise
217.782.3950
cwise@isbe.net

Terry Chamberlain
217.782.4313
tchamber@isbe.net
Questions & Answers

Discussion / Questions