Agenda

- Welcome / Introductions
- Overview of the Student Information System (SIS)
- Accessing ISBE SIS
- Online Process Overview
  - Request New SID
  - Exit Enrollment
  - Search SID
  - Add Enrollment
  - Add Early Childhood
  - Update Program Indicators
  - Add ELL
  - Add Early Childhood Outcomes
  - Add Student Discipline
  - Add Pre-K Follow-Up
  - Assessment
- Multiple SID Removal
- Batch Process Overview
  - Reports
  - Request File
  - Excel Template Tips
- ISBE Resource Materials
- ISBE Contact Information
Welcome / Introductions

- **ISBE Key Team Members**
  - Connie Wise  
    Assistant Superintendent - Project Manager
  - 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
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)

<table>
<thead>
<tr>
<th>ISBE SIS Project</th>
<th>Student Data Collected</th>
<th>School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pilot</td>
<td>▪ Student Demographic</td>
<td>2005</td>
</tr>
<tr>
<td></td>
<td>▪ Student Promotion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Student Program Indicators</td>
<td></td>
</tr>
<tr>
<td>Implementation</td>
<td>▪ Student Demographic</td>
<td>2006</td>
</tr>
<tr>
<td></td>
<td>▪ Student Promotion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Student Program Indicators</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Student Assessment (Pre-Identification labels and Score data for ISAT, IAA, IMAGE, and PSAE)</td>
<td></td>
</tr>
<tr>
<td>Implementation</td>
<td>▪ ACCESS Test</td>
<td>2007</td>
</tr>
<tr>
<td>Implementation</td>
<td>▪ English Language Learners (ELL)</td>
<td>2008</td>
</tr>
<tr>
<td>Pilot</td>
<td>▪ Early Childhood</td>
<td>2008</td>
</tr>
<tr>
<td>Implementation</td>
<td>▪ Early Childhood</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Early Childhood Outcomes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Pre-K Follow-Up</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Fall Enrollment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Missing Persons Reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Student Discipline</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Fall Enrollment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Missing Persons Reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Student Discipline</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Pre-K Follow-Up</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Fall Enrollment</td>
<td>2009</td>
</tr>
<tr>
<td></td>
<td>▪ Missing Persons Reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Student Discipline</td>
<td></td>
</tr>
</tbody>
</table>
Overview of the Student Information System (SIS)

- **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 Online or through Batch Process**
Overview of the Student Information System (SIS)

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

- **Additional Data Elements used to Reduce Multiple Matches**
  - Legal Middle Name
  - Birth Place Name
  - Race
  - Native Language
  - Mother’s Maiden Name
Overview of the Student Information System (SIS)

- **Home School RCDTS Validations**
  - Only Home School/Facility Districts may add/update student data
  - Home RCDTS codes can **not** end in 0000
    - Private facilities 0000 ending codes, should contact the ISBE Helpdesk
  - Home RCDTS for Entry/ Grade Levels 01 through 12 can **not** be a 3000 school

- **RCDTS Breakdown**
  - 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
## Overview of the Student Information System (SIS)

### SIS User Access Levels

<table>
<thead>
<tr>
<th>Functions</th>
<th>View Only</th>
<th>General User</th>
<th>District Admin</th>
<th>ROE Admin</th>
<th>ISBE Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant User Access</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Search SID</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Request SID</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Records</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Outcomes</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Pre-K Follow-Up</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>LEP and ELL</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Discipline</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Assessment</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Exit Enrollment</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Upload file</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Download file</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Reports</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Request file</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
### Overview of the Student Information System (SIS)

#### SIS User Access Levels

<table>
<thead>
<tr>
<th>Functions</th>
<th>Spec Ed Coop</th>
<th>Vocational Ed</th>
<th>School Only View</th>
<th>School Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant User Access</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Search SID</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Request SID</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Early Childhood Records</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Early Childhood Outcomes</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Pre-K Follow-Up</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>LEP and ELL</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Discipline</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Assessment</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Exit Enrollment</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Upload file</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Download file</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Reports</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Request file</td>
<td>X</td>
<td></td>
<td></td>
<td>X</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
Demonstration

Accessing ISBE SIS

(Home Page and Navigation)
Online Process Overview

- Request New SID (Student 1)
  - Add Demographics
  - Add New Enrollments
  - Add Program Indicators
  - Exit Enrollment

- Search SID (Student 1)
  - Add New Enrollment
  - Add or Update Early Childhood
  - Update Program Indicators
  - Add or Update ELL
    - ACCESS
  - Add or Update Early Childhood Outcomes
  - Exit Enrollment

- Search SID (Student 1)
  - Add or Update Student Discipline

- Explain Pre-K Follow-Up

- Exit – Mandatory Data (Student 2)

- Add or Update Assessment (Student 3)
  - ISAT, IAA and PSAE

- View Reports

- Request File
Request New SID (Student 1)

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

- **Optional**
  - Birth Place Name
  - Mother’s Maiden Name
  - Lineage (Suffix – Jr., III)
Demographic Data - Request New SID

- **Demographic Validations**
  - Date of Birth
    - Format mm/dd/yyyy
    - Students must be between 3 and 25 years old
  - Name Fields
    - May only contain alpha characters with the exception of hyphens and spaces
    - Periods, commas, and apostrophes are not accepted
      - Middle Name Exception: Asterisk is accepted for no legal middle name
      - Space or apostrophe in names such as O’Brien should be removed and submitted as OBrien
      - If Hispanic Children use Mother’s Maiden name follow with a hyphen (-) then the Father’s Last Name, no spaces
Demographic Data - Request New SID

- Possible Outcomes
  - No match, new SID is assigned
  - One to 10 Potential Matches
  - More than 10 Potential Matches
Demonstration

Request New SID

(Demographics)
Enrollment Data - Request New 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 - Request New SID

- **Enrollment Validations**
  - A student may only be actively enrolled in one Home School.
  - A student may attend multiple Serving Schools.
  - FTE must be $> 0 \leq 1.0$.
  - Kindergarten students that attend half day sessions should have a .5 FTE.
  - School Year may only be the current year.
  - Enrollment Date must be in the mm/dd/yyyy format and within the date range of July 1 to July 31 for the current School Year.
  - Enrollment Date cannot be future date (currently July 1, 2008 to July 31, 2009).
  - Student may only be entered “Original entry to US schools” one time.
  - Home school can not be 93xx or 90xx.
  - Enrollments can not overlap.
Demonstration

Request New SID

(Enrollment)
Program Indicator Data - Request New SID

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

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

* Mandatory, if student is participating in one of the programs

- **Program Indicator Validations**
  - If the student has Limited English Proficiency (LEP), the Native Language can **not** be English
  - The LEP Indicator can **not** be updated to No until the ELL record contains all the mandatory data and the appropriate Date and Reason for Ending ELL Services
Program Indicator Data - Request New SID

- Program Indicator Validations
  - SES indicator for Pre-K must be set to "No"
  - Career/Tech Ed Indicator for Pre-K thru grade 8 must be set to "No".
  - Change Title 1 indicator from optional to mandatory
  - Change Home Language from optional to mandatory
  - Change Native Language from optional to mandatory
  - Title I can only be “11” SchoolWide Assistance or “12” Targeted Assistance, if FRL/Low Income Indicator “Yes”
  - SES can be “Yes” only if FRL/Low Income Indicator “Yes” and Title I is Codes “11” SchoolWide Assistance or “12” Targeted Assistance
Demonstration

Request New SID

(Program Indicator)
Exit Enrollment

- **Function to Exit Enrollment Record**

- **Mandatory**
  - SID
  
  and one of the following:
  - Last Name
  - First Name
  - Date of Birth

- **Possible Outcomes**
  - No Match
  - One Exact Match
Exit Enrollment

- **Mandatory**
  - Enrollment Exit Date
  - Enrollment Exit Status
  - Enrollment Exit Type
Exit Enrollment

Exit Enrollment Validations

- If a student’s LEP Indicator = Yes, the ELL record must contain all the mandatory data elements.
- If student is included on the Pre-K Follow-Up Report or Request File, all mandatory Pre-K follow-Up must contain all mandatory elements.
- If a student’s Entry/ Grade Level = Pre-K, the Early Childhood record must contain all the mandatory data elements.
- If an Enrollment record is erroneous, the Exit Enrollment Date should be the exact same date as the Enrollment/ Entry Date.
- The Enrollment Exit/ Withdrawal Type for an erroneous Enrollment record should be Code 99 Erroneous Enrollment.
- If student is enrolled in a Pre-K grade level and the IEP indicator is “Yes”, The Early Childhood Outcomes “Exit Rating” is required before the student can be Promoted to Kindergarten.
Exit Enrollment

- **Exit Enrollment Validations**
  - Students enrolled in grade 12 may not have an Exit Type code of “05” Promoted
  - Only Students enrolled in Grades 11 or 12 can have the Exit Type code “06” Graduated
  - Validates if the student has a Pre-K Follow-Up record in SIS and is exited with a code of ‘05’ Promotion or ‘12’ Retention after March 1st of the current school year all mandatory Pre-K Follow-Up data must be completed.
  - Validates a student must be IEP before being exited with Exit Type Codes “14” Aged Out or “15” Certificate of Completion.
  - Validates Exit Date cannot be a future date.
Demonstration

Exit Enrollment
Search SID (Student 1)

- Function to Search for Existing SID

- Mandatory
  - SID
  OR
  - Legal Last Name
  - Legal First Name
  - Date of Birth
  - Gender
Search SID

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

- **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
Demonstration

Search SID
Search SID

- Adding an Enrollment
Early Childhood Enrollment Data - Add Enrollment

- **Pre-K Enrollment Validations**
  - A student may only have one active enrollment with a 1.0 FTE
  - If IEP is Yes, the Home RCDTS must be a public school
  - The Entry/ Grade Level can **not** be updated to or from Pre-K
  - All students must be at least 3 years old on the 1st day of class
  - (enrollment date)
Early Childhood Data - Add Enrollment

**Mandatory**
- Pre-K At-Risk
- Preschool
- Head Start
- Pre-K Title I
- Local/Other Funding
- Early Head Start (Birth to 3)
- Prevention Initiative (Birth to 3)
- Meets At-Risk Criteria
- Meets PFA Household Income Criteria
- Family Structure
- Early Intervention (Birth to 3)
- Native Language
Early Childhood Data - Add Enrollment

- Subsequent Mandatory Data
  - Referral by CFC
  - EI Number
  - Eligibility Determination Date
  - IEP Indicator
  - Reason for Delay in Transition
  - IEP Completion Date
  - Date Services Began
Early Childhood Data - Add Enrollment

- **Early Childhood Validations**
  - If the Early Intervention Indicator = Yes, the following data elements are subsequently mandatory:
    - Referral to CFC
  - If the Early Intervention Indicator = Yes and Referral by CFC Indicator = Yes, the following data elements are subsequently mandatory:
    - EI Number
    - Eligibility Determination Date
    - Reason for Delay in Transition
  - If the Early Intervention Indicator = Yes, Referral by CFC Indicator = Yes and IEP Indicator = Yes, the following data elements are subsequently mandatory:
    - IEP Completion Date
    - Date Services Began
Early Childhood Data - Add Enrollment

- **Early Childhood Validations**
  - The six subsequently mandatory data elements will only display, if the trigger data element (s) = Yes
  - Only the Home District may update the student’s Early Childhood record when the student is actively enrolled in the District
  - All dates must be in the mm/dd/yyyy format and cannot be future dates
  - If the Eligibility Determination Date or the IEP Completion Date is after the student’s third birthday, Reason for Delay in Transition cannot be No Delay
  - The IEP Completion Date must be equal to or greater than the Eligibility Determination Date
  - The Date Services Began must be equal to or greater than the IEP Completion Date
Demonstration

Early Childhood

(Add Enrollment)
Demonstration

Update Program Indicators

(Add Enrollment)
English Language Learners (ELL)

- **Mandatory**
  - Date First Enrolled in District/LEA
  - New Arrival to U.S.
  - ELL Placement - Entry Status

- **Optional**
  - Date W - APT Test Taken
  - W - APT Listening Raw Score
  - W - APT Speaking Raw Score
  - W - APT Reading Raw Score
  - W - APT Writing Raw Score
  - W - APT Composite Proficiency Level
English Language Learners (ELL)

- **Mandatory**
  - Date Student Enrolled or Re-entered to Receive ELL Services

- **Optional**
  - Date ELL Services Ended
  - Reason for Ending ELL Services

- **Mandatory**
  - Class Periods Provided per Week
  - Title III Status
  - Immigrant Education Program
  - 504 Accommodation Indicator
  - No Additional Services
  - Content Area Tutoring
English Language Learners (ELL)

- **Mandatory**
  - Developmental Bilingual Education
  - Dual Language and Two-Way Immersion
  - Heritage Language
  - Sheltered English Instruction
  - Transitional Bilingual
  - Content-Based ESL
  - Structured English Immersion or SDAIE
  - Pull-Out ESL
  - Inclusionary Support
  - Pull-Out for Individualized Support
  - Self-Contained
English Language Learners (ELL)

- **ELL Validations**
  - If a student is identified as LEP = Yes when enrolled, an ELL record will be created in SIS
  - An ELL record may be viewed and/or updated:
    - By a Home District
    - If the Date ELL Services Ended is Null
    - If the student has an active current School Year enrollment
  - If a student is identified as having Limited English Proficiency, and the parents refuse ELL services:
    - The student’s LEP Indicator remains Yes
    - ELL Placement-Entry Status = Parents Refused
    - Date Entered/ Re-entered to Receive ELL Services = Enrollment Date
    - Date and Reason ELL Services Ended = Null (remain blank)
English Language Learners (ELL)

- **ELL Validations**
  - The Date and Reason ELL Services Ended are only entered:
    - If the student’s transition requirements are met
    - If the parents withdraw the student while receiving ELL Services (*not* the same as Parents Refused services)
    - An erroneous record was created
  - After a student transitions out of ELL services, and the LEP status should be updated to No

**Note:** The Year Since Exited TBE/TPI Program will be tracked on the student’s Assessment Pre-ID/Correction record.

**Note 2:** Only students who are identified as LEP and whose LEP Indicator is Yes should take the ACCESS test. (Grades K-12 only)
English Language Learners (ELL) - ACCESS

- Pre-ID label file sent to testing vendor in November – All students Kindergarten thru grade 12 identified as LEP
- Student scores sent to ISBE from testing vendor
- Scores are matched to current year ELL records in SIS
- Scores that are not matched fall into Unassigned Test Results report
- Automated process runs nightly to match Unassigned Test Results to current year ELL records
- Please call help desk (217) 558-3600 for records that are unable to be matched because of poor data
Demonstration

English Language Learners (ELL)
Early Childhood Outcomes

- What is the criteria that determines when Early Childhood Outcomes data needs to be reported?
  - Pre-K
  - IEP

- Early Childhood Outcomes
  - Online
  - Batch
    - Text (Comma Delimited)
    - Excel Spreadsheet converted into a Comma-separated Value, CSV format
      Note: An ELL Excel template and tip sheet are available on the SIS website
        – www.isbe.net/sis
    - XML
Early Childhood Outcomes

- **Optional (Mandatory if Entry Rating included)**
  - Entry Rating - Home RCDTS
  - Entry Rating Date
  - Entry Rating - Positive Social Relationships
  - Entry Rating - Acquire Use and Knowledge Skills
  - Entry Rating - Take Appropriate Action to Meet Own Needs
  - Entry Rating - How was Parent Involved in the Ratings?
  - Entry Rating - Did a Coordinator/ LEA Representative or Administrator Participate in the Ratings?
  - Entry Rating - Did an Early Childhood Teacher Participate in the Ratings?
  - Entry Rating - Did a Psychologist or Social Worker Participate in the Ratings?
  - Entry Rating - Did a Speech/ Language Pathologist Participate in the Ratings?
  - Entry Rating - Did another Related Service Provider (e.g. OT/PT) Participate in the Ratings?
Early Childhood Outcomes

- **Optional (Mandatory if Exit Rating included)**
  - Exit Rating - Home RCDTS
  - Exit Rating Date
  - Exit Rating - Positive Social Relationships
  - Exit Rating - Made Progress Positive Social Relationships
  - Exit Rating - Acquire Use and Knowledge Skills
  - Exit Rating - Made Progress Acquire use and Knowledge Skills
  - Exit Rating - Take Appropriate Action to Meet Own Needs
  - Exit Rating - Made Progress Take Appropriate Action to Meet Own Needs
  - Exit Rating - Primary Assessment
  - Exit Rating - How was Parent Involved in Ratings
  - Exit Rating - Did a Coordinator/ LEA Representative or Administrator Participate in the Ratings?
  - Exit Rating - Did the Child's Teacher Participate in the Ratings?
  - Exit Rating - Did a Psychologist or Social Worker Participate in the Ratings?
  - Exit Rating - Did a Speech/ Language Pathologist Participate in the Ratings?
  - Exit Rating - Did another Related Service Provider (e.g. OT/PT) Participate in the Ratings?
Early Childhood Outcomes

- Early Childhood Outcomes Validations

  - 2010 School Year - Student must have an Exit Rating if Exit Type Code is “05” Promoted (Student is Kindergarten Eligible)

  - 2011 School Year - Student must have both an Entry Rating during the first year of Pre-k and an Exit Rating if Exit Type Code is “05” Promoted (Student is Kindergarten Eligible)
Demonstration

Early Childhood Outcomes
Student Discipline

- Student Discipline data can be added or updated Online or Batch
- Only the Home School can view or submit Student Discipline Data
- At the end of the school year, all identifiable student data will be removed from the Student Discipline record and only aggregate data will be maintained
Student Discipline

- **Mandatory**
  - Incident Date
  - Incident Number
  - Disability Type
  - Incident Type Code
  - Disciplinary Action
  - Disciplinary Duration
Student Discipline

- **Student Discipline Validation**

  - The student must have a valid district Enrollment record with the following matching elements for a Student Discipline record to be added or updated:
    - Home RCDTS
    - Serving RCDTS
    - School Year
    - Incident Date
    - Incident Number

  - The Incident Date must be equal to or greater than the Enrollment Date **and** equal to or less than the Exit Enrollment Date
Demonstration

Student Discipline
Pre-K Follow-Up

What is the criteria that determines when Pre-K Follow-Up data needs to be reported?
- Student has a past Pre-K enrollment record in SIS
- Student currently enrolled in Kindergarten, Grade 1, or Grade 2
- Student is Promoted or Retained starting March 1 of the current school year

Pre-K Follow-Up
- Online
- Batch
  - Text (Comma Delimited)
  - Excel Spreadsheet converted into a Comma-separated Value, CSV format
    - Note: An ELL Excel template and tip sheet are available on the SIS website – www.isbe.net/sis
  - XML
Pre-K Follow-Up

- **Mandatory**
  - Reading Activities
  - Mathematics Activities
  - Language Activities
Exit – Mandatory Data (Student 2)

- Before Exiting students are exited, ensure the following Information has been completed:
  - ELL Data
    - A G3 Result Code and Result Message appended to an Enrollment record indicates the mandatory ELL data is missing and the record was not exited
  - Early Childhood Data
    - A H3 Result Code and Result Message appended to an Enrollment record indicates the mandatory Early Childhood data is missing and the record was not exited
  - Pre-K Follow-Up Data (After March 1st of Current Year)
    - A K4 Result Code and Result Message appended to an Enrollment record indicates the mandatory Pre-K Follow-Up data is missing and the record was not exited
  - Early Childhood Outcomes Data
    - A J8 Result Code and a result message appended to an enrollment record indicates the mandatory Early Childhood Outcomes data is missing and the record was not exited
Demonstration

Exit Validations
Addition/Update of Assessment (Student 3)

- **Function to Add or Update Student Assessment Data**

- **Mandatory**
  - SID
  
  and one of the following:
  - Last Name
  - First Name
  - Date of Birth

- **Possible Outcomes**
  - No Match
  - One Exact Match
Addition/Update of Assessment

- **What Pre-ID Data may I update **before** the last day of testing?**
  - RCDTS Testing School
  - First Year in U.S.
  - Year in Any Illinois-Approved TBE/TPI Program
  - Year Since Exited TBE/TPI Program
  - Enrolled in Home School on or before May 1
  - Enrolled in Home School/District on or before May 1
  - Test to be Taken

- **After** the data has been submitted to the vendor for labels, should I keep updating the Pre-ID data until the last day of testing?
  - Yes, students who test in the district need to have an accurate record available to match up with the returned test results and students who do **not** test in the district should be removed from the Assessment file
Addition/Update of Assessment

What Assessment Correction Data may I update after the last day of testing?

- 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 Exited 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
Addition/Update of Assessment

- **Assessment 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 = Yes, the Enrolled In Home District On or Before May 1 must = Yes
  - If the Test To Be Taken = IAA, the IEP Indicator must = Yes
  - If the First Year in U.S. is Yes, the LEP Indicator must = Yes
    - Only, and All, LEP students in Entry/Grade Level K-12 take the ACCESS test

Note: If this is a student’s first year in the U.S. and their LEP = No, the First Year in U.S. should = No.
Demonstration

Addition/Update of Assessment

(ISAT, IAA and PSAE)
Multiple SID

- 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 www.isbe.net/sis website and enter mandatory data into template

- Upload the Multiple SID .csv file to SIS

- SIS staff will review the Multiple SID file prior to processing

- If the file is rejected by SIS staff, the SIS help desk will contact the IWAS user that submitted the file

- If the SIS staff member approves the file for processing, the Multiple SID file will be returned to the user’s SIS downloads link with result codes and result messages appended to the individual student records
Reports

- **Summary / Detail**
  - Demographics
  - Enrollment
  - ELL
  - Early Childhood
  - Pre-K Follow-Up
  - Early Childhood Outcomes
  - Assessment
    - Pre-ID
    - Correction
    - Score
    - Subscore
    - Unassigned Test Results
Reports

- **State Reporting**
  - Fall Enrollment Counts
  - End of the Year Report

- **Other Reporting**
  - Missing Persons - All
  - Missing Persons – Possible SIS Matches
  - Closed School with Students and Open School with No Students
Reports

- Individual Student Reports
  - Student Assessment Data and Scores
  - Student Demographics and Enrollment
Demonstration

Reports
Request File

- **Request District-Wide Student Data Files**
  - **Exit Enrollment**
    - Request a file to exit all enrollments at the end of the School Year
  - **Early Childhood**
    - Request a file to add or update Early Childhood data
  - **Demographics and Early Childhood**
    - Request a file to add or update Demographics, Program Indicators, Enrollment, and Early Childhood data
  - **ELL**
    - Request a file to add or update ELL data
- **ACCESS Scores**
  - Request for an ACCESS Score File
Request File

- **Pre-K Follow Up**
  - Request a file to add or update Pre-K Follow-Up data

- **Early Childhood Outcomes**
  - Request a file to add or update Early Childhood Outcomes data

- **Assessment**
  - Request the following Assessment files for reviewing, adding or updating assessment data for students in Entry/Grade Levels 3 - 8 and 11:
    - Assessment Pre-ID
    - Assessment Correction
    - Assessment Score (for review purposes only)
    - Explore
    - Plan
Demonstration

Request File
Batch Process Overview

- Request New SID
- Add or Update Enrollments
- Add or Update ELL
- Add or Update Early Childhood
- Add or Update Assessment
- Exit Enrollments
- Add or Update Demographics
- Add or Update Program Indicator
- Add or Update Student Discipline
- Add or Update Pre-K Follow-Up
- Add or Update Early Childhood Outcomes
- Removal of Multiple SID’s
Batch Process Overview

- **File Format**
  - Student Demographics
  - Exit Student Enrollment
  - ELL
  - Early Childhood
  - Pre-K Follow-Up
  - Early Childhood Outcomes
  - Assessment Pre-ID
  - Assessment Correction
  - Student Discipline
  - Multiple SID

- **File Types Supported**
  - XML
  - TXT (Comma Delimited)
  - CSV (Comma Delimited Excel Spreadsheet converted into a Comma Separated Value)
Batch Process Overview

- Batch file may contain multiple schools (District-wide)
- Batch file may contain all students (existing and new) or only new students when requesting SID
- File may be submitted as many times as required
- To update Demographic, Enrollment, or Program Indicator data, the SID, the Home RCDTS, the Serving RCDTS, and at least one of the following must match an existing record for the system to update the data:
  - Legal Last Name
  - Legal First Name
  - Date of Birth
Batch Process Overview

- Upload/Download File via IWAS/SIS
- Only Accessible by RCDT Administrator
- File Format is Validated Upon Upload
- Email Sent When File is Ready for Download

- Original Data is Returned, plus the Following Data for Each Record:
  - New or Returned (Existing) SID
  - Result Code
  - Result Message
**Batch Process Overview**

- **Result Codes and Messages**

<table>
<thead>
<tr>
<th>Code Category</th>
<th>Message Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>New SID Assigned</td>
</tr>
<tr>
<td>B’s</td>
<td>Existing SID located and returned in file</td>
</tr>
<tr>
<td>C’s</td>
<td>Multiple Matches</td>
</tr>
<tr>
<td>D’s</td>
<td>Student Discipline</td>
</tr>
<tr>
<td>E’s</td>
<td>Exit Enrollments</td>
</tr>
<tr>
<td>F</td>
<td>Validation errors and record did not process; Invalid Code, Invalid Format, Invalid Data, Missing Data</td>
</tr>
<tr>
<td>G’s</td>
<td>ELL</td>
</tr>
<tr>
<td>H’s</td>
<td>Early Childhood</td>
</tr>
<tr>
<td>K’s</td>
<td>Pre-K Follow-Up</td>
</tr>
<tr>
<td>J’s</td>
<td>Early Childhood Outcomes</td>
</tr>
<tr>
<td>I</td>
<td>Invalid Data</td>
</tr>
<tr>
<td>P’s</td>
<td>Assessment (Pre-ID, Correction, Scores)</td>
</tr>
<tr>
<td>U’s</td>
<td>SID included in File and update attempted</td>
</tr>
</tbody>
</table>
Excel Template Tips

- **Row # 1 – Header Row**
  - 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

- **Save Two Types of Files**
  - In dropdown menu **Save as type**:
    - *Excel Workbook (*.xls)* for backup of original data
    - *CSV (Comma delimited) (*.csv)* for submission

- **Tips**
  - Always work in the Excel Template when making any changes to student data
  - Do **not** make any changes in the CSV file
  - If copying data to the Excel Template perform Edit → Paste Special → Values
    - Note: Do **not** perform a standard paste or the file formatting will be lost.
Demonstration

Batch Process Overview

(Excel Template Tips)
ISBE SIS Resource Materials

- Located on the ISBE SIS webpage at 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