Agenda

- Welcome/Introductions
- Overview of the Student Information System (SIS)
- Accessing ISBE SIS
- School District User
  - Request New SID
  - Add Enrollment
  - Add Early Childhood
  - Update Program Indicators
  - Add Early Childhood Outcomes
  - Exit Enrollment
- Special Ed Coop User
  - Search
  - Reports
  - Request File
- Key Dates
- ISBE Resource Materials
Notice – This Webinar is being Recorded

This webinar is being recorded. Please do not provide any student or personal 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
Webinar Tips

- **Tips for Listening**
  - Computer speakers
  - Headset connected to a computer
  - Telephone

- **Tips for Speaking**
  - 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

- **Question & Answer**
  - Question & Answer session will be held at the end of the Webinar
  - 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
  - If you are using a phone the audio pin number must be typed in correctly before you can talk

- **Troubleshooting**
  - If you are disconnected from the Webinar at any time you can click the link that was provided to you in your email or you can re-register for the Webinar to gain access
  - If you are listening via phone and close out of the Webinar on your computer, you will be disconnected
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>
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</table>
| Pilot            | • Student Demographic  
                  | • Student Promotion  
                  | • Student Program Indicators                                                        | 2005        |
| Implementation   | • Student Demographic  
                  | • Student Promotion  
                  | • Student Program Indicators                                                        | 2006        |
|                  | • Student Assessment (Pre-Identification Labels and Score Data for ISAT, IAA, IMAGE, and PSAE) |             |
| Implementation   | • ACCESS Test                                                                           | 2007        |
| Implementation   | • English Language Learners (ELL)                                                        | 2008        |
| Pilot            | • Early Childhood                                                                       | 2008        |
| Implementation   | • Early Childhood                                                                       |             |
|                  | • Early Childhood Outcomes                                                              |             |
|                  | • Pre-K Follow-Up                                                                       |             |
|                  | • Fall Enrollment                                                                       |             |
|                  | • Missing Persons Reports                                                              |             |
|                  | • Student Discipline                                                                    |             |
|                  |                                                                                       | 2009        |
Overview of the Student Information System (SIS)

- **Function to Request Unique SID**
  - Nine (9) digit numeric
  - No leading zeros
  - No repeatable sequence of three (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)

- **Home School RCDTS Validations**
  - Only Home School/Facility Districts may add/update student data
  - Home RCDTS codes cannot end in 0000
    - Private facilities 0000 ending codes, should contact the ISBE Helpdesk
  - Home RCDTS for Entry/Grade Levels 01 through 12 cannot 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 for School Districts, ROEs, Early Childhood Centers, and ISBE Users**

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<tr>
<th>Functions</th>
<th>View Only</th>
<th>RCDT General User</th>
<th>RCDT Admin</th>
<th>ROE Admin</th>
<th>ISBE Admin</th>
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<td>Early Childhood Records</td>
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<td>LEP and ELL</td>
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<td>Assessment</td>
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Overview of the Student Information System (SIS)

- **SIS User Access Levels for Special Education Coop Users**

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<th>Spec Ed Dir (ROE Admin)</th>
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<tr>
<td>Request SID</td>
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<td>Early Childhood Outcomes</td>
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<tr>
<td>Pre-K Follow-Up</td>
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<td>LEP and ELL</td>
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<td>Discipline</td>
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<td>Assessment</td>
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<tr>
<td>Exit Enrollment</td>
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<td>Upload File</td>
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<tr>
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<tr>
<td>Reports (Detail IEP Only)</td>
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<tr>
<td>Request File (IEP Only)</td>
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</tbody>
</table>
School District User

- Request New SID
  - Add Demographics
  - Add New Enrollments
  - Add or Update Early Childhood
  - Add Program Indicators
  - Add or Update Early Childhood Outcomes
  - Exit Enrollment
Request New SID

- 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
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 school year
  - Enrollment Date must be in the mm/dd/yyyy format and within the date range July 1, 2009 to July 31, 2010
  - Enrollment Date cannot be future date
  - Student may only be entered “Original entry to US schools” one time
  - Home school cannot be 93xx or 90xx
  - Enrollments cannot overlap
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 cannot be updated to or from Pre-K
  - All students must be at least 3 years old on the first 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
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 cannot be English

  - The LEP Indicator cannot 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
  - SES can be “Yes” only if Title I is Codes “11” SchoolWide Assistance or “12” Targeted Assistance
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)
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
- 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
- A student must be IEP before being exited with Exit Type Codes “14” Aged Out or “15” Certificate of Completion
- Exit Date cannot be a future date
Exit – Mandatory Data Validations

- Before 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 School 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
Special Ed Coop User

- Search SID
  - Demographics
  - Enrollment
  - Early Childhood
  - Program Indicators

- View Reports

- Request File
Search SID

- 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
Reports

- Summary (All students)/Detail (IEP only)
  - Demographics
  - Enrollment
  - ELL
  - Early Childhood
  - Pre-K Follow-Up
  - Early Childhood Outcomes
  - Student Discipline
  - Assessment
    - Pre-ID
    - Correction
    - Score
    - Subscore
Request File – IEP Students Only

- **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 – IEP Students Only

- **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
## Score Summary

### 2009 Assessment Scores Summary

**Assessment Home District:** District 1  
**Selection Criteria:** None

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<th>Warning</th>
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**September 2009**
# Score Detail

## 2009 Assessment Scores Report

### Assessment Home District: 9999999999

### District: 1

### Selection Criteria: None  Sorted By: Grade, Name

### Columns:
- A: Birth Date
- B: Merge Individual or Question Score
- C: Test Taken
- D: Grade of Test Taken
- E: Combined Reading Scale Score
- F: Combined Reading Performance Level (E=Exceeds, M=Meets, B=Below, W=Academic Warning)
- G: Combined Math Scale Score
- H: Combined Math Performance Level (E=Exceeds, M=Meets, B=Below, W=Academic Warning)
- I: Combined Science Scale Score
- J: Combined Science Performance Level (E=Exceeds, M=Meets, B=Below, W=Academic Warning)
- K: Day 1 Reading Scale Score
- L: Day 1 Math Scale Score
- M: Day 1 Science Scale Score
- N: Day 2 Reading Level Score
- O: Day 2 Math Level Score
- P: Day 2 Science Scale Score
- Q: Status (A=Active, I=Inactive)

### Error Codes:
1. Student active but no test taken.
2. Student inactive but a test was taken.
3. Student has taken more than one type of test.
4. The student has one of the following errors:
   - *First year in US is Yes and KEP is No.
   - *Test Taken is IA and ISK is No.
   - *Enrolled in Home School On Or Before May 1 is Yes and Enrolled in Home District is No.
5. Test Taken is not equal to Assessment Test To Be Taken
6. The grade of the test taken (D) is different than the assessment correction detail report grade.

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**September 2009**
Key Dates

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ISBE SIS Resources

- 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
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