Illinois State Board of Education

Webinar for Illinois Approved Special Education Nonpublic Operating Agencies & Programs
Agenda

- Welcome/Introductions
- Accessing IWAS - SIS
- Overview of the Student Information System (SIS)
- SIS Special Education Operating Agencies Users
- SIS Search SID
- SIS Reports
- 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
  - Scott Norton, Division Administrator – Technology Support

- **IBM Key Team Members**
  - Howard Hammel, Project Manager
  - Adam Lowery, Lead Business Analyst
  - Jeremy Schoen, Business Analyst
  - Keith Goeckner, Business Analyst
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
Administrative Access to IWAS

- Administrators of the Special Education Nonpublic Operating Agencies received a letter from ISBE regarding access to Illinois Web Application Security (IWAS) – 3/18/2011 mailing.

- The letter, sent from ISBE, consisted of sign-up Instructions, a link to the Administrators IWAS Sign-up, and an Access code.

- Once an Operating Agency’s Administrator account has been created, they will also have access to the SIS system located within IWAS.

- Access to SIS can be granted to others within the Operating Agency.  
  - The Administrator is responsible for all users within the agency.
Accessing IWAS - SIS

IWAS Administrative Account Setup Instructions

FROM: Technology Support Call Center
TO: (Operating Agency Director Name)  
     (Operating Agency Name)  
     (Operating Agency Email Address)  
     (Operating Agency City, State, Zip-Plus4)

SUBJECT: Administrative Account Setup in IWAS for access to the Student Information System

You are receiving this letter from the Illinois State Board of Education (ISBE) Technology Support Call Center as you can setup your local IWAS Administrator Account in order to access various systems through the ISBE Web Application Security (IWAS) system. Specifically, you will be granted read/write access to the Student Information System (SIS) immediately after you activate your IWAS account. Access to SIS through IWAS will allow you to view various reports on students that are served by programs within your operating agency. More importantly, within SIS, you will be able to view Assessment information for the students that your organization serves.

The Illinois State Board of Education (ISBE) utilizes a web-based application for conducting business via the Internet. The name of this application is ISBE Web Application Security (IWAS). IWAS is a secure electronic document management system that is used to access over 100 web-based systems to collect and disseminate information. As the local IWAS Administrator for your Nonpublic Special Ed Operating Agency, you will be responsible for two critical functions. Note: You can eventually delegate these functions to other IWAS account holders within your organization, but you will still need to be the holder of the primary local IWAS Administrator account.

1. Approval of Pending Signups
   Others in your Operating Agency or those associated with your Nonpublic Special Ed Programs under your Operating Agency will create their own IWAS accounts and signup to use various systems in IWAS representing your Organization. You can view who these people are and grant them the appropriate level of access to respective systems. You will receive nightly reminders via email to act upon these requests until they have been addressed.

2. Approval of Pending Documents
   In some IWAS-based systems, authorized users at the Nonpublic Special Ed Programs associated with your Operating Agency may submit pending documents to you for your electronic approval before they are submitted to ISBE. You will also receive nightly reminders via email to act upon these requests until they have been addressed.

Below are instructions that explain how to activate your local IWAS Administrative Account. For authentication purposes, you have been assigned a unique access code. The following steps will guide you through the account setup process.

STEP 3:
1. Referring to the table below, go to the Web Site Address and then enter the Access Code. Press the Continue button.
2. Fill in the required fields which are indicated with a red dot. If you need help with any of the fields, click on the question mark next to the field.
   a. Select a unique Login Name and Password and then enter your Email Address. Secret Question and Answer.
   b. To help us help you, please verify that you have entered your correct Email Address. Authorizations and System-based broadcast messages are sent to your external Email Address as a service, even though your IWAS account has an Inbox for messages.
   c. Press the Continue button to move to the next screen. At this time you may see a message at the top of the browser window indicating that the Login Name is already in use. If this is the case, simply type in a different one.
3. Please use your Login Name and Password to gain access to your IWAS account from this point forward.
4. After successfully activating your local IWAS Administrative Account, you can gain access to IWAS by going to the ISBE Web site at http://www.isbe.net. Look at the top of the page for the IWAS link. Click on it to go to the IWAS Login Page.

Web Site Address: http://www.isbe.net
Access Code: (Access Code Goes here)

A Webinar entitled “Webinar for Illinois Approved Special Education Nonpublic Operating Agencies & Programs” will be held by ISBE on April 4, 2011 (10:00am - 3:00pm CDT). For further instructions on how to register for this webinar please go to www.isbe.net.

If you have any questions or need technical assistance, please contact our Technology Support Call Center at 217-659-6600 or email us at helpdesk@isbe.net.
Accessing IWAS - SIS

Welcome to the Illinois State Board of Education (ISBE) Web Application Security System (IWAS). IWAS is a secure document management system for most of the ISBE’s Internet-based systems. IWAS allows for the submission of electronic documents and document review or approval. Each person in IWAS will be able to access their documents with a personal login name and password. Regional Superintendents, District Superintendents and Entity Administrators (e.g. Voc Ed Centers, Special Ed Cooperatives, Colleges and Universities, etc.) will also have their personal administrative accounts for review and approval/denial of electronic documents.

For Authentication purposes, each Regional Superintendent and each District Superintendent or Entity Administrator has been assigned a unique access code.

- You should have an access code to establish your administrative account with the ISBE. You will not need this access code after you setup your IWAS account.
- To set up your IWAS account, you will be asked to create a personal login name and password along with some other necessary information such as your name and phone number.
- You can then use your new Login Name and Password for all of your electronic approvals. This login name and password will be used by you to gain access to IWAS from this point forward.

We look forward to making your jobs easier by reducing your paperwork burden in the very near future. Please enter the access code in the same format as it appears on your letter and press continue to start setting up your account.

Access Code: [Blank]  
[Continue]

If you have any questions or need any technical assistance, please click here.

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Accessing IWAS - SIS

Please complete the following profile information to setup your administrative account in IWAS.
The name displayed on this page represents the person to whom the administrative letter was issued. The name must match our records for electronic signature authenticity. If you would like to change the name on this page, please contact our Call Center at 217-558-3600 during our business hours: Monday - Friday, 7:00 AM - 4:30 PM.

Administrative Account Setup

Entity Name: Islamic Foundation School
First Name: MUSHTAQ
Middle Name:
Last Name: IKRAMULLAH
Phone: 630 - 941 - 8800 ext.
Fax:
Summer Phone:
Email Address:
Broadcast Email: YES -- Send system messages to the above email address
Login Name:
Password:
Confirm Password:
Secret Question:
Answer:
Accessing IWAS - SIS

Terms of Agreement

Submitter Authentication:
The Submitter (or reporting party whose signature appears herein) agrees that any signature affixed to or contained in any transmitted document shall be sufficient to verify such party originated and possessed the requisite authority to originate the transaction. The Submitter agrees to provide ISBE with the correct association of security attributes required to unambiguously verify the identity of the Submitter.

Disclosure of ID/Password:
The Submitter agrees to protect and maintain the secrecy of its ID/Password. The Submitter agrees to protect access to its ID/Password and to never delegate the use of its ID/Password or provide anyone else access to it in any other way. The Submitter agrees to immediately notify ISBE if it has any reason to suspect that its ID/Password has been compromised.

Data Integrity:
The Submitter agrees that affixing its signature to any transmitted document is sufficient to verify the accuracy of the content of the document at the time of transmittal. The Submitter expressly agrees that it will sign each and every document it submits by using IWAS authentication procedure(s) and that the use of IWAS authentication procedure(s) constitutes certification of the truth and accuracy, upon penalty of perjury, of the information contained in such document.

Do you agree to the preceding Terms of Agreement?

- Yes, I agree
- No, I do not agree

Continue ▶ Cancel
Accessing IWAS - SIS

New user access to IWAS

- A new user must obtain a IWAS account before they can be approved by the Operating Agency’s Administrator for access to the SIS.

- To sign up for IWAS, navigate to the [www.isbe.net](http://www.isbe.net) website, select IWAS, select the “Sign-up Now” link, and fill in the required information to complete your IWAS account.

- Once an IWAS account has been created a user may sign up for the SIS system by selecting the ‘Sign-up Now’ button located next to the link for the Student Information System.
Accessing IWAS - SIS
Accessing IWAS (New User) - SIS
Accessing IWAS (New User) - SIS
Accessing IWAS (New User) - SIS

Congratulations Bob Smith on signing up for your personal IWAS Internet account.

You have completed the first step in the sign-up process for using the ISBE Internet-based systems. You now have one Login ID and Password to access most of ISBE’s Internet-based systems. Please remember this information as you will need it in the future.

From this page you can click on the "Continue" button to access a list of the available ISBE Internet-based systems.

[Continue >>]
Accessing IWAS - SIS

To gain authorization to use a system, click on "Sign Up Now" under the "Authorization" heading.
Accessing IWAS - SIS

Illinois State Board of Education

If you have signed up for any of the application at this site you may notice some of the fields are pre-filled in for you if the information required is common in both the systems.

Student Information System - Statewide Sign-Up

My Profile (For ALL Systems)

First Name: Bob
Last Name: Smith
RCDT (No dashes): [Text]
School (No dashes): [Text]
Phone: [Text]
Fax: [Text]
Summer Phone: [Text]
Email: bsmith@yahoo.com
Broadcast Email: YES
Email Type: HTML

My Access Level (for the Student Information System - Statewide System)

Access Level: NONE
Justification: [Text]
Status: NONE
Admin Contact: [Text]

Submit

*CLOSED*: Can be selected for up to six months after it has closed. This will allow you to file reports such as End Of Year Electron Expenditures etc. for the closed entity.

Region: Sangamon ROE
Category: Nonpublic Special Ed. Operating Agencies
District / Entity: The Hope Institute - Springfield
Insert School Code: Close

https://scco1.isbe.net/iwas/asp/find_gender.asp?typcode=...
Accessing IWAS (Out-of-State User) - SIS

Region: Others

Category: Nonpublic Special Ed. Operating Agencies
Overview of the Student Information System

- **Student Information System 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

Benefits of the 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, districts, and facilities
- Enhance the use and relevance of state data by districts and schools
- Respond to the accountability and reporting requirements of NCLB, state education programs, Eden, EDFacts and other federal data inquiries.
# Overview of the Student Information System

<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 Demographics</td>
<td>2005</td>
</tr>
<tr>
<td></td>
<td>Student Enrollment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Program Indicators</td>
<td></td>
</tr>
<tr>
<td>Implementation</td>
<td>Student Demographics</td>
<td>2006</td>
</tr>
<tr>
<td></td>
<td>Student Enrollment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Program Indicators</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Assessment (Pre-Identification and Score Data)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ISAT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IMAGE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSAE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IAA</td>
<td></td>
</tr>
<tr>
<td>Implementation</td>
<td>ACCESS Test</td>
<td>2007</td>
</tr>
<tr>
<td>Pilot</td>
<td>English Language Learners (ELL)</td>
<td>2008</td>
</tr>
<tr>
<td></td>
<td>Early Childhood (3-5)</td>
<td>2008</td>
</tr>
</tbody>
</table>
## Overview of the Student Information System

<table>
<thead>
<tr>
<th>ISBE SIS Project</th>
<th>Student Data Collected</th>
<th>School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation</td>
<td>Early Childhood (3-5)</td>
<td>2009</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 Counts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Missing Persons Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Discipline</td>
<td></td>
</tr>
<tr>
<td>Implementation</td>
<td>Homeless</td>
<td>2010</td>
</tr>
<tr>
<td></td>
<td>Fall Enrollment Counts Used to Generate Funding</td>
<td></td>
</tr>
<tr>
<td></td>
<td>End of Year Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Suspensions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Expulsions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>High School Dropouts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>High School Graduates</td>
<td></td>
</tr>
<tr>
<td>Implementation</td>
<td>ELL Screener Data</td>
<td>2011</td>
</tr>
<tr>
<td></td>
<td>LEP Validation upon Enrollment against previous year ACCESS Scores</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enrollment Comparison reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Course Assignment</td>
<td></td>
</tr>
<tr>
<td>Implementation</td>
<td>Teacher Course Assignment</td>
<td>2012</td>
</tr>
<tr>
<td></td>
<td>Birth to 3</td>
<td></td>
</tr>
</tbody>
</table>
Overview of the Student Information System

- SIS is the central collection point for student level data at ISBE
- Once a SID is assigned to a student
  - Must be provided on all data transfers between the school districts and the state.
  - Must be included on all student level data transfers within ISBE or to third party vendors
  - Must be provided on all state assessments and transcripts
- A student can only be enrolled in one home school, but may have several serving schools, with the sum of the Full Time Equivalence (FTE) equal or less than 1.00.
  - No Future Enrollment or Exit Dates
  - All schools and private facilities have a unique alpha numeric code
- The Home district is responsible for providing all student data and for the accuracy of that data
Overview of the Student Information System

- **Student data received from schools (approx. 450 data elements)**
  - Demographic
  - Enrollment
  - Program Indicator
  - Early Childhood
  - ELL
  - Homeless
  - Discipline
  - Pre-K Follow-Up
  - ELL Screener
  - Birth to 3
  - Student Course Assignment
  - Teacher Course Assignment

- **Assessment data received from vendors (approx. 200 data elements)**
  - ACCESS
  - IAA
  - ISAT
  - PSAE
SIS Special Education Operating Agencies Users

- Search SID
  - Demographics
  - Enrollment
  - Program Indicators
  - Birth to 3 - (2012)
  - Early Childhood
  - Early Childhood Outcomes
  - Pre-K Follow-Up
  - ELL
  - ELL Screener (Only visible if data exists)
  - Student Discipline
  - Homeless
  - Student Course Assignment
  - Student Transfer Course
  - Teacher Course Assignment - (2012)

- View All Reports
  - Summary
  - Detail
SIS Search SID

- Function to Search for Existing SID
  - Mandatory
    - SID
  - Or
    - Legal Last Name
    - Legal First Name
    - Date of Birth
    - Gender
SIS Search SID

Student Information System
Search SID

Searching for a student can be done in two ways:

- By providing SID (OR)
- By providing First Name, Last Name, Date of Birth, and Gender

Click 'Search' button.

Fields marked with an asterisk * are required.

Search Criteria

- SID
  - 719373853

OR

- Legal Lost Name
- Legal First Name
- Date of Birth (mm/dd/yyyy)
- Gender

Additional Search Criteria

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

Search
### SIS Search SID

**Student Information System**

**Search SID - Potential Match Summary**

#### Search Criteria:

<table>
<thead>
<tr>
<th>SID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>DOB</th>
<th>Gender</th>
<th>Race</th>
<th>Birth Place Name</th>
<th>Native Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>715372853</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Search Results: 1 potential student matches found.

<table>
<thead>
<tr>
<th>Action</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>DOB</th>
<th>Gender</th>
<th>Race</th>
<th>Birth Place Name</th>
<th>Native Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Details</td>
<td>Example</td>
<td>Joe</td>
<td></td>
<td>01/01/1995</td>
<td>Male</td>
<td>White</td>
<td></td>
<td>English</td>
</tr>
</tbody>
</table>
SIS Search SID

Student Information System
Search SID - Student Details

Click on the tabs to view the student details.

SID: 715372833
Legal Last Name: Example
Legal First Name: Joe
Legal Middle Name:

Student Demographic

Date of Birth: 01/01/1995
Race: White
Birth Place Name:

Student Enrollment

Gender: Male
Student Lineage (Jr, II)
Mother's Maiden Name:

Program Indicators

ELL Screener

View Details

Return To Prev

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us
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**SIS Search SID**

**Student Information System**

Click on the tabs to view the student details. To view School / District Name and contact information, please click on either the Home or Serving School RCDTS number.

**SID:** 715372853

**Legal Last Name:** Example

**Legal First Name:** Joe

**Legal Middle Name:**

**Student Enrollment: Active**

<table>
<thead>
<tr>
<th>Enrollment Type for Serving</th>
<th>Transfer in from another District</th>
<th>School Year for Serving</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCDTS for Home</td>
<td>500821890220043</td>
<td>RCDTS for Serving</td>
<td>500821890220043</td>
</tr>
<tr>
<td>Enrollment Date for Serving</td>
<td>08/17/2010</td>
<td>FTE for Serving</td>
<td>1.00</td>
</tr>
<tr>
<td>Entry/Grade Level for Serving</td>
<td>11 - Grade 11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discipline</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homeless</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Exit Date**

**Exit Type**

**Student Course Assignment**

[View Details]

[Add Enrollment]

Have questions or need help? Contact our Call Center (217)556-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us

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SIS Reports

- Summary / Detail (Must be Serving Facility)
  - Demographics
  - Enrollment
  - ELL
  - Early Childhood
  - Pre-K Follow-Up
  - Early Childhood Outcomes
  - Student Discipline
  - Homeless
  - Student Course Assignment
  - Student Transfer Course
  - Assessment
    - Pre-ID
    - Correction
    - Score
    - Subscore
SIS Reports

- SIS Reports – Enrollment Summary
SIS Reports

- Enrollment – Summary Criteria Screen
SIS Reports

- Enrollment – Summary Report

Illinois State Board of Education
Student Information System
Active Enrollment (Summary) for School Year

Serving School / District RCDTS: 999999999999
Serving School / District Name: ISBE Test District 999
Selection Criteria: Currently Enrolled Students Only

<table>
<thead>
<tr>
<th>Grade</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-K</td>
<td>107</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>345</td>
</tr>
<tr>
<td>1 - Grade 1</td>
<td>361</td>
</tr>
<tr>
<td>2 - Grade 2</td>
<td>339</td>
</tr>
<tr>
<td>3 - Grade 3</td>
<td>375</td>
</tr>
<tr>
<td>4 - Grade 4</td>
<td>359</td>
</tr>
<tr>
<td>5 - Grade 5</td>
<td>379</td>
</tr>
<tr>
<td>6 - Grade 6</td>
<td>379</td>
</tr>
<tr>
<td>7 - Grade 7</td>
<td>427</td>
</tr>
<tr>
<td>8 - Grade 8</td>
<td>445</td>
</tr>
<tr>
<td>9 - Grade 9</td>
<td>27</td>
</tr>
<tr>
<td>10 - Grade 10</td>
<td>26</td>
</tr>
<tr>
<td>11 - Grade 11</td>
<td>20</td>
</tr>
<tr>
<td>12 - Grade 12</td>
<td>20</td>
</tr>
</tbody>
</table>

Total: 3,614
SIS Reports

- SIS Reports – Assessment Correction Detail

Student Information System
View Report

School and District Reports
- Student Demographics
- Student Enrollment
- Current Enrl Vs. Previous Year Enrl
- Student ELL
- Early Childhood
- Student Discipline
- Early Childhood Outcomes
- Pre-K Follow-Up
- Homeless
- ELL Screener

- Student Course Assignment Reports
  - Course Information
  - Student Information

- Student Assessment
  - Assessment Pre-ID
  - Assessment Correction
  - Assessment Scores
    (Scale Score and Performance Level Only)
  - Assessment Subscores
    (Detailed Scores by Subject Area)
  - Unassigned Test Results

Individual Student Reports
SIS Reports

- Assessment Correction – Test Selection Screen
SIS Reports

- Assessment Correction – Criteria Screen
### SIS Reports

#### Assessment Correction – Detail Report

**2011 Assessment Correction Report (Detail)**

<table>
<thead>
<tr>
<th>Column</th>
<th>Selection Criteria</th>
<th>Sorted By: grade at testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Race Codes</td>
<td>E  LEP Indicator</td>
</tr>
<tr>
<td>B</td>
<td>Gender Codes</td>
<td>F  IEP Indicator</td>
</tr>
<tr>
<td>C</td>
<td>Homeless Indicator</td>
<td>G  FRL/Low Income Indicator</td>
</tr>
<tr>
<td>D</td>
<td>Migrant Indicator</td>
<td>H  Century 21 Indicator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>I  Grade</td>
</tr>
<tr>
<td></td>
<td></td>
<td>J  First Year in U.S.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>K  Year in Any Illinois-Approved TBE/TPI Program (excluding Pre-K and K)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>L  Year Since Exited TBE/TPI Program</td>
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<td>M  Enrolled in Home School On or Before May 1</td>
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<td>N  Enrolled in Home District On or Before May 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>O  Test To Be Taken</td>
</tr>
<tr>
<td></td>
<td></td>
<td>P  Tested</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Q  Reason for not testing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>R  Error - Missing Data</td>
</tr>
</tbody>
</table>

#### Reasons For Not Testing:
- Codes 01 through 10 may be applied to any grade 3-8, 11 and 12 records. Codes 11, 12, and 13 may be applied only to grade 12 records.
- 01 - Medically Exempt
- 02 - Homebound Exempt
- 03 - In Jail/Locked Facility
- 04 - Out of State/Country
- 05 - Not Enrolled
- 06 - Not In Valid Grade
- 07 - Transferred Out During Testing
- 08 - Transferred In During Testing
- 09 - Deceased
- 10 - Absent
- 11 - Non-Regular Diploma Recipient
- 12 - New to IL Public School in Grade 12
- 13 - IAA Eligible Previous Year

| Student ID | Student Name         | Birth Date | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | SIS Home School | Serving School | Testing School | R |
|------------|----------------------|------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----------------|---------------|---------------|---|
| 999999999 | Smith, Don Michael   | 01/01/2000 | 06| F | N | N | N | N | Y | N | 03| N | 07| 03| Y | Y | ISAT | Y | 9999999999999999 | 9999999999999999 | 9999999999999999 | 9999999999999999 |
| 999999999 | Smith, Don Michael   | 01/01/2000 | 03| F | N | N | N | N | N | N | 03| N | 07| 03| Y | Y | ISAT | Y | 9999999999999999 | 9999999999999999 | 9999999999999999 | 9999999999999999 |
| 999999999 | Smith, Don Michael   | 01/01/2000 | 05| M | N | N | N | N | N | N | 03| N | 07| 03| Y | Y | ISAT | Y | 9999999999999999 | 9999999999999999 | 9999999999999999 | 9999999999999999 |
| 999999999 | Smith, Don Michael   | 01/01/2000 | 05| M | N | N | N | N | N | N | 03| N | 07| 03| N | N | ISAT | Y | 9999999999999999 | 9999999999999999 | 9999999999999999 | 9999999999999999 |
| 999999999 | Smith, Don Michael   | 01/01/2000 | 05| M | N | N | N | N | N | N | 03| N | 07| 03| Y | Y | ISAT | Y | 9999999999999999 | 9999999999999999 | 9999999999999999 | 9999999999999999 |
| 999999999 | Smith, Don Michael   | 01/01/2000 | 05| M | N | N | N | N | N | N | 03| N | 07| 03| Y | Y | ISAT | Y | 9999999999999999 | 9999999999999999 | 9999999999999999 | 9999999999999999 |
| 999999999 | Smith, Don Michael   | 01/01/2000 | 05| M | N | N | N | N | N | N | 03| N | 07| 03| Y | Y | ISAT | Y | 9999999999999999 | 9999999999999999 | 9999999999999999 | 9999999999999999 |
SIS Reports

- SIS Reports – Assessment Scores Detail

Student Information System
View Report

School and District Reports
- Student Demographics
- Student Enrollment
- Current Enrl Vs. Previous Year Enrl
- Student ELL
- Early Childhood
- Student Discipline
- Early Childhood Outcomes
- Pre-K Follow-Up
- Homeless
- ELL Screener

Student Course Assignment Reports
- Course Information
- Student Information

Student Assessment
- Assessment Pre-ID
- Assessment Correction
- Assessment Scores
  (Scale Score and Performance Level Only)
- Assessment Subscores
  (Detailed Scores by Subject Area)
- Unassigned Test Results

Individual Student Reports
SIS Reports

- Assessment Scores – Test Selection Screen
SIS Reports

- Assessment Scores – Criteria Screen
# SIS Reports

## Assessment Scores – Detail Report

<table>
<thead>
<tr>
<th>Columns</th>
<th>Description</th>
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<tbody>
<tr>
<td>F</td>
<td>Combined Reading Performance Level (E=Exceeds; M=Meets; B=Below; W=Academic Warning)</td>
</tr>
<tr>
<td>G</td>
<td>Combined Math Scale Score</td>
</tr>
<tr>
<td>H</td>
<td>Combined Math Performance Level (E=Exceeds; M=Meets; B=Below; W=Academic Warning)</td>
</tr>
<tr>
<td>I</td>
<td>Combined Science Scale Score</td>
</tr>
<tr>
<td>J</td>
<td>Combined Science Performance Level (E=Exceeds; M=Meets; B=Below; W=Academic Warning)</td>
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<td>Day 1 Reading Scale Score</td>
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<td>L</td>
<td>Day 1 Math Scale Score</td>
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<tr>
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<td>Day 1 Science Scale Score</td>
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<tr>
<td>N</td>
<td>Day 2 Reading Level Score</td>
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<td>Day 2 Math Scale Score</td>
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<td>Day 2 Science Scale Score</td>
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<tr>
<td>Q</td>
<td>Student Tested</td>
</tr>
<tr>
<td>R</td>
<td>Reason For Not Testing</td>
</tr>
</tbody>
</table>

### 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 LEP is No.
   * Test Taken is IAA and IEP 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.

### Reasons For Not Testing:

01 - Medically Exempt
02 - Homebound Exempt
03 - In Jail/Locked Facility
04 - Out of State/Country
05 - Not Enrolled
06 - Not In Valid Grade
07 - Transferred Out During Testing
08 - Transferred In During Testing
09 - Deceased
10 - Absent
12 - New to IL Public School in Grade 12
13 - IAA Eligible Previous Year

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<tr>
<th>Student ID</th>
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<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
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## Key Dates

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<td>Last Day to Exit Enrollments for 2011 School Year</td>
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<td>- ELL Data due</td>
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<td>- Early Childhood Outcomes Data due</td>
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<td>- 2011 Student Discipline Data due</td>
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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
  - help@isbe.net

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