The Importance of Accurate 2014 Student/Teacher Data in the Student Information System (SIS)
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  - Headset connected to a computer
  - Telephone

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  - 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 telephone, the audio pin number must be typed in correctly before you can talk.

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  - If you are listening via telephone and close out of the Webinar on your computer, you will be disconnected.
Agenda

- Welcome and Introductions
- Importance of Student and Teacher Course Assignment
  - Serving School Submitting Courses
  - Submitting Student Course and Teacher Course Assignment Data for 2014
    - Elementary (K – 8)
    - High School (9 – 12)
- Data Quality Reports from SIS
  - Enhancements to the SIS Dashboard
  - SIS Data Quality Reports
- Districts Next Steps
- ISBE SIS Resources and ISBE Contact Information
- Questions & Answers
Welcome/Introductions

- **ISBE Key Team Members**
  - Don Evans  Chief Operating Officer and Director of Human Resources
  - Brent Engelman  Division Administrator/Director, Information Technology
  - John Shake  Division Supervisor, Information Technology
  - Peter Godard  Chief Performance Officer
  - David Smalley  Division Administrator, Data Analysis and Accountability
  - Shuwan Chiu  Principal Consultant, Data Analysis and Accountability
  - Bob O’Keefe  Senior Consultant, Data Analysis and Accountability

- **Presenters**
  - Howard Hammel  SIS Project Manager
  - Adam Lowery  SIS Business Analyst
  - Lindsay Langer  SIS Help Desk Analyst
Importance of Student and Teacher Course Assignment

- **Analysis of Student and Teacher Course Assignment**
  - High quality data is essential for the allocating funding, compiling the Report Card data and other analytical purposes at ISBE.

- **Uses of data:**
  - Career and Technical Education (CTE) funding
  - Bilingual Ceiling Calculator (eGMS grant)
  - PARCC Assessment
  - Report Card:
    - Pupil / Teacher Ratio
    - High School On-Track to Graduate
    - Course Listing
    - Dual Credit
    - Highly Qualified Teacher

- ISBE needs transcript level course data for High School grades 9-12
- ISBE needs teachers linked to K-12 students
Importance of Student and Teacher Course Assignment

Serving School Submitting Courses

- Enhancements to assist districts with data submission
  - Previously, only home schools submitted Student Course Assignments.

- Serving Schools can now submit Student Course Assignments.
  - Home schools should review any data submitted by serving schools and continue to work together as needed, with attention to key fields such as State Course Code, Term, and Section Number.
  - Serving school should communicate with the home school to ensure both the Student Course Assignments and Teacher Course Assignments are completed accurately.
  - If Serving school submits the entry part of a course the Home School will not be able to exit the student until the course is ended.
  - Data quality will improve because Student and Teacher Course Assignments are submitted by same school.
Importance of Student and Teacher Course Assignment

**Student Course Assignment Validations**

- Student Course Assignment can be added or updated via the following:
  - Online
  - Batch
- Student does NOT need to be actively enrolled at the time of submission
- No student course assignments prior to school year 2011 (Earliest Student Course Start Date 07/01/2010)
- Serving school can only enter and view courses on students for which they are serving
- Student Course Assignment data can only be entered on students in grades K-12
Importance of Student and Teacher Course Assignment

- Student Enrollment - Student Course Assignment

![Student Information System](image-url)
Importance of Student and Teacher Course Assignment

- Student Course Assignment – View Courses
Importance of Student and Teacher Course Assignment

- Student Course Assignment – Add Course
Importance of Student and Teacher Course Assignment

- Student Course Assignment – View Course
Importance of Student and Teacher Course Assignment

- **Student Course Assignment – Edit Course**

![Student Information System](image)

<table>
<thead>
<tr>
<th>Term 1</th>
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<th>Term 3</th>
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Importance of Student and Teacher Course Assignment

- Student Course Assignment – View Courses
Importance of Student and Teacher Course Assignment

- Student Course Assignment – Review Courses

![Student Information System](image)

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<thead>
<tr>
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Submit | Change | Cancel
Importance of Student and Teacher Course Assignment

- Student Course Assignment – Update Successful
Importance of Student and Teacher Course Assignment

Submitting Student Course and Teacher Course Assignment Data for 2014

- **Grades K–8 - Prior to Secondary Courses (Subject Area 51-72)**
  - Primary goal is to link the Teacher Course Assignments to the Student Course Assignments.
  - If data are submitted and teachers are correctly linked to their students, no further action is required.

- **Grades K – 8 only**
  - Courses may be entered as year long courses, using only one Term (“1”).
  - For K-8 Courses (subjects 51-72) the following fields will be populated automatically upon exiting a student’s enrollment:
    - Course End Date
    - Credit
    - Final Letter Grade
      - Promotion - Student was promoted at end of term. (Grades K – 8 only)
      - Retention- Student was retained at end of term. (Grades K – 8 only)
      - Not Complete - Student did not complete the term. (Grades K – 8 only)

Note: If these fields have been provided by a SIS user in the Course Assignment prior to exiting the student, we will not overwrite data.
Importance of Student and Teacher Course Assignment

If you have **NOT** submitted grades K - 8 Student Course Assignments for the 2014 school year, here are the guidelines:

- Term definitions:
  - Term 01 = Fall Semester (For year long classes this is the only record needed)
  - Term 02 = Spring Semester
  - Term 03 = Summer
  - Term 04 = Winter

If you have a unique scenario that does not fit this definition, please contact us at the ISBE Help Desk - SIS 217-558-3600 or text in your information into the webinar now.
Importance of Student and Teacher Course Assignment

For grades 9-12 Teacher and Student Course Assignments for the 2014 school year, here are the guidelines:

- **Grades 9-12 - Secondary Courses (Subject Area 01-22)**
  - Primary goal is to link the Teacher Course Assignments to the Student Course Assignments **AND** collect complete transcript level course data.
    - If data are submitted and teachers are correctly linked to their students, no further action is required.

- **Term guidelines:**
  - Term 01 = Fall Semester
  - Term 02 = Spring Semester
  - Term 03 = Summer Semester
  - Term 04 = Winter Semester (for Trimesters only)
  - Term 05 = Not used

- **Acceptable Values for Credit [For General Courses – excluding Career and Technical Education (CTE) courses]**
  - .25
  - .33
  - .50
  - 1.0

If you have a unique scenario that does not fit this definition, please contact us at the ISBE Help Desk - SIS 217-558-3600 or text in your information into the webinar now.
Importance of Student and Teacher Course Assignment

- Teachers entered in the Employment Information System (EIS) for the following positions, must have a Teacher Course Assignment in SIS.
  - Teacher Position Codes:
    - 200 Teacher
    - 201 Reading Teacher
    - 202 Bilingual Education Teacher
    - 203 English as a Second Language Teacher
    - 204 Visiting International Teacher
    - 207 Speech Language Pathology Teacher
Importance of Student and Teacher Course Assignment

- What links a Teacher Course Assignment to a Student Course Assignment?
  - School Year
  - Student Serving RCDTS / Teacher Location RCDTS
  - Term
  - State Course Code
  - Section Number

- This is very important for data quality, we want to insure that the appropriate teacher is being matched to the correct students.
# Importance of Student and Teacher Course Assignment

These 5 elements link a Teacher Course Assignment to a Student Course Assignment.

- Student Serving RCDTS / Teacher Location RCDTS
- School Year
- State Course Code
- Term (Semester)
- Section Number

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<th>Teacher Information</th>
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<table>
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<table>
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<td>Course Setting</td>
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<td>Actual Attendance</td>
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<td>Total Attendance</td>
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<td>Student Course End Date</td>
<td>Course Final Letter Grade / Completion Status</td>
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</table>
Importance of Student and Teacher Course Assignment

- **Submit Teacher Course Assignments**
  - If you submit the Teacher Course Assignment first, the system will automatically exit the Teacher Course Assignments when all the corresponding Student Course Assignments are exited.

  - When all Student Course Assignments for a **Section** have received a Final Letter Grade, SIS will populate the Teacher Course Assignment “Course End Date” and “Reason for Exit” via an overnight process.
    - Teacher Course End Date will be set to the last Student Course End Date
    - Reason for Exit will be set to 01- Course Ended

**Note:** School districts can still update course data after course completion data has been submitted.
Importance of Student and Teacher Course Assignment

- How do I make my Teacher Course Assignments appear with Student Counts in the Employment Information System (EIS)?
  - Enter employees into EIS.
  - Enter teacher course assignments into SIS.
    - SIS will populate the courses in EIS, based on the IEIN and the employer RCDTS.
  - Enroll students and enter the student course assignments into SIS.
    - SIS will also populate the student count for the courses displayed in EIS, provided the student course assignments are entered into SIS correctly.
Importance of Student and Teacher Course Assignment

![Image of Illinois State Board of Education website](Illinois-Board-of-Education.jpg)

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

- **Employment Information System (EIS)** - Authorized
- **Monthly** - Authorized
- **Student Information System - Statewide** - Authorized
- **Annual**
Data Quality Reports from SIS

- Current SIS Dashboard

![Current SIS Dashboard](image-url)
Data Quality Reports from SIS

- Verify that the Teacher and Student Course Assignments are submitted correctly.
  - **Student Course Information – Student Information Report (Summary)**
    - Total count of classes per student: review this report to ensure your students have the correct number of courses. (All students grades K-12 should have courses.)
      - If students are missing courses, add courses.
  - **Students with no Course Assignments (Detail)**
    - The report displays students with no courses.
  - **Courses with Students but no Teachers (Detail)**
    - The report displays Student Course Assignment records that do not have a corresponding Teacher Course Assignment record.
      - If teachers are missing, add Teacher Course Assignments with corresponding student’s school year, Teaching/Serving location, State Course Code, Term and Section Number.
Data Quality Reports from SIS

- **Courses with Teachers but No Students (Detail)**
  - The report displays Teacher course records that do not have any corresponding student course records.
  - If students are missing, add student course assignments with corresponding teacher’s School Year, Teaching/Serving Location, State Course Code, Term and Section Number.

- **Teacher / Student Course Assignment – Course Information (Detail)**
  - The report displays course assignments with teacher and students that correctly align
Data Quality Reports from SIS

- Student Course Information – Student Information Report (Summary)
Data Quality Reports from SIS

- Select School and Home or Serving
Data Quality Reports from SIS

Student Course Information – Student Information Report (Summary)

- If course count is zero, add student course assignments for student.

### 2014 Student Course Assignment - Student Information Report (Summary)

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Birth Date</th>
<th>Grade</th>
<th>Home RCDTS</th>
<th>Serving RCDTS</th>
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<th>Course Count</th>
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Data Quality Reports from SIS

- Students with **No Course Assignments** (Detail)
Data Quality Reports from SIS

- Students with **No Course Assignments** (Detail)
Data Quality Reports from SIS

- Students with No Course Assignments (Detail)

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Birth Date</th>
<th>Grade</th>
<th>Home RCDTS</th>
<th>Serving RCDTS</th>
<th>Exit Date</th>
<th>Course Count</th>
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Total Unique Students: 10
Total Enrollments: 10
Data Quality Reports from SIS

- Courses with Students but **No Teachers** (Detail)
Data Quality Reports from SIS

- Select School and Home or Serving
Data Quality Reports from SIS

- For courses with students but no teachers, add Teacher Course Assignments with corresponding student’s school year, teacher/serving location, state course code, term and section number.
Data Quality Reports from SIS

- Courses with Teachers but **No Students** (Detail)
Data Quality Reports from SIS

- Select School
Data Quality Reports from SIS

- For Courses with Teachers but No Students, add Student Course Assignments with corresponding student’s School Year, Teacher/Serving Location, State Course Code, Term and Section Number.

<table>
<thead>
<tr>
<th>Teacher: Smith John</th>
<th>ISBE School District</th>
<th>IEIN: 999999</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer: 999999999999999</td>
<td>ISBE School District</td>
<td>IEIN: 999999</td>
</tr>
<tr>
<td>Term</td>
<td>State Course Code</td>
<td>Section</td>
</tr>
<tr>
<td>1</td>
<td>55130A000</td>
<td>0008151002</td>
</tr>
<tr>
<td>1</td>
<td>55130A000</td>
<td>0008151004</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teacher: Doe, Jane</th>
<th>ISBE School District</th>
<th>IEIN: 999999</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer: 999999999999999</td>
<td>ISBE School District</td>
<td>IEIN: 999999</td>
</tr>
<tr>
<td>Term</td>
<td>State Course Code</td>
<td>Section</td>
</tr>
<tr>
<td>1</td>
<td>58035A000</td>
<td>000815701</td>
</tr>
</tbody>
</table>

Total Course Count: 3
Data Quality Reports from SIS

- Teacher / Student Course Assignment – Course Information (Detail)
Data Quality Reports from SIS

- Select School and Home or Serving.
Data Quality Reports from SIS

- The report below displays teacher and student courses correctly aligned.

### 2014 Teacher/Student Course Assignment - Course Information (Detail)

<table>
<thead>
<tr>
<th>Term</th>
<th>State Course Code</th>
<th>Section</th>
<th>State Course Title</th>
<th>Credit</th>
<th>Start Date</th>
<th>Dual</th>
<th>Articulated</th>
<th>End Date</th>
<th>Grade A/T</th>
<th>Attend A/T</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>05154A000</td>
<td>00077381</td>
<td>Creative Art—Comprehensive</td>
<td>0.25</td>
<td>08/14/2013</td>
<td>No</td>
<td>No</td>
<td>12/20/2013</td>
<td>74/100</td>
<td>87/87</td>
<td>B-</td>
</tr>
<tr>
<td>Term 1</td>
<td>05154A000</td>
<td>00077382</td>
<td>Creative Art—Comprehensive</td>
<td>0.25</td>
<td>08/14/2013</td>
<td>No</td>
<td>No</td>
<td>12/20/2013</td>
<td>77/100</td>
<td>87/87</td>
<td>B</td>
</tr>
</tbody>
</table>

Total Students In This Section: 6

Total Students In This Section: 1
Data Quality Reports from SIS

Current Enrollments & Program Indicators*

Upcoming Key Dates

Current Enrollment Data Completion Status*

Course Data Quality (K-12)

- Unique Student Count: 567
- Unique Teacher Count: 0
- Student/Teacher Ratio: 0
- Unique Course Count: 224
- Courses Missing Students: 224
- Students Missing Courses: 37
Data Quality Reports from SIS

<table>
<thead>
<tr>
<th>Course Data Quality (K-12) Section</th>
<th>Serving Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unique Student Count</td>
<td>567</td>
</tr>
<tr>
<td>Unique Teacher Count</td>
<td>0</td>
</tr>
<tr>
<td>Student Teacher Ratio</td>
<td>0</td>
</tr>
<tr>
<td>Unique Course Count</td>
<td>224</td>
</tr>
<tr>
<td>Courses Missing Students</td>
<td>0</td>
</tr>
<tr>
<td>Courses Missing Teachers</td>
<td>224</td>
</tr>
<tr>
<td>Students Missing Courses</td>
<td>37</td>
</tr>
</tbody>
</table>
Districts’ Next Steps - Immediately

Fall 2014 Student and Teacher Course data due May 31, 2014

- Enter/verify all Fall 2014 Teacher Course Assignments have been submitted.

- Enter/verify all Fall 2014 Student Course Assignments have been submitted.
  - For High School, verify grade and credit have been correctly submitted.

- Use SIS Reports to verify that all Teachers and Students courses have been linked correctly.

- Corrections for student and teacher course assignments can be made at any time for any school year.
Districts’ Next Steps – End of Term

Spring / Summer 2014 Student and Teacher Course data due July 31, 2014

- Enter/verify **Spring/Summer 2014** Teacher Course Assignments have been submitted.

- Enter/verify all **Spring/Summer 2014** Student Course Assignments have been submitted
  - For High School, verify grade and credit have been correctly submitted.

- Use SIS reports to verify that all Teachers and Students courses have been linked correctly
Upcoming Key Dates

- **SIS Webinar** - End of School Year 2014 and Planning for School Year 2015 - May 8, 2014

- Attend Summer SIS training
ISBE SIS Resources

- ISBE SIS Resource Materials
  - Located on the ISBE SIS webpage at [www.isbe.net/sis/](http://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

  - **SIS Policy Questions** will be directed to the ISBE Center for Performance.
  - **SIS Technical Questions** will be directed to the ISBE SIS team.

- **ISBE SIS Information Website**
  - www.isbe.net/sis
Notice – This Webinar Is Being Recorded!

This call is being recorded.
Please do not provide any Student, Personal or Vendor information.
Questions & Answers

Discussion/Questions