Illinois State Board of Education

Student Information System (SIS)
Student Course Assignments Grade 9 - 12
Notice – This Webinar is being Recorded

This webinar is being recorded. Please do not provide any student, personal or vendor information.
Agenda

- Welcome/Introductions
- Webinar Tips
- Student Course Assignment Submission
- Student Transfer Course Submission
- Student Course Assignment Reports
- Importance of Enrollment Exit Dates
- Duplicated SIS Students / Multiple SIDs
- Key Dates
- Next Steps
- Where to Direct Questions
- Questions
Welcome/Introductions

- **ISBE Key Team Members**
  - Connie Wise  Assistant Superintendent – SIS Project Manager
  - Terry Chamberlain  Division Administrator – Data Systems
  - Marica Cullen  Division Administrator – Curriculum and Instruction
  - Mark Williams  Division Administrator – Career and Technical Education
  - Dora Welker  Principal Consultant – Career and Technical Education

- **SIS 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 should be turned on
  - Headset should be connected to a computer
  - Telephone should be set to mute during the webinar

- **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
  - Use appropriate indicator to “raise your hand” if you have questions
  - All text messages are logged
  - Text questions will be posted in a Q&A document after the Webinar; Webinar will be posted after completion
  - 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
Student Course Assignment Submission

- Student Course Assignment can be added or updated via the following:
  - Online
  - Batch

- Only the Home District can submit Student Course Assignment data

- Student does not need to be actively enrolled at the time of submission

- Submission of Student course assignment data will begin in school year 2011 (February 1, 2011)
  - No student course assignments prior to school year 2011 (Earliest Student Course Start Date 07/01/2010)
Student Course Assignment Submission

- Home school can view all Student Course Assignment data for the enrollment where they are identified as the Home School.

- The current Home School (Active Enrollment) can view all Student Course Assignments
  - Once the student is enrolled all past assignments can be viewed.

- Serving school can only see courses on students for which they are serving.
Student Course Assignment Submission

- Student Course Assignment Validations
  - The student must have a valid Enrollment record with the following matching elements for a Student Course Assignment record to be added or updated:
    - Home RCDTS
    - Serving RCDTS
    - School Year
    - Grades 9 -12
  - The Student Course Start Date must be equal to or greater than the student’s Enrollment Date
  - The Student Course End Date must be equal to or less than the student’s Exit Enrollment Date
Student Course Assignment Submission

- Adding Student Course Assignments
  - The following elements are contained within the Student Course Assignment record:
    - Term (Semester)
    - State Course Code
    - Local Course ID
    - Student Course Start Date
    - Section Number
    - Course Level
    - Course Credit
    - Articulated Credit
    - Dual Credit
    - Student Course Setting
    - Actual Attendance (Classes)
    - Total Attendance (Classes)
    - Single Parent including a Single Pregnant Woman
    - Displaced Homemaker
    - Course Numeric Grade (Term)
    - Maximum Numeric Grade (Term)
    - Student Course End Date
    - Course Final Letter Grade/Completion Status (Term)
Student Course Assignment Submission

- Updating/Edit Student Course Assignments
  - The following elements must match to update the Student Course Assignment record:
    - SID
    - Home RCDTS
    - Serving RCDTS
    - School Year
    - Term
    - State Course Code
    - Section Number
Student Course Assignment Submission

- Updating/Edit the Student Course Assignments
  - The following elements can be updated/edited for the Student Course Assignment record:
    - Local Course ID
    - Student Course Start Date
    - Course Level
    - Course Credit
    - Articulated Credit
    - Dual Credit
    - Student Course Setting
    - Actual Attendance (Classes)
    - Total Attendance (Classes)
    - Single Parent including a Single Pregnant Woman
    - Displaced Homemaker
    - Course Numeric Grade (Term)
    - Maximum Numeric Grade (Term)
    - Student Course End Date
    - Course Final Letter Grade/Completion Status (Term)
Student Course Assignment Submission

- When to report Student Course Assignments
  - Student Course Assignment must be entered by school that has student enrolled at end of Term (Semester)
  - Student Course Assignment could be entered if the student ends a course prior to the end of Term – (dependent on local district policy)
Student Course Assignment Submission

- Example 1 – Student moves within district
  - Student moves within same district during the Term (Semester)
    - Student Course Assignment must be entered by school that has student enrolled at end of Term (Semester)
    - Optionally, Student Course Assignments could be entered by the previous school at the end of the enrollment (dependent on local district policy)
Student Course Assignment Submission

- Example 2 – Student moves from one district to another

  - Student moves from one Illinois public district to another Illinois public district during the term (Semester)
    - Student Course Assignment must be entered by school that has student enrolled at end of Term (Semester)
    - Optionally, Student Course Assignments could be entered by the previous school at the end of the enrollment (dependent on local district policy)
# Student Course Assignment Submission

## Student Course Assignment - File Format

<table>
<thead>
<tr>
<th>Field</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>SID</td>
<td>Mandatory</td>
</tr>
<tr>
<td>SAP ID</td>
<td>Optional</td>
</tr>
<tr>
<td>Student Last Name</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Student First Name</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Birth Date</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Home School RCDTS</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Serving School RCDTS</td>
<td>Mandatory</td>
</tr>
<tr>
<td>School Year</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>
## Student Course Assignment Submission

### Student Course Assignment - File Format

<table>
<thead>
<tr>
<th>Field</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term (Semester)</td>
<td>Mandatory</td>
</tr>
<tr>
<td>State Course Code</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Local Course ID</td>
<td>Optional</td>
</tr>
<tr>
<td>Local Course Title</td>
<td>Optional</td>
</tr>
<tr>
<td>Student Course Start Date</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Section Number</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Course Level</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Course Credit</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>
## Student Course Assignment Submission

### Student Course Assignment - File Format

<table>
<thead>
<tr>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articulated Credit</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Dual Credit</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Course Setting</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Actual Attendance (Classes)</td>
<td>Optional</td>
</tr>
<tr>
<td>Total Attendance (Classes)</td>
<td>Optional</td>
</tr>
<tr>
<td>Single Parent including Single Pregnant Woman (Reported for CTE Courses Only)</td>
<td>Optional</td>
</tr>
<tr>
<td>Displaced Homemaker (Reported for CTE Courses only)</td>
<td>Optional</td>
</tr>
<tr>
<td>Course Numeric Grade (Term)</td>
<td>Optional</td>
</tr>
</tbody>
</table>
Student Course Assignment Submission

Student Course Assignment - File Format

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Numeric Grade (Term)</td>
<td>Optional</td>
</tr>
<tr>
<td>Student Course End Date</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Course Final Letter Grade/Completion Status (Term)</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>

- **SIS Data Elements**
Student Course Assignment Submission

- Student Course Assignment Batch File Process

- File types:
  - XML
  - Text (TXT)
  - Comma Separated Value (CSV)

- The following materials are available on the www.isbe.net/sis:
  - Excel Templates
  - Tips for Completing Student Course Assignments
  - Steps for Creating and Uploading Student Course Assignments
Student Course Assignment Submission

Online – SIS Home Page

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

* Legal Last Name

* Date of Birth (mm/dd/yyyy)

* Legal First Name

* Gender

Additional Search Criteria

Legal Middle Name

Birth Place Name

Mother’s Maiden Name

Race

Native Language

Search
Student Course Assignment Submission

Online – Search SID

[Image of the Student Information System interface]

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.

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Search Criteria

*SID

*Legal Last Name

*Date of Birth (mm/dd/yyyy)

*Legal First Name

*Gender

Additional Search Criteria

Legal Middle Name

Birth Place Name

Mother's Maiden Name

Search
Student Course Assignment Submission

Online – View Details
Student Course Assignment Submission

Online – Student Enrollment Tab
**Student Course Assignment Submission**

**Online – Student Enrollment Tab**

![Image of Student Information System](image)

<table>
<thead>
<tr>
<th>Student Enrollment: Active</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrollment Type for Serving</strong></td>
</tr>
<tr>
<td><strong>RCDTS for Home</strong></td>
</tr>
<tr>
<td><strong>Enrollment Date for Serving</strong></td>
</tr>
<tr>
<td><strong>Entry/Grade Level for Serving</strong></td>
</tr>
<tr>
<td><strong>Discipline</strong></td>
</tr>
<tr>
<td><strong>Homeless</strong></td>
</tr>
<tr>
<td><strong>Exit Date</strong></td>
</tr>
<tr>
<td><strong>Exit Type</strong></td>
</tr>
<tr>
<td><strong>Student Course Assignment</strong></td>
</tr>
</tbody>
</table>

**Have questions or need help? Contact our Call Center (217)358-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us**
Student Course Assignment Submission

Online – Course Assignment Edit Button
Student Course Assignment Submission

Online – Add Student Course Assignments

Subject Area: 01 - English Language Arts
State Course: 01001A0001-EnglishLanguageArts (8th grade)
Semester: Term 1, Term 2, Term 3

Term 1
No Courses Assigned

Term 2
No Courses Assigned

Term 3
No Courses Assigned
Student Course Assignment Submission

Online – Add Student Course Assignments
Student Course Assignment Submission

Online – Add Student Course Assignments

Student Information System
Student Course Assignment

SIO: 36972747
Legal Last Name: Test
Home RCDTS: 500821890220043
Legal First Name: Test
Serving RCDTS: 500821890220043
Middle Name: 
School Year: 2011
Enrollment Date: 01/01/2011
Exit Date: 

Subject Area: 01 - English Language Arts
State Course: 01001A000-English/Language Arts I (9th grade)
Semester: Term 1

Term 1
State Course ID: 01001A000
State Course Title: English/Language Arts I (9th grade)
Local Course Code: 
Local Course Title: 
Section: 
Start: 
End: 
Credit: 
Grade: 
Update Cancel

Term 2
No Courses Assigned
## Student Course Assignment Submission

### Online – Update Student Course Assignment

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>01 - English Language Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Course</td>
<td>01001A000-English/Language Arts I (9th grade)</td>
</tr>
<tr>
<td>Semester</td>
<td>Term 1, Term 3</td>
</tr>
</tbody>
</table>

### Term 1

<table>
<thead>
<tr>
<th>State Course Id</th>
<th>State Course Title</th>
<th>Section</th>
<th>Start</th>
<th>End</th>
<th>Credit</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>01001A000</td>
<td>English/Language Arts I (9th grade)</td>
<td>101A</td>
<td>08/20/2010</td>
<td>12/30/2010</td>
<td>0.5</td>
<td>B</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local Course Code</th>
<th>Local Course Title</th>
<th>Course Level</th>
<th>Course Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL101</td>
<td>English I</td>
<td>General</td>
<td>Traditional School Year Program</td>
</tr>
</tbody>
</table>

### Term 2

No Courses Assigned
# Student Course Assignment Submission

## Online – Review Student Course Assignments

![Student Course Assignment Submission](image)

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>State Course</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - English Language Arts</td>
<td>01001A000 - English/Language Arts I (9th grade)</td>
<td></td>
<td>No Courses Assigned</td>
<td>No Courses Assigned</td>
</tr>
</tbody>
</table>

- **SID**: 715372853
- **Legal Last Name**: Example
- **Legal First Name**: Joe
- **Middle Name**: 
- **Enrollment Date**: 08/17/2010
- **Home RCDTS**: 500821800220043
- **Serving RCDTS**: 500821800220043
- **School Year**: 2011
Student Course Assignment Submission

Online – Submit Course Assignments
Student Course Assignment Submission

Online – Successful Update

The course assignment has been successfully updated.
Student Transfer Course Submission

- Courses entered on the local transcript must be submitted
  - School year 2011 course assignments only
  - No student transfer course assignments prior to school year 2011 (Earliest Student Course Start Date 07/01/2010)

- Student moves into the School District from one of the following:
  - out-of-state public district
  - non-public school district
  - out-of-country (Student NOT born in any of the 50 states, the District of Columbia, Puerto Rico, or the U.S. Virgin Islands)
  - home schooled student
  - other (courses from other sources, IVS Illinois Virtual School, correspondence course, etc.)

- Once the student is actively enrolled the home district can add Student Transfer Courses.
  - Online only starting April 1, 2011
Student Transfer Course Submission

- **Mandatory fields**
  - Facility Type (Drop Down will Contain: Out-of-State School, Non-Public Schools, Home School, Out-of-Country, other)
  - School Year
  - Grade
  - Illinois State Course Code
  - Section
  - Term
  - Course Setting
  - Student Course Start Date
  - Course Level
  - Course Credit
  - Articulated Credit - If unknown default to “No”
  - Dual Credit - If unknown default to “No”
  - Student Course End Date
  - Course Final Letter Grade/Completion Status (Term)

- **Optional Fields**
  - Facility Name (Maximum 100 characters)
  - Local Course Code and Title
  - Attendance and Numeric Grade data
Student Transfer Course Submission

Online – SIS Home Page
Student Transfer Course Submission

Online – View Details

<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>Smith</td>
<td>Adam</td>
<td>kennith</td>
<td>19/01/2000</td>
<td>Male</td>
<td>White</td>
<td></td>
<td>Arabic</td>
</tr>
</tbody>
</table>

Search Criteria:

SID: 998900910
Student Transfer Course Submission

Online – Student Enrollment Tab
Student Transfer Course Submission

Online – Student Transfer Enrollment Selection Screen
Student Transfer Course Submission

Online – Student Transfer Add Screen
Student Course Assignment Reports

- Student Course Assignment Reports
  - Course Information
  - Student Information

- Individual Student Reports
  - Student Course Assignment Report
Student Course Assignment Reports

- SIS Reports Screen
Student Course Assignment Reports

- SIS Reports Screen
Student Course Assignment Reports

- Course Information Criteria Screen
### 2011 Student Course Assignment - Course Information (Detail)

**SIS Home School:** 9999999999999999

**Example High School**

**Selection Criteria:** Subject Area Id = 01

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Birth Date</th>
<th>Serving School</th>
<th>Grade</th>
<th>Course Level</th>
<th>Course Setting</th>
<th>Credit</th>
<th>Start Date</th>
<th>Dual</th>
<th>Articulated</th>
<th>End Date</th>
<th>Term</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>12165483</td>
<td>test, teste</td>
<td>01/01/2000</td>
<td>9999999999999999</td>
<td>12</td>
<td>Remedial</td>
<td>Traditional School Date Program</td>
<td>08/08/2010</td>
<td>No</td>
<td>No</td>
<td>10/10/2010</td>
<td>1/1</td>
<td>L</td>
<td>1</td>
</tr>
<tr>
<td>12190283</td>
<td>test, teste</td>
<td>01/01/2000</td>
<td>9999999999999999</td>
<td>12</td>
<td>Remedial</td>
<td>Traditional School Date Program</td>
<td>08/08/2010</td>
<td>No</td>
<td>No</td>
<td>10/10/2010</td>
<td>1/1</td>
<td>L</td>
<td>1</td>
</tr>
<tr>
<td>35215759</td>
<td>more, more</td>
<td>01/01/2000</td>
<td>9999999999999999</td>
<td>12</td>
<td>Remedial</td>
<td>Traditional School Date Program</td>
<td>07/01/2010</td>
<td>No</td>
<td>No</td>
<td>12/25/2010</td>
<td>/</td>
<td>/</td>
<td>A+</td>
</tr>
<tr>
<td>384167104</td>
<td>Goedeker, Alex</td>
<td>01/01/2000</td>
<td>9999999999999999</td>
<td>12</td>
<td>Remedial</td>
<td>Traditional School Date Program</td>
<td>11/01/2010</td>
<td>No</td>
<td>No</td>
<td>12/25/2010</td>
<td>/</td>
<td>/</td>
<td>A+</td>
</tr>
<tr>
<td>384167164</td>
<td>Goedeker, Alex</td>
<td>01/01/2000</td>
<td>9999999999999999</td>
<td>12</td>
<td>Remedial</td>
<td>Traditional School Date Program</td>
<td>10/01/2010</td>
<td>No</td>
<td>No</td>
<td>12/25/2010</td>
<td>9/9</td>
<td>9/9</td>
<td>A+</td>
</tr>
<tr>
<td>505700524</td>
<td>Test, one</td>
<td>01/01/2000</td>
<td>9999999999999999</td>
<td>12</td>
<td>Remedial</td>
<td>Night or After School</td>
<td>08/01/2010</td>
<td>No</td>
<td>No</td>
<td>12/25/2010</td>
<td>90/100</td>
<td>90/100</td>
<td>A+</td>
</tr>
</tbody>
</table>
Student Course Assignment Reports

- SIS Reports Screen
Student Course Assignment Reports

- Student Information Criteria Screen
# Student Course Assignment Reports

- **Student Information Detail Report**

## 2011 Student Course Assignment - Student Information Report (Detail)

### 2/10/2011  9:27:36AM

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Birth Date</th>
<th>Serving School</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789</td>
<td>John Smith</td>
<td>01/01/2000</td>
<td>Example High School</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State Course Code-Title</th>
<th>Local Course Code-Title</th>
<th>Term</th>
<th>Section</th>
<th>Course Level</th>
<th>Course Setting</th>
<th>Credit</th>
<th>Start Date</th>
<th>End Date</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>01301400 English Language Arts 1 (6th grade)</td>
<td></td>
<td>Term 1</td>
<td>1</td>
<td>Remedial</td>
<td>Remedial School Dual Prep 1.00</td>
<td>08/01/2010</td>
<td>12/25/2010</td>
<td>A+</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Birth Date</th>
<th>Serving School</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>987654321</td>
<td>Jane Doe</td>
<td>01/01/2000</td>
<td>Example High School</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State Course Code-Title</th>
<th>Local Course Code-Title</th>
<th>Term</th>
<th>Section</th>
<th>Course Level</th>
<th>Course Setting</th>
<th>Credit</th>
<th>Start Date</th>
<th>End Date</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>01301400 English Language Arts 1 (6th grade)</td>
<td></td>
<td>Term 1</td>
<td>1</td>
<td>Remedial</td>
<td>Remedial School Dual Prep 1.00</td>
<td>08/01/2010</td>
<td>12/25/2010</td>
<td>A+</td>
<td></td>
</tr>
</tbody>
</table>
Student Course Assignment Reports

- SIS Reports Screen
Student Course Assignment Reports

- Individual Student Course Assignment Criteria Screen
### Individual Student Course Assignment Report

#### Term 1 - Fall Semester

<table>
<thead>
<tr>
<th>State Course Code</th>
<th>State Course Title</th>
<th>Local Code</th>
<th>Local Course Title</th>
<th>Articulated Credit</th>
<th>Dual Credit</th>
<th>Course Setting</th>
<th>Course Credit</th>
<th>Course Start Date</th>
<th>Course Level</th>
<th>Course Credit</th>
<th>Class End Date</th>
<th>Final Grade</th>
<th>Single Parent</th>
<th>Displaced Homemaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>02110A000</td>
<td>Pre-Calculus</td>
<td>Math200</td>
<td>Pre-Calc</td>
<td>No</td>
<td>No</td>
<td>Traditional</td>
<td>85 / 100</td>
<td>89 / 100</td>
<td>General</td>
<td>0.5</td>
<td>12/21/2010</td>
<td>B+</td>
<td></td>
<td></td>
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<tr>
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<td>No</td>
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<td>85 / 90</td>
<td>87 / 100</td>
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<td>Traditional</td>
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<td>12/21/2010</td>
<td>C</td>
<td></td>
<td></td>
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</tbody>
</table>
Duplicated SIS Students / Multiple SIDs

- Multiple SIDs should be cleared by district that has student Actively enrolled
  - Research students to ensure the student is duplicated
  - Ensure the SID to keep is actively enrolled and the SID to Delete is exited and not enrolled in any other districts
  - Complete the Multiple SID template and send a .csv to SIS
    - Materials and instructions for completing the Multiple SID template can be found at [http://www.isbe.net/sis/html/excel_templates.htm](http://www.isbe.net/sis/html/excel_templates.htm)
  - Review the processed file to ensure the identified SIDs were merged
  - For questions contact the SIS Helpdesk at 217-558-3600 and ask for a SIS Tech
Duplicated SIS Students / Multiple SIDs

- SIS Reports Screen
Duplicated SIS Students / Multiple SIDs

- SIS Reports Screen

- Student Information
- Assessment Pre-ID
- Assessment Correction
- Assessment Scores (Scale Score and Performance Level Only)
- Assessment Subscores (Detailed Scores by Subject Area)
- Unassigned Test Results
- Student Assessment Data and Scores
- Student Demographics and Enrollment
- Fall Enrollment Counts
- End of Year Reports
- Student Discipline
- Student Suspensions
- Student Expulsions
- High School Dropouts
- High School Graduates
- Closed School with Students and Open School with No Students
- Missing Persons - All
- Missing Persons - Possible SIS Matches
- Multiple Student IDs

Have questions or need help? Contact our Call Center (217)358-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us.

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Duplicated SIS Students / Multiple SIDs

- Possible Multiple SID Criteria Screen
### Duplicated SIS Students / Multiple SIDs

- **Possible Multiple SID Report**

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Birth Date</th>
<th>Year</th>
<th>Grade</th>
<th>Home School</th>
<th>Serving School</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
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<td>SMITH, JOSEPH B</td>
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<td>06/06/2009</td>
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<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Birth Date</th>
<th>Year</th>
<th>Grade</th>
<th>Home School</th>
<th>Serving School</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
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<td>06/06/2009</td>
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<tr>
<th>Student ID</th>
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<th>Year</th>
<th>Grade</th>
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<th>Start Date</th>
<th>End Date</th>
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<tbody>
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<td>06/15/2005</td>
<td>06/02/2006</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Student ID</th>
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<th>Home School</th>
<th>Serving School</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
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<td>GOECKNER, RICHARD</td>
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<td>08/10/2008</td>
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</tbody>
</table>

**Total Students: 4**
Correction of SIS Exit Dates

- The ISBE SIS help desk has recently received a large number of calls regarding incorrectly entered Exit Enrollment Dates for students. If you have a Local Student Information System Package, the vendor may need to be contacted to fix the issue. Please ensure you are entering the student’s Exit Enrollment Date according to the definition located in the SIS data elements:

<table>
<thead>
<tr>
<th>Enrollment Exit Date</th>
<th>mm/dd/yyyy</th>
<th>The month, day, and year of the last FULL day the student was scheduled to receive educational services during the CURRENT school year, regardless of whether the student was in attendance or absent that day.</th>
</tr>
</thead>
</table>

http://www.isbe.net/sis/html/data_elements.htm
## Key Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Begin submission of Student Transfer Course Assignment</td>
<td>04/01/2011</td>
</tr>
<tr>
<td>Last Day to Exit Enrollments for 2010 School Year</td>
<td>07/31/2011</td>
</tr>
<tr>
<td>- ELL Data due</td>
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</tr>
<tr>
<td>- Pre-K Follow-Up Data due</td>
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</tr>
<tr>
<td>- Early Childhood Data due</td>
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</tr>
<tr>
<td>- Early Childhood Outcomes Data due</td>
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<tr>
<td>- 2011 Student Discipline Data due</td>
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<tr>
<td>- Homeless Data Due</td>
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</table>

Student Course Assignment data for school year 2011 due 07/31/2011

- List of SIS Key Dates can be found at the following link:
Where to Direct Questions

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

- **Course Alignment Policy or Course Related Questions** will be directed to Curriculum and Instruction Division

- **Career and Technical Education (CTE) Course Related Questions** will be directed to the CTE Division

- **Course Alignment Technical Questions** will be directed to the IBM team
Notice – This Webinar is being Recorded

This webinar is being recorded. Please do not provide any student, personal or vendor information.
Questions