

**On December 1, 2008, this bulletin was sent via IWAS to Teacher Service Record (TSR) application users.**

We are writing to provide official notice of changes in the Teacher Service Record (TSR) data collection process beginning in spring 2009.

### **Fall Data Collection Period**

There will still be two TSR data collection periods this school year. However, the first period (which we are calling the “Fall Data Collection Period”) will be longer than in past years. The 2008-2009 TSR opened October 1, 2008, for online data entry via IWAS. This was the beginning of the Fall Data Collection Period, and this first period will close Friday, January 30, 2009.

### **Spring Data Collection Period**

The second period (which we are calling the “Spring Data Collection Period”) is scheduled to open April 1, 2009. This period will be for educator updates and salary submissions. Please note that, in addition to routine updates, you will be required to provide **two new pieces of information for educators** in the TSR application on IWAS during the Spring Data Collection period:

- **First**, you will need to check a box to identify if a teacher is paid (in part or in full) with Title I funds.
- **Second**, you will need to enter the number of classes for each assignment indicated.

#### SPECIAL NOTES REGARDING NUMBER OF CLASSES

A class is defined as a group of one or more students that meets regularly for a given period of time (quarter, semester, school year) to receive instruction in a subject from a teacher of record responsible for assigning letter grades. (An early childhood classroom or a K-3 or K-5 self-contained classroom counts as one class.)

For nonteaching assignments, e.g., Administration (200)—and for certain teaching assignments, including assignment codes 167, 375, 404, and 600—the number of classes will be “0.”

### **Reason for Collecting the Two New Pieces**

The two new pieces of information are being collected on TSR as a result of Title II monitoring findings from a June 2008 review by the U.S. Department of Education. The findings require the Illinois State Board of Education to collect data that are verifiable for individuals, so Illinois can ensure the following:

- All teachers hired to teach in Title I programs were highly qualified at the time of hire.
- Accurate data regarding the number (and/or percentage) of classes taught (and/or not taught) by highly qualified teachers are reported on annual Report Cards and on the annual Consolidated State Performance Report.

### **Process for Providing the Two New Pieces**

The process for providing the two new pieces of information in the TSR application on IWAS will be described in updated 2008-2009 TSR Reporting Instructions that will be available when the Spring Data Collection Period opens April 1. However, as indicated above, the process will involve (1) checking a box for each teacher paid with Title I funds and (2) entering the number of classes for each assignment indicated.

### **Questions**

The key point of this bulletin is to provide advance notice about the two new pieces of information you will be required to provide this spring in the TSR application on IWAS. **Please carefully review this bulletin for the critical details you need to know to prepare for this change.** Please note that no additional information is available at this time. However, as necessary, questions may be directed to [tsr@isbe.net](mailto:tsr@isbe.net).