

Illinois State Board of Education (ISBE) Student Information System (SIS) 2008 Assessment Correction and ELL Data Collection April 1 and 3, 2008		
#	Question	Answer
1	We have students still showing errors on our Assessment Pre-ID and our testing window has closed, do they need to be corrected?	No, Leave them be. Make all corrections using the Assessment Correction file.
2	I ran my Assessment Correction file and my IAA students -----, is that because they have not taken the test yet?	Yes.
3	On slide 38 of the presentation it states, "All mandatory ELL data must be provided before the enrollment may be exited in SIS- what does this mean?"	If you have a student who is identified as LEP, an ELL record is created for the student. All mandatory ELL data must be provided in that record before you are able to exit the student's enrollment.
4	What is the mandatory ELL data?	Slides 40 to 43 have a list of all the ELL data elements, and indicate which are mandatory and which are optional. Please refer to the data elements document on www.isbe.net for a description of each data element.
5	Do the ELL reports available on SIS give me the data that is stored in the system of only students who have LEP?	Yes.
6	Is the ACCESS test data not on the reports?	ACCESS scores is on the ACCESS test report, and ELL data about the student is on the ELL report.
7	The ELL report only shows students identified as	Yes

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	LEP correct?	
8	What do I request to make ACCESS updates?	You may request an ELL Update file to update student information, but you can not update the ACCESS scores from the vendor.
9	Where do I find descriptions for the ELL data elements?	In the ISBE SIS Data Elements documents on the SIS homepage at www.isbe.net/sis/ .
10	Is the date for ACCESS Corrections and the date for the ASR report tied together?	Yes, the data for the ASR report will be taken from your ELL data in SIS.
11	If LEP students attend a different school because of ELL programs, do we count as the Home School or is the Home School where the student attends?	Please read the description for both Home School and Serving School in the data elements document to make this determination, and if you still have questions after reading the description contact the ISBE Helpdesk for further assistance.
12	When I ran my Assessment Correction report there were no IAA students included, is this because it isn't the last day of testing for the IAA tests?	Yes, IAA students will be placed in the Assessment Correction file after the last day of the testing window.
13	If I run my Assessment Pre-ID and Correction reports, and there aren't any errors do I still need to send up a batch file?	No.

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14	If I have students in my district who only took part of the ISAT test then moved, do I leave them in my Assessment Correction file?	Yes.
15	I thought if an LEP student exited ELL Services, we still had to mark them as LEP for two years after their services ended- is that right?	When a student transitions from ELL Services, update the LEP indicator from Yes to No, the data will be collected in the Assessment data for ISAT and IAA in the field Years Since Exited TBE/TPI Program.
16	I have students who have the wrong birth date, can I do this online or how do I correct the dates?	Demographic/Enrollment information must be corrected using a batch file. Updates are not available online at this time.
17	Are the Home School and Serving School descriptions different for IEP students?	Please refer to the ISBE SIS data element descriptions and if you need further assistance contact the ISBE Helpdesk and ask for the appropriate ISBE Department.
18	Are the Home School and Serving School descriptions different for LEP students?	Please refer to the ISBE SIS data element descriptions and if you need further assistance contact the ISBE Helpdesk and ask for the appropriate ISBE Department.

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19	If IEP students in our district attend private schools and we enrolled them to get the labels, how do we mark them as not tested?	The student must be marked “Not Tested” using reason code 05 (Not Enrolled) on the Assessment Correction file. The students enrollment must also be exited Code 99 (Erroneous Enrollment).
20	Where do we make note of the accommodations for a student if it’s not on the Assessment Correction file?	This information is bubbled on the testing booklet, and returned on the final Assessment Score file.
21	When I run an individual student Assessment Data and Scores report it shows the student did not test, but when I look at the student’s record it says the student did test- why is it different?	It should not be different, please call the ISBE SIS Helpdesk for assistance.
22	Originally, there were seven “Reason for Ending ELL Services” codes, now when I exit all my enrollments at the end of the year, which code am I to use if there are only the three code choices on slide 44?	The codes on slide 44 are Reason for Ending ELL Services Codes only. If the student Stops receiving services before the enrollment is exited, the Date Services Ended and Reason For Ending services must be provided in the ELL record. If the student is receiving services until the end of the school year, when the student’s enrollment is exited, ISBE can identify by the exit code chosen what the students ELL record status is.

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23	Which code do I use if the parents notified us they were moving- do I mark the student as absent or is the exit date the day the parents notified us?	This is a policy question, please call the ISBE Helpdesk and as for further assistance from the Assessment department.
24	When students first enroll in our district, there isn't any ELL data pre-population- once we enter the data we don't have to enter it again for our district right?	Correct, the very first time the student is enrolled as LEP there isn't any ELL data pre-population, and then it will depend on the student's returning enrollment or new district enrollment as to what data will be pre-populated in the subsequent ELL record.
25	Do we have to resubmit the ELL data for programs each time we enroll a student?	Yes, the student's program status may change.
26	Does the ELL Placement – Entry Status concern our district only?	Yes, each district's ELL Placement – Entry Status for a student is unique.
27	We are a new Junior High School so are our students considered new to the Home School even though it is the same district?	No, it sounds as if your students were moved to a new school due to an overcrowded situation. The Assessment On or before May 1 st indicator for both Home and District should remain "Yes".

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28	Are the W-APT scores the same as the screeners?	Yes.
29	If students don't have the W-APT scores do we leave the fields blank?	Yes.
30	We have Special Ed students who attend our school for PT or OT, we enrolled them to create State IDs- is that right?	No, please exit these students with an Enrollment Exit/Withdrawal Type Code 99 for an Erroneous Enrollment.
31	If ACCESS scores are posted on April 29 th , and the minimum scores for LEP students to end ELL Services is 4, and we want to transition students out, will we have enough time to exit?	Go ahead and enter all the mandatory ELL data except for the Date ELL Services and The Reason for ending ELL Services, then when the scores are posted you only have to submit the last two fields to update for students you want to transition from ELL Services.
32	If students are enrolled for one period of Reading, we were told we need to test for ISAT Reading portion- do we create an enrollment record?	Waiting for ISBE policy decision on this matter.

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33	If we have students who enroll in our district, then leave after a week, and then come back, and keep coming and going like that which date do we use as the Date First Enrolled in District/LEA? (Please fix #72 in the QAs for ISBE SIS 2008 Assessment Process Update December 10 th and 11 th , 2007)	<p>The Date First Enrolled in District/LEA is the first date of the first time the student enrolled in your district- the length of enrollment does not matter.</p> <p>Yes, we will fix #72 in the previous QAs posted on the website.</p>
34	Do I add a student who tested to my Assessment Correction file even if they are still enrolled at another district?	Yes.
35	Do I update the Pre-ID file or the Assessment Correction file?	Which file you use to update data depends on whether the <i>Last Day of Testing</i> for the test has passed or not. If it is before the last day, update the data with a Pre-ID file. If it is after the last day, update the data with an Assessment Correction file.
36	When I make updates to student data, and the Assessment scores are posted will the record reflect the updates?	Yes.
37	If a student in my District moves to another	Yes. When a student enrolls in a school within the

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	school within the District, is the Date Student Entered or Re-entered to Receive ELL Services the same?	same District, the Date Student Entered or Re-entered to Receive ELL Services will be pre-populated from the previous ELL record if the student is returning to the same District.
38	Can you change the layout of the ELL Detail Report so records do not span over multiple lines?	No, due to limitations with the Crystal Reports specifications the ELL Detail Report must span over multiple lines. The ELL Request File is another option to get the student's ELL record on one line.
39	If I accidentally marked a student as LEP, how can I close out the ELL record since there isn't an option for erroneous LEP selection?	Please fill in the mandatory ELL data in order to allow an update to the record, but use the same day of the enrollment for all the required ELL dates and use Code 07 Other/Unknown for the Reason for Ending ELL Services.
40	Is the Date Student Entered or Re-entered to Receive ELL Services meant for services in our District only?	Yes.
41	If a student took a test under a former name that has now changed, do I change the name in the Assessment Correction file?	Yes, it should be changed in the Assessment Correction file and it must also be changed in the Demographic file.
42	If a student only took part of a test, do I keep them in my Assessment Correction file?	Yes.
43	If Kindergarten students are LEP and they did not test, do we still collect the ELL data?	Yes.

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44	What if a student is missing one of the individual W-APT Composite Proficiency Level score?	If the data is not available, then leave that field blank.
45	I have students who are enrolled as LEP, but have transitioned out and I can't update their LEP status from Yes to No- what do I do?	Enter the mandatory ELL data first, then update the LEP Indicator from Yes to No.
46	What is the deadline for entering students' ELL data?	Enter the ELL data as early as possible, but definitely by May, 2007.
47	My reports have so many pages I can't read my ELL reports very well- is there something I can do?	When you run the report use the Sort by Error Code so all the students missing data will be on the top of the report.
48	Will there ever be an approval group for staff members to view reports only?	The request will be submitted to ISBE administration.
49	We have IEP Students from private schools who attend our District less than 50 percent of the time, do I enroll them?	No.
50	How did you say I correct a student's demographic data if it is after the <i>Last Day of Testing</i> ?	Demographic data that needs to be updated after the <i>Last Day of Testing</i> should be updated in both the Assessment Correction record and in SIS with a Demographic file. Please call the ISBE SIS Helpdesk if you need further assistance.
51	Should the W-APT Composite Proficiency Level reflect the grade adjusted this year?	Please call the ISBE Helpdesk and ask for the Department of English Language Learners.
52	Do we report W-APT scores from earlier school	Yes.

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	years?	
53	If a student has multiple W-APT scores, which ones do I enter in their ELL record?	Enter the student's first set of W-APT scores.
54	A vendor said it was unnecessary to bubble-in data for the accommodations?	Accommodations should be bubbled-in on the test.
55	Do we put in the W-APT scores for student as far back as we have?	Yes.
56	How do we deal with students who have multiple IDs?	If you have determined the IDs definitely belong to the same student, email (sispilot@isbe.net) the IDs specifying which one is to be kept and which one is to be removed and its associated records merged with the ID being kept along with the student's Legal Last Name, Legal First Name, Legal Middle Name, and Date of Birth.
57	How can I remove student's Local SAP ID from another District?	Please call the ISBE SIS Helpdesk for assistance.
58	What Reason for Not Testing Code should I use for a student who refused to take the test?	The student should be considered as Tested so leave the field blank.
59	My Assessment Correction file has all Y's in column P for Tested, is that a defaulted value?	Yes, the default value for the Tested field is Yes. If a student did not test, please update the value to No.
60	If a student is in more than one program listed in the ELL record, may I select all that apply?	Yes, select all the programs that apply to a student.

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61	If an LEP student transitions out of ELL Services and we update their LEP status to No, how do we indicate they are LEP for the specified two years after transition?	There is a Year Since Exited TBE/TPI Program field in the Assessment records that collects that data.
62	On a previous Q&A, it states if we receive Title III funds we should mark all the students on the ISAT test as receiving Title III funds- is that right?	The Title III field you are referring to is not on the ISAT test. Please call the ISBE Helpdesk and ask for the Assessment Department for further assistance.
63	We have LEP students, but they don't take the ACCESS test they take the ISAT test- do we still have to submit ELL data?	All LEP students have to take the ACCESS test, please call the ISBE Helpdesk and ask for the Assessment department for important assistance to become compliant with this matter.
64	What is W-APT?	W-APT stands for the WIDA-ACCESS Placement Test™. This assessment tool, known as the "screener", is used by educators to measure the English language proficiency of students who have recently arrived in the U.S. or in a particular district. It can help to determine whether or not a child is in need of English language instructional services, and if so, at what level. Copied on 04/03/2008, from: http://www.wida.us/assessment/W-APT.aspx
65	There were only two ways indicated to update data, can we use vendor files?	Yes, vendor files may be used if the file format layouts have been utilized.

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66	If a student who is home schooled takes test in our District, do we enroll them?	No.
67	Do want the past ELL data for students?	No. The only past ELL data that should be collected is the W-APT data.
68	If an IEP student who is 15 attends our grade school, how do we update the student's test data?	Give the data to the High School; they can submit and update the student's data.
69	What if I can't have all my ELL data entered by the April 29 th ELL key date?	If you don't have entered by that date it's okay, but please get it entered by the May 27 th ELL key date.