

**Illinois State Board of Education (ISBE)  
Student Information System (SIS)  
Planning School Year 2010**

#	Question	Answer
1.	Are all 12th grade students uploaded for Pre-ID labels or just the ones that haven't been tested?	<p>A 2010 Pre-ID Assessment label will be created for all grade 12 students who do not have a valid 2009 PSAE or IAA score. Exceptions will be the following “Reasons for Not Testing”</p> <ul style="list-style-type: none"> <li>• “01” Medically Exempt</li> <li>• “02” Homebound Exempt</li> <li>• “03” In Jail/Locked Facility</li> <li>• “04” Out-of-State/Country</li> </ul>
2.	As I am enrolling new students I am finding many have multiple SIDs in SIS. I have been choosing the most recent number and have been submitting the other numbers to be dropped - although it was not me that created the multiple enrollments. It's created extra work for me to delete them - do you run a utility to look for duplicates during the summer as well?	Currently there is no utility to look for duplicates. Duplicates have to be verified by the district(s) before they can be removed.
3.	Can a district charter school authorizer use a web-based software system (AOIS, or Authorizers Oversight Information System) to receive and house student attendance and enrollment data; completed transfer forms,	A local system can be used to manage the students sent to the Student Information System, however SIS only collects enrollment information and is not associated with the collection of attendance.

	and student transcripts?	
4.	Can a senior, who did not take the PSAE in the spring of 2009, take the ACT on a Saturday this fall and have it count towards the PSAE graduation requirement? Or does the student need to sit in on the Spring 2010 PSAE testing dates?	Students classified as being in grade 12 in the spring who have not yet satisfied the PSAE diploma requirement, because they have not taken the PSAE and were not exempt from taking the PSAE when they were in grade 11, must participate in the spring administration of the PSAE to satisfy the PSAE diploma requirement. This year only, students who plan to receive a regular high school diploma prior to the spring 2010 PSAE administration (i.e., early graduates) may satisfy the PSAE diploma requirement by participating in a national ACT administration. See the guidance posted online at <a href="http://www.isbe.net/assessment/psae.htm">www.isbe.net/assessment/psae.htm</a> .
5.	Can I print the slides? How?	You can print the slides after downloading the PowerPoint presentation from our Website at <a href="http://www.isbe.net/sis">www.isbe.net/sis</a> .
6.	Can you give or show website where template is found to submit for multiple SIDs.	The Templates can be found at <a href="http://www.isbe.net/sis/html/excel_templates.htm">http://www.isbe.net/sis/html/excel_templates.htm</a> .
7.	Can you go over home school vs. serving school. Also please refresh my memory on those children in Pre-K who have an IEP and are served by a Head Start / Pre-K partnership class. Who enters their SIS information?  To clarify the question I asked. I have ISBE funding for the Pre-k classes. I have been entering the SIS information on my Pre-K children, however, the IEP and Home vs, Serving has always been confusing.	Please call the helpdesk, we will need more information to answer this question.
8.	How can Coops have view-only access to SIS? (especially for Assessment PreID and scoring	Coops now have view only access to SIS and can see all reports only on students marked as IEP that the Coop serves. Coops also can see summary data from all students in the districts for which they serve.

	info)	
9.	How do we code foreign EXCHANGE students in SIS?	Foreign Exchange students should be entered on SIS only if they are an 11th grader who will be taking the PSAE.
10.	I am new to SIS and my predecessor left without training me in it. Is there a class or seminar that can train me on how to use it?	SIS Training is held every year in August at different locations throughout the state. Please contact the help desk if more training needs to be offered.
11.	I have students already enrolled and attending our PFA (Preschool For All) classroom in the p.m. that are enrolled in a classroom with the district in the am. With the new changes does this mean that these students can't be enrolled in both classes?	Pre-k Students will always have an FTE of 1.0. Mark all funding that applies to the student. In this case the student would be receiving P.M. PFA and Local or other funding in the morning.
12.	If we have a student in our PFA class that has an IEP with the district - who is the homeschool and who is the serving school? Who has to enter this data?	The Public School district that wrote the IEP would be the students Home RCDTS. The serving would be where the student is receiving their education.
13.	If a student comes to us as a Senior and has proof of taking the PSAE as a Junior BUT the prior District didn't complete assessment correction correctly. There is no reason code for "Student already tested".	Code such records as "Absent," meaning "absent from grade 12 PSAE participation" and include evidence in the student's local record of their prior participation in PSAE (score report) or their prior exemption status (written statement).  Do not submit an answer sheet for this student.
14.	If a student is a foreign exchange student, wouldn't you need to report them in SIS for the fall housing report?	Only if they are an 11th grader and will be taking the PSAE.
15.	If a student was transferred to a serving school from a home school, with which	The Home school should always report Student Discipline.

	school the discipline records should be reported. Which serving school code should be used for this student?	
16.	If our elementary school does not have any discipline events that meet the state criteria, do we simply submit (upload) a blank Excel sheet?	If you do not have any Student Discipline incidents that fit the criteria no action needs to be taken.
17.	If you do not enroll Foreign Exchange Students in SIS, then you wouldn't get to count them on Fall Housing. Is that correct then that you do not enter them in SIS?	If the student is in the 11th grade then they should be enrolled in SIS and will be required to take the PSAE.
18.	I'm still a little confused about EXPLORE/PLAN pre ID labels. Last year, I got them from the ACT organization (I sent the excel file in). Do I have to get them from the state this year (or where ever the PSAE pre-ID labels come from)?	You still will follow ACT's ordering process for the Pre-ID labels. You can, however, Request a File from SIS for Explore or Plan that is in ACT's Pre-ID format. Once the file has been requested and processed it will be sent to your Downloads link in SIS. Once you have downloaded the file follow ACT's instructions entering the data into the template and sending the file securely to ACT.
19.	In our district we have students who went up for expulsion and were placed in private school by the district instead of expelled receiving no educational services. They were not special education students. Which discipline action code should we use? We thought "01", but were not accepted because student was not special ed. Would code "05" work, or just the suspension leading up to the board decision?	Disciplinary Action Code "05" Transfer to Alternative Program in lieu of another disciplinary action (e.g. suspension or expulsion) would be used in this instance. Also it should be noted, that students who do not receive Special Education Services would use Disciplinary Action Code "02" Expulsion - Did not Receive Educational Services. Disciplinary Action Code "01" Expulsion - Received Educational Services, would only be used for students with disabilities that are receiving Special Education services.
20.	Is There a separate template for Pre-K?	Yes, the Early Childhood Template can be found at

		<a href="http://www.isbe.net/sis/html/excel_templates.htm">http://www.isbe.net/sis/html/excel_templates.htm</a> .
21.	What do I do if I know a student is homeschool now?	Homeschooled students are not enrolled into SIS.
22.	Does the Serving school file in the pre k information?	The Homeschool must report the Early Childhood information to SIS. The Serving school may need to work with the Home School to ensure the Home School has the correct information.
23.	We are a small school of a total 110 kid from K to 8th is there a template that I can use We don't have a vendor. Only me.	There is an EXCEL spreadsheet on the SIS website that you can use. <a href="http://www.isbe.net/sis/html/excel_templates.htm">http://www.isbe.net/sis/html/excel_templates.htm</a> .
24.	Is There a new file for demographic enrollement?	The File Format for the Demographic Enrollment file has not changed however, the values for Title I Indicator have changed. Also, Native Language and Home Language are now Mandatory. Please see the File Format Layout Document and the Data Elements Document on the <a href="http://www.isbe.net/sis">www.isbe.net/sis</a> for details.
25.	On Page 9 it shows that for LEP to be yes, the home language must be the native language. This would not be true in the case of an adopted child by an english speaking family. Please advise?	LEP has nothing to do with native language but has something to do with responses to the home language survey questions. There are two questions in the home language survey both related to home language: <ol style="list-style-type: none"> <li>1) Whether a language other than English is spoken in the student's home and, if so, which language; and</li> <li>2) Whether the student speaks a language other than English and, if so, which language.</li> </ol> If YES to any of the questions, the child must be administered the screener. The screener dictates whether the student is LEP or not.
26.	On Page twenty one, the speaker said the first year in the United states should be coded 01 and on the screen it is 02. Which is correct?	The First Year in U.S. field will be defaulted to "02" No for those students that did not test with your district the year before.

27.	Do we have to change the ELL data in two places?	First send a Demographic file with the Student marked as LEP “Yes” this will create the ELL record. Once you have created the ELL record, the ELL will need to be updated using the ELL file Format.
28.	Will the Pre-ID be Pre-Populated as it has in the past?	Yes the Pre-ID pre-population process has not changed. We are only setting default values for students that did not test the previous year. Data needs to be checked and corrected in the Pre-ID file to Ensure values are accurate.
29.	Is ISBE changing the ELL spreadsheet to accommodate for the new LEP Screener formats?	Currently the ELL format only accepts the W-APT test. Eventually the ELL data collection will be changed to accept all the new screeners such as the Model and Pre-IPT.
30.	We have students in one building that are grades 4-8 that are considered Title I. They are in a K-8 building. Are these students considered School Wide Title I?	No, these students need to be entered as code “12” Targeted Title I students.
31.	When using the Multiple SID template, does it matter if the RCDTS codes are different on the SID we are keeping compared to the SID we want deleted?	No, as long as the SID you want to keep is actively enrolled with you and the other student is exited there should be no problem.
32.	Is Plan and Explore only given in the High School?	No, Plan and Explore are for grade 8 – 10.
33.	How can we manage enrollments overlapping from district to district?	If you have issues with other districts putting in bad exit data please contact the help desk at 217-558-3600.
34.	When I have a new student enroll, I am not able to get them a SID number until the date they enroll. Can we get the SID a couple of	No, you need to wait until the date the student is physically at your school before enrolling them into SIS.

	days earlier?	
35.	Since the SISpilot email has been disconnected can you explain again about how to deal with Multiple SIDs?	Go to <a href="http://www.isbe.net/sis">www.isbe.net/sis</a> . Under resources click on “Excel Templates”. Once at the excel template download the Multiple SID template. Enter both the SID you would like to keep and the SID you would like deleted with all mandatory data. Upload the template Via IWAS SIS. The Template, once accepted will be held for review at ISBE before it is processed. Once it is processed it will be returned back to the Downloads link in SIS.
36.	Will SIS accept Student Discipline files with a 2009 school year?	Yes, the SIS system will accept Student Discipline files with 2009 as the school year until October 1, 2009.
37.	When I withdrawal a student can I go back and add the student Discipline?	Yes
38.	Is the Explore and Plan Pre-ID process like ISAT?	No, an Explore or Plan file can be requested from SIS. Once the file is downloaded it can be pasted into ACT’s Templates and the extra information can be added. If you have questions please contact ACT.
39.	Are there any complications in regards to de-classification? Students were held back due to bad performance. Will it affect our graduation rate?	No, there will not be any complications in regards to de-classification in SIS. It will affect your graduations rates, please call the help desk if you have questions.
40.	How do I exit a student if they are going to jail?	The Department of Corrections is a school district. If they are going to the Department of corrections the code 01 “Transferred to another public School District” should be used. If they are being transferred to a facility other that the department of Corrections use code 11 “Moved, Not Known to be Continuing”.
41.	If we have a three week Title I intervention program, do we need to mark the students as	Call the helpdesk

	Title I during that period of time?	
42.	If I have an IEP student transitioning back to our Junior high. They are only attending a couple of hours at our school currently; do I enroll them for both places?	The student will need two separate enrollments in SIS. The FTE would identify the amount of time at each facility. The first enrollment would identify the Home RCDTS and the Serving RCDTS as your school. The second enrollment would identify you as the Home RCDTS and the private facility as the Serving RCDTS.
43.	We have 6 foreign exchange students, if we do not have them in SIS then those students will not be counted on our Fall Enrollments?	If the students are in grade 11 you must enroll them and test them. If they do not test, they should not be enrolled and will not be counted as part of the fall enrollment.
44.	What are the Explore and Plan test dates?	These are determined locally. Contact EXPLORE Customer Services at 800-553-6244 ext.1892 and/or PLAN Customer Services at 800-553-6244 ext.1029 if you have questions about test dates.
45.	If our Elementary school does not have any Student Discipline that meets the criteria, do we upload a blank file?	No, you do not need to take any action.
46.	We have some confusion on Title I codes. If they are School Wide it includes all students in the school and if it's targeted you selecting students within a school?	Correct