

## Questions &amp; Answers

ISBE SIS FAQ's		
#	Question	Answer
<b>Vendors</b>		
1	When some of the records in an Assessment Pre-ID label file fail, how are the corrected records to be resubmitted?	The user may submit a file with all of the students including those that originally passed and the corrected record details or just the corrected records which previously failed.
2	Why is there a separate batch file for the assessment Pre-ID label information?	<p>There are specific data elements that are necessary for the Assessment Pre-ID labels which have not been requested in either the Student Demographic file or the Exit Student Enrollment file. The following batch files provide for different actions within SIS:</p> <ul style="list-style-type: none"> <li>• Student Demographic/Enrollment file (requests new SID and creates a student enrollment or update existing student demographic/enrollment details);</li> <li>• Exit Student Enrollment (exit/withdraws a student enrollment record); and,</li> <li>• Assessment Pre-ID (submits data for the creation of Assessment Pre-ID labels)</li> </ul> <p>Additionally, the information collected for Assessment Pre-ID labels may not be known at the time of submission of Student Demographic/Enrollment data.</p>
3	What is the latest date that Assessment Pre-ID data can be submitted by the Schools/Districts for the Spring, 2006 Assessment testing?	<p>February 3, 2006 for Grades 3-8</p> <p>February 21, 2006 for Grade 11</p>
4	Are Schools/Districts required to submit their students for the Assessment Pre-ID label?	<p>Yes. Those Schools/Districts that have ISBE SIS SIDs assigned to their students must submit an Assessment Pre-ID batch file to SIS for the creation of Assessment Pre-ID labels for state testing.</p> <p>Schools/Districts whose students have not yet been assigned ISBE SIS SIDs will submit their Assessment Pre-ID label information to Harcourt (for ISAT and PSAE testing) and/or to Questar (for IMAGE testing).</p>

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5	What is the year for the 'on or before May 1 <sup>st</sup> date?	For this year only, that date is 'on or before May 1, 2005. After this year, SIS will be able to derive the year.
6	How will serving schools obtain the SIDs needed to submit an Assessment Pre-ID file?	ISBE SIS has made the decision that only the HOME School can submit the Assessment Pre-ID batch file to SIS.
7	May schools use the excel template temporarily until vendors have their new applications developed, tested and disseminated to their schools?  Vendors may not meet the ISBE submittal cutoff dates.	Yes.
8	Is the File Header the same in the Assessment Pre-ID batch file as in the other ISBE SIS batch files?	Yes. The file header is the same with the exception of the File Type. The file type is unique to the Assessment Pre-ID file format. The file header contains 5 data elements to be updated with District specific information: <ol style="list-style-type: none"> <li>1 File Type: Assessment Pre-ID;</li> <li>2 Number of Student Records;</li> <li>3 File Name: User creates a name and adds .csv or .txt. or .xml, as appropriate;</li> <li>4 File Sent Date: Date user is submitting the file to SIS;</li> <li>5 RCDTS: Region, County, District, Type and School of user submitting the file (15 digits) – this must match the user's IWAS profile.</li> </ol>
9	Are there other data elements that will be required by ISBE SIS for assessment?	The State Assessment Non-Participation Reason code will be added to one of the existing batch file formats in the near future. This is to provide information on why a student did not participate in state testing. This cannot be collected until the time of testing.
10	What happens to those Schools/Districts that	Schools/Districts who do not submit their students that have SIDs through the

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	cannot submit their data by the ISBE SIS cutoff date?	Assessment Pre-ID file to ISBE SIS will have to submit their data directly to Harcourt and/or Questar.
11	Is there a test site that can be used by vendors to test their files?	Vendors that wish to submit files to test the file format may send a test batch file to ISBE through the ISBE website ( <i>Send a File to ISBE</i> link). The files should be sent to the attention of Dennis Powell.
<b>Schools/Districts</b>		
<b>Assessment Policy Questions</b>		
12	Which grades are being tested in Spring 2006?	Grades 3, 4, 5, 6, 7, 8, and 11
13	Which tests are being included in the Assessment Pre-Id file?	<p>The following 4 tests are included in the Assessment Pre-Id batch file:</p> <ul style="list-style-type: none"> <li>▪ ISAT,</li> <li>▪ PSAE</li> <li>▪ IMAGE, and</li> <li>▪ IAA.</li> </ul> <p>Note: ACCESS for ELLS™ test will be included in future years.</p>
14	What is the first day an Assessment Pre-Id file may be submitted to ISBE for processing?	January 9, 2006.

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15	<p>What is the last day to submit Grade 11 Assessment Pre-Id batch file to SIS?</p> <p>What is the date for updates to student demographics?</p>	<p>February 21, 2006.</p> <p>Ongoing.</p>
16	<p>Where is information found about Grade 2 testing?</p> <p>When will Grade 2 data be submitted?</p>	<p>Grade 2 testing is only for Title I schools where 2<sup>nd</sup> grade is the highest grade. Access the following web site, <a href="http://www.isbe.net/assessment/Grade2.htm">http://www.isbe.net/assessment/Grade2.htm</a> or send an email to <a href="mailto:rmccabe@isbe.net">rmccabe@isbe.net</a>.</p> <p>Districts with schools that have grade 2 as their highest grade will be contacted by ISBE directly about submitting needed data for grade 2 students.</p>
17	<p>Where is information found about Grade 2 testing?</p>	<p>Grade 2 testing is only for Title I schools where 2<sup>nd</sup> grade is the highest grade. Access the following web site, <a href="http://www.isbe.net/assessment/Grade2.htm">http://www.isbe.net/assessment/Grade2.htm</a> or send an email to <a href="mailto:rmccabe@isbe.net">rmccabe@isbe.net</a>.</p>
18	<p>Where are the Assessment Test Results being returned – Home, Serving or Test site?</p>	<p>Results will be returned to and count at home schools.</p>
19	<p>What is considered the student's 'Home' school if her parents are paying the tuition for a school that is not the school based on her residence (parental/student choice)?</p> <p>What is considered the student's 'Home' school when it is a force issue, i.e., student moved to another school due to overcrowding – the school the student should be attending or the school the student is actually attending?</p>	<p>In this instance, the student's home school would be the school to which the parents are paying tuition.</p> <p>In the example given, the home school would be the school the student is actually attending if the student was moved from school to another because of district needs.</p>

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20	Is the Home school for 'tuition-in' students (whose parents pay the tuition) the actual school they are attending?	Yes - in the situation where the parents are paying the tuition for a student to attend a school which is not the school of residence.
21	Is the Home school for 'tuition-in' students (whose parents pay the tuition) the actual school they are attending?	Yes - in the situation where the parents are paying the tuition for a student to attend a school which is not the school of residence.
22	Define the Home school for both an IEP and an LEP student?	<p>IEP student's Home is the school of residence that the student would attend if not disabled and their serving school is where they are actually attending. LEP student's Home school is where the program is delivered.</p> <p>When a student is moved from their 'Home' school (school of residence) due to space, then the school they are actually attending becomes their home school.</p>
23	Is the Home school for out-of-district students responsible for requesting SIDs and Assessment Pre-Id labels?	Yes.
24	<p>What is the year for the data elements related to on or before May 1?</p> <p>What response is needed for those 2 data elements?</p>	For this year only, the entry for the 2 questions about "on or before May 1, 2005" must be either 'yes - 01' or 'no - 02'. The Code value (ex. 01) must be used.
25	One student was enrolled on or before May 1, 2005; started the new year with our school; however withdrew for 3 weeks and now has returned to our school. How do we answer the 'on or before May 1' question?	Any student who withdrew after May 1 <sup>st</sup> and then re-enrolled is considered enrolled after May 1 <sup>st</sup> .

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26	What happens with students who were enrolled at a school May 2 or AFTER?	Their scores will not be counted for AYP. They must take the appropriate assessment test. The student counts for participation but not for AYP.
27	What does the term 'program' refer to in the description of RCDTS codes – Home, Serving, and Test – in the Data Elements document?	Some of the entities that have state-assigned RCDTS codes are actually programs rather than schools (e.g., Safe School Programs, Alternative Learning Opportunities Programs).
28	What are the definitions for TBE and TPI?	Transitional Bilingual Education (TBE) programs and the Transitional Programs of Instruction (TPI) are State-approved bilingual education programs. Please refer to ISBE SIS Data elements document found on the <a href="http://www.isbe.net/sis">www.isbe.net/sis</a> website.
29	Where can the definitions for the Assessment Pre-Id batch file data elements be found?	The ISBE SIS Data Elements are found on the <a href="http://www.isbe.net/sis">www.isbe.net/sis</a> website. Both code values and data element descriptions are included.
30	We contacted Harcourt earlier; do we still need to submit an Assessment Pre-ID batch file through SIS to receive labels for the Spring 2005 Assessment tests?	Yes. The earlier contact with Harcourt was for the purpose of ordering needed ISAT and/or PSAE Day 2 test materials for spring; school Districts with SIS SIDs are to submit a SIS Assessment Pre-ID batch file to request the labels needed for ISAT, PSAE, or IMAGE testing as long as they have requested SIS SIDs before February 2, 2006.
31	Are all Assessment test Pre-ID labels to be requested via SIS?	Pre-ID labels are needed for ISAT, PSAE, and IMAGE testing. Districts which have SID numbers are to submit their student demographic information via SIS which will then provide the necessary information for the printing of pre-ID labels by the test contractors. Demographic information for students testing with IAA will be collected through <b>gridding</b> on portfolio cover sheets.
32	Is the Free-Reduced Lunch benefit (FRL) program indicator required for assessment labels?	The FRL program indicator is entered into SIS at the time a SID and new enrollment is being requested. The Assessment Pre-ID batch file is capturing additional assessment information. The FRL program indicator as well as additional demographic information and the additional assessment information

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		will be sent to the testing vendor. This information can be updated as needed so that it accurately reflects a student's status at the time of testing.
33	How does a student's 'Special Ed' indicator get reflected in the information sent to the testing vendor if the indicator changes after submittal of the Assessment Pre-Id batch file to SIS?	Program indicators are provided to the Assessment vendor via a file transfer from SIS. It is important to keep student program indicators updated in the SIS database as changes occur.
34	What student information is placed on the label?	Labels will contain student name (first, last, middle initial), date of birth, gender, and grade, testing district name, testing school name and RCDTS code, and a bar code. The bar code contains additional data downloaded from SIS.
35	Will the SID be on the Assessment Pre-Id label?  Is the testing school displayed on the Pre-Id label?	No – labels will contain student name (first, last, middle initial), date of birth, gender, and grade, testing district name, testing school name and RCDTS code, and a bar code. The bar code contains additional data downloaded from SIS.  Yes. Testing school name and RDCTS code will be printed on pre-ID labels.
36	When is the testing school different from either the Home or Serving school?	It would usually be one or the other. However, testing school RCTDS code is being requested so it is clear to which school the pre-ID label for a student should be shipped.
37	How do Serving Schools know which schools are testing schools?	Serving schools should contact a student's home school (or home district) to determine where a student is scheduled to test.
38	Why is the assessment information not part of the Student Demographic batch file?	The assessment details being requested had not been defined at the time the Student Demographic batch file was created. ISBE is considering combining into one file in future years.
39	Will ACCESS for ELLs™ test be included in	For the current school year, information needed for ACCESS for ELLs™ testing

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	one file?	is not being collected via SIS.
40	If a school has not requested SIDs for their students, how do they request Assessment Pre-ID labels?	Schools/Districts that have not request ISBE SIDs for their students will need to submit their Assessment Pre-Id label information directly to Harcourt and/or Questar. Districts will be contacted by Harcourt and Questar on the procedure for submitting student demographic information.
41	What is the '1 <sup>st</sup> Year in US' for LEP students?	Check with your School District's bilingual coordinator.
42	What is the code for the data element - 1 <sup>st</sup> year in US?	This information is to identify those students who are identified as Limited English Proficient (LEP) and are new to the U.S. The codes for all SIS batch files are found in the Data Elements document, available on the ISBE SIS website. <a href="http://www.isbe.net/sis">www.isbe.net/sis</a> .  Codes for 1 <sup>st</sup> year in US are: 01 for Yes 02 for No
43	Are all the vendors up-to-speed on the Assessment Pre-ID batch file?	ISBE held a vendors' conference call on Monday, December 12 advising them of the new Assessment Pre-ID batch file.
44	When will schools have an opportunity to check their data for the Assessment process?	School Districts will be given an opportunity to review their student data during a defined window or windows after the time of testing.
45	Where is data to be verified?	ISBE Assessment division is working with Harcourt on this issue.
46	Will there be a download report capability on SIS for districts to review the data in SIS?	There is not a download report capability within SIS at this time. The ISBE Assessment division is working with Harcourt so districts can see the information that Harcourt has received from SIS; however at this time we don't have that all in place.

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47	Are special ed students who are served in out-of-state schools exempted from assessment testing?	Special Education students who are served in an out-of-state school are exempted from assessment testing this year only. <b>WHAT DOES THIS MEAN? DID WE SAY FOR THIS YEAR ONLY?.</b>
48	Are any students exempted from assessment testing?	Students who are exempted from assessment testing include the following: <ul style="list-style-type: none"> <li>▪ Students in locked facilities;</li> <li>▪ Homebound students; and,</li> <li>▪ Out-of-state Special Education students.</li> </ul>
49	If students in SIS were uploaded as Grade 11 and the school has since determined they do not have enough credits to be considered 11 <sup>th</sup> graders, should they still take the PSAE?	No, students who do not have enough credits to be considered 11 <sup>th</sup> graders should have their grade level corrected in the SIS database to 10 <sup>th</sup> grade. These students should not take the PSAE.
50	Is the Assessment Pre-Id batch file to be submitted only one time to SIS?	No, you may submit updated files until the cutoff dates. <ul style="list-style-type: none"> <li>▪ 3 through 8 graders can be submitted until February 3, 2006</li> <li>▪ 11<sup>th</sup> graders can be submitted until February 21, 2006</li> </ul>
51	What happens if our district does not get SIDs via SIS by the Assessment submittal cutoff date?	Harcourt and/or Questar will be in contact with these districts. If there is enough time to still submit to those contractors, districts will be requested to do so – otherwise, students will have to grid in the necessary information on the test documents.
52	Are fields #11 & 12 in the Assessment Pre-Id batch file asking for the year of enrollment in TBE / TPI or the number of years the student has been in TBE / TPI?	The questions refer to the number of years a student has been enrolled/exited in TBE / TPI.
53	Is a student who came from Poland (or Russia) and is in their first year in US required to take	Yes. All students eligible for the IMAGE test may take IMAGE. To determine eligibility go to <a href="http://www.isbe.net/assessment">www.isbe.net/assessment</a> . If the LEP student is new to the

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	an assessment test?	country, the score is not counted for AYP.
54	If a child is new to school on the day of test, what should be done regarding the test label?	School should request new SID on-line via SIS and bubble in the required information on the test.
55	How does Home school get data for students being served 100% in serving school?	Home schools must contact serving schools to obtain the Assessment file information if they do not have it.
56	Does a school order IMAGE labels the same way as it does for ISAT & PSAE?	Yes – the ISAT, PSAE and now IMAGE labels are ordered via SIS. This has been added since the conference calls in December. Questar is the contractor for IMAGE and will draw pre-ID labels from the uploaded Assessment information as will Harcourt for ISAT and PSAE.
57	Are the Assessment Pre-Id labels being sent to the Serving School?	The assessment vendors (Harcourt and Questar) will send the Assessment Pre-Id labels to the Testing school that is identified in the Assessment Pre-Id batch file.
58	Will the location where the Assessment labels are to be mailed be posted?	No. The information regarding where labels will be sent is provided by the home school on SIS. The assessment vendors will send the labels to the testing school provided through the information uploaded on SIS.
59	Will the Pre-Id labels be sent to the school building itself?	Yes. The Pre-Id labels will be sent to the district, sorted by school building and grade (not homeroom).
60	Where are the ISAT and PSAE Pre-Id labels to be delivered?	ISAT Assessment Pre-Id labels will be delivered to the District boxed by schools.  PSAE Assessment Pre-Id labels will be delivered to the School building.
61	Where are the Alternative and Behavior labels to be delivered?	The Home school will deliver the Assessment Pre-Id labels. The Testing school receives the testing materials

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62	Is the demographic data for students coming from the Student Information System (SIS)?	Yes.
63	Does it matter which Assessment Pre-Id excel template a school uses?	Yes. Depending on whether a school is a Windows or Mackintosh user, the appropriate template should be used to match.
64	What do we do if our vendor program is missing the new Assessment data elements?  As an STI user, will we be submitting the Assessment Pre-Id label batch file as .XML?	Contact the vendor.  A district always has the option to use the Excel templates available on the SIS website.
65	One LEP student is only taking ACCESS test; does their data need to be submitted to SIS via the Assessment Pre-Id batch file?	LEP students must take one of the four academic tests – IMAGE, ISAT, PSAE or IAA. Student assessment information should be submitted to SIS via the Assessment Pre-Id batch file to be provided to the Assessment vendor.
66	If the student's enrollment in SIS is under a losing school which has not exited that student's enrollment, how does the actual 'Home' school request the Assessment Pre-Id label?	The Home school can find the students ISBE SIS SID in SIS by using the on-line Search SID functionality. The School District may use the SID and the other student information to complete the Assessment Pre-Id batch file assessment record details.
67	Is there mapping on the Pre-Id label for data that is bubbled in?	The Assessment Pre-Id labels override what is bubbled in; it is crucial to keep the student information updated in the Student Information System (SIS).
68	Should IAA and IMAGE student information be excluded from the Assessment Pre-Id batch file?	No – include everyone on the Assessment Pre-Id batch file. Only the ISAT and PSAE labels will be created from this information, the other student information will be utilized for other aspects of the assessment process (such as where scores are to be sent).

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69	Is a speech only student considered an IEP student?	Yes.
70	Schools are to report all demographic updates to SIS; however some labels will be provided outside that process – is that correct?	Yes. Although SIS will only generate labels for two tests, the information is still needed for all four tests.
71	I have a senior who has never taken the PSAE and needs to take it – can they take it Spring, 2006?	Seniors cannot take the PSAE. Send email to Becky McCabe for testing instructions for this student - rmccabe@isbe.net.
72	Our school converted to new local vendor; how will we determine the May 1 responses as there is no history in the new system?	You will need to be able to go back to last years data file and make those determinations.
Student Information System		
73	When is the “Student Demographics” file to be submitted to ISBE?	The original deadline for SIS assigned State Identifiers was September, 30, 2005; that date was extended to December 15, 2005.  Updates to student demographic, enrollment and program indicator details should be on-going to ensure the SIS contains accurate information.
74	Where are the program indicators for the Assessment tests coming from since they are not part of the SIS Assessment Pre-ID batch file?	Program indicators are submitted to SIS via the Student Demographics file when requesting an SID and creating a student’s enrollment record. School/Districts are to update their data in SIS regularly.
75	How are changes made to a student’s demographic details in SIS?	All changes/corrections to a student’s record are through the Student Demographic batch file. An SID is required for the update of any student’s record.

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76	Why does SIS continue to generate emails for students who have been dropped to the losing school?	<p>SIS generates emails to both the losing and gaining schools when a request to enroll a student at the gaining school is not successful due to the losing school having an active enrollment in the SIS database. The losing school must exit their enrollment from SIS AND inactivate the student in their Student Demographic file to no longer send that name to SIS.</p> <p>NOTE: Resubmitted names by the losing school before the gaining school's request is received by SIS may result in the creation of a new enrollment by the losing school which causes the email cycle to occur when the gaining school does submit their enrollment request.</p>
77	What is the frequency for updating student demographics in the SIS?	For larger volume student bodies, schools should update SIS daily when the time is close to the Assessment test; otherwise regularly to keep SIS data accurate.
78	How can I get a new SID for a new student on the day before the Assessment test (can't wait for the overnight batch process)?	School Districts may go on-line in the SIS application to request the immediate assignment of a new SID.
79	Is it possible for two students to be using the same SID?	No.
80	What is the current school year for entry into SIS?	2006.
81	Is there a Mac template available for those districts that use Macintosh?	Yes – both a windows and a Mac template are available on the <a href="http://www.isbe.net/sis">www.isbe.net/sis</a> website.
82	What is STI creating for its users for the ISBE SIS Assessment Pre-ID batch file?	You must contact your vendor to determine what is available.
83	Do all students take the IMAGE and PSAE	All students take the IMAGE or PSAE test regardless of the May 1 date

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	tests?	response. The scores for students who were not in the school or district on or before May 1 will not count in the AYP.
84	If a student is in a locked facility, are they to take an Assessment test? Where are their scores sent?	These students do not have to test. However, the names of these students should be included in the Pre-ID submission in the event that they are returned to the home school and able to test. If this does not occur, a reason for the student's non-participation would need to be entered. One of the valid/legitimate reasons why a student did not participate in state testing will be "in locked facility."
85	Is a separate batch file to be sent for each test type?	A District may submit one file or may submit separate test files for each test type. However, a student only takes one assessment test in a testing session and the test name must be indicated for each student in the batch file.
86	If our Student Demographic file is .xml or .txt is it acceptable to submit the Assessment Pre-Id batch file as .csv?	Yes.
87	If there are errors in the Student Demographic file submitted and no SID assigned, how does a school obtain one in time for assessment test?	The School/District may use the SIS on-line functionality – Request New SID which results in an immediate assignment of the ISBE SIS SID.
88	Are the Assessment Pre-Id files turned around overnight?	Yes, same processing time as used with the Student Demographic file – overnight.
89	Is the Assessment Pre-Id file uploaded in the same manner as the Student Demographic file?	Yes.
90	Where is the Assessment Pre-Id batch file to be uploaded?	The Assessment Pre-Id file is uploaded through IWAS/SIS via the File Upload screen (same process as uploading the Student Demographics file to SIS).
91	How can a student's enrollment be exited?	A student's enrollment record may be exited either through the Exit Student

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		Enrollment batch file or on-line via the Exit Enrollment functionality.
92	Where do I get help if experiencing download problems?	Contact the ISBE Help Desk at (217) 558-3600 or send an email to <a href="mailto:help@isbe.net">help@isbe.net</a> .
93	Can the new Assessment Pre-Id data elements be added to the Student Demographic batch file and be submitted as one file?	No. The Student Demographic batch file and the Assessment Pre-Id batch file are two separate files and must be submitted individually.
94	How do we submit a student who has only one name (no first/last – just one name)?	TBD
95	At crunch time, can SIS be updated on-line?	No. All updates to student information in SIS must be through a batch file process.
96	Will schools have time to make corrections to their Assessment Pre-Id batch file results based on the January 30 <sup>th</sup> return date?	The January 30 <sup>th</sup> target date was moved up and Assessment Pre-Id batch files are now being returned overnight.
97	Will the 2 <sup>nd</sup> file submitted (after corrections based on result codes) contain only those students needing corrections?	The file may contain only those students needing corrections or all of the students. Any information on students that have already been accepted will be updated.
98	Who submits tests back?	The entity that receives the materials from the test contractor ships them back to the test contractor.
99	Where are scores sent for LEP students?	IEP students who are placed in schools different than their 'home' school will have their scores sent to their 'HOME' school.  LEP (Bilingual) students' scores are sent to where the students are served – (in this instance, serving is considered home).

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100	Are the scores counted for LEP students who are in their first year in the state?	No – while these students must take the assessment test, their scores are not counted.
101	Where do the scores go for helio-site (hearing impaired) students?	Their scores go to Metcalf schools rather than their Home school
<b>If you have questions please call the ISBE Help Desk at (217) 558-3600 or send an email to <a href="mailto:help@isbe.net">help@isbe.net</a> . Additional information on the ISBE Student Information System can be found at <a href="http://isbe.net/sis/default.htm">http://isbe.net/sis/default.htm</a> .</b>		