

# Illinois State Board of Education

Special Education Cooperative  
Access to SIS



September 2009

# Agenda

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- **Welcome/Introductions**
- **Overview of the Student Information System (SIS)**
- **Accessing ISBE SIS**
- **School District User**
  - Request New SID
  - Add Enrollment
  - Add Early Childhood
  - Update Program Indicators
  - Add Early Childhood Outcomes
  - Exit Enrollment
- **Special Ed Coop User**
  - Search
  - Reports
  - Request File
- **Key Dates**
- **ISBE Resource Materials**

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# **Overview of the Student Information System (SIS)**

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- **SIS Functions**

- **Assigns a unique student identifier (SID)**
- **Collects demographic, enrollment, performance, and program participation data for each student**
- **Interfaces with internal ISBE Systems**
- **Tracks students from school/facility to school/facility and district to district within the state**
- **Provides schools, districts, and facilities the ability to report timely and accurate data/information through standardized reporting capabilities**

# **Overview of the Student Information System (SIS)**

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- **Provide Better Quality Data to Drive More Enlightened Policy Decisions Resulting in Enhanced Educational Opportunities for All Children**
- **Reduce Data Collection Burden on Schools, Districts, and Facilities**
- **Enhance the Use and Relevance of State Data by Districts and Schools**
- **Respond to the Accountability and Reporting Requirements of NCLB and Other Federal and State Education Programs**

# Overview of the Student Information System (SIS)

ISBE SIS Project	Student Data Collected	School Year
<b>Pilot</b>	<ul style="list-style-type: none"> <li>▪ Student Demographic</li> <li>▪ Student Promotion</li> <li>▪ Student Program Indicators</li> </ul>	<b>2005</b>
Implementation	<ul style="list-style-type: none"> <li>▪ Student Demographic</li> <li>▪ Student Promotion</li> <li>▪ Student Program Indicators</li> <li>▪ Student Assessment (Pre-Identification Labels and Score Data for ISAT, IAA, IMAGE, and PSAE)</li> </ul>	<b>2006</b>
Implementation	<ul style="list-style-type: none"> <li>▪ ACCESS Test</li> </ul>	<b>2007</b>
Implementation	<ul style="list-style-type: none"> <li>▪ English Language Learners (ELL)</li> </ul>	<b>2008</b>
<b>Pilot</b>	<ul style="list-style-type: none"> <li>▪ Early Childhood</li> </ul>	<b>2008</b>
Implementation	<ul style="list-style-type: none"> <li>▪ Early Childhood</li> <li>▪ Early Childhood Outcomes</li> <li>▪ Pre-K Follow-Up</li> <li>▪ Fall Enrollment</li> <li>▪ Missing Persons Reports</li> <li>▪ Student Discipline</li> </ul>	<b>2009</b>

# **Overview of the Student Information System (SIS)**

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- **Function to Request Unique SID**
  - **Nine (9) digit numeric**
  - **No leading zeros**
  - **No repeatable sequence of three (3) numbers**
  - **Never reused or reassigned**
  
- **Collect Student Demographic, Enrollment, and Program Indicator Data when Requesting a SID**
  
- **Request SID Online or through Batch Process**

# Overview of the Student Information System (SIS)

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- **Home School RCDTS Validations**

- **Only Home School/Facility Districts may add/update student data**
- **Home RCDTS codes cannot end in 0000**
  - Private facilities 0000 ending codes, should contact the ISBE Helpdesk
- **Home RCDTS for Entry/Grade Levels 01 through 12 cannot be a 3000 school**

- **RCDTS Breakdown**

▪ R	Region Code	2 Characters
▪ C	County Code	3 Characters
▪ D	District/Serving Entity Code	4 Characters
▪ T	Type Code	2 Characters
▪ S	School Code	4 Characters

# Overview of the Student Information System (SIS)

- **SIS User Access Levels for School Districts, ROEs, Early Childhood Centers, and ISBE Users**

Functions	View Only	RCDT General User	RCDT Admin	ROE Admin	ISBE Admin
Grant User Access				X	
Search SID	X	X	X	X	X
Request SID		X	X	X	
Early Childhood Records		X	X	X	
Early Childhood Outcomes		X	X	X	
Pre-K Follow-Up		X	X	X	
LEP and ELL			X	X	
Discipline		X	X	X	
Assessment			X	X	
Exit Enrollment		X	X	X	
Upload File			X	X	
Download File			X	X	
Reports	X		X	X	X
Request File			X	X	

# Overview of the Student Information System (SIS)

## ■ SIS User Access Levels for Special Education Coop Users

Functions	Spec Ed Coop (View Only, General, or Admin)	Spec Ed Dir (ROE Admin)
Grant User Access		X
Search SID	X	X
Request SID		
Early Childhood Records		
Early Childhood Outcomes		
Pre-K Follow-Up		
LEP and ELL		
Discipline		
Assessment		
Exit Enrollment		
Upload File		
Download File	X	X
Reports (Detail IEP Only)	X	X
Request File (IEP Only)	X	X

# School District User

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- **Request New SID**
  - **Add Demographics**
  - **Add New Enrollments**
  - **Add or Update Early Childhood**
  - **Add Program Indicators**
  - **Add or Update Early Childhood Outcomes**
  - **Exit Enrollment**

# Request New SID

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- **Mandatory**
  - Legal Last Name
  - Legal First Name
  - Legal Middle Name
  - Date of Birth
  - Gender
  - Race
  - Native Language
  - Home Language
  
- **Optional**
  - Birth Place Name
  - Mother's Maiden Name
  - Lineage (Suffix – Jr., III)

# Demographic Data - Request New SID

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- **Demographic Validations**

- **Date of Birth**

- Format mm/dd/yyyy
- Students must be between 3 and 25 years old

- **Name Fields**

- May only contain alpha characters with the exception of hyphens and spaces
- Periods, commas, and apostrophes are not accepted
  - Middle Name Exception: Asterisk is accepted for no legal middle name
  - Space or apostrophe in names such as O'Brien should be removed and submitted as OBrien
  - If Hispanic Children use Mother's Maiden name, follow with a hyphen (-), then the Father's Last Name, no spaces

# Demographic Data - Request New SID

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- **Possible Outcomes**
  - **No match, new SID is assigned**
  - **One to 10 Potential Matches**
  - **More than 10 Potential Matches**

# Enrollment Data - Request New SID

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- **Mandatory**
  - **RCDTS for Home School**
  - **RCDTS for Serving School**
  - **Enrollment Date for Serving**
  - **Enrollment Type for Serving**
  - **Entry/Grade Level for Serving**
  - **School Year for Serving**
  - **Full-Time Equivalency (FTE) for Serving**

# Enrollment Data - Request New SID

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## ■ Enrollment Validations

- A student may only be actively enrolled in one Home School
- A student may attend multiple Serving Schools
- FTE must be  $> 0 \leq 1.0$
- Kindergarten students that attend half-day sessions should have a .5 FTE
- School Year may only be the current school year
- Enrollment Date must be in the mm/dd/yyyy format and within the date range July 1, 2009 to July 31, 2010
- Enrollment Date cannot be future date
- Student may only be entered “Original entry to US schools” one time
- Home school cannot be 93xx or 90xx
- Enrollments cannot overlap

# **Early Childhood Enrollment Data - Add Enrollment**

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- **Pre-K Enrollment Validations**

- **A student may only have one active enrollment with a 1.0 FTE**
- **If IEP is Yes, the Home RCDTS must be a public school**
- **The Entry/Grade Level cannot be updated to or from Pre-K**
- **All students must be at least 3 years old on the first day of class (enrollment date)**

# Early Childhood Data - Add Enrollment

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- **Mandatory**
  - **Pre-K At-Risk**
  - **Preschool**
  - **Head Start**
  - **Pre-K Title I**
  - **Local/Other Funding**
  - **Early Head Start (Birth to 3)**
  - **Prevention Initiative (Birth to 3)**
  - **Meets At-Risk Criteria**
  - **Meets PFA Household Income Criteria**
  - **Family Structure**
  - **Early Intervention (Birth to 3)**
  - **Native Language**

# Early Childhood Data - Add Enrollment

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- **Subsequent Mandatory Data**
  - Referral by CFC
  - EI Number
  - Eligibility Determination Date
  - IEP Indicator
  - Reason for Delay in Transition
  - IEP Completion Date
  - Date Services Began

# Program Indicator Data - Request New SID

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- **Mandatory**
  - **Homeless Indicator**
  - **Migrant Indicator**
  - **Career/Tech Ed Indicator**
  - **SES Indicator**
  - **LEP Indicator**
  - **IEP Indicator**
  - **FRL/Low Income Indicator**
  - **Century 21 Indicator**
  - **Title I Indicator**

# Program Indicator Data - Request New SID

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- **Optional \***

- Reading First (1<sup>st</sup>) Indicator
- Reading Improvement Block Grant Program

**\* Mandatory, if student is participating in one of the programs**

- **Program Indicator Validations**

- If the student has Limited English Proficiency (LEP), the Native Language cannot be English
- The LEP Indicator cannot be updated to “No” until the ELL record contains all the mandatory data and the appropriate Date and Reason for Ending ELL Services

# **Program Indicator Data - Request New SID**

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- **Program Indicator Validations**

- **SES indicator for Pre-K must be set to “No”**
- **Career/Tech Ed Indicator for Pre-K thru grade 8 must be set to “No”**
- **Change Title 1 Indicator from optional to mandatory**
- **Change Home Language from optional to mandatory**
- **Change Native Language from optional to mandatory**
- **SES can be “Yes” only if Title I is Codes “11” SchoolWide Assistance or “12” Targeted Assistance**

# Early Childhood Outcomes

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- **What is the criteria that determines when Early Childhood Outcomes data needs to be reported?**
  - Pre-K
  - IEP
  
- **Early Childhood Outcomes**
  - Online
  - Batch
    - Text (Comma Delimited)
    - Excel Spreadsheet converted into a Comma-separated Value, CSV format
      - Note: An ELL Excel template and tip sheet are available on the SIS website*
        - [www.isbe.net/sis](http://www.isbe.net/sis)
    - XML

# Early Childhood Outcomes

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- **Optional (Mandatory if Entry Rating included)**
  - **Entry Rating - Home RCDTS**
  - **Entry Rating Date**
  - **Entry Rating - Positive Social Relationships**
  - **Entry Rating - Acquire Use and Knowledge Skills**
  - **Entry Rating - Take Appropriate Action to Meet Own Needs**
  - **Entry Rating - How was Parent Involved in the Ratings?**
  - **Entry Rating - Did a Coordinator/ LEA Representative or Administrator Participate in the Ratings?**
  - **Entry Rating - Did an Early Childhood Teacher Participate in the Ratings?**
  - **Entry Rating - Did a Psychologist or Social Worker Participate in the Ratings?**
  - **Entry Rating - Did a Speech/Language Pathologist Participate in the Ratings?**
  - **Entry Rating - Did another Related Service Provider (e.g. OT/PT) Participate in the Ratings?**

# Early Childhood Outcomes

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- **Optional (Mandatory if Exit Rating included)**
  - **Exit Rating - Home RCDTS**
  - **Exit Rating Date**
  - **Exit Rating - Positive Social Relationships**
  - **Exit Rating - Made Progress Positive Social Relationships**
  - **Exit Rating - Acquire Use and Knowledge Skills**
  - **Exit Rating - Made Progress Acquire Use and Knowledge Skills**
  - **Exit Rating - Take Appropriate Action to Meet Own Needs**
  - **Exit Rating - Made Progress Take Appropriate Action to Meet Own Needs**
  - **Exit Rating - Primary Assessment**
  - **Exit Rating - How was Parent Involved in Ratings?**
  - **Exit Rating - Did a Coordinator/LEA Representative or Administrator Participate in the Ratings?**
  - **Exit Rating - Did the Child's Teacher Participate in the Ratings?**
  - **Exit Rating - Did a Psychologist or Social Worker Participate in the Ratings?**
  - **Exit Rating - Did a Speech/Language Pathologist Participate in the Ratings?**
  - **Exit Rating - Did another Related Service Provider (e.g. OT/PT) Participate in the Ratings?**

# Early Childhood Outcomes

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- **Early Childhood Outcomes Validations**

- **2010 School Year - Student must have an Exit Rating if Exit Type Code is “05” Promoted (Student is Kindergarten Eligible)**
- **2011 School Year - Student must have both an Entry Rating during the first year of Pre-K and an Exit Rating if Exit Type Code is “05” Promoted (Student is Kindergarten Eligible)**

# Exit Enrollment

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- **Function to Exit Enrollment Record**
  
- **Mandatory**
  - **SID**

**and one of the following:**

  - **Last Name**
  - **First Name**
  - **Date of Birth**
  
- **Possible Outcomes**
  - **No Match**
  - **One Exact Match**

# Exit Enrollment

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- **Mandatory**
  - **Enrollment Exit Date**
  - **Enrollment Exit Status**
  - **Enrollment Exit Type**

# Exit Enrollment

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- **Exit Enrollment Validations**

- **If a student's LEP Indicator = "Yes," the ELL record must contain all the mandatory data elements**
- **If student is included on the Pre-K Follow-Up Report or Request File, all mandatory Pre-K follow-Up must contain all mandatory elements**
- **If a student's Entry/Grade Level = Pre-K, the Early Childhood record must contain all the mandatory data elements**
- **If an Enrollment record is erroneous, the Exit Enrollment Date should be the exact same date as the Enrollment/Entry Date**
- **The Enrollment Exit/Withdrawal Type for an erroneous Enrollment record should be Code 99 Erroneous Enrollment**
- **If student is enrolled in a Pre-K grade level and the IEP indicator is "Yes," the Early Childhood Outcomes "Exit Rating" is required before the student can be Promoted to Kindergarten**

# Exit Enrollment

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## ■ Exit Enrollment Validations

- **Students enrolled in grade 12 may not have an Exit Type code of “05” Promoted**
- **Only Students enrolled in Grades 11 or 12 can have the Exit Type code “06” Graduated**
- **If the student has a Pre-K Follow-Up record in SIS and is exited with a code of “05” Promotion or “12” Retention after March 1st of the current school year all mandatory Pre-K Follow-Up data must be completed**
- **A student must be IEP before being exited with Exit Type Codes “14” Aged Out or “15” Certificate of Completion**
- **Exit Date cannot be a future date**

# Exit – Mandatory Data Validations

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- **Before students are exited, ensure the following information has been completed:**
  - **ELL Data**
    - A G3 Result Code and Result Message appended to an Enrollment record indicates the mandatory ELL data is missing and the record was **not** exited
  - **Early Childhood Data**
    - A H3 Result Code and Result Message appended to an Enrollment record indicates the mandatory Early Childhood data is missing and the record was **not** exited
  - **Pre-K Follow-Up Data (After March 1<sup>st</sup> of Current School Year)**
    - A K4 Result Code and Result Message appended to an Enrollment record indicates the mandatory Pre-K Follow-Up data is missing and the record was **not** exited
  - **Early Childhood Outcomes Data**
    - A J8 Result Code and a result message appended to an enrollment record indicates the mandatory Early Childhood Outcomes data is missing and the record was **not** exited

# Special Ed Coop User

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- **Search SID**
  - **Demographics**
  - **Enrollment**
  - **Early Childhood**
  - **Program Indicators**
  
- **View Reports**
  
- **Request File**

# Search SID

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- **Function to Search for Existing SID**
  - **Mandatory**
    - **SID**
  
  - **Or**
    - **Legal Last Name**
    - **Legal First Name**
    - **Date of Birth**
    - **Gender**

# Search SID

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- **Optional**

- Legal Middle Name
- Race
- Birth Place Name
- Native Language
- Mother's Maiden Name

- **Possible Outcomes**

- No match
- One to 10 Potential Matches
- More than 10 Potential Matches
  
- \* Note: Search with SID only returns No Match or One Exact Match

# Reports

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- **Summary (All students)/Detail (IEP only)**
  - **Demographics**
  - **Enrollment**
  - **ELL**
  - **Early Childhood**
  - **Pre-K Follow-Up**
  - **Early Childhood Outcomes**
  - **Student Discipline**
  - **Assessment**
    - Pre-ID
    - Correction
    - Score
    - Subscore

# Request File – IEP Students Only

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- **Exit Enrollment**
  - Request a file to exit all enrollments at the end of the School Year
- **Early Childhood**
  - Request a file to add or update Early Childhood data
- **Demographics and Early Childhood**
  - Request a file to add or update Demographics, Program Indicators, Enrollment, and Early Childhood data
- **ELL**
  - Request a file to add or update ELL data
- **ACCESS Scores**
  - Request for an ACCESS Score File

# Request File – IEP Students Only

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- **Pre-K Follow Up**
  - Request a file to add or update Pre-K Follow-Up data
- **Early Childhood Outcomes**
  - Request a file to add or update Early Childhood Outcomes data
- **Assessment**
  - Request the following Assessment files for reviewing, adding, or updating assessment data for students in Entry/Grade Levels 3 - 8 and 11:
    - Assessment Pre-ID
    - Assessment Correction
    - Assessment Score (for review purposes only)
    - Explore
    - Plan

# Score Summary

## 2009 Assessment Scores Summary

9/18/2009 1:27 pm

Assessment Home District: 999999999999 District 1  
 Selection Criteria: None

Grade of Test Taken:	All	Total	Reading				Math					Science					
			No Score	Warn	Below	Meet	Exceed	No Score	Warn	Below	Meet	Exceed	No Score	Warn	Below	Meet	Exceed
Total Students:		3244	51	93	975	1611	514	47	68	756	1902	471	1953	105	370	635	181
Race: American Indian or Alaska Native (01)		7	0	0	6	1	0	0	5	2	0	5	1	1	0	0	
Race: Asian/Pacific Islander (02)		22	1	0	2	14	5	0	0	2	8	12	9	0	1	9	3
Race: Black or African American (03)		1093	15	46	465	496	71	15	36	377	601	64	692	61	157	156	27
Race: Hispanic (04)		31	2	0	9	15	5	1	0	8	19	3	20	3	2	5	1
Race: Multiracial (06)		105	0	1	32	55	17	0	1	17	77	10	66	2	10	21	6
Race: White (05)		1986	33	46	461	1030	416	31	31	347	1195	382	1161	38	199	444	144
Gender: Male		1700	28	67	565	799	241	27	44	410	954	265	1032	65	164	328	111
Gender: Female		1544	23	26	410	812	273	20	24	346	948	206	921	40	206	307	70
Homeless:		31	1	3	13	14	0	1	2	11	16	1	21	2	1	7	0
Migrant:		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LEP:		7	2	0	5	0	0	0	0	2	3	2	3	0	3	1	0
IEP:		714	19	75	427	160	33	18	53	332	273	38	463	60	97	76	18
FRL:		1763	27	66	702	799	169	25	45	550	1000	143	1114	82	214	298	55
Century 21:		463	3	17	227	200	16	3	6	183	256	15	282	24	83	68	6
First Year in U.S.:		2	2	0	0	0	0	0	0	1	0	1	0	0	1	1	0
Enrolled Home School On or Before May 1:		2799	33	72	814	1417	463	31	59	635	1652	422	1665	90	313	564	167
Enrolled Home District On or Before May 1:		2939	35	77	870	1480	477	33	60	669	1740	437	1757	91	336	586	169
Grade Of Test Taken (03 ):		446	1	27	115	215	88	1	12	84	235	114	446	0	0	0	0
Grade Of Test Taken (04 ):		470	4	12	145	208	101	4	8	74	303	81	5	15	135	246	69
Grade Of Test Taken (05 ):		464	3	3	148	225	85	4	1	92	329	38	464	0	0	0	0
Grade Of Test Taken (06 ):		506	4	3	146	240	113	2	2	110	304	88	506	0	0	0	0
Grade Of Test Taken (07 ):		493	7	8	160	257	61	4	14	118	291	66	6	63	91	246	87
Grade Of Test Taken (08 ):		500	6	11	139	316	28	6	6	141	288	59	500	0	0	0	0
Grade Of Test Taken (11 ):		365	26	29	122	150	38	26	25	137	152	25	26	27	144	143	25
Test Name: IAA		69	2	8	13	27	19	2	7	11	33	16	40	1	5	12	11
Test Name: ISAT		2823	24	59	844	1436	460	20	39	610	1722	432	1888	78	223	485	149
Test Name: PSAE		352	25	26	118	148	35	25	22	135	147	23	25	26	142	138	21
Active Students With No Test:		2															
Records With Errors:		2															

# Score Detail

## 2009 Assessment Scores Report

9/18/2009 1:05 pm

Assessment Home District: 9999999999 District 1

Selection Criteria: None Sorted By: Grade, Name

<b>Columns</b>	<b>F</b> Combined Reading Performance Level (E=Exceeds; M=Meets; B=Below; W=Academic Warning) <b>G</b> Combined Math Scale Score <b>H</b> Combined Math Performance Level (E=Exceeds; M=Meets; B=Below; W=Academic Warning) <b>I</b> Combined Science Scale Score <b>J</b> Combined Science Performance Level (E=Exceeds; M=Meets; B=Below; W=Academic Warning) <b>K</b> Day 1 Reading Scale Score	<b>L</b> Day 1 Math Scale Score <b>M</b> Day 1 Science Scale Score <b>N</b> Day 2 Reading Level Score <b>O</b> Day 2 Math Level Score <b>P</b> Day 2 Science Scale Score <b>Q</b> Status (A-Active I-Inactive)
<b>A</b> Birth Date <b>B</b> Merge Invalidate or Question Score <b>C</b> Test Taken <b>D</b> Grade of Test Taken <b>E</b> Combined Reading Scale Score		

**Error Codes:**

<p>1 - Student active but no test taken.</p> <p>2 - Student inactive but a test was taken.</p> <p>3 - Student has taken more than one type of test.</p> <p>5 - Test Taken is not equal to Assessment Test To Be Taken</p> <p>6 - The grade of the test taken (D) is different than the assessment correction detail report grade.</p>	<p>4 - The student has one of the following errors:</p> <p>* First year in US is Yes and LEP is No.</p> <p>* Test Taken is IAA and IEP is No.</p> <p>* Enrolled in Home School On Or Before May 1 is Yes and Enrolled in Home District is No.</p>
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Student ID	Student Name	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	Error Codes	
999999999	Smith, John Michael	99/99/9999		ISAT	03	225	M	242	E	NA								A		
999999999	Smith, John Michael	99/99/9999		ISAT	03	172	B	176	B	NA									A	
999999999	Smith, John Michael	99/99/9999		ISAT	03	164	B	150	W	NA									A	
999999999	Smith, John Michael	99/99/9999		ISAT	03	218	M	218	M	NA									A	
999999999	Smith, John Michael	99/99/9999		ISAT	03	198	M	189	M	NA									A	
999999999	Smith, John Michael	99/99/9999		ISAT	03	207	M	182	B	NA									A	
999999999	Smith, John Michael	99/99/9999		ISAT	03	248	E	256	E	NA									A	
999999999	Smith, John Michael	99/99/9999		ISAT	03	207	M	227	E	NA									A	
999999999	Smith, John Michael	99/99/9999		ISAT	03	237	E	252	E	NA									A	
999999999	Smith, John Michael	99/99/9999		ISAT	03	195	M	182	B	NA									A	
999999999	Smith, John Michael	99/99/9999		ISAT	03	193	M	203	M	NA									A	
999999999	Smith, John Michael	99/99/9999		ISAT	03	237	E	242	E	NA									A	
999999999	Smith, John Michael	99/99/9999		ISAT	03	227	E	224	E	NA									A	
999999999	Smith, John Michael	99/99/9999		ISAT	03	178	B	203	M	NA									A	
999999999	Smith, John Michael	99/99/9999		ISAT	03	230	E	220	M	NA									A	
999999999	Smith, John Michael	99/99/9999		ISAT	03	202	M	216	M	NA									A	
999999999	Smith, John Michael	99/99/9999		ISAT	03	186	B	201	M	NA									A	
999999999	Smith, John Michael	99/99/9999		ISAT	03	233	E	227	E	NA									A	
999999999	Smith, John Michael	99/99/9999		ISAT	03	223	M	239	E	NA									A	
999999999	Smith, John Michael	99/99/9999		ISAT	03	254	E	230	E	NA									A	
999999999	Smith, John Michael	99/99/9999		ISAT	03	227	E	221	M	NA									A	
999999999	Smith, John Michael	99/99/9999		ISAT	03	225	M	204	M	NA									A	
999999999	Smith, John Michael	99/99/9999		ISAT	03	198	M	179	B	NA									A	

# Key Dates

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## Activity

## Dates

### First Day for School Year 2010 Enrollments

08/01/2009

- Start submitting ELL data
- Start submitting Early Childhood Data
- Start submitting Special Ed Early Childhood Outcomes Data
- Start submitting 2010 Student Discipline Data
- Start correcting Pre-ID Label Data

### Last Day to enter 2009 Student Discipline into SIS

10/01/2009

4:00 p.m.

### Deadline for 2010 School Year Enrollments

10/15/2009

4:00 p.m.

## Key Dates

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### Activity

### Dates

**ACCESS file to Vendor for Printing Labels**

**11/13/2009**

**4:00 p.m.**

**ISAT and IAA file to Vendor for Printing Labels**

**01/08/2010**

**4:00 p.m.**

**PSAE file to Vendor for Printing Labels**

**02/26/2010**

**4:00 p.m.**

**First day to submit Pre-K Follow-Up data**

**03/01/2010**

## Key Dates

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### Activity

### Dates

**ACCESS Last Day of Testing**

**03/05/2010**

**ISAT Last Day of Testing**

**03/12/2010**

**ISAT First Day of Assessment Correction**

**03/15/2010**

**IAA Last Day of Testing**

**03/19/2010**

## **Key Dates**

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### **Activity**

### **Dates**

**IAA First Day of Assessment Correction**

**03/22/2010**

**ACCESS Scores Posted on SIS**

**05/03/2010**

**PSAE Last Day of Testing**

**05/13/2010**

**PSAE First Day of Assessment Correction**

**05/14/2010**

**ACCESS Last Day to Remove ACCESS Orphans**

**05/21/2010  
4:00 p.m.**

## Key Dates

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### Activity

### Dates

ISAT and IAA Scores Posted on SIS

06/03/2010

ISAT and IAA Last Day for Corrections

06/16/2010  
4:00 p.m.

PSAE Scores Posted on SIS

07/13/2010

ACCESS Posting of Final Scores

Mid-July

PSAE Last Day for Corrections

07/19/2010  
4:00 p.m.

ISAT and IAA Posting of Final Scores

07/20/2010

PSAE Posting of final Scores

07/30/2010

# Key Dates

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## Activity

## Dates

### Last Day to Exit Enrollments for 2010 School Year

**07/31/2010**

- ELL Data due
- Pre-K Follow-Up Data due
- Early Childhood Data due
- Early Childhood Outcomes Data due
- 2010 Student Discipline Data due

# ISBE SIS Resources

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- **ISBE SIS Resource Materials**

- Located on the ISBE SIS webpage at [www.isbe.net/sis/](http://www.isbe.net/sis/)
  - ISBE SIS Announcements
  - User Manual
  - File Format Layouts
  - Excel Templates
    - Tips for Completing (*Data Collection Name*) Template
    - Steps for Creating and Uploading (*Data Collection Name*)
  - Data Elements
  - Archived Meetings and Presentations
  - Frequently Asked Questions

# ISBE Contact Information

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- **ISBE Help Desk**

- (217) 558-3600
- [helpdesk@isbe.net](mailto:helpdesk@isbe.net)

- **ISBE SIS Information Website**

- [www.isbe.net/sis](http://www.isbe.net/sis)

## **Notice – This Webinar is being Recorded**

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