Message From State Superintendent Christopher A. Koch

Sept. 27, 2010

It has come to our attention that a letter was sent to many of you last week discussing the use of the Education Jobs Funds. The Illinois State Board of Education did not distribute this letter, nor did we have any input into its development. In addition, our previously provided guidance on the Education Jobs Fund program remains unchanged.

The letter states that the Governor’s Office of Management and Budget would like to see districts draw down and spend all of their Education Jobs Funds by the end of November 2010. Districts are not required to spend all of these funds within this timeframe and, while the U.S. Department of Education has stated that the Federal program is designed to save or create education jobs for the 2010-11 school year, districts do have until September of 2012 to obligate these funds.

A district may choose to use its entire allocation of Education Jobs funding within the timeframe outlined in the letter if they have appropriate uses for these funds. However, deciding when to spend these monies is entirely a local decision.

As a reminder, Education Jobs Funds may only be used for those purposes permitted under Federal law, as further described in both Federal and our State guidance. If you received State Fiscal Stabilization Funds under the American Recovery and Reinvestment Act, you do not need to complete an application for these funds and the same reporting requirements apply. Additional information on the Education Jobs Fund program, including allocations, a frequently asked questions document, federal guidance documents and a webinar are posted on the ISBE website at the following location: http://www.isbe.net/arra/html/ed_jobs_fund.htm.

The Education Jobs Fund program is a reimbursement program; money is not automatically sent to school districts. School districts and other local education agencies must request payments through the Electronic Expenditure Reporting System in IWAS. As expenditure reports are received, we will voucher Education Jobs Fund payments on or about the 10th and 25th of each month.

Local education agencies that have requested or plan to request Education Jobs funds for the period ending Sept. 30 must submit full-time equivalent jobs data via the ARRA Reporting System on or before Oct. 5, even if an expenditure report has yet to be filed. If you do not plan to request funds through Sept. 30, then you are not required to report. This is true for all subsequent quarters until the local education agency has requested all Ed Jobs funds.

I understand that this situation has resulted in some confusion in the field, however, we stand by the guidance we have previously provided to you. If you have questions about requesting Education Jobs funds or ARRA reporting requirements, please contact the Division of Funding and Disbursement Services at 217-782-5256.

Thanks,

Chris
Upcoming Dates and Deadlines

- The school board must hold a public meeting to adopt the school budget on or before Sept. 30. (end of first quarter) (105 ILCS 5/17-1) Within 30 days of adoption, and any subsequent adoption, the annual budgets must be filed with the county clerk. (105 ILCS 5/17-1 and 35 ILCS 200/18-50)
- Sept. 30, 2010, ARRA Jobs and Vendor Data Due – Oct. 5
- Deadline to deliver the Annual Financial Report (AFR)/Audit to the Regional Office of Education/Intermediate Service Center (Cook County) (with the exception of an extension of time granted by the regional superintendent) (105 ILCS 5/3.7 and 105 ILCS 5/3-15.1) – Oct. 15 (Dec. 15 with an approved extension)
- Part 1 (Public Schools Evaluation, Recognition and Supervision) and Part 365 (Children’s Low-cost Laptop Program) – Public comment period ends Oct. 18
- Annual budgets must be filed with the county clerk within 30 days, Oct. 31, of adoption or any subsequent adoption (105 ILCS 5/17-1 and 35 ILCS 200/18-50)
- Annual Budgets must be submitted to ISBE – Oct. 31, annually
- School Mental Health: Strengthening Schools, Supporting Students conference in Springfield – Nov. 9-10
- Limitation of Administrative Costs Worksheet deadline – Nov 15
- Deadline for receipt of the Annual Financial Report (AFR)/Audit to ISBE from the Regional Office of Education/Intermediate Service Center (Cook County) (with the exception of an extension of time granted by the regional superintendent) (105 ILCS 5/3.7 and 105 ILCS 5/3-15.1) – Nov. 15 (Dec. 15 with an approved extension)
- Part 30 (Programs for the Preparation of Principals in Illinois), Part 100 (Requirements for Accounting, Budgeting, Financial Reporting, and Auditing), and Part 675 (Providers of Supplemental Educational Services) – Public comment period ends Nov. 22
- Part 25 (Certification) – Public comment period ends Nov. 29
- Last day for filing the Annual Statement of Affairs (ISBE form 50-37) to ISBE – Dec. 15
- 2010-2011 Nonpublic Registration, Enrollment, and Staff Report deadline – Dec. 31
- Postmark deadline for waiver applications to be considered by the General Assembly in Spring 2011 – Jan. 7
- Noncertified Staff Salary Study survey deadline – Feb. 1

Funding and Disbursement Services

ARRA Fraud Reporting Information

The U.S. Department of Education (Department) has requested the following information be distributed to all local education agencies, employees and contractors in relation to reporting fraud, waste and abuse of funds made available by the American Recovery and Reinvestment Act (ARRA).

ARRA funds have provided an unprecedented opportunity to save jobs and advance reforms that improve student achievement. With this opportunity comes increased responsibility for all of us to conduct ourselves ethically and to mitigate the risk of waste, fraud, and abuse.

The Department, including the Office of Inspector General (OIG), works to ensure that education dollars reach intended recipients and serve intended purposes. ISBE will also work with the Department to ensure that these funds and programs funded by the Department are protected from fraud, waste, and abuse. As part of this important effort, the Department is providing several resources that describe fraud laws and how to report fraud at http://www.ed.gov/fraudprevention.

The OIG identifies and investigates individuals and groups who may have committed fraud with education funds or with respect to Department-funded programs. Each week, criminals are prosecuted and convicted, and receive sentences that include significant prison terms and monetary penalties. Cases have included school or college officials making false statements regarding grant eligibility and performance; creating false documents to obtain grants for students who do not attend the school or
are enrolled in ineligible programs; setting up shell companies to which education dollars are funneled; embezzling money from school accounts; using school accounts and credit cards to make purchases for personal purposes; and accepting bribes and kickbacks from contractors.

Please help us put a stop to these crimes. In addition to reading and distributing this information, report any suspicion of fraud, waste or abuse to the OIG Special Agent in Charge in your geographic area. Contact information is available at the following Web site: http://www2.ed.gov/about/offices/list/oig/oigaddress.htm.

You also may contact the OIG by e-mailing oig.hotline@ed.gov; calling 1-800-MISUSED (1-800-647-8733); or writing to: Inspector General’s Hotline, U.S. Department of Education, Office of Inspector General, 400 Maryland Ave., SW, Washington, DC 20202-1500.

### Education Jobs Funds Sept. 30 ARRA Reporting – Due Oct. 5

The new Education Jobs (Ed Jobs) program has identical reporting requirements as other programs that fall under the American Recovery and Reinvestment Act (ARRA). Specifically, all local education agencies (LEAs) that are awarded and receive ARRA funds must report full-time equivalent (FTE) jobs funded with ARRA dollars as well as any single vendor payments made in the amount of $25,000 or more. Proper segregation of revenue and expenditures of all ARRA funds is critical for accountability and transparency purposes.

The Ed Jobs program has been assigned revenue code 4880 and is being paid on a reimbursement basis. This means that in order for the LEA to receive Ed Jobs funds reimbursement a cumulative (i.e. year-to-date) electronic expenditure report must be submitted via the Electronic Expenditure Reporting System in IWAS detailing the amount expended on a cash basis in the appropriate function and object code. If you were unable to attend the Ed Jobs webinar on September 9, 2010 please see the presentation at http://www.isbe.net/arra/ppt/arra_ed_jobs_fund_webinar.pdf.

**IMPORTANT CHANGES-PLEASE READ CAREFULLY:** An important clarification needs to be addressed since the Sept. 9, 2010, webinar regarding quarterly ARRA FTE jobs and vendor reporting (Slide 20). In the webinar it was stated that the LEA need only to report ARRA FTE jobs and vendor data via the ARRA Reporting System in the quarter that funds are drawn. To clarify, if the LEA submits or plans to submit an expenditure report requesting reimbursement of qualifying expenditures (i.e. compensation and benefit costs) the FTE jobs must be reported in the quarter in which the FTE jobs were funded with Ed Jobs dollars (i.e. Sept. 30, Dec. 31, March 31 or June 30). This is true even if an expenditure report for reimbursement has yet to be filed for that quarter.

For example, if the LEA elects on Oct. 20 to submit an Ed Jobs expenditure report requesting reimbursement of expenditures paid during the reporting quarter ending Sept. 30, the LEA is required to report the FTE jobs and vendor data to ISBE on or before the ARRA reporting deadline of Oct. 5 even though the expenditure report has not been submitted by the LEA. This is true for any subsequent quarter.

An additional clarification and update from the webinar is that once the LEA begins to request Ed Jobs expenditure reimbursement they are obligated to report ARRA FTE jobs and vendor data via the ARRA Reporting System every subsequent quarter, even if no expenditure reports for reimbursement have been submitted in the ARRA reporting quarter. To complete the aforementioned example, if the LEA does not request any reimbursement of Ed Jobs expenditures between Oct. 1 and Dec. 31, they must still submit ARRA FTE jobs and vendor data for the Dec. 31 ARRA reporting quarter that reflects that no FTE jobs or vendor payments were funded with Ed Jobs dollars during the reporting quarter. The LEA must continue to submit ARRA data reports for each subsequent quarter until all Ed Jobs funds have been requested and reported.

If you have further questions or concerns, contact Jim Mathes at jmathes@isbe.net or Marj Beck at mbeck@isbe.net. Both can be reached by telephone at 217-782-5256.

**Sept. 30, 2010, ARRA Jobs and Vendor Data Due Oct. 5, 2010**

American Recovery and Reinvestment Act (ARRA) full-time equivalent (FTE) jobs and vendor data for the reporting quarter ending Sept. 30, 2010, is due at the Illinois State Board of Education on or before Tuesday, Oct. 5, 2010, for all local education agencies (LEAs) that were awarded or received ARRA funds. ARRA data reporting includes two primary elements: the number of...
jobs funded in the reporting quarter with ARRA dollars and a single payment made to a vendor, using ARRA dollars, in the amount of $25,000 or more. All ARRA data must be reported via the ARRA Reporting System in IWAS. Please refer to the ARRA Reporting Instructions at http://www.isbe.net/arra/pdf/arra_reporting_inst.pdf for detailed reporting procedures.


IMPORTANT-PLEASE READ CAREFULLY:
ARRA employee FTE and vendor data for the reporting quarter July 1 through Sept. 30, 2010 must be reported via the ARRA Reporting System in IWAS regardless of the ARRA project year (i.e. FY 10 or FY 11). If the LEA ARRA project for FY 10 ended on June 30 and no additional salary or vendor payments of $25,000 or more were paid in July or August from FY 10 project dollars, then ARRA data are not required to be reported for the reporting quarter ending Sept. 30, 2010, for the FY 10 project year. However, per the clarifying Aug. 26, 2010, guidance from the Department of Education, if an employee was funded and paid from FY 10 ARRA project dollars (e.g. employee paid on a 12 month salary schedule) or if a vendor payment of $25,000 or more was paid in July and August with FY 10 project dollars, then ARRA data must be reported for the reporting quarter ending Sept. 30, 2010, via the ARRA Reporting System for the FY 10 project year.

The same is true for LEAs that submitted FY 11 ARRA project applications on or before Sept. 30, 2010, and intend to fund and pay an employee’s salary or make a vendor payment of $25,000 or more using ARRA dollars for the reporting quarter July 1 through Sept. 30, 2010, for the FY 11 project year. The ARRA Reporting System is set up with a Sept. 30, 2010, reporting date for both FY 10 and FY 11 project years so LEAs can properly report FTE and vendor information applicable to each project year. For specific examples of how to calculate the jobs FTE and correctly report between each project year, please see the following link http://www.isbe.net/arra/pdf/ed_jobs_fte_guidance_fy10-11.pdf.

Sept. 30 ARRA data must be reported for the following ARRA programs if your LEA has been awarded or received funds:

- Title I Low Income – Revenue Code 4851
- Title I Low Income Neglected – Revenue Code 4852
- Title I Low Income Delinquent – Revenue Code 4853
- IDEA Part B Preschool – Revenue Code – 4856
- IDEA Part B Flow Through – Revenue Code 4857
- Title II D Enhancing Education Through Technology – Revenue Code 4861
- McKinney Vento Homeless Education – Revenue Code 4862
- Stabilization Other Government Services (Early Childhood) – Revenue Code 4875
- Education Jobs Fund Program – Revenue Code 4880 (If funds are requested in August or September)

If you have any questions regarding this information, contact Funding and Disbursement Services at 217-782-5256.

Data Analysis and Progress Reporting

2010-11 Nonpublic Registration, Enrollment and Staff Report

Starting Oct. 1, 2010, the Nonpublic Registration, Enrollment and Staff Report (87-01) for school year 2010-11 will be available in IWAS at https://sec1.isbe.net/iwas. Completed reports must be received by ISBE no later than Dec. 31, 2010.

Nonpublic schools that have registered with ISBE at least once in the past must submit their data online via IWAS. Nonpublic schools that have never registered with ISBE must submit their data using the paper form 87-01 that is available at http://www.isbe.net/research/htmls/np_entity.htm.

Public district administrators should communicate with nonpublic school administrators within their district boundaries and encourage them to submit registration, enrollment, and staff data. A portion of the public district funding allocation calculated for the federal Individuals with Disabilities Education Act (IDEA) uses nonpublic enrollment data that is reported voluntarily by nonprofit elementary and secondary schools.
Nonpublic schools seeking recognition: You must submit Nonpublic Registration, Enrollment and Staff Report before you can apply for recognition.

Questions can be directed to Md. Shafiqul Azam in the ISBE Data Analysis and Reporting Division at 217-782-3950.

**2010-11 Noncertified Staff Salary Study**

Starting Oct. 1, 2010, the Noncertified Staff Salary Study survey will be available in IWAS for submission of 2010-11 school year data. URLs for two useful documents are provided below.


The deadline date for submission is Feb. 1, 2011. Districts with student enrollments of less than one thousand as of the last school day in September 2009 may ignore this message.

Questions can be directed to Md. Shafiqul Azam in the ISBE Data Analysis and Reporting Division at 217-782-3950.

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**Nutrition**

**Local Policies on Food Allergies Guidelines Required by Start of 2011**

Per Public Act 96-0349, the Illinois State Board of Education, in conjunction with the Illinois Department of Public Health, has released the Guidelines for Managing Life-Threatening Food Allergies in Illinois Schools. These guidelines were assembled by an ad hoc committee comprised of experts in the field of food allergens, representatives on behalf of students with food allergies, representatives from public schools management organizations, and representatives from two statewide teachers’ organizations. By Jan. 1, 2011, each school board is required to implement a policy based on these guidelines. Also, at least every two years, an inservice training program for school personnel who work with students must be conducted by persons with expertise in anaphylactic reactions and management.

The Guidelines for Managing Life-Threatening Food Allergies in Illinois Schools, which includes checklists for district employees and training resources, is at [http://www.isbe.net/nutrition/htmls/food_allergy_guidelines.htm](http://www.isbe.net/nutrition/htmls/food_allergy_guidelines.htm). A sample policy and administrative procedure are available through the Illinois Association of School Board’s Policy Reference Education Subscription Service (PRESS). These sample materials were included in Issue 73, August 2010 of PRESS, and have been mailed to all PRESS subscribers. The Illinois Association of School Boards (IASB) will also provide these samples complimentary to its member school boards and non-member school boards in Illinois that request them. To make a request for these samples, contact Anna Lovern at the IASB Springfield location at 217-528-9688, ext. 1125, or Laurel DiPrima at the IASB Lombard location at 630-629-3776, ext. 1245.

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**New Wellness School Assessment Tool Available Online**

Attention, Wellness Policy Coordinators. How complete is your school(s)/school districts wellness policy? Now you may score your school district’s wellness policy quality in less than one hour, with the newly developed online Wellness School Assessment Tool (WellSAT), developed by the Rudd Center for Food Policy and Obesity at Yale University with funding through the Robert Wood Johnson Foundation.

Whether you are responsible for one single school or the school district’s wellness policy, you may now identify the wellness policy’s strengths and weaknesses in the following areas: nutrition education and promotion, physical activity/physical education, school meals and competitive foods. An added feature of WellSAT is the scorecard that provides resource links for specific areas needing improvement. The scorecard rates comprehensiveness as well as strength. To view the online scoring survey and/or use the free toolkit, visit [http://www.wellsat.org](http://www.wellsat.org).

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**Rules and Waivers**

**Notice of Completed Rulemaking**

Please be advised that a set of emergency amendments recently adopted by the Illinois State Board of Education is now in effect. These rules have been posted on the agency’s Web site at [http://www.isbe.net/rules](http://www.isbe.net/rules). Please choose “Rules Currently in Effect” and scroll to Part 100. The emergency amendments are posted separately, just below the main document.
Part 100 (Requirements for Accounting, Budgeting, Financial Reporting, and Auditing)
Establishes a revenue code for use with funding received through the federal Ed Jobs program and sets forth the requirements for how districts should account for those funds.
Affected Sections: 100.130, 100.Appendix D
Effective Date: September 22, 2010, for a maximum of 150 days

Invitation to Comment on Rules
Four proposed rulemakings recently reviewed by the Illinois State Board of Education are available for public comment. The proposals have been posted on the agency’s Web site at http://www.isbe.net/rules; choose “Proposed Rules and Amendments.” Please submit any comments or suggestions to rules@isbe.net.

Part 25 (Certification)
Makes numerous changes to conform the rules to recently enacted legislation; streamlines the process for institution and educational unit recognition and preparation program approval; and defines “dispositions” for the purposes of clinical experiences.
Deadline for Public Comment: Nov. 29

Part 30 (Programs for the Preparation of Principals in Illinois)
Establishes standards and requirements for new principal preparation programs, which are to be offered by institutions of higher education and not-for-profit entities approved by the State Board of Education, to train and prepare principals with the ability to improve teaching and learning and increase the academic achievement and development of all students.
Deadline for Public Comment: Nov. 22

Deadline for Public Comment: Nov. 22

School Business Services

Deadline Set for Nov. 15 for Limitation of Administrative Costs Worksheet
Section 17-1.5 of the School Code requires school districts to limit the growth of “administrative” expenditures to a maximum of 5 percent from one fiscal year to the next. School districts must file the Limitation of Administrative Costs Worksheet with the Illinois State Board of Education’s School Business Services Division by Nov. 15, 2010.
A blank Limitation of Administrative Costs Worksheet can be accessed at www.isbe.net/sfms/AdminCaps/AdminCaps.htm.

If a completed Limitation of Administrative Costs Worksheet is submitted along with the school district’s Annual Financial Report, a separate worksheet does not also have to be submitted. Please note that the worksheet included in the School District Budget Form July 1, 2010 – June 30, 2011 (ISBE 50-36) is a working document for local use only and will not be accepted for official submission of the Limitation of Administrative Costs Worksheet.


Districts exceeding the limitation may amend their budgets prior to June 30, 2011, to become in compliance with the limitation. Districts unable to amend their budgets would have to waive the limitation in order to become in compliance. School districts with administrative expenditures in the 25th percentile or below (4th quartile) may waive the limitation following a public hearing and with the affirmative vote of at least two-thirds of the members of the school board. Any district waiving the limitation shall notify ISBE within 45 days of such action. If a school district that is ineligible to waive the limitation by board action exceeds the limitation solely because of circumstances beyond the control of the district and the district has exhausted all
available and reasonable remedies to comply with the limitation, the district may request a waiver from the General Assembly pursuant to Section 2-3.25g of the School Code. Procedures for requesting a waiver in accordance with Section 2-3.25g of the School Code can be found at http://www.isbe.net/isbewaivers/default.htm.

Quartile rankings for all school districts and a sample waiver resolution for qualifying districts can be found at http://www.isbe.net/sfms/AdminCaps/AdminCaps.htm.

If you have any questions, contact Michelle Heninger, School Business Services Division, at 217-785-8779 or mheninge@isbe.net.

Innovation and Improvement

Take a Brief Survey on the No Child Left Behind Act

In an effort to gain a better understanding of stakeholders’ concerns, priorities and views on several issues impacting the reauthorization of the Elementary and Secondary Education Act, commonly referred to currently as the No Child Left Behind Act (NCLB), we have developed a survey that can be accessed at http://www.surveymonkey.com/s/NCLBSurvey.

The brief survey asks for details on the most pressing issues that should be changed in the next version of ESEA. It also asks for the level of support or opposition to a number of broad proposals that have may impact reauthorization. This survey will allow ISBE to gain a broad understanding of viewpoints on potential changes to ESEA. Future surveys will be more specific on active proposals. Please take a few minutes and let us know your thoughts on the future of federal education policy. Thank you.

Reminder on Time and Effort Reports

School districts are required to maintain auditable “time and effort” documentation that show how each Title I employee spent his or her compensated time. Such documentation are written, after-the fact (not estimated or budgeted) documentation of how the time was spent.

Time and effort reports should be prepared by any Title I staff with salary charged (1) directly to a federal award, (2) directly to multiple federal awards, or (3) directly to any combination of a federal award and other federal, state or local fund sources. Time and effort reporting guidelines are specified in the U.S. Office of Management and Budget (OMB) Circulars A-87 and A-133. All individuals being paid with federal funds must document their time and effort, no matter the percentage of time they are paid or if they are working in a Title I targeted assistance or schoolwide program.

Districts are encouraged to read the e-bulletin available at http://www.isbe.net/e-bulletins/default.htm, which also provides information on the types of documentation that is required.

Parent Involvement Analysis Online Tool Available From ISBE

The Illinois State Board of Education has launched a statewide parent involvement initiative that will help schools in the development of the parent involvement components for their School Improvement Plans. The Parent Involvement Analysis (PIA) online tool is a step-by-step process that assists schools in meeting the legislative requirements under Title I Part A Subpart 1 Section 1111-1118 of the ESEA and leads the school team to a set parent involvement objectives for the School Improvement Plan. The PIA also includes tools, samples and workshop modules for schools to use in the implementation of their new parent involvement objectives.

Webinar trainings for administrators, school staff and school team members have been scheduled. The 2010-11 Webinar training schedule for the Parent Involvement Analysis is posted on ISBE’s website at http://www.isbe.net.grants/html/parent.htm. You may register for one of these webinars by clicking on session date. A separate Webinar session is being offered on Sept. 24 and Sept. 30 at 10 a.m. for ROEs to better assist schools with the PIA as part of the School Improvement Plan process. ROEs may register for this webinar session at https://www1.gotomeeting.com/register/278101696.

ISBE Teams Up With Others to Provide Illinoisparents.org

If you’ve never visited Illinoisparents.org, we encourage you to do so. It is a clearinghouse of resources for Illinois families and schools. It is provided by the Illinois State Board of Education and is the collaborative work of the Academic Development Institute and the Early Childhood and Parenting Collaborative (ECAP) at the University of Illinois at UC. Here’s an idea of what you can expect to find there:

- Illinois Organizations and Events: A calendar of statewide workshops and trainings, family resources and service organizations by county, a
listing of statewide resources, state hotlines and more.

- Resources for Parents: A searchable database of parent tips sheets, activities and other resources that assist parents in the education of their children.
- Resources for Schools: A searchable database of resources for schools in their work with parents.
- School Community Journal: A free, open access, online journal with research and field reports by top educational researchers.

Illinoisparents.org’s homepage highlights organizations around Illinois that provide services to families and spotlight events, workshops, and trainings around the state. The site groups resources from each of its categories by topic in its monthly “Spotlights,” which are e-mailed to subscribers. If you would like to receive this monthly e-mail, use the link in the upper right hand corner of the home page to subscribe.

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**English Language Learning**

**FY11 ELL Application Technical Assistance Sessions Announced**

In an ongoing effort to assist districts in the newly established eGrant process, the Division of English Language Learning (DELL) is pleased to announce upcoming technical assistance sessions. These sessions will provide valuable information in assisting school districts through the approval process of their FY11 English Language Learning (ELL) Consolidated Applications. DELL staff will be present at these sessions and computer access to IWAS will also be available.

In school districts where applications were “returned for corrections” (on IWAS) we would strongly encourage scheduling a time during one of the sessions listed below, or to work with their program consultant by telephone or e-mail to resolve any pending issues.

Prior to scheduling a session, districts must ensure that the representative in attendance has the authority to access and make revisions to the district’s application on IWAS. The district representative will also need to bring with them, any relevant information required to complete the application.

Appointments should be scheduled by contacting the district’s assigned DELL consultant at 312-814-3850. A list of DELL program consultant district assignments is at [http://www.isbe.net/bilingual/pdfs/ell_contacts.pdf](http://www.isbe.net/bilingual/pdfs/ell_contacts.pdf).

**SESSION INFORMATION**

- **Sept. 28-30, 2010, and Oct. 1, 2010**: 9 a.m. to noon and 1-4 p.m. at the Illinois Resource Center, 2626 S. Clearbrook Drive, Arlington Heights, IL 60005
- **Oct. 6, 2010**: 9 a.m. to noon and 1-4 p.m. at the Illinois State Board of Education, 100 N. First St., Springfield, IL 62777

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**Curriculum and Instruction**

**Illinois Longitudinal Data System: The Transcript Coding Project**

The Sept. 7 Weekly Message included an article on this topic. This is a follow-up note, listing the schedule and some reminders.

District staff will match local course numbers to corresponding Secondary School Course Classification System: School Codes for the Exchange of Data codes, provided by the National Center for Education Statistics, Common Core of Data, which can be located at [http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2007341](http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2007341), and create a crosswalk. This NCES data handbook outlines a system for assigning standard codes to secondary school courses in 22 major subject areas. It also includes a content description for each course and instructions on how to use the system in coding courses. Following the crosswalk will be data submitted by July 30, 2011.

ISBE will hold an orientation webinar in early October to answer general questions and provide an overview. That webinar will be followed by onsite regional sessions and a final webinar. CPDU credit or Administrators Academy credit is available for participants. The schedule is as follows:

• **Orientation Webinar:** 1-2 p.m. Oct. 4

• **Workshop 1:** 1-4 p.m. Oct. 21; Regional Office of Education, Conference Rooms A-C, 1000 S. Illinois St., Belleville

• **Workshop 2:** 1-4 p.m., Oct. 22; John A. Logan Community College, Workforce Development Building, Room H-127, 700 Logan College Road, Carterville (Bring a laptop)

• **Workshop 3:** 1-4 p.m., Oct. 22; Two Rivers Professional Dev. Center, 10112 W. Dubois Road, Edwards (Bring a laptop)

• **Workshop 4:** 1-4 p.m. Oct. 27; Carpentersville-Dundee District 300, Hampshire High School, 1600 E. Big Timber Road, Hampshire (Bring a laptop)

• **Workshop 5:** 12:30-3:30 p.m. Oct. 27; Workforce Development Center, Computer Lab, 305 Richmond Avenue East, Mattoon

• **Workshop 6:** 1-4 p.m. Oct. 29; Joliet Township HS District 204, Joliet High School, Board Rooms A-D, 300 Caterpillar Drive, Joliet (Bring a laptop)

• **Workshop 6a:** 1-4 p.m. Nov. 2; I-KAN Regional Instructional Center, 50 Industrial Park Drive, Kankakee (Bring a laptop)

• **Workshop 7:** 1-4 p.m. Nov. 3; Regional Office of Education, Room 128, 19525 W. Washington St., Grayslake (Bring a laptop)

• **Workshop 8:** 8:30-11:30 a.m. Nov. 4; Regional Office of Education, 300 Heart Boulevard, Loves Park

• **Workshop 9:** 1-4 p.m. Nov. 4; Regional Office of Education, 300 Heart Boulevard, Loves Park

• **Workshop 10:** 1-4 p.m Nov. 5; Marquardt School District 15, Administrative Center, Large Training Room, 1860 Glen Ellyn Road, Glendale Heights (Bring a laptop)

• **Workshop 11:** 1-4 p.m. Nov. 10; Collaborative Learning Center West 40, 2701 W. Washington, 2nd Floor West, Bellwood (Bring a laptop)

• **Workshop 11a:** 12:30-3:30 p.m. Nov. 15; Dewitt, Livingston, McLean Regional Office of Education, 905 N. Main St., Normal (Bring a laptop)

• **Final Webinar:** 1-3 p.m. Nov. 16

Districts should plan to send a two-person team to this training. It is critical that district representatives have knowledge of the high school course content and course scheduling processes. Bring along schedule information, including electronic scheduling information if available locally.

If you have questions, contact Marica Cullen, Division Administrator, Curriculum and Instruction, at mcullen@isbe.net or 217-557-7323.

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**Employment Opportunities**

**ISBE External Vacancy List**

An External Vacancy List for the Illinois State Board of Education is available at [http://www.isbe.net/hr/Default.htm](http://www.isbe.net/hr/Default.htm).

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**In the News**

**Weekly News Clips**