

**Illinois State Board of Education (ISBE)  
Student Information System (SIS)  
SIS 2009 Early Childhood Outcomes Q and A**

#	Question	Answer
1.	How do we get a copy of the presentation that ISBE did on SIS Early Childhood Outcomes, and are we able to print off the webinar?	The presentation is located on the <a href="http://www.isbe.net/sis">www.isbe.net/sis</a> website. A recording of the webinar is also available on this website. Another reference source can be found at <a href="http://www.isbe.net/earlychi/html/ec_speced_outcomes.htm">http://www.isbe.net/earlychi/html/ec_speced_outcomes.htm</a> .
2.	When will training be provided for Early Childhood Outcomes reporting?	We currently have SIS trainings in the summer around early August. Keep watch on the <a href="http://www.isbe.net/sis">www.isbe.net/sis</a> website for registration information.
3.	How can we get access to the Student Information System (SIS) and the SIS student IDs? Currently our district has access only to the ECO site, does this mean we will automatically be granted access to SIS?	You will need to request approval to gain access to SIS through the IWAS system. Once you have completed the application, your district's Superintendent will then need to go in and grant you access. Once this has taken place you will then be able to view the SIS IDs for students in your district.
4.	If our Special Education Cooperative has IWAS access can they be given SIS access?	No, at this time Coops do not have access to SIS. You must build a line of communication with the Cooper to collect this data and report it as the Home School.
5.	Does the transition of early childhood data to SIS impact the data entry and management of children without an IEP in an at-risk program?	No, this does not affect non-IEP students.
6.	When do we begin entering this data?	You must begin entering this data into the SIS system beginning the 2009-2010 school year. The system however will now accept the data for the remainder of the 2008-2009 school year.
7.	I currently work in the Special Education Department in my district. However, I do	You must coordinate with your district to determine who has been handling Early

	not currently enter information into the ISBE/IWAS system. However, I do know of several other district personnel who do. How can I determine who currently has been entering this data and whether or not it has been updated and is correct?	Childhood data and who is currently entering in SIS data.
<b>8.</b>	Will all of the children require a SIS Id before we can enter the data? Also are we entering this data for all EC students or just those with an IEP?	Yes, the student must have a SIS Id and be actively enrolled in the district before Early Childhood Outcome data can be entered.  Only students enrolled in a EC program with an IEP must be entered into the ECO system.
<b>9.</b>	If we have not been currently submitting ECO data should we be?	Please check within your district as well as with your Special Education Coop as to who is currently reporting these data.
<b>10.</b>	When will the information currently in the ECO system on IWAS be available in SIS or in other words, will this information from the ECO system automatically transfer into SIS?	The information currently in the old ECO system in IWAS will not be imported into SIS, it will remain in the old system. ISBE will match data from these two systems externally, but the data will remain where it has been originally entered.
<b>11.</b>	Data may be submitted to SIS via batch upload. Alternatively, can it be manually entered into SIS one student at a time? Also, is this information submitted only once per year at the end of the year?	Data can be entered both online and via a batch file into SIS. Districts are encouraged to keep up with data submissions regularly throughout the year. Districts must however, have this completed before the student exits for the year.
<b>12.</b>	Can you send data with Pipe delimited files? Any ftp site sending data?	SIS accepts comma delimited files in .csv and .txt format. SIS also accepts .xml files as well. Please see the File Format Layout document posted on the <a href="http://www.isbe.net/sis">www.isbe.net/sis</a> website for file specification.
<b>13.</b>	I understand the new Illinois Child Outcomes Summary form that was displayed during your webinar presentation needs to be used after 7/31 if not sooner. We use Power School as our Student Info database. Am I correct in my understanding that we will need to have Power School add the fields from this form and once this is completed	If you would like your local package to populate a file to send to SIS, you can work with them to add these fields. If you do not, we do offer the online or Excel templates which you can use instead of your package. Those materials are posted on the <a href="http://www.isbe.net/sis">www.isbe.net/sis</a> website.

	our district data manager will then upload the data for reports rather than our using the current IWAS system?	
14.	Where can the new Outcomes form be located?	The new Early Childhood Outcomes Form is available for download on the <a href="http://www.isbe.net/sis">www.isbe.net/sis</a> website under the Data Elements section. One on the Data Elements page, it is located under the Early Childhood Outcomes heading. You can also gain access to this form at <a href="http://www.isbe.net/earlychi/html/ec_speced_outcomes.htm">www.isbe.net/earlychi/html/ec_speced_outcomes.htm</a> .
15.	Who would be responsible for filling out this form for Pre-K Special Education students? Teacher or coordinator?	It is a district decision to decide who is responsible for completing the ratings, completing the forms and reporting the data to SIS.
16.	Is this new Summary form in lieu of the old 7 page Entry/Exit EC Outcomes Forms?	Yes.
17.	Is the new Summary form mandatory or can we still make up a comparable form for our own use?	ISBE highly recommends that districts use the new COSF form.
18.	On the Summary form it says you can only put in one assessment. We could have different "Assessments" for Entry and Exit. How do we address this?	Only report the Primary Assessment used on the Exit Rating.
19.	Where should the hardcopy of the ECO Summary form be filed?	The document should be filed in the student's temporary records.
20.	Our district began an early childhood program this year. We currently input outcomes for all early childhood special education students. Do we now have to enter outcomes for all Regular Education and Special Education students?	No. Only students enrolled in Pre-K that are served with an IEP must have EC Outcomes reported in SIS.
21.	Our district faces several different circumstances regarding our EC students. Under the following scenarios when should outcomes information be entered: A. Kindergarten student who is in district Special Education program.	Exit outcome ratings should be entered under the following circumstances:  A. When the child goes to kindergarten B. If the child remains in early childhood for his or her kindergarten year, then when

	<p>(e.g. Dually enrolled in ECSE and KDG)</p> <p>B. Student who transitions to Kindergarten at the age of 5.</p> <p>C. Student who moves out of the district before they are ready to exit the program or student who transfers out of the district to another district's Pre-K program.</p> <p>D. Student who no longer have an IEP or withdrawal from an ECSE program.</p>	<p>the child turns 6.</p> <p>C. If the child is staffed out of special education and no longer has an Individualized Education Plan (IEP).</p>
<b>22.</b>	<p>What do we do about students we have not done any entry data on, but will be exiting this year to go to KDG? Do we just to do the exit criteria at this point? Also will exit data be sufficient enough to exit the student and promote them to Kindergarten?</p>	<p>Please make sure the following steps have been taken to ensure the child has no entry data available:</p> <ol style="list-style-type: none"> <li>1. Contact the child's previous district to ensure they not have entry ratings in the student's paper file.</li> <li>2. Contact the Cooperative that services the district to ensure they not have a record of these ratings.</li> </ol> <p>If these steps are unsuccessful, please contact the ISBE Helpdesk and ask to speak to the Early Childhood or Special Education division for further assistance.</p>
<b>23.</b>	<p>What about a preschool student receiving speech by an Individualized Service Plan (ISP) enrolled in a private parochial school?</p>	<p>Child Outcome data is only required for children with an IEP, not those being serviced under an ISP.</p>
<b>24.</b>	<p>If an ECE student who has an IEP turns 6 during the school year, does exit information have to be submitted once they turn 6, or at the end of the school year before entering kindergarten?</p>	<p>The exit rating should be completed as close as possible to the sixth birthday.</p>
<b>25.</b>	<p>For students who already have entry scores entered in the old IWAS system, do we have to go back and complete who was present like social worker, psychologist, etc, when</p>	<p>You would have to complete this information in SIS only if you <b>have not</b> put any entry scores for the student in the old IWAS system. For example, if you have entered entry scores for a</p>

	now entering these students into SIS?	student in the old IWAS system, you do not need to enter that data into the SIS system for entry scores. However, for the exit ratings you will have to enter that data into SIS.
<b>26.</b>	Is it correct to say that any student in the old IWAS ECO site will have to be re-entered into SIS if the that child continues with a preschool IEP in order to enter that child's exit ratings?	Only exit ratings would have to be entered into SIS for the child. You will not have to re-enter the entry ratings for this student if they have already been entered into the old IWAS ECO system.
<b>27.</b>	What if the student has been at another district's ECSE program for say 1 and a half years, then transfers to us, with less than 6 months in our program, how do you do the Exit Rating?	You will still try to rate the child as accurately as you can with the information you have using the Decision Tree and Summary Outcomes Form.
<b>28.</b>	Previously our district was under the understanding that if a student was to be in a program for less than 6 months they did not have to receive an entry rating. However, with this new information does this mean all ECSE students will have to receive an entry rating? Also how do you give a child an exit rating if the student starts receiving ECSE services at the end of the school year, and the teacher has a limited time working with the student?	Yes, all students who are in an ECSE program who are receiving services for less than six months will still need entry ratings. For these students you may report the entry ratings as the student's exit ratings.
<b>29.</b>	If a student is exited from SIS because they no longer have an IEP will this student still need to have exit ratings entered?	Yes, the student will still need to have exit ratings entered before the end of the school year.
<b>30.</b>	Do we need to input exit ratings for students who move out of our district to another district in Illinois? Out of Illinois? Also is this a national system? How can we find out information for students who move into our district with an IEP from another state?	For student's who move into another school district, you will not need to complete the exit ratings for this student. If you know the student is moving out of state you should also do an exit rating.  This is not a national system. Ratings from other states should not be used. If you need additional assistance with these issues, please contact the Helpdesk.

<b>31.</b>	For the entry ratings, parents are involved in the team meetings. We also incorporate parent information into the assessment. How do we record both?	In this instance, you would only report the parents were involved in the team meetings.
<b>32.</b>	If a student comes to our district for Kindergarten from another district where they attended an ECSE program, are we not allowed to enter them into SIS for Kindergarten until the previous district gives them an exit rating?	Yes. Please work with the previous district on this issue as necessary.
<b>33.</b>	Can the entry rating be dated before the start date of services for a student?	Yes.
<b>34.</b>	When our district does the Entry or Exit Outcomes are we required to hold a meeting? If so, at the end of the school year, there has to be a meeting held to get this information right?	When a child enters and exits ECSE services., he/she must be given ratings in the three outcomes areas. The rating process is a team process involving 2 or more individuals who know or have information on the child. Therefore, yes there should be a meeting to discuss and assign ratings for each child.
<b>35.</b>	When you exit a child from SIS, does this automatically exit the student from ECO or do you have to do this separately?	Exiting a student's enrollment in SIS and providing an exit rating in ECO are two separate actions.
<b>36.</b>	If there is a child enrolled in Pre-K with a speech only IEP they would still need to meet the assessment requirement correct?	The purpose of the outcome rating system is to measure the progress children make after receiving ECSE services. Therefore, for a child with an IEP only for speech services would not necessarily need to meet the assessment requirement.
<b>37.</b>	Can you enter Outcomes data after the student has already been exited out of SIS?	No, the child must be actively enrolled in SIS to enter the Outcomes data.
<b>38.</b>	What do we do when a student was receiving speech only through an ECSE program, but the parent has since taken the student out of the program to instead home school him? Does the district need to record exit ratings from the classroom information and entry ratings for speech at this time or should the district do an exit rating for the	Please do an exit rating when the student transitions into Kindergarten.

	student when they are eligible for kindergarten?	
<b>39.</b>	Exit data is due by what date? We have a summer school out of district SE program. Our district is off for the month of July. How do we put a student's exit information in for this scenario? Staff will not be returning until a week or two before school starts? They will not be able to enter the data until the Special Education team completes the Exit Ratings. Also some of our students will be exited out of the district and transitioned into our mainstream program. Should they also receive an exit Rating?	Exit ratings are due before the student can be promoted into Kindergarten, before the student turns 6, or when the student no longer has an IEP. We encourage the district not to wait, but to enter this information as soon as they are completed for the student.  Keep in mind that the Exit Rating could be performed before the student goes to summer school. However, if there is just a change in the student's placement on their IEP it does not constitute a student being given an Exit Rating.
<b>40.</b>	For the speech only students, do the students need to be re-assessed for exit ratings, or is daily documentation of progress enough to determine report ratings?	Children with an IEP for speech only must receive exit ratings upon leaving ECSE services, just as any other Pre-K student with an IEP.
<b>41.</b>	We noticed that the Brigance is not on the current Primary Assessment Tool list. We have been using the Brigance. Is the Brigance no longer valid?	While you may continue to use Brigance, you must also use one of the Primary Assessments on the list.
<b>42.</b>	Does the ECO Plan need to be submitted every year to the state? How does a district submit changes to the plan?	We are no longer requiring the plan to be sent to ISBE.
<b>43.</b>	Can you define Home School? For example, if a child is in a program that is housed not in the child's attendance school, do you use the program school versus the attendance area school as the home school?	When a child is enrolled in the SIS system they must be enrolled in a Home RCDTS and a serving RCDTS. The Home RCDTS will always be used for federal reporting purposes regardless of where the student physically attends.
<b>44.</b>	If we are the home school and the children attend another school as a serving school are we required to report the information for them? Also if we are using Home School versus Serving School how do we measure the effectiveness of the programs?	Yes, Home Schools are responsible for reporting students. A line of communication must be established with the serving school to ensure accurate reporting of the data to SIS.  The effectiveness can still be measured because we still have the serving school tied to the

		student.
<b>45.</b>	Can the Early Childhood Center (ECC) where the program is housed be the Home School for the student?	If the ECC is within a public school district it may be the Home School for the Early Childhood Outcomes student if that is that student's attendance district.
<b>46.</b>	Do we have to provide information for homebound students?	If the children have an IEP, then yes.
<b>47.</b>	If the Serving School conducts the Entry Rating, should we use the Serving School RCDTS or the Home School RCDTS?	You should be using the Home School RCDTS to report this data. As the Home School, you would communicate with the Serving School to get this information.
<b>48.</b>	What is PFA?	PFA stands for Preschool For All.
<b>49.</b>	Have the student management vendors been made aware of these changes?	The vendors generally keep a close watch on the ISBE website for any announced changes, and also participate in the conference calls. Please contact your vendor if you are concerned they may not be aware of the changes and have them contact the ISBE Helpdesk for any questions.