

Illinois State Board of Education (ISBE) Student Information System (SIS) ISBE SIS 2008 Assessment Process Update December 10th and 11th, 2008		
#	Question	Answer
1	If we are enrolling students using a batch file and we do not know the State ID, do we need to search the ID and insert it before uploading to SIS?	No, we only ask that you include the State IDs if they are known.
2	When I find we have 2 State IDs for one student what do I do?	An email should be sent to sispilot@isbe.net . In the email list both State IDs, the student's Last Name, First Name, and Date of Birth. If the correct State ID is known, note the correct ID in the email. When SIS receives the email we will move all the data from the incorrect ID to the correct ID, delete the incorrect State ID and send an email to the user to notify them the process is complete.
3	Have the vendors been notified that the newly added ELL fields are mandatory? Will this happen before the deadline?	The vendors were notified on December 11 th , 2007. They were also instructed that if they had questions to call the help desk and the SIS team would answer any questions they had regarding the collection of data.
4	Is the Pre-ID information for ACCESS same as what was collected last year?	Yes, This information is collected from the enrollment information submitted for the current year.
5	Was the ACCESS Label created using generic information from SIS?	Yes, when a student is enrolled as LEP for the 2008 school year in SIS, an ACCESS label was generated. An ACCESS Label file was sent to the Vendor on November 2 nd , 2007.

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6	If we enroll a child as LEP in error, do we use 07 for Reason the Student left the TBE/TPI Program? <i>(All references to the TBE/TPI Program will be referred to as ELL Services in the future)</i>	Yes, 07 would be the Reason ELL Services Ended if they were mistakenly enrolled as LEP on the Demographic/Enrollment Format.
7	If we identify a student as LEP after the November 2 nd ACCESS Label deadline, will we still receive an Access Pre-ID Label?	No, you will not receive a label for that student. At the time of testing basic demographic information should be bubbled on the test. (e.g. Last Name, First Name, Date of Birth , and Gender)
8	We use the LEP for our Fall Housing Reporting. What would we put if the Parents refuse TBE/TPI Program services? <i>(All references to the TBE/TPI Program will be referred to as ELL Services in the future.)</i>	The field ELL Placement – Entry Status should be set to 03 Parents Refused. The current date should be entered for the Date Student Enrolled or Re-entered to Receive ELL Services and Date ELL Services Ended . The “ Reason ELL Services Ended should be 07 Other/Unknown.
9	I noticed that there were only 3 exit codes for the TBE/TPI Program when there used to be more. Why? <i>(All references to the TBE/TPI Program will be referred to as ELL Services in the future.)</i>	The three exit codes listed in the ELL File Format should only be used if the ELL Services for a student end during the school year. If the ELL Services for a student do not end during the school year SIS will obtain the Exit Enrollment codes when the Student’s enrollment is exited at the end of the year.

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10	How soon do the ELL data elements need to be uploaded to SIS?	If there are ACCESS Test data corrections to be included in the reports that come from the vendor, the ELL data must be submitted no later than May 27 th , 2008. The official due date for all the ELL data is June 30 th , 2008
11	Does this data collection replace the ASR?	Yes, but only if submitted on time. If the ELL data is not in the SIS by the June 30 th , 2008 deadline, the ASR data will have to be submitted by hand.
12	We would like the labels for our ISAT, PSAE, and IAA sorted differently, is this possible?	For this year it is not possible to sort the labels, the idea will be presented to ISBE for consideration for future years.
13	Since the LEP students are not taking the IMAGE test this year, how are they going to take the ISAT?	Students that took the IMAGE test last year will take the ISAT this year except the writing portion. The writing portion for LEP students will be coming from the ACCESS.
14	What do I do with my writing labels for my LEP students?	Instructions will be sent from Pearson on how to handle these labels.
15	We do not have TBE/TPI Programs, we have ESL are these students ELL?	Yes, any student who has Limited English Proficiency is an English Language Learner.
16	Anyone that is marked as LEP in the Demographic/Enrollment file will have ELL information collected?	Yes

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17	If I request an ELL Update batch file, I will only receive LEP students?	Yes
18	Will IAA materials and labels be sent to the testing school?	Yes
19	When a student is not LEP anymore, do I need to change their Native Language code?	No, the Native Language remains the same.
20	When will we receive the codes concerning the ELL File Format?	We will post the File Format Document, ELL Data Elements, ELL Templates, Steps for Creating and Uploading ELL Data, and the Tips for Completing the ELL Template will be posted to www.isbe.net/sis website on December 12 th , 2007.
21	Where are the ELL data element definitions?	We will post the File Format Document, ELL Data Elements, ELL Templates, Steps for Creating and Uploading ELL Data, and the Tips for Completing the ELL Template will be posted to www.isbe.net/sis website on December 12 th , 2007.
22	What is the definition for the Class Periods Provided per Week?	The codes concerning Class Periods Provided per Week can be found in the Data Elements document. We will post the ELL Data Elements to the www.isbe.net/sis website on December 12 th , 2007.

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23	We have children who take ISAT tests, but I'm not familiar with IMAGE Test, TBE/TPI Program, IAA Test, what are they?	If you go to the ISBE Home Page at www.isbe.net and select Glossary from the menu bar underneath the logo, there is a definition of the acronyms.
24	Are the W-APT scores optional?	Each student should have taken the W-APT test at least once and those score should be entered if available. If any of the W-APT data is not available, the system will allow users to update the record without it.
25	How do I identify who to talk to in my district for ELL information?	The person in your district handling the ACCESS test.
26	Are TBE/TPI Programs only state funded programs? <i>(All references to the TBE/TPI Program will be referred to as ELL Services in the future.)</i>	No, the TPI stands for Transitional Program of Instruction which includes all ELL Services and could be state funded or locally funded programs.
27	Does a student need to obtain a score of 4.0 to transition from ACCESS to ISAT?	4.0 is the minimum score needed to exit and/or transition out a student from bilingual education; however when during the school year you decide to transition the student out is decided by your district's policy.

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28	When we exit students with ELL records at end of school year, do we need to put in a Date the student left the TBE/TPI program? Will the student stay in the ELL program until we send a Date the Student Left the TBE/TPI Program? <i>(All references to the TBE/TPI Program will be referred to as ELL Services in the future.)</i>	No, if the student is still receiving ELL Services do not put in a Date ELL Services Ended. Yes, the student will maintain a current ELL record as long as the LEP indicator is set to Yes, and there is not a Date and Reason ELL Services Ended in the ELL record.
29	Is this the first time this ELL information has been presented to the school districts?	Yes, excluding an overview of the data collection process that was presented for the ELL conference held in Springfield, IL on September 27 th , 2007 at the Abraham Lincoln Hotel.
30	What is the absolute deadline for ISAT labels?	The end of the day on January 10 th , 2008.
31	Between January 10, 2008 and testing, can I update data and the students just won't get a label?	Yes that is correct. The students won't get a label, but keep updating the data so when the testing scores return your data will be up-to-date.
32	Is the May 27 th deadline for submitting all the ELL data elements?	If there are ACCESS Test data corrections to be included in the reports that come from the vendor, the ELL data must be submitted no later than May 27 th , 2008. The official due date for all the ELL data is June 30 th , 2008

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33	If I have kids that go outside the district for services, what do I put as the Testing RCDTS?	Put the school RCDTS they are physically testing at for the Testing RCDTS.
34	Can the Testing School be a District?	No, you will have to put the Home School as the Testing School then deliver the materials and labels to the District.
35	Will the upload of STI student files to the state populate the Pre-ID?	Your Demographic enrollment files exported from your system generates a Pre-ID record, and populates some of the Pre-ID information. An uploaded Pre-ID file will update the Pre-ID elements. We recommend users verify the updated data running a Pre-ID Summary or Detail report. These reports will show you students that are missing information or that have incorrect information.
36	If Bilingual students exit, does the ELL data have to be entered?	If the student is identified with Limited English Proficiency, then yes ELL data must be entered.
37	Is the December 7 th date deadline for ordering all IAA materials?	Concerning IAA only the profile on Pearson's Assessment Network needed to be updated. IAA materials will be sent out based on what is in the SIS on January 10 th , 2008. Any additional materials can be ordered directly through Pearson.

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38	Will an ELL history be seen for students district to district?	Yes, if the student is currently enrolled at your district the ELL history can be seen. The student does not have to currently be an ELL student to see the history.
39	We have a lot of LEP student movement at the end of December and many of them drop out and don't return until February, if I have to fill in all the ELL data before I can exit their enrollments, can we wait until January 17 th , 2008 to start the collection of ELL data?	The mandatory collection of ELL data before exiting an LEP student's enrollment will not go in to effect until the 2009 School Year.
40	What order do the files process in the SIS system?	1. Correction 2. Exit 3. Demographic 4. Pre-ID 5. ELL
41	If I batch an ELL student who is not LEP, can I update the LEP on the file?	No, the LEP indicator must be updated through the Demographic file first, then the ELL data should be submitted secondly.
42	Do the W-APT Raw Scores come from SIS?	No, the raw scores come from the W-APT tests the students take before receiving ELL Services.
43	I don't exit students who leave during the testing window?	Correct, do not exit students who leave during the testing window.

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44	Is ISBE doing any regular checking for duplicate State ID's?	Yes, we have found that most of the time the duplicates are created due to inaccurate data. For example if a middle name is included on one upload and not on the other, it will see the student as two separate students, therefore create a duplicate State ID.
45	When are the IAA materials due to be entered into SIS?	End of the day January 10 th , 2008.
46	What is the timeline for entering ELL Data?	If there are ACCESS Test data corrections to be included in the reports that come from the vendor, the ELL data must be submitted no later than May 27 th , 2008. The official due date for all the ELL data is June 30 th , 2008.
47	If a student tested in a public school district last year and is in my district this year, why can't ISBE pre-populate the data?	That was an ISBE decision; we will ask ISBE to review.
48	What is the date First enrolled in the District/LEA?	The date the student first enrolled into your district.
49	I am trying to reduce duplicate IDs. If my secretaries accidentally type the wrong state ID number what will happen?	SIS will return an 'I' (Invalid data) error code in the result code and nothing will be updated.

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50	Why can't the first year in U.S. be used for ELL New Arrival data field?	First year in U.S. and New Arrival have different definitions. New Arrival is collected for ELL and First Year in the U.S. is collected for IMAGE. See the Data Elements document located at www.isbe.net/sis .
51	Will the ELL information that is uploaded to SIS overwrite what was bubbled on the ACCESS test?	Yes
52	How will ordering materials from Questar affect the SIS system?	Questar will send the orders to Pearson. Accommodations for the ISAT concerning LEP students will be posted on the ISBE Assessment Website at www.isbe.net/assessment .
53	When are the ACCESS labels being delivered to the schools?	We will find out and post when ACCESS labels will be sent out.
54	Will we get ACCESS labels if the ELL data is not entered?	
55	When does SIS create the Pre-ID for the 11 th grade?	When a student is enrolled into the SIS if they are in a testing grade they will be put into the Assessment Pre-ID. These students can be updated at anytime.
56	If all the info in SIS regarding IAA is correct, is that all we need to do?	Yes

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57	Are the templates posted for ACCESS?	We will post the File Format Document, ELL Data Elements, ELL Templates, Steps for Creating and Uploading ELL Data, and the Tips for Completing the ELL Templates will be posted to www.isbe.net/sis website on December 12 th , 2007.
58	IMAGE accommodations, will that be something that will need to be bubbled?	Yes
59	We are a K-8 District and we have Special Education students that are 15 and older serving with us. Last year we were told not to test them. Is it the same this year?	ISBE will review.
60	If I have kids whose Serving School is different, what is the testing school?	Where the student is physically taking the test. If you have questions call Pearson.
61	In the presentation you said home schools are only able to submit. Do you mean home districts?	Yes
62	We have students that are not in a program but are LEP, do we have to submit ELL data?.	ELL data must be submitted for all students identified as LEP. For ISAT and PSAE, students will have to test and accommodations will apply.

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63	What is the standard process for ordering materials for ISAT and IAA? Who should order materials?	IAA will come from SIS on January 10 th , 2008. The person updating the SIS for your district is responsible. The ISAT materials need to be ordered from Pearson. The School that is testing the student is responsible for placing the order with Pearson.
64	Can I exit students from the 2008 school year and not put in the ELL data?	Yes, for the 2008 school year. Mandatory submission of ELL data before the student can be exited will not go in to effect until the 2009 School Year.
65	I ordered ISAT materials for all my students before I realized I was still supposed to order my LEP students materials through Questar. Is this going to affect anything?	If they are counted in your ISAT numbers that is ok, and a 7% overage is automatically sent, just do not give the LEP students the ISAT writing.
66	For the Year in any Illinois-approved TBE/TPI Program, if a student came during the current year what value should I put in since there is no zero for less than a year?	1 st Year
67	Do we plan to make it possible to edit the Demographic/ Enrollment information online?	We can check with ISBE, but if you are using a package that requires the file to be imported so that it can update the system based from the result codes returned from SIS, there could be potential problems with inconsistent data.

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68	What writing section will the LEP students be taking that are taking ISAT?	We will get back to you.
69	What do we do if we have not received PSAE User ID and Password logins from Pearson?	The logins were sent to the Principals at the end of October
70	How do we handle duplicate SIDS when we are certain the student is in our district, and another district has a different SID for the same student?	Contact the other districts.
71	Is it correct LEP students don't take the writing component of the ISAT?	Information will be posted on the website.
72	For students who were in our district that left and then came back, do we change the Date First Enrolled in District/LEA to the new date?	Yes