

<b>Illinois State Board of Education (ISBE) Student Information System (SIS) SIS 2009 Assessment Process Q &amp; A</b>		
<b>#</b>	<b>Question</b>	<b>Answer</b>
1.	If you do not have a SIS number will one still be created on a batch upload?	Yes, however, if you have already received a SID for the student the SID should be included on the upload. This will prevent duplicate SID numbers from being created.
2.	Will assessment materials be updated after Jan 9 <sup>th</sup> ?	Yes, if you have further questions concerning materials please contact Pearson.
3.	If an ELL Student is set to parent refusal, do we leave the end date blank?	Yes, the end date should be left blank.
4.	If an ELL student who's Parents Refused services is tested out of ELL, do we assign them a Date ELL Services Ended?	Yes, if a student has tested out of ELL or (transitioned out of ELL services), a "Date ELL Services Ended" must be provided along with the "Reason for Ending ELL Services" identified as "Transitioned Out".
5.	Are students whose parents refused service still considered LEP?	Yes
6.	Students whose parents refused services, do we transition them out if they test out of ELL services?	Yes
7.	Do public schools enroll early childhood students with IEP's for private early childhood facilities?	Yes
8.	Do we need to give an end date to ELL students moving around between schools?	No
9.	I am an early childhood private facility, which serves Pre-K. Do I use the same SID?	Yes
10.	How can I get a list of all my Early Childhood students?	Log into SIS via IWAS, click Reports and select the Enrollment Detail report.
11.	I have Early Childhood students with an LEP; do they take the access test?	No
12.	We have ELL students that parents refused services. We specified the student ended services by providing a "Date ELL Services Ended" and a "Reason for Ending ELL Services". How can we fix this?	Please call the ISBE help desk and ask for a SIS tech for assistance with this issue.
13.	I downloaded my Pre-ID file and it is accurate, do I need to do anything else?	If the Pre-ID file data are correct, no further action is required.

<b>Illinois State Board of Education (ISBE) Student Information System (SIS) SIS 2009 Assessment Process Q &amp; A</b>		
<b>#</b>	<b>Question</b>	<b>Answer</b>
14.	Is the View Only approval group able to see all schools within the district?	Yes
15.	If a school is offering Choice for AYP sanctions. What is the home school?	The Choice school selected becomes the home school.
16.	Is the View Only approval group able to see district only or school only?	District only.
17.	A student started to take the ACCESS test, and then moved. Do they take another test?	Ask the ELL department.
18.	If we gave a "Date ELL Services Ended" and a "Reason For Ending ELL Services" because the student was withdrawn from services how can we transition?	Please call the ISBE help desk and ask for a SIS tech for assistance with this issue.
19.	If we have an early childhood student who is LEP, how do we report them?	Complete all ELL information as it applies to the student.
20.	An early childhood student attends a private early childhood facility in the morning and a School District in the afternoon. How do we enroll him?	The school district will enroll the student as the Home RCDTS and the private facility would be the serving RCDTS. The private facility should communicate with the School District to ensure the correct information is put into SIS.
21.	During testing, should we continue to submit exits, and hold off on submitting enrollments?	If a student started to test and was exited before testing ended then wait until after the last day of testing before exiting the student.
22.	When will Fall Enrollment Counts be finalized?	ISBE will send a notification via IWAS when the Fall Enrollment Counts are finalized.
23.	The Fall Enrollment Count report says it is not finalized yet, what do I do?	Ensure all Demographic and Enrollment Data are correct.
24.	If parents request to change schools at the district is the new school the home? Also, where do the assessments scores count?	If your district allows parents to request the student to go to a different school within the district the new school becomes the Home RCDTS and the assessment scores will count toward the home school.
25.	We have an ELL student who has two ACCESS scores with error codes, will that be corrected?	Please call the ISBE help desk and ask for a SIS tech for assistance with this issue.
26.	Are the Assessments objectives available in excel?	No, currently they are not accessible in Excel format, only Word format. Please contact the ISBE assessment department for assistance on this issue.

<b>Illinois State Board of Education (ISBE) Student Information System (SIS) SIS 2009 Assessment Process Q &amp; A</b>		
<b>#</b>	<b>Question</b>	<b>Answer</b>
27.	If Parent Refusal is entered in the "ELL Placement Entry Status" field should the "Date ELL Services Ended" and "Reason for Ending ELL Services" fields be entered?	No
28.	When do we report to the state that a student transitioned out of ELL services?	The "Date ELL Services Ended" and the "Reason for Ending ELL Services" should be entered as soon as the student is transitioned out of services.
29.	When can we send the Assessment Pre-ID file and can we send the file multiple times?	The Assessment Pre-ID file can be sent anytime after the students are enrolled and can be sent as many times as it takes to ensure the Pre-ID data is correct.
30.	A student came in after Nov 12 <sup>th</sup> but needs to take access, how do I get a label?	You cannot get a label for this student; you must have him bubble in the information manually.
31.	Will we receive an ACCESS test booklet and label if a student was not marked as LEP "01" Yes by November 12, 2008?	No, if the student was not marked in SIS as LEP by November 12, 2008 you must call MetriTech to order testing materials.
32.	We made all corrections to our Demographic Enrollment file, is there anything else I need to do for the Fall Enrollment Counts?	No, not at this time.
33.	If my 3 <sup>rd</sup> grade students go to a different building than my 2 <sup>nd</sup> grade students, are they to be marked "01" Yes for "Enrolled in Home School On or Before May 1 <sup>st</sup> "?	If a student matriculates from one school to another within the district they should be counted as "Yes" for "Enrolled in Home School On or Before May 1 <sup>st</sup> ".
34.	If I have an ELL student that began ELL Services at the beginning of the year and the parents withdrew them from services, how do I exit the student?	The student's enrollment can still be exited from SIS using the Exit Enrollment function without ending ELL services. If the Student has been determined to be transitioned out of ELL services and the "Reason for Ending ELL Services" needs to be changed, you will need to contact the ISBE help desk for further assistance.
35.	Is Fall housing still open for corrections?	No
36.	I have an Early Childhood IEP student that attends 1 hour for speech at our school but 5 days a week at another school in Pre-K. Who should be the home school?	The school that is providing the primary education for the student should be the Home School and enroll the student in SIS.
37.	I have an Early Childhood student that attends the school in the morning 5 days a week in one program and the afternoon 5 days a week in another program, which do I enroll?	Please call the ISBE help desk and ask for a SIS tech for assistance with this issue.

<b>Illinois State Board of Education (ISBE) Student Information System (SIS) SIS 2009 Assessment Process Q &amp; A</b>		
<b>#</b>	<b>Question</b>	<b>Answer</b>
38.	Do we need to provide ELL information for all students identified as LEP?	Yes
39.	Are the W-APT scores optional in SIS?	Yes, if you have the scores please provide them.
40.	I did not have the ELL information completed before November 12, 2008. Will I receive ACCESS Labels?	The ELL data must be entered before the student is exited. The LEP Indicator in the Demographic Enrollment file is what is sent to the ACCESS vendor for labels.
41.	If the student did not test with our district last year will I have to provide the data?	Yes
42.	Are templates available?	Yes, go to <a href="http://www.isbe.net/sis">www.isbe.net/sis</a> . Click on the Excel Templates link in the "Resources" box.
43.	Enrolled in Home school on or before May 1 <sup>st</sup> , do we put yes or no?	If the student was moved by the school district for any reason, the "Enrolled in Home School on or Before May 1 <sup>st</sup> " is Yes. If Parents caused the move or if the student leaves the School District and returns the "Enrolled in Home School On or Before May 1 <sup>st</sup> " should be No.
44.	Is the system able to pre-populate the Assessment data if a student bounces around within the year?	No, the Assessment Pre-ID data is only pre-populated if the student tested with your district the previous year.
45.	If we have a student that came from another district as LEP but we re-tested him and determined he was not LEP?	Please complete the erroneous ELL record and use a Demographic Enrollment file to update the LEP indicator to "02" No.
46.	Do students who are identified as LEP take ISAT and ACCESS omitting the writing component?	Yes
47.	Does 8 <sup>th</sup> Grade graduate?	No, 8 <sup>th</sup> grade matriculating to 9 <sup>th</sup> grade, exit status should be set to Promoted.
48.	We have a 12 <sup>th</sup> grader who will not graduate and will be returning next year as a 12 <sup>th</sup> grader, what exit code do we use?	Retained.
49.	Will SIS ever be SIF compliant?	It is under consideration.
50.	Do we need to add students that are tested by other districts to our Pre-ID file if we are the home school?	Yes, if you are the Home school, you are responsible for putting them on your Assessment Pre-ID file.
51.	How do we send the test materials to another school?	If the school has been approved by ISBE to be a testing school the test RCDTS code on the Pre-ID file can be set as the other school.

<b>Illinois State Board of Education (ISBE) Student Information System (SIS) SIS 2009 Assessment Process Q &amp; A</b>		
<b>#</b>	<b>Question</b>	<b>Answer</b>
52.	Where do the Assessment scores report back to?	The home school.
53.	How do I handle students that are not LEP but take ACCESS test?	Only students identified as LEP take the ACCESS test.
54.	Do Special ED Coops need a SID before student is enrolled?	Please call Scott Beever at the ISBE Special Education Department for guidance with this issue.
55.	We want to test Early Childhood IEP students before we enroll them, is that possible?	Yes, the SID field on the Special Education Form is an optional field.
56.	Is there someone working on Duplicate IDs that are sent to <a href="mailto:SISpilot@isbe.net">SISpilot@isbe.net</a> ?	Yes
57.	Is the pre-populated Assessment Pre-ID information coming from SIS?	Yes, the Assessment Pre-ID information.
58.	Since Pre-ID is coming from SIS, do we have to do anything with it?	Yes, not all the data will be filled in and you should also check it for errors.
59.	How are the PSAE test labels sent out?	PSAE labels are sent out to the school identified in the Testing RCDTS field in the Assessment Pre-ID file.
60.	We are receiving an ELL student in Jan, how do we test him?	Contact the vendor MetriTech, order tests, update ELL, and bubble in the information on the testing booklet.
61.	Who can take the IAA?	Students in Grades 3-8 or 11 that have been identified as IEP and are severely cognitively challenged.
62.	We have students marked as 11 <sup>th</sup> grade that are not testing, how do we delete them from the Pre-ID file?	You cannot delete them from the Pre-ID file, <b>ALL</b> students marked as 11 <sup>th</sup> grade in SIS must test.
63.	Who can report the score in Pearson's online system for IAA?	Call Kathy Johnson with Pearson.
64.	If a student transitioned out of ELL Services, do they still take ACCESS?	No, the student is no longer LEP.
65.	Can an Assessment Pre-ID file include both ISAT and PSAE students?	Yes
66.	We are an Early Childhood private facility. Should we contact the public school district to enroll all students with an IEP?	Yes

<b>Illinois State Board of Education (ISBE) Student Information System (SIS) SIS 2009 Assessment Process Q &amp; A</b>		
<b>#</b>	<b>Question</b>	<b>Answer</b>
67.	For students that are added to the Assessment Pre-ID file after January 9 <sup>th</sup> , 2009 will Pearson send extra testing materials or do we need to order them from Pearson?	There will be an additional 3% overage of materials sent and Pearson will also have a timeframe to order extra materials. Please contact Pearson for more information.
68.	Will we still get a label if we send the Assessment Pre-ID after the file has been sent to the vendor for printing?	No, the deadline for sending the Assessment Pre-ID for ISAT and IAA is January 9 <sup>th</sup> at 4:00 p.m. The deadline for PSAE is February 20 <sup>th</sup> at 4:00 p.m.
69.	If a parent refuses ELL services will the student still take the ACCESS test?	Yes
70.	What happens if a student moves into the district after the Pre-ID file deadline?	The Pre-ID file should still be updated until the last day of testing. Also the student's information will need to be bubbled on the testing booklet.
71.	How do I get access to the view only on IWAS?	Log into IWAS and click on System Listings. Next to the "Student Information System Statewide" link click on the picture of a person's head. This will open your profile, at the bottom of page there is a box where the justification can be given to why the View only approval group should be assigned. After you have typed your justification, click "submit" at the bottom of the page. The request will be sent to your Superintendent and access will be given when the Superintendent approves the request.
72.	There is no third grade showing up on my Assessment Pre-ID report. Why?	When selecting criteria for the Assessment Pre-ID report, you are able to specify which test you would like to run the report for. Most 3rd grade students do not have Assessment Pre-ID information; therefore they do not have a test specified. Instead, choose "All Except ACCESS" from the criteria selection, all student's will be returned in the report regardless if they have Assessment Pre-ID information or not.
73.	If we change the grade level on SIS, are we required to change our system?	Yes
74.	Do high school students use the same SID as the elementary students?	Yes, the SID is assigned when the student enters an Illinois school and will stay with the student through their entire school career.

Illinois State Board of Education (ISBE) Student Information System (SIS) SIS 2009 Assessment Process Q & A		
#	Question	Answer
75.	Will materials be shipped to testing school?	For ISAT and IAA testing materials are packaged by school and sent to the testing facilities district office.  For PSAE only approved test sites will receive materials.