

Illinois State Board of Education (ISBE) Student Information System (SIS) SIS 2009 Assessment Correction and New SIS Functionality Q & A		
#	Question	Answer
1.	Please clarify the information on discipline removal of student id and name information at the end of the school year. Also, what historical data will be available?	Identifiable student information will be removed from each discipline record on October 1st for school year 2009 and August 1 st for subsequent school years for disciplinary incidents that occurred between July 1st and June 30th of the previous school year. This SIS ID, student name, and date of birth will be dropped from each discipline record. ISBE is currently what historical reports will best meet districts needs, however these reports would also not be linked to the identifiable student information listed above.
2.	<p>We allow multiple actions for specific incident. How do I report multiple actions per incident?</p> <p>What if a student gets a referral that has 2 disciplinary actions? For example, a student gets a 10 day suspension for a weapons violation until the expulsion hearing but then the student becomes expelled. We don't want to create 2 referrals for the same offense but there isn't the capability to add 2 disciplinary actions to your system for the same referral.</p>	Per federal reporting requirements, each incident of a disciplinary action should be reported separately, even if both actions are based upon the same disciplinary offense.
3.	We just got a new student from a CPS school. I cannot find the student in the SIS system, but don't want to create a duplicate. I have searched for the student, but haven't found them. Should I create a new number?	Please contact CPS at the number we provide on the SIS website and ask them to be sure the student does not have a SID number. If CPS cannot find a number create a SID for the student.
4.	Regarding batch processing for the Discipline report and field Disciplinary Duration (field 14): Do you want the physical number of days in the batch file or the Disciplinary Duration code found in the PDF file off the Data Elements page?	The Disciplinary Duration codes found in the Data Elements should be used for both batch and online SIS reporting.

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5.	I wasn't able to join earlier; will I be able to view the webinar at a later time?	Yes, the webinar will be posted at www.isbe.net/sis under the Archived Meetings and Presentations link which can be found in the resources box on the right side of the page.
6.	First time I've heard of Pre-K Follow-Up. What data is to be entered in the 3 Activities field?	Please refer to the Data Elements listed on the www.isbe.net/sis website. The link to the Data Elements can be found in the resources box on the right side of the page.
7.	We are currently using Power school SMS where the codes are already inputed (in-school, expulsion, etc.) as well as any IEP data. Can this be downloaded into SIS as opposed to re-entering all this in an excel spreadsheet? Or, are you aware if that data can be merged into Excel from Powerschool and then entered?	Please contact your vendor.
8.	Just wanted to verify that we will be able to input discipline on a student who is no longer in our school as long as the discipline incident date is during a time of enrollment in our school in SIS? This will also be true of 2009 graduates even if input in Sept 2009, right?	You can enter Student Discipline data on a student after they have exited. The student must have been enrolled in the district during the time of the incident. Student Discipline data can be entered on students for the 2009 school year until October 1, 2009. In future school years, the deadline will be August 1 st .
9.	Will this discipline entry eliminate the need to enter incidents into IWAS for the School Incident Reporting System (SIRS)?	Questions regarding reporting to School Incident Report System should be directed to your local Illinois State Police department. Depending on the Illinois State Police Department's requirements, these students may need to be reported in both systems. ISBE is studying this issue, however districts should continue to report to the SIRS system.
10.	There was mention some time ago of an app to merge records of a student with multiple state IDs. Any further information on that?	Not at this time.

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11.	Will the -serving- school be able to enter discipline data into SIS or just the -home- school? Also, will the -serving- school be able to view reports on these students?	Only the Home school can enter the Student Discipline data in SIS. The reports will be altered to allow the Serving School to view the reports.
12.	Does a 3yr old -speech only- child need to be entered into Early Childhood? He has an IEP and he sees the speech pathologist 2x per week for 1 period.	Yes, any preschool-aged child with an IEP must be entered.
13.	Is there a formatted csv file for necessary fields in the discipline report or can you provide those fields?	At this time there is no Student Discipline request file. We will take the idea into consideration.
14.	Can discipline data be submitted through the SIS export process?	If your local Vendor package supports and Export we will accept a batch file in the correct format.
15.	Are school districts responsible for collecting discipline data for students who are attending alternative educational settings?	The Home School is responsible for reporting all Discipline data
16.	What criteria does ISBE use for creating the potential SIS matches of the missing persons report?	The Students are matched using Last Name, First name and Date of Birth in SIS.
17.	Since the discipline piece will not be reported in the end of year report this year, when will the data elements for the new format become available for the software vendors?	The Discipline Data Elements have been available for the vendors for over a year. Some changes have been made to them recently and you may want to check and make sure your vendor has the latest copy to ensure consistency.
18.	My computer does not have a microphone and it is inconvenient to listen on the phone. Can you please answer my question via text? What is the required date for reporting pre-k follow up data?	Please see the Data Elements and the File Format document posted here for details. www.isbe.net/sis
19.	Is the Pre K Follow Up due for the current school year 08/09 and when is this due?	Pre-K Follow-up data is mandatory and will be due by July 31, 2009.

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20.	Per the help desk, we were instructed that we could fill in all 07 and 03 for the two fields relating to TBE and TPI (number of years in program and years exited) since the IMAGE test is no longer given. According to the ppt, these fields show as mandatory.	Yes, these fields are mandatory and should be accurate when reported.
21.	How can we edit discipline data for a student who has exited our district during the year (and we are just now going to enter discipline data)?	The record can still be edited as via online or by using the batch process as long as the following items are true: <ul style="list-style-type: none"> • The Student has an enrollment record in SIS on the incident date • It is the current school year • The Students Home RCDT for the Enrollment matches the User updating the Discipline Record
22.	On Page 22, we see the EC Outcome link, but this is not showing in the live data at this time. This was there for a short time after the last webinar.	Please call the help desk and we can assist you with this issue.
23.	When is the Pre-K Follow-Up data due?	By the end of the 2008-2009 School year
24.	Will we receive notification when the missing person's information is updated?	Yes an IWAS email will be sent out to all SIS administrators when the Missing Persons reports are updated.
25.	Will student Discipline be uploaded from our STUDENT database (SKYWARD) similar to other data sent to SIS?	If Skyward offers an Export file. Contact your vendor for further information.
26.	When are the Pre-K Follow-up and Early Childhood Outcomes data due?	By the end of the 2008-2009 School year
27.	Do Early Childhood Outcomes, is this done only for students w/ IEP's?	Yes, only Pre-K Students with an IEP should have the Early Childhood Outcomes data reported.

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28.	Just to clarify for discipline recording---there needs to be an individual entry on each student that has received an in-school suspension for each incident. The summary will then tally the total for the school year after each student's incident has been reported.	Correct
29.	In most districts, is one person responsible for everything talked about today plus demographics, new and exiting students?	This is a District decision. All districts handle this in their own way.
30.	We put a numeric number on the discipline incident number. Do we need to change that? Example our first entry was #1 our second entry was #2 etc. We have a total of about 34 to this point.	The Incident Number should always be 1 unless the student has more than 1 incident in a day. For example, Jim recieved an in-school suspension and an out-of-school suspension for different incidents in the same day. The first incident should have the incident number of and the second 2. If Jim had disciplinary offenses on separate days the Incident Number would be 1 on both incidents.
31.	There are 2 different sets of Illinois disability codes - the first being an alpha code and then the numeric code that our discipline report requires. Are there plans to merge the codes to be one or the other?	ISBE is studying the most efficient methods to integrate the FACTS and SIS reporting systems. This issue will be addressed as these discussions continue.
32.	If a student transfers in from another district where they completed preschool, do we have to provide follow up information?	Yes, if the student is in Kindergarten, grade 1 or grade 2 and had a Pre-K record in SIS, the data must be provided for Pre-K Follow-Up.
33.	Will the new Discipline and Early Childhood detail reports also be available for serving schools?	The Student Discipline report will be available by for the Serving School. The Early Childhood Outcomes report will not be available for serving schools, at this time.

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34.	I have 2 students that come to our Pre K for Speech only services once a week for 30 minutes. Does the Early Childhood Outcomes need to be completed on them? I also have 6 students that attend Head Start & our Speech Teacher sees them only for Speech once a week for 30 minutes. Does the ECO data need to be entered on them? They currently have IEP's. Can they be changed to an ISP?	Yes, any preschool-aged child with an IEP must be entered. The IEPs for the children in Head Start should not be changed to ISPs.
35.	Can we still submit our 08-09 end of year report by paper this year?	No. A modified 2008-2009 End of Year report must be submitted via IWAS.
36.	What is the Pre-K Follow-Up?	For students currently in kindergarten, grade 1, or grade 2 that attended a Pre-K program and have a Pre-K record in SIS, follow-up data must be provided. The Pre-K Follow-Up is the name of this data collection.
37.	I have a question regarding the Early Childhood Outcomes: If the Pre-K student does not have an IEP, do we enter Early Childhood Outcome data? Is Early Childhood Outcome data for ALL pre k students?	No, if a Pre-K student is not IEP, the Early Childhood Outcomes data does not have to be reported. Early Childhood Outcomes is only for Pre-K Students that are IEP.
38.	Where can I get an updated list of Demographic codes?	Please visit the SIS website at www.isbe.net/sis and select the Data Elements link from the Resources box located on the right side of the page.
39.	How do I code a person that only partially tested?	As you would a student that tested.
40.	Will the End of Year Report still need to be completed this year?	Yes. A modified 2008-2009 End of Year report must be submitted via IWAS

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41.	We have students that are .50 Kdg and .50 ECE. Our software package can only track these students with two separate Local ID numbers. Which now means we have two ID's with SIS. Can you point me to the direction on how to remove the duplicate ID's with ISBE?	Please contact our help desk at 217-558-3600 and we can resolve this issue.
42.	Do I have to withdraw my ELL students every year then re-enroll if they are still LEP the next year? I am having issues in making the right processing steps so if the LEP flag is changed in a demographic file update I don't get an error saying they were not withdrawn from the ELL Program screens in SIS.	The students must be exited from enrollment at the end of the school year and re-enrolled at the beginning of the next school year. The ELL "Date Services Ended" and "Reason for Ending Services" should not be entered unless the student is "Transitioned out of Services", was "Withdrawn from Services by the Parents" or the "ELL record was created in Error".
43.	Will we still have to complete a School Report Card Report this year?	Yes.
44.	Is there a resource that explains disciplinary action types?	Please visit the SIS website at www.isbe.net/sis and select the Data Elements link from the Resources box located on the right side of the page.
45.	When a student receives a disciplinary action that removes them from regular classes, we isolate them from other students for the day. They have a teacher with them giving instruction. Should this be called in-school suspension, or in-school detention?	This description seems to fit the definition of "In-School Suspension" as found in the Data Elements. Instances in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel should be reported as an in-school suspension. For further information, please refer to the Data Elements documentation.

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46.	Our district gives suspensions in ½ day increments such as 2 ½ days suspension. Because the ISBE only allows us to report in whole numbers, are we rounding up or down? These ½ days come into play when a student does something in the morning and is suspended the afternoon of the incident.	The district should round up when reporting discipline data to SIS. A 2 ½ day suspension would be reported in SIS with the Disciplinary Duration Code 03.
47.	What do you do with Pre-K students who only come for speech? Do you put them in system?	Yes, any preschool-aged child with an IEP must be entered.
48.	This is my first year doing the pre-k follow up report myself, however, I have assisted another teacher before. One thing I am unclear on is when and why you would need a new ID for a child in the SIS?	A SID should be assigned to a student the first time they attend an Illinois State funded school.
49.	Can you explain the Pre-K follow up Reading, Math and Language Activities that are a mandatory field. Is there somewhere to find this information on-line?	Please refer to the Data Elements listed on the www.isbe.net/sis website. The link to the Data Elements can be found in the resources box on the right side of the page.
50.	Realistically how often should a District check the missing persons report - quarterly or when we get a blast?	The Missing Persons report should be reviewed every time you have significant changes in Enrollment. ISBE will send an IWAS blast when new files are received from the Illinois State Police and loaded into SIS.
51.	Who is to report the Early Childhoods Outcomes and Pre-K Follow-up? The Home School or the Serving School?	Home School
52.	Do we need to get discipline information from Serving School?	Yes

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53.	Question regarding incident numbers for discipline data: Are the incident numbers unique to a student by RCDTS numbers or is a unique to RCDTS. What is the relationship to incident numbers uploaded by an existing system that generates incident numbers uploaded maintained large districts?	The incident number should always be “01” unless the student has multiple incidents in a single day. The Incident Number along with the Incident Date identify the discipline record.
54.	What portions of the ISBE End of Year Report will the district still have to go on-line to fill out? For example, I know that truancy, chronic truancy, aggregate number of attendance days, aggregate number of absences, No Pass-No Play Suspension and things like that aren’t collected.	A modified 2008-2009 End of Year report must be submitted via IWAS. This IWAS application will be open for data entry starting next month. It will close in August.
55.	Will the discipline data automatically populate on the ISBE End of Year Report and give us the capability to override it or will the values be fixed?	No, districts must insure they accurately report student level incident data through SIS. Please review the detail and summary reports in SIS to ensure accuracy in data reporting.
56.	What is the difference between the disciplinary action of ‘Transfer to Alternative Program in lieu of another disciplinary action’ versus ‘Unilateral Removal to an Interim Alternative Educational Setting by School Personnel’?	<p>Please refer to the Data Elements documentation for complete definitions regarding the Disciplinary Action Codes.</p> <p>“Unilateral Removal to an Interim Alternative Educational Setting by School Personnel” would only be used for students who have an IEP. School personnel would be taking this action in accordance with 34 CFR §300.530(g) of the IDEA regulations.</p> <p>“Transfer to Alternative Program in lieu of another disciplinary action” could be applicable any student, regardless of whether the student has an IEP or not.</p>

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57.	Does the Pre-K follow up data replace a report that was done manually?	Yes the Pre-K follow-Up report was replaced. For this year, you still need to go on Prek Follow-up system on IWAS and make sure no students are listed in that system. If there are students listed, you need to report that data through IWAS system also.