

Illinois State Board of Education (ISBE)
Student Information System (SIS)
ISBE SIS End of School Year 2009 and Planning for School Year 2010

#	Question	Answer
1.	Does the Early Childhood Outcomes data need to be included?	Only if the student is entered as Pre-K and IEP does the Early Childhood Outcomes data need to be submitted to SIS.
2.	My school district doesn't give grades in kindergarten through second grade. Each student receives a series of check marks beside state standards. Do we use the 05 option?	You may choose to either mark all as 05 Unknown or map the defined codes to the number of checkmarks you have given the student.
3.	Are we to exit students before we submit ELL Data, Pre-K Follow-Up, and ECH data? Can we still access the data after exiting students?	No, The ELL, Pre-K Follow-Up, and Early Childhood Data must be submitted before the student could be exited. Student Discipline data can be submitted anytime on or before October 1, 2009 as long as the incident occurred during the 2009 school year and the district submitting was the home district on the corresponding enrollment.
4.	What is going on with e-Report card for this year? The form is not available on ISBE.	The e-Report Card is available through IWAS now. The data collection deadline is 6/26.
5.	If the students should be exited by August 1, how can discipline data be entered until 10/1?	Student Discipline data can be submitted anytime on or before October 1, 2009 as long as the incident occurred during the 2009 school year and the district submitting was the home district on the corresponding enrollment.
6.	Our school gets out June 4th so our exit date would be June 5th is this correct?	The student's Exit Date is the last day the student attended school.
7.	I have students that attend an alternative school. We are their home school and the alternative school is the serving school who sends the data to the state?	The Home School is the only entity that can submit students on SIS.

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8.	What is the definition of homeless and who qualifies?	<p>Identifies a student who, at any time during the current school year, lacks a fixed, regular, and adequate nighttime residence. This includes:</p> <p>1) Children and youths who are sharing the housing of other persons (doubling up) due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; the term 'unaccompanied youth' includes a youth not in the physical custody of a parent or guardian. Unaccompanied youth have the same rights as other students experiencing homelessness to enroll in, attend, and succeed in public school.</p> <p>2) Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;</p> <p>3) Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and</p> <p>4) Migratory children (as described for Migrant Indicator) who qualify as homeless because the children are living in circumstances described in 1 through 3 above.</p>
9.	Also, will you release deadlines for Pre-ID file review?	The Assessment Correction Deadlines can be found in the Presentation Posted on the www.isbe.net/sis website.
10.	Will Explore and Plan Pre-ID labels be sent directly with materials to district office or schools individually?	ISBE is only providing a file in the correct format for the districts to send to the ACT vendor. You will need to contact ACT to see where materials are being sent.

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11.	Is the Pre-K follow-up something new for this year or has this been submitted before via another media?	The Pre-K follow-Up report was submitted previously through a separate program in IWAS.
12.	Since you want the "Mandatory Indicators" updated throughout the year, have you considered making this accessible for correction like the id process for ISAT?	We are currently in discussions about how to improve SIS. We will take your comment into consideration. Thanks!
13.	Is the deadline for next years children in Pre-k 10/15/2009? Does that mean that we enter no children after that date?	The deadline is set because of the collection of Fall Enrollment Counts data. Students can be enrolled or exited throughout the year.
14.	Where can we find more detailed information for the data that needs to be submitted for Student Discipline?	Please see the SIS Student Discipline data elements at http://www.isbe.net/sis/html/data_elements.htm .
15.	What is the Closed school with students enrolled/ Open school with No students enrolled report?	This report shows students still enrolled in schools that have closed. These students still need to be exited from the closed school and enrolled in the new correct school. The Open School with No students report shows schools that have no students enrolled in SIS.
16.	If we need to have all the kids exited by August 1, 2009 does that mean you are going to let us submit the data for Student Discipline after the student has been exited?	Yes
17.	We were told that if we submit the Student Discipline Data prior to the end of the school year it may be used to populate the End of the Year report. Is this correct?	All Discipline related data from the end of the year report will be taken directly from SIS. There will be a few questions left on the End of the year that will need to be answered, but all discipline related material will be pulled from SIS.
18.	We have summer school students that there status may change before they leave. Some may graduate, some may be retained. Is it ok if we wait until the end of the year to report these students?	Yes, wait until you have finalized the students' status before exiting the students. Exit Enrollments are due July 31, 2009.
19.	Will there be a Webinar for New Users?	No, Please sign up for Summer training.
20.	What if Summer training coincides with our start of school?	Give us a call and we can tell you exact locations. We may be able to find a central IL location that will not be far from you.
21.	The Pre-K Follow-Up data and Early Childhood Data is due August 1, 2009 but if I exit my students in June it is due at that time is that correct?	Yes
22.	Is the E-Report card going to be part of SIS this year?	No

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23.	Can you tell me when E-Report card will be available on the website?	May 11, 2009.
24.	How do we know the Pre-K Follow-Up students listed were in a Pre School for All program before they transferred into our district?	Pre-K follow-Up students can be identified by running a Pre-K follow-Up Detail report or by Requesting a Pre-K Follow-Up file in SIS.
25.	If native language is not English, can home language be English. If this is the case, will this affect the upload of ELL data?	If Native Language is other than English Home Language must also be other than English.
26.	Pre-K follow-ups are needed for what grades?	The students listed are from Kindergarten, first and second grades.
27.	Pre-K follow-ups are needed in order to exit all students?	Yes
28.	If we have a grade 12 student who may not actually graduate (didn't meet requirements) what exit code should we use, since it's unlikely they will return or need to return next year to make up the credits?	Students who are not promoted or graduated at the end of the year should be reported as "12" Retained in same grade.
29.	I am curious as to why we were told at the beginning of the year that discipline data is optional and now told it is mandatory.	ISBE is required to collect student discipline data to comply with federal reporting requirements. Due to the concerns previously raised by districts regarding the sensitivity of this data collection, ISBE took time to research the issue by examining how discipline data is collected in other states. Additionally, ISBE sought input from local district superintendents and the U.S. Department of Education. From this research ISBE has worked collaboratively with our SIS contractor to ensure that discipline data collected through SIS will not be maintained as a part of each student's longitudinal record. Now that these areas of concern have been addressed, discipline data are now mandatory. Since districts were first notified of this change in March, ISBE has extended the deadline for reporting School Year 2009 discipline data to October 1, 2009. Beginning with School Year 2010, the deadline will be August 1 st annually.

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30.	You said the Career/tech Ed indicator is used throughout the year for information, so does that mean if students change classes at semester, we should switch them from yes to no or vice-versa?	Yes, the indicator should be kept accurate.
31.	I know you answered this before, but I want to clarify. Early childhood information isn't required to be sent through SIS if they have used the old way already? However, what if I WANT to do it this year since it will be mandatory in the future... and they have already submitted it the old way. Can I do that?	Yes
32.	How often are we to submit discipline reports?	ISBE has extended the deadline for reporting School Year 2009 discipline data to October 1, 2009. Beginning with School Year 2010, the deadline will be August 1 st annually. Districts are encouraged to not wait to submit these data to ensure accurate reporting of these data.
33.	Is it required by the state to end ELL services for students that attain a 4.0 or higher? We have some students who have scored that but we don't feel they are ready to end ELL services.	At this time, exiting a student from the LEP subgroup is a district discretion as long as the criterion employed by the district is not lower than the 4.0 composite proficiency level established by the state. Discussions regarding uniform exit criteria are still on-going.

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34.	<p>Why was July selected for the PSAE corrections? Our staff is gone in July! Can that be changed in the future?</p>	<p>Both ISBE and districts/schools must meet federal requirements regarding reporting prior to the start of the school year. In order for that to occur in August 2009, corrections must occur prior to that time.</p> <p>The PSAE testing window occurs very late: from April 22 until May 7, 2009. The process of resolving testing irregularities, resolving missing data on answer documents, and scoring the tests prevents the scores from being posted in IWAS until July 8, 2009.</p> <p>Keep in mind that for PSAE, the assessment correction file has been available since May 8, 2009. This file should include only students who were enrolled and in grade 11 during the testing window. Answer documents should have been returned for each of these students, and these answer documents should match the student records if they were completed accurately with the student's state ID number and the correct home school code. If there are students listed in the assessment correction file who were not in grade 11 or not enrolled in your schools, these student records should be inactivated immediately with the proper inactivation code. For students who were enrolled but did not test on either day of PSAE, schools should have submitted a Day 1 answer folder and a Day 2 answer document for them with the not tested reason coded, as applicable.</p> <p>If the PSAE testing dates were moved to earlier date, then the posting of PSAE scores could be earlier. If the PSAE testing dates were moved to March, this would most likely result in scores being posted in June.</p>
35.	<p>Since 2009 discipline data will be reported on SIS, is it necessary to report suspensions, etc. on the End of Year report?</p>	<p>All Discipline related data from the end of the year report will be taken directly from SIS. There will be a few questions left on the End of the year that will need to be answered, but all discipline related material will be pulled from SIS.</p>

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36.	Regarding slide 59, will high school districts (9-12 grades only) have access to 8th grade student information in SIS?	Districts only have access to Students data that they are identified as the Home district in SIS.
37.	Hi - we are consolidating with another school district as of July 1, 2009 - it will be a new district with a new name. Each district will still be working in our old IWAS files to make edits to PSAE, etc. Do you have any caveats or concerns of things we should be aware of as we proceed. I do have new RCDTS codes for the new district but they will not be active until July 1. I am also curious as to how/when we will get our new IWAS assignments, etc. because we are also implementing a new student management system and we will want to test our upload to the state.	You will need to finish data corrections for the old schools RCDTS. Be sure all students are exited from the old school codes before enrolling them in the new RCDTS codes.
38.	If a Pre-K student is not served in the home school, does the serving or home report Pre-K Follow-Up data?	The home school should report the data on SIS.
39.	What do the Tiers mean on the ACCESS Score Detail Report (Slide 33 Column B)? Why do some students have a dash in that field?	Tiers do not apply to Kindergarten students which explain the dashes. Grades 1 thru 12 could be in Tier A, B, or C. Tiers provide information on what test on the ACCESS for ELL is appropriate for the student given his/her English language proficiency level on the W-APT.

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40.	Is there a charge for ACT to process the Explore and Plan tests and return a file to the school districts? Or is this service being provided for by SIS?	<p>From http://www.isbe.net/assessment/htmls/protocol.htm</p> <p>Similar to last year, Illinois public schools will be able to provide one administration of the EXPLORE and PLAN program to students in grades 8 to 10 at no cost to the district.</p> <p>ISBE-funding of public school EXPLORE and PLAN orders will be contingent on the use of ACT's Pre-ID service beginning January 1, 2009. This service is available free of charge.</p> <p>To place an order for ISBE-funded EXPLORE or PLAN, you must fax both a District Participation Agreement and an Order Form to ACT Customer Services at 319/337-1578. Your order for Pre-ID services, along with the completed template, may be emailed to explorepraid@act.org or planpreid@act.org depending on the assessment being used. If you would prefer to FTP your order, please call ACT Customer Services at 800/553-6244x1029 for instructions.</p>
41.	Student Discipline Data - should we wait until the school year ends to submit this info? If not, why?	ISBE has extended the deadline for reporting School Year 2009 discipline data to October 1, 2009. Beginning with School Year 2010, the deadline will be August 1 st annually. Districts are encouraged to not wait to submit these data to ensure accurate reporting of these data.
42.	Regarding enrollment dates is there a difference between ELL program entry date and student enrollment date?	The student enrollment date is the date the student enrolled for the current school year. The ELL program Entered or Re-Entered to Receive Services could be past years. Please see the definition of Entered or Re-entered to Receive ELL services posted at http://www.isbe.net/sis/html/data_elements.htm .

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43.	What is the difference between the Home Language and Native Language? Will there be a new form for Native Language available to us?	A home language is a language predominantly spoken at home, whereas native language is the language that the student speaks best or is proficient as the average person who speaks no other language but that language. So you may have Spanish as home language since this is what is spoken by parents at home – but the child's native language could be English, especially if the child was born in the US. If Native language is something other than English, Home Language must be the same.
44.	Have Early Childhood Administrators been given this information for EC outcomes? I think my question was answered. We don't have to do outcomes through SIS. Early Childhood Admins can do this through the old system and I would just exit them in a regular manner?	Yes, Early Childhood Special Education coordinators were sent the memo located at http://www.isbe.net/sis/pdf/eco_memo.pdf . It should address these issues surrounding the transition from the old IWAS system to SIS.
45.	What specific student discipline data will need to be entered?	Please see the SIS Student Discipline data elements at http://www.isbe.net/sis/html/data_elements.htm .
46.	Should Special Ed students who are in their 5th or 6th year of "high school" continue to be marked as grade 12 until they are aged out?	Yes
47.	Are we responsible to populate the Pre-K Follow-Up Data for grades 3-12 or will it be pulled directly from SIS?	Data will be pulled directly from SIS.
48.	On slide # 59, the Plan and Explore test. Is this a requirement for us to download and populate these Pre-ID files?	The school districts fill out the SIS IDs on excel spreadsheets that go to ACT. Then, ACT generates the Pre-ID labels for the school districts to use. ACT scores the tests, which ISBE pays for. Next year the school districts are required to use SIS IDs in order for ISBE to pay for these tests
49.	We have a couple of students with duplicate ELL records. Is there a process in which we can have these removed?	Yes, we are implementing a fix for this bug.
50.	In the case where have submitted erroneous ELL records, how do I identify that in SIS?	You will need to select no, or erroneous for the ELL elements. Also "Date Entered or Re-Entered to Receive Services" and "Date Services Ended" need to be set to the same date with the "Reason for Ending Services" set to Other/Erroneous

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51.	Will there be any deadlines later for the Explore and Plan Pre-ID Process?	At this time there are various times you can take the assessments, so it will depend on when you are taking the assessment.
52.	Will we initiate the Explore and Plan Pre-ID file process or will it be something the State will send for us like the other assessments?	There will be a Request File available that a file can be requested by grade. The file can be sent directly to ACT.
53.	Will Early Childhood Outcomes automatically transfer to the new system.	No, data will not be populated from the old system to the SIS system. This is a time of transition entering Early Childhood Outcomes Data in SIS. There is a memo posted on the SIS website explaining the transition, located at http://www.isbe.net/sis/pdf/eco_memo.pdf . It is not required to submit Early Childhood Outcomes data into SIS for this school year.
54.	If you have active students that only took part of the test will that show as an error when we receive the scores?	No