

ISBE SIS FAQ's		
#	Question	Answer
1	<p>If the District Superintendent receives the Assessment Corrections file, how is it made available to the staff responsible for reviewing the data, correcting errors and returning it?</p> <p>Who receives the initial Assessment Correction report being provided by ISBE/SIS?</p>	<p>The initial Assessment Correction file is provided via IWAS/SIS to the Superintendent via his/her IWAS account. The Superintendent is responsible for distributing the file to the staff responsible for reviewing the data, making corrections, as needed, and submitting the Assessment Corrections file to IWAS/SIS.</p> <p>Other school/district authorized staff (those who have SIS upload and download authorization) are able to submit the updated Assessment Correction file via IWAS/SIS using the upload screen. Once it is processed, the file will be returned via IWAS/SIS to the user who uploaded it.</p>
2	What is the name of the file that will be provided to the Superintendent?	<p>The file will be named Assessment_Correction_RCDTS.csv. The RCDTS number will be for the School District (0000). For example:</p> <p>AssesCorrFromISBE_010010010260000.csv</p>
3	Does the Assessment Correction file contain only test kids?	Yes, the Assessment Correction file contains students that are grade level 3-8 and 11.
4	Will there possibly be students included in the Assessment Correction File that were not included in our Assessment Pre-ID file that we submitted?	Yes. If the student was enrolled in your district during the test period the student will be included in your file even if a Pre-ID record was not submitted.
5	Will updates sent to the Assessment Pre-ID file since receiving labels be incorporated into the Assessment Correction file?	If the updates to Assessment Pre-ID were received prior to the generation of the Assessment Correction File then the updates will be included in the file. However, any changes to Student Demographic and Enrollment information after the close of the testing window will not be included in the Assessment Correction File.
6	Can Districts continue to send updates to Grade	Yes. You should continue to submit updates up until the end of the Grade 11

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	11 students until May 12 th ?	testing window. The updates will be included in the Assessment Correction File provided on May 13 th .
7	Will more than one file be provided to Districts?	The SIS generated initial Assessment Correction file will be provided to a district (via the Superintendent's IWAS account) only one time. The Assessment Corrections file can be submitted for processing multiple times, uploading corrected student record information and then downloading the processed file with result codes and messages. It may be necessary to re-correct and resubmit this file multiple times if errors are not resolved.
8	How many Assessment Correction files can be submitted?	There is no limitation on the number of Assessment Correction files that can be submitted to ISBE/SIS during the correction period – April 24 th (3-8 grades) through May 5 th and May 13 th (11 th grade) through May 26 th .
9	Must all records in the Assessment Corrections file be submitted or can only those that were incorrect be submitted?	School/districts may submit either the entire file of student records or just those that need correcting.
10	Do we have to change the 'U' codes in the file for students that do not have any corrections?	No.
11	Can we break our initial Assessment Correction file into separate files for submission?	Yes. The file is provided by district but may be split into buildings or separate files.
12	How quickly are Assessment Correction files processed?	The files will be processed overnight however if the volume of files received is lower the files will be processed earlier.
13	The testing school is not part of the Assessment Correction file data elements, should it be?	The Testing School information was needed for testing materials; it is no longer needed and is not part of the Assessment Correction file.
14	Is the Assessment Correction period the time to	Yes, correct as of the time of the testing period.

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	make sure all the flags for a student are correct?	
15	If the Special Education students who are in other serving schools were not submitted in the Assessment Pre-ID file, is now the time to add them to our Assessment Correction file?	Yes, you will want to make sure they are both in SIS as well as in the Assessment Correction File.
16	Will any changes made in the Assessment Correction File affect SIS?	No.
17	If all the student records are correct in the Assessment Correction file, what action does the school/district take?	No action is necessary if all the student record assessment information is correct in the Assessment Correction file.
18	If a student left our school district before our assessment test period but was submitted in our Assessment Pre-ID file, how are they removed from our Assessment Correction file?	A record for a student who was submitted in your Assessment Pre-ID file yet was not enrolled during testing and did not test at your school should have their Action code entered as 'I' (Inactivate). The reason code of 05 - Not Enrolled (Student was not enrolled at the time of testing) should be used. That record will be inactivated in the assessment captured on the last day of a school/district's testing period. Additionally, the student should be exited from SIS.
19	If the RCDTS codes are incorrect in both SIS and in the Assessment Pre-Id data submitted, how are corrections to be made?	<p>Corrections to the RCDTS codes will be needed in both the SIS and in the Assessment Correction file.</p> <ol style="list-style-type: none"> 1. To correct the RCDTS codes for the 'captured-on-the-last-day-of-testing-period' Assessment data, update the RCDTS codes in the Assessment Correction File. 2. To correct the RCDTS codes in SIS, the invalid enrollment records (with the incorrect RCDTS codes) must be exited and then valid enrollment records created.
20	How is a student with two different SID	To correct duplicate SID for a student, send an email to SisPilot@isbe.net with

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	numbers assigned to be resolved in the Assessment Correction File?	the student's Last Name, First Name, Date of Birth and the SID that is to be used and the SID that is to be inactivated. Indicate if enrollment records from the inactivated SID are to be tied to the active SID. Correct the student record in the Assessment Correction file to reflect the active SID as well as ensure all the student's details are correct for the last day of school/district's testing period.
21	How are students that are potential matches with the same SID to be resolved in the Assessment Correction File?	A SID is only assigned to one student. The emails requesting a district to exit a student should be researched. If the student is a different student a district should create a new SID through the online Request New SID function. The District then must correct the student record in the Assessment Correction file to reflect the active SID or if the record does not exist add a new record to the Assessment Correction.
22	If a student was submitted in the Pre-ID file with an incorrect test can this be changed in the Assessment Correction File?	Yes.
23	What is the purpose of the Post Scoring Assessment Correction file that is to be provided to Superintendents in June, 2006?	This file will provides school districts an opportunity to make any final changes to assessment data based on the test scoring process. It allows correction to information bubbled incorrectly at the time of testing.
24	Should student demographic data be updated in the June, 2006 Post Scoring Assessment Corrections file?	It is recommended that changes to student demographic assessment data be made during the first 'correction' period beginning either April 13 th (3-8 grades) and May 13 th (11 grades).
25	Who has access to view the SIS on-line Assessment Reports?	The school/district authorized staff with RCDT Administrator access level (those who have SIS upload and download authorization).
26	Are the error codes for the Assessment Correction file the same as those displayed in the 'view-only' 2006 Assessment Correction	The error code descriptions are the same for both the Assessment Correction file and the 'view-only' report. The codes representing an error differ in that the file error code will be an 'F' with a message that describes the error. In the 'view-

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	Report?	only' report, the alpha codes of 1, 2, 3, 4, 5, 6, 7 & 8 tie to a specific error description.
27	What does the 'Reporting School' represent on the 2006 Assessment Summary File report "selection criteria"?	The Reporting School is the Home School for the student record.
28	Is all testing information that is coming back from test vendors in June available on the Harcourt site?	IMAGE test data will be available on Service Point. ISAT will be available for viewing on the Harcourt site. Additionally, for the first time, Serving Schools (where the RCDTS is different from Home School) will receive a copy of the individual student report score information. Home Schools will receive individual student reports and other reporting information as in the past. Scores will not be available for viewing on SIS.
29	Will both the Home and Serving schools get test score results?	The test vendor will send individual student report test score results to both the Home and Serving schools. Only the Home school will receive the Assessment Correction File.
30	Will school districts receive written test results besides the information being available on the Harcourt/Spectrum site?	Yes.
31	When will the District's AYP status be known to the district?	ISBE is planning to use the same schedule as last year, so the AYP status should be in early July.
32	Do the Assessment Non-Participation Reason codes 'Transfer Out During Testing' and 'Transfer In During Testing' count against a school for AYP?	If a student took a test in your district and transferred out before completing all sections, that student will count for your district for the AYP participation rate If a student transferred out before testing they will not count in participation.
33	If the Assessment Non-Participation Reason	The Assessment Non-Participation Reason code 'Absent' is only to be used for

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	entered for a student record is 'Absent', will that count against the school for AYP	students who were absent from their testing school the full test period. If a student took any part of the assessment, their 'Non-Participation Reason' code cannot be 'absent'.
34	Is a student who did not take the assessment test due to a broken ankle considered medically exempt?	The medical exemption would require a student be in the hospital the entire testing period. In the situation described, if the student was not in the hospital the entire testing period, the student would be marked absent and will have an impact on AYP.
35	Is a student considered exempt if they started testing then transferred out before completing the full testing period? If a student did not take all the components of the assessment test, will it count for AYP?	No, all testing materials (full and partial) will be scored and considered in the participation count for this school.
36	If student parents refused to allow their kids to take the assessments test, what exemption code is used?	In this situation, the student records would be marked with the Non-Participation code - absent and will count against participation.
37	Is rescoring available?	Yes. This will be available during June after test scores are posted. More will be posted on the Student Assessment website.
38	Which Assessment Correction Data Elements effect AYP?	The following data elements affect AYP: <ul style="list-style-type: none"> • Reason for not Testing (Non-Participation codes – Medically Exempt (01), Homebound Exempt (02), In Jail/Locked Facility (03) and Out of State/Country (04); Absent (10) will count in participation count); • Race; • LEP Indicator; • IEP Indicator;

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		<ul style="list-style-type: none">• FRL/Low Income Indicator;• First Year in U.S.;• Enrolled In Home School On or Before May 1; and,• Enrolled in Home District On or Before May 1.
If you have questions please call the ISBE Help Desk at (217) 558-3600 or send an email to help@isbe.net . Additional information on the ISBE Student Information System can be found at http://isbe.net/sis/default.htm .		