

Illinois State Board of Education

Statewide SIS Training



August 2008

Agenda

- **Welcome / Introductions**
- **Overview of the Student Information System (SIS)**
- **Accessing ISBE SIS**
- **Online Process Overview**
 - Early Childhood
 - ELL
 - Exit Enrollment
 - Assessment
- **Batch Process Overview**
 - Reports
 - Request File
 - Excel Template Tips
 - Student Discipline
- **ISBE Resource Materials**
- **ISBE Contact Information**

Welcome / Introductions

- **ISBE Key Team Members**

- Connie Wise Assistant Superintendent - Project Manager
- Terry Chamberlain Division Administrator – Data Systems

- **IBM Key Team Members**

- Howard Hammel Project Manager
- Adam Lowery Support Team
- Diana Delgado Support Team
- Jeremy Schoen Support Team
- Jason Bell Support Team

Overview of the Student Information System (SIS)

■ SIS Functions

- Assigns a unique student identifier (SID)
- Collects demographic, enrollment, performance, and program participation data for each student
- Interfaces with internal ISBE Systems
- Tracks students from school/facility to school/facility and district to district within the state
- Provides schools, districts, and facilities the ability to report timely and accurate data/information through standardized reporting capabilities

Overview of the Student Information System (SIS)

- Provide Better Quality Data to Drive More Enlightened Policy Decisions Resulting in Enhanced Educational Opportunities for All Children
- Reduce Data Collection Burden on Schools, Districts, and Facilities
- Enhance the Use and Relevance of State Data by Districts and Schools
- Respond to the Accountability and Reporting Requirements of NCLB and Other Federal and State Education Programs

Overview of the Student Information System (SIS)

ISBE SIS Project	Student Data Collected	School Year
Pilot	Student Demographic, Student Promotion, and Student Program Indicators	2005
Implementation	Student Demographic, Student Promotion, and Student Program Indicators	2006
Implementation	Student Assessment (Pre-Identification labels and Score data for ISAT, IAA, IMAGE, and PSAE)	2006
Implementation	ACCESS Tests	2007
Implementation	English Language Learners (ELL)	2008
Pilot	Early Childhood	2008
Implementation	Early Childhood	2009
Implementation	Student Discipline	2009

Overview of the Student Information System (SIS)

- **Function to Request Unique SID**
 - 9 digit numeric
 - No leading zeros
 - No repeatable sequence of 3 numbers
 - Never reused or reassigned
- **Collect Student Demographic, Enrollment, and Program Indicator Data when Requesting a SID**
- **Request SID Online or through Batch Process**

Overview of the Student Information System (SIS)

- **Initial Data Elements used to Search for Existing SID:**
 - Legal First Name
 - Legal Last Name
 - Date of Birth
 - Gender

- **Additional Data Elements used to Reduce Multiple Matches**
 - Legal Middle Name
 - Birth Place Name
 - Race
 - Native Language
 - Mother's Maiden Name

Overview of the Student Information System (SIS)

■ Home School RCDTS Validations

- Only Home School/Facility Districts may add/update student data
- Home RCDTS codes can **not** end in 0000
 - Private facilities 0000 ending codes, should contact the ISBE Helpdesk
- Home RCDTS for Entry/ Grade Levels 01 through 12 can **not** be a 3000 school

■ RCDTS Breakdown

■ R	Region Code	2 Characters
■ C	County Code	3 Characters
■ D	District/Serving Entity Code	4 Characters
■ T	Type Code	2 Characters
■ S	School Code	4 Characters

Overview of the Student Information System (SIS)

■ RCDT General User

- Search for a Student ID
- Request a Student ID
- Exit an Enrollment
- Help

■ RCDT/ROE Administrator

- All functions of RCDT General user, plus:
- Correct an Assessment Record
- Upload a File
- Download a File
- View Reports
- Request a File

Accessing ISBE SIS

- Access ISBE SIS through IWAS, ISBE's Web Application Security System
- Link to IWAS from the ISBE Homepage at www.isbe.net
- An IWAS User Guide is available on the IWAS Login Screen



Illinois State Board of Education

Jesse Ruiz, Board Chair

Dr. Christopher Koch, State Superintendent

ECS | CeRTS | IWAS | FRIS Inquiry | Teachers | Students | Administrators | Student Assessment | IL Learning Standards | Programs | Forms | Glossary

Accessing ISBE SIS

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ISBE Administrator

Login: DDELGAD

Home

System Listing

Pending Sign Ups

Pending Documents

Change Password

Preferences

Search

Help

Logout

[IWAS Training Video](#)

Hello DIANA, you last log...

Messages :

[1 unread Inbox m](#)

[0 unread Archive](#)

Require Action :

[0 Sign-ups pendi](#)

[0 Documents per](#)

[0 Feedback mess](#)

Managing Your IWAS

If you have recently ch...
prior organization, it is

Managing IWAS Acco...

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Dr. Christopher Koch, State Superintendent

My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
Reporting	
Monthly	
Student Information System - Statewide	Authorized

Legend: ⓘ : System Description - Detailed 📅 : Due Dates 👤 : Profile

[Want to Signup for Other Systems?](#)

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Demonstration

Accessing ISBE SIS

(Home Page and Navigation)

Online Process Overview

- **Request New SID**
 - Add Demographics
 - Add New Enrollments
 - Add Early Childhood
 - Add Program Indicators
- **Search SID**
 - Add New Enrollments
 - Add or Update Early Childhood
 - Add or Update ELL
- **Exit Enrollments**
- **Add or Update Assessment**
- **View Reports**
- **Request Files**

Demographic Data Required to Request New SID

- **Mandatory**

- Legal Last Name
- Legal First Name
- Legal Middle Name
- Date of Birth
- Gender
- Race

- **Optional**

- Birth Place Name
- Native Language
- Mother's Maiden Name
- Lineage (Suffix – Jr., III)

Demographic Data Required to Request New SID

- **Demographic Validations**

- Date of Birth

- Format mm/dd/yyyy
- Students must be between 0 and 25 years old

- Name Fields

- May only contain alpha characters with the exception of hyphens and spaces
- Periods, commas, and apostrophes are not accepted
 - Middle Name Exception: Asterisk is accepted for no legal middle name
 - Space or apostrophe in names such as O'Brien should be removed and submitted as OBrien
 - If Hispanic Children use Mother's Maiden name follow with a hyphen (-) then the Father's Last Name, no spaces

Demographic Data Required to Request New SID

- **Possible Outcomes**
 - No match, new SID is assigned
 - One to 10 Potential Matches
 - More than 10 Potential Matches

Demonstration

Request New SID

(Demographics)

Enrollment Data Required to Request New SID

- **Mandatory**

- RCDTS for Home School
- RCDTS for Serving School
- Enrollment Date for Serving
- Enrollment Type for Serving
- Entry/Grade Level for Serving
- School Year for Serving
- Full-Time Equivalency (FTE) for Serving

Enrollment Data Required to Request New SID

■ Enrollment Validations

- A student may only be actively enrolled in one Home School
- A student may attend multiple Serving Schools
- FTE must be $> 0 \leq 1.0$
- Starting School Year 2009, if Kindergartners attend half day sessions may have a .5 FTE
- School Year may only be the current year
- Enrollment Date must be in the mm/dd/yyyy format and within the date range of July 1 to July 31 for the current School Year

■ Pre-K Enrollment Validations

- A student may only have one active enrollment with a 1.0 FTE
- If IEP is Yes, the Home RCDTS must be a public school
- The Entry/ Grade Level can **not** be updated to or from Pre-K

Demonstration

Request New SID (Enrollment)

Early Childhood Data Required to Request New SID

- **Mandatory**

- Pre-K At-Risk
- Preschool
- Head Start
- Pre-K Title I
- Local/Other Funding
- Early Head Start (Birth to 3)
- Prevention Initiative (Birth to 3)
- Meets At-Risk Criteria
- Meets PFA Household Income Criteria
- Family Structure
- Early Intervention (Birth to 3)
- Native Language

Early Childhood Data Required to Request New SID

- **Subsequent Mandatory Data**
 - Referral by CFC
 - EI Number
 - Eligibility Determination Date
 - IEP Indicator
 - Reason for Delay in Transition
 - IEP Completion Date
 - Date Services Began

Early Childhood Data Required to Request New SID

■ Early Childhood Validations

- If the Early Intervention Indicator = Yes, the following data elements are subsequently mandatory:
 - Referral to CFC
- If the Early Intervention Indicator = Yes and Referral by CFC Indicator = Yes, the following data elements are subsequently mandatory:
 - EI Number
 - Eligibility Determination Date
 - Reason for Delay in Transition
- If the Early Intervention Indicator = Yes, Referral by CFC Indicator = Yes and IEP Indicator = Yes, the following data elements are subsequently mandatory:
 - IEP Completion Date
 - Date Services Began

Early Childhood Data Required to Request New SID

■ Early Childhood Validations

- The six subsequently mandatory data elements will only display, if the trigger data element (s) = Yes
- Only the Home District may update the student's Early Childhood record when the student is actively enrolled in the District
- All dates must be in the mm/dd/yyyy format and can not be future dates
- If the Eligibility Determination Date or the IEP Completion Date is after the student's third birthday, Reason for Delay in Transition can **not** be No Delay
- The IEP Completion Date must be equal to or greater than the Eligibility Determination Date
- The Date Services Began must be equal to or greater than the IEP Completion Date
- If the Entry/Grade Level = Pre-K, a Native Language must be provided

Demonstration

Request New SID
(Early Childhood)

Program Indicator Data Required to Request New SID

- **Mandatory**

- Homeless Indicator
- Migrant Indicator
- Career/Tech Ed Indicator
- SES Indicator
- LEP Indicator
- IEP Indicator
- FRL/Low Income Indicator
- Century 21 Indicator

Program Indicator Data Required to Request New SID

- **Optional ***

- Reading First (1st) Indicator
- Reading Improvement Block Grant Program
- Title 1 Indicator

* Mandatory, if student is participating in one of the programs

- **Program Indicator Validations**

- If the student has Limited English Proficiency (LEP), a Native Language must be provided, and the language can **not** be English
- The LEP Indicator can **not** be updated to No until the ELL record contains all the mandatory data and the appropriate Date and Reason for Ending ELL Services

Demonstration

Request New SID

(Program Indicator)

Search SID

- **Function to Search for Existing SID**

- **Mandatory**

- SID

OR

- Legal Last Name

- Legal First Name

- Date of Birth

- Gender

Search SID

- **Optional**

- Legal Middle Name
- Race
- Birth Place Name
- Native Language
- Mother's Maiden Name

- **Possible Outcomes**

- No match
- One to 10 Potential Matches
- More than 10 Potential Matches

* Note: Search with SID only returns No Match or One Exact Match

Demonstration

Search SID

English Language Learners (ELL)

- **Mandatory**

- Date First Enrolled in District/LEA
- New Arrival to U.S.
- ELL Placement - Entry Status

- **Optional**

- Date W - APT Test Taken
- W - APT Listening Raw Score
- W - APT Speaking Raw Score
- W - APT Reading Raw Score
- W - APT Writing Raw Score
- W - APT Composite Proficiency Level

English Language Learners (ELL)

- **Mandatory**
 - Date Student Enrolled or Re-entered to Receive ELL Services
- **Optional**
 - Date ELL Services Ended
 - Reason for Ending ELL Services
- **Mandatory**
 - Class Periods Provided per Week
 - Title III Status
 - Immigrant Education Program
 - 504 Accommodation Indicator
 - No Additional Services
 - Content Area Tutoring

English Language Learners (ELL)

- **Mandatory**

- Developmental Bilingual Education
- Dual Language and Two-Way Immersion
- Heritage Language
- Sheltered English Instruction
- Transitional Bilingual
- Content-Based ESL
- Structured English Immersion or SDAIE
- Pull-Out ESL
- Inclusionary Support
- Pull-Out for Individualized Support
- Self-Contained

English Language Learners (ELL)

■ ELL Validations

- If a student is identified as LEP = Yes when enrolled, an ELL record will be created in SIS
- An ELL record may be viewed and/or updated:
 - By a Home District
 - If the Date ELL Services Ended is Null
 - If the student has an active current School Year enrollment
- If a student is identified as having Limited English Proficiency, and the parents refuse ELL services:
 - The student's LEP Indicator remains Yes
 - ELL Placement-Entry Status = Parents Refused
 - Date Entered/ Re-entered to Receive ELL Services = Enrollment Date
 - Date and Reason ELL Services Ended = Null (remain blank)

English Language Learners (ELL)

■ ELL Validations

- The Date and Reason ELL Services Ended are only entered:
 - If the student's transition requirements are met
 - If the parents withdraw the student while receiving ELL Services (**not** the same as Parents Refused services)
 - An erroneous record was created
- After a student transitions out of ELL services, and the LEP status should be updated to No

Note: The Year Since Exited TBE/TPI Program will be tracked on the student's Assessment Pre-ID/Correction record.

Note 2: Only students who are identified as LEP and whose LEP Indicator is Yes should take the ACCESS test.

Demonstration

English Language Learners (ELL)

Exit Enrollment

- **Function to Exit Enrollment Record**

- **Mandatory**
 - SID
 - and one of the following:**
 - Last Name
 - First Name
 - Date of Birth

- **Possible Outcomes**
 - No Match
 - One Exact Match

Exit Enrollment

- **Mandatory**
 - Enrollment Exit Date
 - Enrollment Exit Status
 - Enrollment Exit Type

Exit Enrollment

■ Exit Enrollment Validations

- If a student's LEP Indicator = Yes, the ELL record must contain all the mandatory data elements
- If a student's Entry/ Grade Level = Pre-K, the Early Childhood record must contain all the mandatory data elements
- If an Enrollment record is erroneous, the Exit Enrollment Date should be the exact same date as the Enrollment/ Entry Date
- The Enrollment Exit/ Withdrawal Type for an erroneous Enrollment record should be Code 99 Erroneous Enrollment

Demonstration

Exit Enrollment

Addition/Update of Assessment

- **Function to Add or Update Student Assessment Data**
- **Mandatory**
 - SID
 - and one of the following:**
 - Last Name
 - First Name
 - Date of Birth
- **Possible Outcomes**
 - No Match
 - One Exact Match

Addition/Update of Assessment

- What Pre-ID Data may I update **before** the last day of testing?
 - RCDTS Testing School
 - First Year in U.S.
 - Year in Any Illinois-Approved TBE/TPI Program
 - Year Since Exited TBE/TPI Program
 - Enrolled in Home School on or before May 1
 - Enrolled in Home School/District on or before May 1
 - Test to be Taken

- **After** the data has been submitted to the vendor for labels, should I keep updating the Pre-ID data until the last day of testing?
 - Yes, students who test in the district need to have an accurate record available to match up with the returned test results and students who do **not** test in the district should be removed from the Assessment file

Addition/Update of Assessment

- What Assessment Correction Data may I update **after** the last day of testing?
 - RCDTS for Home School
 - RCDTS for Serving School
 - RCDTS for Testing School
 - Valid Grade at Time of Testing
 - First Year in U.S.
 - Year in Any Illinois-Approved TBE/TPI Program
 - Year Since Exited TBE/TPI Program
 - Enrolled in Home School On or Before May 1
 - Enrolled in Home District On or Before May 1
 - Test To Be Taken

Addition/Update of Assessment

■ Assessment Validations

- Grade at the Time of Testing must be appropriate for the Test To Be Taken
- If the Enrolled In Home School On or Before May 1 = Yes, the Enrolled In Home District On or Before May 1 must = Yes
- If the Test To Be Taken = IAA, the IEP Indicator must = Yes
- If the First Year in U.S. is Yes, the LEP Indicator must = Yes
 - **Only**, and **All**, LEP students in Entry/ Grade Level K-12 take the ACCESS test

Note: If this is a student's first year in the U.S. and their LEP = No, the First Year in U.S. should = No.

Demonstration

Addition/Update of Assessment

Reports

- **Summary**
 - Demographics
 - Enrollment
 - ELL
 - Early Childhood
 - Assessments
 - Pre-ID
 - Correction
 - Score
 - Subscore

Reports

- **Detail**
 - Demographics
 - Enrollment
 - ELL
 - Early Childhood
 - Assessment
 - Pre-ID
 - Correction
 - Score
 - Subscore
 - Unassigned Test Results

Reports

- **Individual Student Reports**
 - Student Assessment Data and Scores
 - Student Demographics and Enrollment

Demonstration

Reports

Request File

- **Request District-Wide Student Data Files**
 - **Exit Enrollment**
 - Request a file to exit all enrollments at the end of the School Year
 - **Early Childhood**
 - Request a file to add or update Early Childhood data
 - **Demographics and Early Childhood**
 - Request a file to add or update Demographics, Program Indicators, Enrollment, and Early Childhood data
 - **ELL**
 - Request a file to add or update ELL data

Request File

- **Assessment**

- Request the following Assessment files for reviewing, adding or updating assessment data for students in Entry/ Grade Levels 3 - 8 and 11:
 - Assessment Pre-ID
 - Assessment Correction
 - Assessment Score (for review purposes only)

Demonstration

Request File

Batch Process Overview

- **Request New SID**
- **Add or Update Enrollments**
- **Add or Update ELL**
- **Add or Update Early Childhood**
- **Add or Update Assessment**
- **Exit Enrollments**
- **Add or Update Demographics**
- **Add or Update Program Indicator**
- **Add or Update Student Discipline**

Student Discipline

- **Function to Add or Update Student Discipline Data**
 - Submitted using Batch Process Only

Student Discipline

- **Mandatory**

- SID
- Last Name
- First Name
- Birth Date
- Home RCDTS
- Serving RCDTS
- School Year
- Incident Date
- Incident Number
- Disability Type
- Incident Type Code
- Disciplinary Action
- Disciplinary Duration

Student Discipline

■ Student Discipline Validation

- The student must have a valid district Enrollment record with the following matching elements for a Student Discipline record to be added or updated:
 - Home RCDTS
 - Serving RCDTS
 - School Year
 - Incident Date
 - Incident Number
- The Incident Date must be equal to or greater than the Enrollment Date **and** equal to or less than the Exit Enrollment Date

Demonstration

Student Discipline

Batch Process Overview

- **File Format**

- Student Demographics
- Exit Student Enrollment
- ELL
- Early Childhood
- Assessment Pre-ID
- Assessment Correction
- Student Discipline

- **File Types Supported**

- XML
- TXT (Comma Delimited)
- CSV (Comma Delimited Excel Spreadsheet converted into a Comma Separated Value)

Batch Process Overview

- **Batch file may contain multiple schools (District-wide)**
- **Batch file may contain all students (existing and new) or only new students when requesting SID**
- **File may be submitted as many times as required**
- **To update Demographic, Enrollment, or Program Indicator data, the SID, the Home RCDTS, the Serving RCDTS, and at least one of the following must match an existing record for the system to update the data:**
 - Legal Last Name
 - Legal First Name
 - Date of Birth

Batch Process Overview

- **Upload/Download File via IWAS/SIS**
- **Only Accessible by RCDT Administrator**
- **File Format is Validated Upon Upload**
- **Email Sent When File is Ready for Download**
- **Original Data is Returned, plus the Following Data for Each Record:**
 - New or Returned (Existing) SID
 - Result Code
 - Result Message

Batch Process Overview

- **Result Codes and Messages**

- Listed in the User Manual and the File Format Layout Document located on www.isbe.net/sis

Code Category	Message Type
A	New SID Assigned
B's	Existing SID located and returned in file
C's	Multiple Matches
Ds	Student Discipline
E's	Exit Enrollments
F	Validation errors and record did not process; Invalid Code, Invalid Format, Invalid Data, Missing Data
G's	ELL
H's	Early Childhood
I	Invalid Data
P's	Assessment (Pre-ID, Correction, Scores)
U's	SID included in File and update attempted

Batch Process Overview

■ Successful Result Codes

- A
- B1
- D1
- D2
- E1
- G1
- H1
- P2
- P3
- P4
- P5
- U1
- U2

■ Unsuccessful Result Codes

- B2
- B3
- C
- D3
- D4
- D5
- D6
- E2
- E3
- F
- G2
- G3
- G4
- H2
- H3
- I
- P1
- U3
- U4

Demonstration

Batch Process Overview

Excel Template Tips

■ Row # 1 – Header Row

- Column A, Row 1 (A1) – File type (Student Demographics, Assessment Correction, etc.)
- Column B, Row 1 (B1) – Number of Student Records
- Column C, Row 1 (C1) – File Name
 - Ensure the file name in this cell is the same file name used for actual .CSV file name when you perform the 'save as' action.
- Column D, Row 1 (D1) – File Sent Date
- Column E, Row 1 (E1) – RCDTS of user submitting file (15 digits)

■ Row # 2 – Column Names

■ Row # 3+ – Student Records

Excel Template Tips

- **Save Two Types of Files**

- In dropdown menu **Save as type:**
 - *Excel Workbook (*.xls)* for backup of original data
 - *CSV (Comma delimited) (*.csv)* for submission

- **Tips**

- Always work in the Excel Template when making any changes to student data
- Do **not** make any changes in the CSV file
- If copying data to the Excel Template perform Edit → Paste Special → Values
 - Note: Do **not** perform a standard paste or the file formatting will be lost.

Demonstration

Batch Process Overview

(Excel Template Tips)

ISBE SIS Resources

■ ISBE SIS Resource Materials

- Located on the ISBE SIS webpage at www.isbe.net/sis/
 - ISBE SIS Announcements
 - User Manual
 - File Format Layouts
 - Excel Templates
 - Tips for Completing (*Data Collection Name*) Template
 - Steps for Creating and Uploading (*Data Collection Name*)
 - Data Elements
 - Archived Meetings and Presentations
 - Frequently Asked Questions

ISBE Contact Information

- **ISBE Help Desk**

- (217) 558-3600
- helpdesk@isbe.net

- **Multiple State IDs Resolution**

- Send email to SISPilot@isbe.net
- Include the ID to be removed as well as the valid SID with the Legal Names, Date of Birth, and Gender

- **ISBE SIS Information Website**

- www.isbe.net/sis

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