Illinois State Board of Education

Student Information System

New SIS Data Submission Requirements for Nonpublic Special Education Programs
Agenda

- Welcome, Introductions, and Objectives
- Student Information System (SIS) Overview
- Home Schools, Serving Schools, & Communication
- Data Focus
- SIS Online Overview and Examples
- SIS Batch Overview
- SIS Reports Overview and Examples
- Key Dates & Timelines
- Next Steps
- ISBE Resources and Contacts
Welcome / Introductions

- **ISBE Key Team Members**
  - Don Evans  Chief Operating Officer and Director of Human Resources
  - Scott Norton  Division Administrator/Director, Information Technology
  - John Shake  Division Supervisor/Information Systems Manager
  - Paul Nijensohn  Principal Consultant – Special Education

- **SIS Key Team Members**
  - Howard Hammel  Project Manager
  - Adam Lowery  Support Team
  - Jeremy Schoen  Support Team
  - Keith Goeckner  Support Team
Objectives

Facilitate the information flow between Non-Public Special Education Programs and SIS.

- Provide context on the Student Information System (SIS), the data it supports, and the community of users and stakeholders it serves

- Review key data concepts that determine involvement for data submission, including “Home” and “Serving” Schools (and RCDTS codes)

- Discuss specific considerations for Non-Public Special Education Programs, including direct and indirect data responsibilities, needed communications, and timelines

- Present an overview of SIS Online, Batch, and Reports functionality, with some examples most relevant to you (e.g., “Teacher” data)

- Present the support mechanisms that will help ensure a successful SIS experience, including available reports, resources, and contacts
Student Information System (SIS) Overview

SIS serves the Illinois State Board of Education (ISBE), state and federal entities, the educational community, and the public, providing timely, accurate data and reporting for students, schools, school districts, and the state.

- Assigns a unique student identifier (SID)
- Collects demographic, enrollment, performance, program participation, and course data for each student.
- Collects course information on teachers
- Interfaces with internal ISBE systems
- Interfaces with external systems
- Tracks students from school/facility to school/facility and district to district within the state
Student Information System (SIS) Overview

- Provides schools, districts, and facilities the ability to report timely and accurate data/information through standardized reporting capabilities

- Provides better quality data to drive more enlightened policy decisions resulting in enhanced educational opportunities for all children

- Reduces data collection burden on schools, districts, and facilities

- Enhances the use and relevance of state data by districts and schools

- Responds to the accountability and reporting requirements of NCLB and other federal and state education programs
Student Information System (SIS) Overview

SIS Components (High Level)
- Database System
- Online (Web) application
- Batch file processing facilities, used extensively for handling large amounts of data and interfacing data with other systems and third party software
- Reporting functionality (approaching 80 specialized reports, almost all of which can be tailored to specific views)

SIS Interfaces (High Level)
- Other ISBE systems - SIS interfaces with some directly and some indirectly
- Third party “Student” software packages (SIS interfaces with these systems indirectly, via data and batch processes / web services)
- Other external systems (e.g., KIDS Tech)
Student Information System (SIS) Overview

SIS Community
- Over 2.15 Million Students
- 870 School Districts
- Over 4000 Schools
- 48 Regional Offices of Education
- 400 Private Early Childhood Centers
- Over 150 Non-Public and Public Special Ed Facilities
- 4 Intermediate Service Centers
- Over 11,000 SIS Users

<table>
<thead>
<tr>
<th>Enrollment Size</th>
<th>Number of School Districts</th>
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</thead>
<tbody>
<tr>
<td>Greater than 400,000</td>
<td>1</td>
</tr>
<tr>
<td>Between 45,000 and 20,001</td>
<td>5</td>
</tr>
<tr>
<td>Between 20,000 and 10,001</td>
<td>17</td>
</tr>
<tr>
<td>Between 10,000 and 1,001</td>
<td>400</td>
</tr>
<tr>
<td>Between 1000 and 101</td>
<td>418</td>
</tr>
<tr>
<td>Less than 100</td>
<td>29</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>870</strong></td>
</tr>
</tbody>
</table>
Home Schools, Serving Schools, & Communication

“Home” Schools and “Serving” Schools

- The Home School is the official Illinois public school designated for the area where a student resides. At any given time, there is one (and only one) “Home” School designated for a student.

- A Serving School is a school the student attends. Any school that is currently serving the student is a “Serving” School for that student.

- All student enrollment data must allow provisions for a Home School and a Serving School. They are typically the same facility, but not always.

- A student can have more than one Serving School during a given time frame. This occurs when a student attends more than one school.

Serving Schools that are usually not also the Home School:

- Non-Public Facilities, such as Special Education Facilities
- Area Career Centers
- Regional Safe Schools
Home Schools, Serving Schools, & Communication

Region-County-District-Type-School (RCDTS) codes

RCDTS codes are unique codes assigned to each educational entity or facility potentially tracked in ISBE-SIS.

For each enrollment record that a student has, there will be a “Home” RCDTS code and a “Serving” RCDTS code.

- The same code will be used for both data areas when the student is attending school (being “served”) at the designated home school facility.
- The codes will be different when the student is attending school (being “served”) at any school other than the designated home school facility.

If a student attends more than one serving school, separate enrollment records are needed, to track the data associated with each school.

- In such a case, the Home RCDTS code will be the same for each enrollment record, but the Serving RCDTS code will be different.
Home Schools, Serving Schools, & Communication

- **RCDTS Code Key**
  - 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

- **RCDTS Example**
  - 050160146000222  - Maryville Jen Unit C
  - 777770058000833 - Waterfall Canyon Academy
Home Schools, Serving Schools, & Communication

- Critical Data Communication Areas
  - Home School RCDTS Code and Serving School RCDTS Code
  - Enrollment Start / End Dates – Courses and activities occur within these boundaries
  - Student Course Assignments
  - Teacher Course Assignments
  - Progress data – Student progress related to specific programs (ECO, ELL, etc.)
  - Discipline Incidents

- Why?
  - This communication is necessary to ensure complete data for the student can be entered by the Home School.
  - Data is also important for Funding.
General Data Responsibilities: Home School

The Home School should report all “Student” data for students associated with that Home School (even if a student is served elsewhere), such as:

- **Data pertaining to characteristics of the student, such as Demographics data** (name, address, date of birth, language background, ongoing educational program indicators, etc.)

- **Data pertaining to student enrollments**, regardless of where those enrollments occur. This includes data such as student courses, grades, assessment test data, and “outside” courses.

- **Peripheral student-related data** (follow-up on Early Childhood programs, progress in language development programs, discipline incidents, etc.)
Home Schools, Serving Schools, & Communication

General Data Responsibilities: Serving School

Each Serving School should report all “Teacher Course Assignment” data for teachers at that Serving School.

Each Serving School review all student data.

Each Serving School should also provide the Home School with Student Course Assignment Information.
Home Schools, Serving Schools, & Communication

The Home School will need the following Student Course Assignment Information.

**Mandatory fields**
- Term (Semester)
- State Course Code
- Student Course Start Date
- Section Number
- Course Level
- Course Credit
- Articulated Credit
- Dual Credit
- Course Setting
- Student Course End Date
- Course Final Letter Grade/Completion Status (Term)

**Optional Fields**
- Local Course ID
- Local Course Title
- Actual Attendance (Classes)
- Total Attendance (Classes)
- Single Parent including Single Pregnant Woman (Reported for CTE Courses Only)
- Displaced Homemaker (Reported for CTE Courses only)
- Course Numeric Grade (Term)
- Maximum Numeric Grade (Term)
Home Schools, Serving Schools, & Communication

http://www.isbe.net/sis/html/excel_templates.htm

<table>
<thead>
<tr>
<th>Student Course Assignment</th>
<th>Student Count</th>
<th>Student Course Assignment_Wn.csv</th>
<th>Current Date</th>
<th>Home RCTDS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>SAP ID</td>
<td>StudentLastName</td>
<td>StudentFirstName</td>
<td>BirthDate</td>
</tr>
<tr>
<td>123456789</td>
<td>12345</td>
<td>Smith</td>
<td>Michael</td>
<td>01/01/2000</td>
</tr>
<tr>
<td>123456789</td>
<td>12345</td>
<td>123456789123456</td>
<td>123456789123456</td>
<td>01/01/2000</td>
</tr>
</tbody>
</table>

| Term (Semester) | State Course Code | Local Course ID | Local Course Title | Student Course Start Date | Course Level | Course Credit | Articulated Credit | Course Setting | Actual Attendance (Classes) | Total Attendance (Classes) | Single Parent including Single Parent Pregnant Woman (Reported for CTE Courses Only) | Displaced Homemaker (Reported for CTE Courses only) | Course Numeric Grade (Term) | Maximum Numeric Grade (Term) | Student Course End Date | Course Final Letter Grade | Completion Status (Term) |
|-----------------|-------------------|----------------|--------------------|----------------------------|--------------|---------------|---------------------|----------------|-----------------------------|-----------------------------|-----------------------------------------------------------------|---------------------------------|--------------------------|-------------------------|--------------------------|--------------------------|
| 01              | 10010A001         | Math 101       | Basic Mathematics  | 08/06/2010                | 115          | 1.00          | 02                  | 02             | 02                         | 89                         | 90                                                                   | 02                             | 90                       | 100                     | 05/06/2010                | 01                       |
## Home Schools, Serving Schools, & Communication

http://www.isbe.net/sis/html/data_elements.htm

<table>
<thead>
<tr>
<th>Data Elements</th>
<th>Code</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Level</td>
<td></td>
<td>Basic or Remedial</td>
<td>A course focusing primarily on skills development, including literacy in language, mathematics, and the physical and social sciences. These courses are typically less rigorous than standard courses and may be intended to prepare a student for a general course.</td>
</tr>
<tr>
<td></td>
<td>01</td>
<td>Remedial</td>
<td>General Education. A course providing instruction in a given subject area that focuses primarily on general concepts appropriate for the grade level. General courses typically meet the state's or district's expectations of scope and difficulty for mastery of the content.</td>
</tr>
<tr>
<td></td>
<td>02</td>
<td>General</td>
<td>Enriched or Advanced. A course that augments the content and/or rigor of a general course, but does not carry an honors designation.</td>
</tr>
<tr>
<td></td>
<td>03</td>
<td>Enriched</td>
<td>Honors is an advanced level course designed for students who have earned honors status according to educational requirements. These courses typically include additional content not found in general courses, and are formally designated as honors courses.</td>
</tr>
</tbody>
</table>
Data Focus
for
Nonpublic Special Education Facilities
Data Focus / Overview

- **Which specific data do I verify or supply to the Home School?**
  
  **Student data**
  - Demographic
  - Enrollment
  - Program Indicator
  - Early Childhood
  - Early Childhood Outcomes
    - Entry Rating (Needed every ECO year to complete the enrollment in SIS)
    - Exit Rating (Needed when an ECO student is promoted to Kindergarten)

- **Which specific data should I enter directly into SIS?**
  
  - Teacher Data (IEIN, Teacher Demographic Details, etc.)
  - Teacher Course Assignment Data ("Entry" data is due at start of each term, and "Exit" data at end of each term)
    - State Course Code
    - Term
    - Section Number (Determined by the Non-Public Special Education facility)
Data Focus / Teacher Course Assignment Data

2013 Teacher Course Assignments

- Course Assignment data (Teacher and Student) is now mandatory for grades K – 12, instead of just for grades 9-12
- For grades K – 8 only (not grades 9-12), courses can be listed as one year long term, instead of using different terms for each semester or quarter
- The Role of Professional Code of “09” (Teacher of Record – Self-Contained Special Education Classroom) is no longer used for new data
- A Role of Professional Code of “10” (Proctor) is now available
- Terms 4 and 5 are now available options (in addition to Terms 1, 2, and 3)
Data Focus / Linking Teachers to Students

- In order to create the necessary links between Teacher Course Assignments and Student Course Assignments, the data areas listed below much match:
  - Student Serving RCDTS must match Teaching Location RCDTS
  - School Year
  - State Course Code
  - Term
  - Section Number

- This is very important for data quality, to ensure teachers and students are matched appropriately. Whenever a Serving School is not also the Home School, the two schools must communicate on Course Assignment data.

- Section Number is particularly important to communicate correctly, due to the flexibility required and thus allowed for this “variable length” field.

- For grades K-8, courses can be listed as one term (vs. semesters) for the entire year. Terms between Teacher and Student Course Assignments must match.
Data Focus / Linking Teachers to Students

These 5 elements link a Teacher Course Assignment to a Student Course Assignment:

- Student Serving School RCDTS must match Teaching Location RCDTS
- School Year
- State Course Code
- Term (Semester)
- Section Number

<table>
<thead>
<tr>
<th>Student Information</th>
<th>Teacher Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>IEIN</td>
</tr>
<tr>
<td>SAP ID</td>
<td>Local Teacher ID</td>
</tr>
<tr>
<td>Student Last Name</td>
<td>Teacher Last Name</td>
</tr>
<tr>
<td>Student First Name</td>
<td>Teacher First Name</td>
</tr>
<tr>
<td>Birth Date</td>
<td>Teacher Birth Date</td>
</tr>
<tr>
<td>Home RCDTS</td>
<td>Employer RCDTS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location / Course</th>
<th>Location / Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serving School</td>
<td>Teaching Location RCDTS</td>
</tr>
<tr>
<td>School Year</td>
<td>School Year</td>
</tr>
<tr>
<td>State Course Code</td>
<td>State Course Code</td>
</tr>
<tr>
<td>Term (Semester)</td>
<td>Term (Semester)</td>
</tr>
<tr>
<td>Section Number</td>
<td>Section Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Information</th>
<th>Course Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Course ID</td>
<td>Local Course ID</td>
</tr>
<tr>
<td>Local Course Title</td>
<td>Local Course Title</td>
</tr>
<tr>
<td>Student Course Start Date</td>
<td>Teacher Course Start Date</td>
</tr>
<tr>
<td>Course Level</td>
<td>Role of Professional</td>
</tr>
<tr>
<td>Course Credit</td>
<td>Teacher Commitment</td>
</tr>
<tr>
<td>Articulated Credit</td>
<td>Actual Attendance</td>
</tr>
<tr>
<td>Dual Credit</td>
<td>Total Attendance</td>
</tr>
<tr>
<td>Course Setting</td>
<td>Teacher Course End Date</td>
</tr>
<tr>
<td>Actual Attendance</td>
<td>Reason for Exit</td>
</tr>
<tr>
<td>Total Attendance</td>
<td></td>
</tr>
<tr>
<td>Single Parent including Single</td>
<td></td>
</tr>
<tr>
<td>Pregnant Woman</td>
<td></td>
</tr>
<tr>
<td>Displaced Homemaker</td>
<td></td>
</tr>
<tr>
<td>Course Numeric Grade</td>
<td></td>
</tr>
<tr>
<td>Maximum Numeric Grade</td>
<td></td>
</tr>
<tr>
<td>Student Course End Date</td>
<td></td>
</tr>
<tr>
<td>Course Final Letter Grade/</td>
<td></td>
</tr>
<tr>
<td>Completion Status</td>
<td></td>
</tr>
</tbody>
</table>
Data Focus / Teacher Course Assignment Entry

- Mandatory Fields
  - IEIN
  - Teacher Last Name
  - Teacher First Name
  - Teacher Birth Date
  - School Year
  - Teacher Serving Location RCDTS
  - Employer RCDTS
  - Term (Semester)
  - State Course Code
  - Section Number
  - Teacher Course Start Date
  - Role of Professional
  - Teacher Commitment

- Optional Fields
  - Local Teacher ID
  - Local Course ID
  - Local Course Title
Data Focus / Teacher Course Assignment Entry

- **Teacher Course Start Date** - First day of attendance for the teacher.

- **Role of Professional** - The specific role of the teacher.
  - 01 Teacher of Record
  - 02 Professional Contributor
  - 03 Student Teacher
  - 04 Substitute Teacher
  - 05 Reading/Math Specialist
  - 06 Technology Specialist
  - 07 Social Worker/Psychologist/Counselor
  - 08 Speech/Language Pathologist
  - 10 Proctor

- **Teacher to Course Commitment** - Numeric value of the teacher's course commitment during the duration of the course, expressed in decimal form, where 1.00 represents a full-time commitment to the course.
Data Focus / Teacher Course Assignment Exit

### Mandatory fields
- IEIN
- Teacher Last Name
- Teacher First Name
- Teacher Birth Date
- School Year
- Teacher Serving Location RCDTS
- Employer RCDTS
- Term (Semester)
- State Course Code
- Section Number
- Teacher Course End Date
- Reason for Exit

### Optional Fields
- Local Teacher ID
- Actual Attendance (Classes)
- Total Attendance (Classes)
Data Focus / Teacher Course Assignment Exit

- **Actual Attendance (Classes)** - Actual number of class periods of attendance teacher attended per course during the term

- **Total Attendance (Classes)** - Total number of class periods of attendance available for the teacher for this course during the term

- **Teacher Course End Date** - Last day of attendance for the teacher

- **Reason for Exit** - The reason why the teacher exited the course.
  - 01 Course Ended
  - 02 Teacher Resigned/Reassigned/Terminated
  - 03 Leave of Absence
  - 04 Death
  - 05 Teacher Expulsion
  - 99 Erroneous Course Assignment
SIS Online Overview & Examples
SIS Online Overview / Access

“Non-Public Special Education” User Profile

Search SID – (Student only)
- View Demographics
- View Enrollment
- View Early Childhood
- View Program Indicators

Search IEIN – (Teacher Only)
- Add /Edit Teacher Course Assignments

Reports – Teacher and Student
(Students currently enrolled with the Serving School identified as the Non-Public Special Education facility)
View all reported data on enrolled students, including Individual and Assessment-related reports.

Request File (Teacher only)
- Teacher Course Assignment file
SIS Online Overview / Access

- 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
SIS Online Overview / Teacher Course Assignment

Teacher Course Assignment Online Process
SIS Online Overview / Teacher Course Assignment Entry

- Current SIS Home Screen  (Select “Teacher” Link)
SIS Online Overview / Teacher Course Assignment Entry

- Teacher Search
SIS Online Overview / Teacher Course Assignment Entry

- Potential Match Summary
SIS Online Overview / Teacher Course Assignment Entry

- Select Teaching Location

![Image of SIS Online Overview / Teacher Course Assignment Entry](image_url)
SIS Online Overview / Teacher Course Assignment Entry

- Teacher Course Assignment Screen
SIS Online Overview / Teacher Course Assignment Entry

- Enter New Teacher Course
SIS Online Overview / Teacher Course Assignment Entry

- Review Course Details
SIS Online Overview / Teacher Course Assignment Exit

- Current SIS Home Screen (Select “Teacher” Link)
SIS Online Overview / Teacher Course Assignment Exit

- Teacher Search
SIS Online Overview / Teacher Course Assignment Exit

- Potential Match Summary
SIS Online Overview / Teacher Course Assignment Exit

- Select Teaching Location
SIS Online Overview / Teacher Course Assignment Exit

- Select Course Assignment to Update
### Teacher Course Assignment Details

<table>
<thead>
<tr>
<th>Required for Teacher Course Entry</th>
<th>Required for Teacher Course Exit</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Course Code</td>
<td>01001A000</td>
</tr>
<tr>
<td>State Course Title</td>
<td>English/Language Arts I (9th grade)</td>
</tr>
<tr>
<td>Section Number</td>
<td>237</td>
</tr>
<tr>
<td>Start Date</td>
<td>08/20/2012</td>
</tr>
<tr>
<td>Local Course Code</td>
<td>Eng101</td>
</tr>
<tr>
<td>Local Course Title</td>
<td>English 101</td>
</tr>
<tr>
<td>Role of Professional</td>
<td>Teacher of Record</td>
</tr>
<tr>
<td>Teacher Commitment</td>
<td>1.00</td>
</tr>
<tr>
<td>End Date</td>
<td></td>
</tr>
<tr>
<td>Exit Reason</td>
<td></td>
</tr>
<tr>
<td>Attendance Total</td>
<td></td>
</tr>
<tr>
<td>Attendance Actual</td>
<td></td>
</tr>
</tbody>
</table>

- **Select Edit**
SIS Online Overview / Teacher Course Assignment Exit

- **Update Teacher Course Assignment (Adding Course “Exit” Data)**

![Teacher Course Assignment Details](image)

- **State Course Code**: 01001A000
- **State Course Title**: English/Language Arts I (9th grade)
- **Section Number**: 237
- **Start Date**: 08/20/2012
- **Local Course Code**: Eng101
- **Local Course Title**: English 101
- **Role of Professional**: Teacher of Record
- **Teacher Commitment**: 1.00
- **End Date**: 08/26/2012
- **Exit Reason**: Course Ended
- **Attendance Total**: 20
- **Attendance Actual**: 20

**Buttons:** Close, Update, Cancel
SIS Online Overview / Teacher Course Assignment Exit

- Review Course Details
SIS Batch Overview
SIS Batch Overview

General Batch Information
- Allows data to be directly uploaded into SIS or downloaded from SIS.
- Accessible via the “Batch” link in the SIS Online application.
- Batch processing is most useful and practical when large amounts of records need to be submitted and/or when the related data is programmatically integrated with a “local” software package.
- Batch functionality is only accessible by an RCDT Administrator.

Upload File
- For Teacher Assignment data, a file may contain all SIS-related teachers at a serving location or even for multiple serving locations in the district.
- The high level file format is immediately validated. If any problems exist, the related area needs to be fixed, and the file needs to be uploaded again.
- Once a file passes the initial, high level file format validation, more detailed validations occur on the data within the files; the file will be processed and results are generated on a record-by-record basis.
SIS Batch Overview

Download File
- An email is sent whenever a file is “Ready for Download”.
- If the file contains the result of an “Upload” attempt, the original data is returned along with a result code and message for each record in the file.

Request File
- Current data from the given SIS area will be retrieved for the SIS user.
- The requested data file will be available from the “Download File” screen.

A Sample Use of Batch Processing
- After “Teacher Course Assignment” data exists in SIS, request a related file: “Teacher Course Assignment Entry” or “Teacher Course Assignment Exit”.
- Copy and paste that data (via “Paste Special”, “Values”) into a “Teacher Course Assignment Entry” or “Teacher Course Assignment Exit” template.
- Modify data as needed for the next update, save the “xls” version of the file, and also save a “csv” version of the file that can be uploaded into SIS.
SIS Batch Overview

Request File Options  (Teacher Course Assignment Entry & Exit)
SIS Batch Overview

Request File for Teacher Course Assignment Entry
SIS Reports Overview & Examples
SIS Reports Overview & Examples

SIS Reports
- There are a wide variety of SIS reports available, currently close to 80
- All reports are accessible via the “Reports” link in the SIS Online Application
- The “Teacher” section contains reports involving Teacher Courses
- Some “Student” reports will be particularly useful for verifying related details

- **Enrollment (Detail)**
  - Report is accessed via the section “Student / Enrollment and Demographics”
  - Can be used to verify proper enrollment details for students at your serving school
  - Tip: Run the report using the report criteria filter of “Serving But Not Home”

- **Assessment Score History (Detail)**
  - Report is accessed via the section “Student / Assessments”
  - Can be used to verify assessment scores for students enrolled at your serving school
  - Tip: Run the report using the report criteria filter of “Serving But Not Home”

- **Individual Student (Detail)**
  - Report is accessed via the section “Student / Individual Student”
  - Can be used to verify demographic details for students at your serving school
SIS Reports Overview & Examples

Current Reports Menu Layout
SIS Reports / Teacher Section

Current Teacher Reports

Teacher Course Assignment - Teacher Information Detail

- School Year: 2012
- School: High School -- 0001
- Subject Area: All Subject Areas
- Academic Term: All Academic Terms
- Role of Professional: All

View Report or Create PDF Report
# 2012 Teacher Course Assignment

**Teacher Information**

<table>
<thead>
<tr>
<th>Role of Professional</th>
<th>01 Teacher of Record</th>
<th>02 Professional Contributor</th>
<th>03 Student Teacher</th>
<th>04 Substitute Teacher</th>
<th>05 Reading/Math Specialist</th>
<th>06 Technology Specialist</th>
<th>07 Social Worker/Psychologist/Counselor</th>
<th>08 Speech/Language Pathologist</th>
<th>09 Teacher of Record - Self-Contained Special Education Classroom</th>
<th>10 Proctor</th>
</tr>
</thead>
</table>

**Reason For Exit Codes:**
- 01 - Course Ended
- 02 - Teacher Resigned
- 03 - Leave of Absence
- 04 - Death
- 05 - Teacher Expulsion
- 06 - District Resigned
- 99 - Erroneous

### Course Assignments

<table>
<thead>
<tr>
<th>State Course Code-Title</th>
<th>Local Course Code-Title</th>
<th>Term</th>
<th>Section</th>
<th>Employer RCDTS</th>
<th>Role of Professional</th>
<th>Teacher Commitment</th>
<th>Start Date</th>
<th>Attendance</th>
<th>Exit Date</th>
<th>Exit Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>02052A000-Algebra I</td>
<td>MA0252-Math 2</td>
<td>02</td>
<td>133553</td>
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<td>05</td>
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Total Course Assignments: 5
SIS Reports / Teacher Section

Current Teacher Reports

Teacher/Student Assessment Score History (Detail)

- School Year: 2012
- School: All Schools
- Academic Term: All Academic Terms
- Grade: All Grades
- LEP Indicator: Both
- IEIN: (Illinois Educator Identifying Number)

[View Report] or [Create PDF Report]
### SIS Reports / Teacher-Student Assessment Score History

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#### Student 1: Doe, Jane
- **Student ID:** 123456789
- **Birth Date:** 11/04/1996

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- **Birth Date:** 01/11/1997

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SIS Reports / Enrollment Detail

Demographics and Enrollment Reports, Selecting Enrollment Detail
SIS Reports / Enrollment Detail

File Download

Do you want to open or save this file?

Name: 40225200-e28b-4478-abf0-bb8026d438bd.pdf
Type: Adobe Acrobat 7.0 Document
From: secrpt.isbe.net

Open  Save  Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
### SIS Reports / Enrollment Detail

#### Enrollment Detail Report (Fields Displayed On Report)

---

#### Illinois State Board of Education

**Student Information System**

**Active Enrollment (Detail) for School Year**

- **Home School / District Code:** 99999999999999
- **Home School / District Name:** ISBE Test District
- **Selection Criteria:** Currently Enrolled Students Only
- **Sorted By:** Name

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Page 1 of 19
SIS Reports / Assessment Score History

Assessments – Assessment Score History
## SIS Reports / Assessment Score History

### Assessment Score History (Fields Displayed On Report)

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#### Assessment Home District: 99999999999 Test District 101

#### School Districts Selected Criteria: Note Sorted By: Student ID

#### Columns:

- **A** Code In/Out of District
- **B** Test Taken
- **C** Grade of Test Taken
- **D** Combined Reading Test Score
- **E** Combined Reading Performance Level (E-Exceeds, M-Meets, B-Below, W-Academic Warning)
- **F** Combined Math Scale Score
- **G** Combined Math Performance Level (E-Exceeds, M-Meets, B-Below, W-Academic Warning)
- **H** Combined Science Scale Score
- **I** Combined Science Performance Level (E-Exceeds, M-Meets, B-Below, W-Academic Warning)

#### Reasons For Not Testing:

- 01 - Medically Exempt
- 02 - Homebound Exempt
- 03 - In Jail/Locked Facility
- 04 - Out of State/Country
- 05 - Deferred
- 06 - Not in Valid Grade
- 07 - Transferred Out During Testing
- 08 - Transferred In During Testing
- 09 - deceased
- 10 - Absent
- 11 - Non-Resident Diploma Recipient
- 12 - New to IL Public School in Grade 12
- 13 - IEP/504 Eligible Previous Year
- 14 - Local Evidence of Passing Diploma Requirement
- 15 - Refusal

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SIS Reports / Individual Student Detail

**Individual Student Reports Include:**

- Student Demographics and Enrollment
- Student Assessment Data and Scores
- Student Course Assignment
- Student Outside Course Assignment
SIS Reports / Individual Student Detail

Report Screen – Individual Student Report Options
SIS Reports / Individual Student Detail

Individual Student Report – Search Page (Must enter SID)
SIS Reports / Individual Student Detail

Individual Student Report – “Assessment Data and Scores” Type
SIS Reports / Individual Student Detail

Student Assessment Data and Scores  (Sample Data Shown)

![Student Assessment Data and Scores Report](image)

### Demographics

- **School Year:** 2011
- **Student ID:** 999999999
- **Name:** Smith, Don Michael

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### Testing

- **First year in U.S.:** N
- **Enrolled in House School On or Before May 1:** Y
- **Enrolled in House District On or Before May 1:** Y
- **RCDTS for Home School:** 03022520200260001
- **RCDTS for Serving School:** 03022520200260001
- **RCDTS for Testing School:** 03022520200260001
- **Test Taken:** SAT
- **Grade of Test Taken:** 07

### Reading

- **ALL - Combined Reading Scale Score:** 287
- **ALL - Combined Reading Performance Level:** E
- **ISAT - National Percentile Rank:** 99
- **ISAT - Lexile Score:** 1345
- **ISAT - Standard 1A Vocabulary Development:** 09
- **ISAT - Standard 1B Reading Strategies:** 03
- **ISAT - Standard 1C Reading Comprehension:** 20
- **ISAT - Standard 2A, 2B Literature:** 16
- **ISAT - Extended Response Reading:** 02

### Math

- **ALL - Combined Math Scale Score:** 308
- **ALL - Combined Math Performance Level:** E
- **ISAT - National Percentile Rank:** 99
- **ISAT - IMAGE - Goal 6 Number Sense:** 13
- **ISAT - IMAGE - Goal 7 Measurement:** 10
- **ISAT - IMAGE - Goal 8 Algebra:** 14
- **ISAT - IMAGE - Goal 9 Geometry:** 13
- **ISAT - IMAGE - Goal 10 Data Analysis, Statistics, and Probability:** 09
- **ISAT - IMAGE - Short Response Score Item 1:** 02
- **ISAT - IMAGE - Short Response Score Item 2:** 02
- **ISAT - IMAGE - Extended Response Knowledge:** 04
- **ISAT - IMAGE - Extended Response Reasoning:** 02
- **ISAT - IMAGE - Standard Set 1 Estimation/Number Sense Computation:** 02
- **ISAT - IMAGE - Standard Set 2 Algebraic Patterns and Variables:** 02
- **ISAT - IMAGE - Standard Set 3 Algebraic Relationships/Representations:** 02
- **ISAT - IMAGE - Standard Set 4 Geometric Concepts:** 02
- **ISAT - IMAGE - Standard Set 5 Geometric Relationships:** 02
- **ISAT - IMAGE - Standard Set 6 Measurement:** 02
- **ISAT - IMAGE - Standard Set 7 Data Organization and Analysis:** 02
- **ISAT - IMAGE - Standard Set 8 Probability:** 02

### Science

- **ALL - Combined Science Scale Score:** 308
- **ALL - Combined Science Performance Level:** E
- **ISAT - National Percentile Rank:** 99
SIS Key Dates & Timelines
# Key Dates & Timelines

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<td>- Start submitting Early Childhood data</td>
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<tr>
<td>- Start submitting Early Childhood Outcomes data</td>
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<tr>
<td>- Start submitting Student Discipline data</td>
<td></td>
</tr>
<tr>
<td>- Start correcting Pre-ID Label data</td>
<td></td>
</tr>
<tr>
<td>- Start submitting Birth to 3 data</td>
<td></td>
</tr>
<tr>
<td>- Start submitting Homeless data</td>
<td></td>
</tr>
<tr>
<td>- Start submitting Participant Demographic (Birth to 3) data</td>
<td></td>
</tr>
<tr>
<td>- Start of Student Course Assignments</td>
<td></td>
</tr>
<tr>
<td>- Start of Teacher Course Assignments</td>
<td></td>
</tr>
<tr>
<td>Deadline for 2013 School Year Enrollments</td>
<td>10/19/2012</td>
</tr>
<tr>
<td></td>
<td>4:00 p.m.</td>
</tr>
</tbody>
</table>
## Key Dates & Timelines

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESS file to Vendor for Printing Labels</td>
<td>10/09/2012 4:00 p.m.</td>
</tr>
<tr>
<td>ELL Data due for Population of eGMS Ceiling Calculator</td>
<td>01/04/2013 4:00 p.m.</td>
</tr>
<tr>
<td>ISAT and IAA file to Vendor for Printing Labels</td>
<td>01/04/2013 4:00 p.m.</td>
</tr>
<tr>
<td>ACCESS Last Day of Testing</td>
<td>02/15/2013 4:00 p.m.</td>
</tr>
<tr>
<td>PSAE file to Vendor for Printing Labels</td>
<td>02/22/2013 4:00 p.m.</td>
</tr>
<tr>
<td>Eligible for Immigrant Education Program data Extracted from SIS</td>
<td>03/01/2013 4:00 p.m.</td>
</tr>
</tbody>
</table>
# Key Dates & Timelines

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>IAA Last Day of Testing</td>
<td>03/15/2013</td>
</tr>
<tr>
<td>ISAT Last Day of Testing (Regular Window)</td>
<td>03/15/2013</td>
</tr>
<tr>
<td>IAA First Day of Assessment Correction</td>
<td>03/18/2013</td>
</tr>
<tr>
<td>ISAT First Day of Assessment Correction</td>
<td>03/18/2013</td>
</tr>
<tr>
<td>ACCESS Scores Posted on SIS</td>
<td>04/24/2013</td>
</tr>
<tr>
<td>PSAE Last Day of Testing</td>
<td>05/08/2013</td>
</tr>
<tr>
<td>PSAE First Day of Assessment Correction</td>
<td>05/09/2013</td>
</tr>
<tr>
<td>ACCESS Last Day of Assessment Corrections</td>
<td>05/24/2013</td>
</tr>
<tr>
<td></td>
<td>4:00 p.m.</td>
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</tbody>
</table>
# Key Dates & Timelines

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISAT and IAA Scores Posted on SIS</td>
<td>06/03/2013</td>
</tr>
<tr>
<td>ISAT and IAA Last Day for Assessment Corrections</td>
<td>06/17/2013</td>
</tr>
<tr>
<td></td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>PSAE Scores Posted on SIS</td>
<td>07/09/2013</td>
</tr>
<tr>
<td>PSAE Last Day of Assessment Corrections</td>
<td>07/16/2013</td>
</tr>
<tr>
<td></td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>ACCESS Posting of Final Scores</td>
<td>Mid – July 2013</td>
</tr>
<tr>
<td>IAA and ISAT Posting of Final Scores</td>
<td>07/22/2013</td>
</tr>
</tbody>
</table>
## Key Dates & Timelines

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day to Exit Enrollments for 2013 School Year</td>
<td>07/31/2013</td>
</tr>
<tr>
<td>- ELL Data due</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>- Birth to 3 Data Due</td>
<td></td>
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<tr>
<td>- Participant Demographic (Birth to 3) data due</td>
<td></td>
</tr>
<tr>
<td>- Early Childhood data due</td>
<td></td>
</tr>
<tr>
<td>- Early Childhood Outcomes Data due</td>
<td></td>
</tr>
<tr>
<td>- Homeless Data Due</td>
<td></td>
</tr>
<tr>
<td>- Student Discipline Data due</td>
<td></td>
</tr>
<tr>
<td>- Student Course Assignments data due</td>
<td></td>
</tr>
<tr>
<td>- Teacher Course Assignments data due</td>
<td></td>
</tr>
<tr>
<td>PSAE Posting of final Scores</td>
<td>08/02/2013</td>
</tr>
<tr>
<td>Adjusted Cohort Graduation Rates</td>
<td>08/16/2013</td>
</tr>
</tbody>
</table>
Next Steps, Resources, and Contacts
Next Steps

- Verify Student Data
- Update Teacher Course Assignments
- Communicate As Needed With Home Schools
Where do I go to obtain SIS resource documents?
- Located on the ISBE SIS webpage at www.isbe.net/sis/
  - ISBE SIS Announcements
  - User Manual
  - Validations Document
  - 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 ISCS Resources

- Illinois Course Catalog numbers and descriptions are listed by subject area in a downloadable catalog
  
  http://www.isbe.net/ISCS/html/course_catalog.htm

- Illinois course numbers and descriptions are also listed in the Course Alignment Tools
  
  http://www.isbe.net/ISCS/html/course_alignment.htm
ISBE Contact Information

- Where can I get help?
  - ISBE Help Desk
    - (217) 558-3600
    - help@isbe.net

- Websites
  - ISBE Student Information System (SIS)
    - www.isbe.net/sis
  - ISBE Illinois State Course System (ISCS)
    - www.isbe.net/ISCS
Questions and Answers

Questions?