

Webinar	
Question	Answer
Will this webinar be available to listen to after?	Yes, it is posted on the EIS website: https://www.isbe.net/Pages/EIS-Archived-Webinars-and-Presentations.aspx
How do print the webinar pages?	Yes, it is posted on the EIS website: https://www.isbe.net/Pages/EIS-Archived-Webinars-and-Presentations.aspx
Are there any docs to download/print?	Yes, it is posted on the EIS website: https://www.isbe.net/Pages/EIS-Archived-Webinars-and-Presentations.aspx
The hand out is protected and can't be edited so it can't be printed with images. Can you post it as a PDF?	Yes, it is posted on the EIS website: https://www.isbe.net/Pages/EIS-Archived-Webinars-and-Presentations.aspx
When will the new templates be available?	Yes, it is posted on the EIS website: https://www.isbe.net/Pages/EIS-Data-Input.aspx
Absence Requirement	
Question	Answer
Why is this absence data being collected? What is it going to be used for?	Because of ESSA and Section 10-17a(2)(E) of the School Code. Previously (2017) collected on the e-Reportcard beginning 2018 collected in EIS.
One of our principals wanted to know why we are collecting absentee data. I think it is a good thing but he doesn't. What can I tell him?	Because of ESSA and Section 10-17a(2)(E) of the School Code. Previously (2017) collected on the e-Reportcard beginning 2018 collected in EIS.
Can you provide the link to the school code referenced for the days absent?	http://www.ilga.gov/legislation/ilcs/fulltext.asp?DocName=010500050K10-17a
Will the reported absences affect FTE if they are unpaid absences but not related to FMLA?	FTE is currently based on time paid during the school year; days reported as absent will not affect the FTE.
When entering # of days expected on attendance, do we put full year days even if they start later or days based on the remaining days in the year.	Put the days remaining in the year.
Will the attendance data still be on the e-report card or JUST here in EIS in 2018 and going forward?	Attendance data will only be collected in EIS beginning 2018 and forward. It will be displayed on e-Report Card but no longer collected there.
Sounds like this data is being sent to the e-report card....How do we edit the e-report attendance data if we find that it is incorrect?	You will not edit the attendance on the e-report card you will edit attendance in EIS.

What if someone is out with FMLA, but they use sick days during those 12 weeks. Would the sick days during that time count as an absence?	No, FMLA days do not count as absent days, please refer to your Local policy or bargaining agreement.
What if absence is half day for a staff person who has 2 teaching positions? Wouldn't the absent days be different?	No, days absence is counted for all teaching positions so it should match both teaching positions.
What about Jury Duty?	Please refer to your Local policy or bargaining agreement.
We have, in contract, that employee will not lose any benefits while on FMLA leave. This will have an impact on if we are able to count the days or not-correct?	No, FMLA days do not count as absent days, please refer to your Local policy or bargaining agreement.
We have a teacher contracted for 180 days, then went out on FMLA & was absent the remainder of the year. She only worked 60 days. Do we report the 120 days as absent?	No, FMLA days do not count as absent days, please refer to your Local policy or bargaining agreement.
We do not know when they are sick if it is the employees or their children? Do we need to start charging sick days differently based on the reason why?	No, the school code does not distinguish as to who is sick the employee or the child, you do not need to provide a reason.
Regarding FMLA, how should I differentiate between paid FMLA and unpaid FMLA, or should I?	FMLA days do not count as absent days, we don't distinguish between paid and unpaid days. Please refer to your Local policy or bargaining agreement.
Please talk about Parental leave. Does this mean maternity leave whether they are using sick leave or dock days??	Please refer to your Local policy or bargaining agreement.
Please address Bereavement days too. Would we be counting them?	Please refer to your Local policy or bargaining agreement.
I need some clarification please on FMLA and the counting of days. I have employees that have used FMLA for surgery and/or the birth of a child. Do you want me to count these as absent days? Thank you.	FMLA days do not count as absent days, we don't distinguish between paid and unpaid days. Please refer to your Local policy or bargaining agreement.
I just want to make sure my absence questions is addressed. We run FMLA concurrent with Sick time. Should it be counted? Thanks in advance.	FMLA days do not count as absent days, we don't distinguish between paid and unpaid days. Please refer to your Local policy or bargaining agreement.

Many of our pregnant teachers/mothers that have delivered would qualify for FMLA but didn't file FMLA paperwork since our union agreement allows them Leave of Absence (LOA) which is longer/better than FMLA. Do those days excluded in the number of days absent even though they didn't file FMLA? Also, what about days that are "donated" from other employees for an employee's illness. "Donated" days are added sick leave days available for use, and if not used prior to the end of the current school year, they are returned to the donor.	FMLA days do not count as absent days, we don't distinguish between paid and unpaid days and days donated from other employees. Please refer to your Local policy or bargaining agreement.
How do I report a teacher that is not using FMLA, but using sick days for a maternity leave?	Please refer to this resource regarding FMLA: https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf
Please confirm, "days absent" are the days taken off?	Please refer to your Local policy or bargaining agreement.
Do we count field trips?	Please refer to your Local policy or bargaining agreement.
Do personal or bereavement days count towards teacher absences?	Please refer to your Local policy or bargaining agreement.
In reference to exempt leave, does the Professional Leave include the absences for Extra Curricular Duties...i.e. If the Scholar Bowl Sponsor misses part of the school day for a meet is that an exempt absence or is it included as a missed day?	Please refer to your Local policy or bargaining agreement.
If you give a teacher FMLA paperwork and they decide that they do not want to use it, how do we handle that for reporting absences for EIS?	Please refer to your Local policy or bargaining agreement.
If I have a staff member on Administrative leave, do his days off duty count as Absences? He was off starting 3/21, not sure if he is going to return.	Please call ISBE at 217-782-3950
Do the days absent include sick and personal days? Or just sick days?	Please refer to your Local policy or bargaining agreement.
Does it matter if they were paid or unpaid days?	No, it does not matter if the days absent are paid or unpaid.
If a teacher works 1/2 year as teacher and 1/2 year as bilingual teacher, how do we record absences?	Absence is by person (employment) not by position. Submit the total number of days absent on the last salary record; they will be the same for each teaching position.
Employees on paid or unpaid administrative leave. Count those days	It does not matter if the days absent are paid or unpaid.

Do we report as absences bereavement, religious holidays, time off for jury duty, dock days?	Please refer to your Local policy or bargaining agreement.
Can you clarify FMLA?	Please refer to this resource regarding FMLA: https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf
Are donations to sick day banks considered a reportable absence?	No.
Are Special Ed Coop required to complete the absence also?	Yes.
Are personal days included in the new absence requirement?	Please refer to your Local policy or bargaining agreement.
Are absences cumulative? Example: Teacher is off 6 times in afternoon only. Is this 6 days or 3 days?	Count them as half days so it should add to 3 days.
We record absences based on periods. Full time teachers have 5 teaching periods and 2 planning periods. If they leave early (5th, 6th and 7th periods) they are then charged .43 of a day. How is this recorded?	It's should be recorded as .43 days.
Employees with .5 days for all year would not be reported then if range is 1 to 230?	Teaching positions have a range from 1-230 days. If this is a non-teaching position you're not required to enter the expected days.
We have teachers on Maternity leave & they are allowed to use sick days for all of the time they are off up to 60 days. Are all those days counted as FMLA or is it only unpaid days that do not count in the absence number?	FMLA days do not count as absent days, we don't distinguish between paid and unpaid days. Please refer to your Local policy or bargaining agreement. Please refer to this resource regarding FMLA: https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf
If teachers are allowed 13 sick days per bargaining agreement, but has exhausted all 13 days and then needs to be absent due to an illness and takes a dock day, is that day reportable as an absence?	Yes.
Include jury duty and approved non-comp days in Days absent?	Please refer to your Local policy or bargaining agreement.
According to our policy a teacher on FMLA is required to use all paid leave days. Once those are exhausted they are on FMLA but unpaid. How do we count these days?	FMLA days do not count as absent days, we don't distinguish between paid and unpaid days. Please refer to your Local policy or bargaining agreement.
Are we reporting absences that are paid time off?	Yes, either paid or unpaid.
Will the employees be able to view their absences and if so where will they be able to view the absences?	No. employees will not have access to this data.

We capture absences by the minute. Please advise as to how this should be recorded via per day.	Convert the minutes as fractions of days since we allow decimal places in days absent.
FMLA with sick days accumulated not reported?	Correct, we're only concerned with the days reported not accumulated.
If a teacher is out on FMLA leave for maternity, for surgery, or for a sick family leave, how do we count or not count their absences	No, FMLA days do not count as absent days, please refer to your Local policy or bargaining agreement.
Our teachers get 13 day sick days, 3 of which can be used as personal days. Should I report 13 sick days or 10 sick days?	Please refer to your Local policy or bargaining agreement.
Days Expected	
Question	Answer
Please confirm, what is the "days expected"?	Total number of days contracted to work during the regular school year, excluding extra duty such as summer and night school and extracurricular activities such as clubs and coaching.
Is there an advantage to entering "Days Expected" this year while the field is optional? Is the field expected to be required next year?	No, ISBE will review this data for potential future uses.
Is the Days Expected field per position or per employee?	Currently it's per Employee.
Our teachers are paid for 185 days but actually work 180 days. Do I use 185 days or 180 to report the days expected?	Use 180 days.
Likewise, is there a disadvantage for not entering Days Expected this year?	No.
If an employee resigns mid-year. Expected days should only be actual days employed?	Please use the actual days.
How many "expected days" would we count for a full year employee?	Depends on the employee for this year use just teachers between 1-230 days.
If we hire a teacher mid-year, how many days expected? Do we adjust the days expected to be half of our normal teacher calendar.	Yes.
If a teacher works half-day each day (.5 time) of a 180-day contract length, would their Days Expected field be 180 days? If a teacher works two full days and one half-day each week (still .5 time) of a 180-day contract length, would their Days Expected field be 90 days?	Yes, 180 days for both scenarios.

FTE	
Question	Answer
If a teacher is hired in January and works full time, is their FTE .5 or 1.0?	Their FTE should be 0.5.
How should I report their FTE if they were 1.0 "full-time" when employed, but did not work the full 180 days.	Adjust the FTE from 1.0 to the number of days they were paid.
How should I report FTE for someone who teaches 1 hour per day and aides the rest of the day?	These are two separate positions in EIS; one is a teaching position and the other is a paraprofessional position. Separate the FTE accordingly per position.
I just want to confirm how I am calculating FTE: Currently I am calculating as follows: If a teacher starts mid-year, I am calculating the number of days remaining in the year that they are able to work (Days Expected); then that number would be divided by the total possible days to work (usually 180 days). For example: Teacher A, starts after the first semester at the beginning of January, so 85 left in the school year. 85 is Days Expected and FTE would equal 85 divided by 180 days (normal school year) = 0.47.	Correct.
If a teacher quits mid-year are you saying we have to adjust the FTE to reflect how long the teacher is here if they quit mid-year?	Correct.
How do I report teachers who have a 1.02 FTE? Or do I consider the .02 as additional earnings?	Report them as 1.0, do not include the additional stipends and extra duty earnings.
For someone who starts late in the year but is full time. So started 2/21/18 and is full time through the end of the year what do you put in as their FTE? Number days worked divided by total number of days could have worked in the year (Ex 67/185= 0.36 FTE?	Correct.
Salary	
Question	Answer
When is the earliest salary information can be entered?	April 16, 2018
If someone's salary has to be adjusted for unpaid days off, do I report their original salary or their salary after adjustments?	Report the salary after the adjustments.

I had a certified teacher resigned during the middle of the school year. EIS will not allow me to put an end date in for their employment as it is requiring me to put in their salary first. Do I need to wait until I can put the salary in when it opens?	Yes.
My salaries and benefits will not pull in until all my payroll has processed. My last payroll is 8/24.. How can I meet that 8/15 deadline? I'm sure a lot of other districts are in the same position.	We use the Base Salary for the State Report Card we need this data by August 15. Please submit updates as needed after August 15.
The new deadline for salaries and benefits is before our last payroll for that year? I have said before this creates the inability to submit the information via our software provider if it has not yet been done. This just leaves room for errors and more hand calculations instead of directly from the payroll file?????	Please contact your provider; We use the Base Salary for the State Report Card we need this data by August 15. Please submit updates as needed after August 15.
Evaluations	
Question	Answer
For Evaluators, you mentioned that there was a "list" in EIS of what growth modules our evaluators have. Where is that list?	Under the Reports tab go to Evaluation Reports and then EIS Employer Evaluations.
Do Directors (CSBO, Curriculum, Special Populations) have their evaluations put in like principals? Or not like the SUPT	No. Just Teachers (positions 200's and 600's) principal 103 and assistant principals 104 are required for educator evaluations.
Evaluation for the Superintendent, the board would assign a principal with a type 75 for the evaluation? Do the Superintendents have this information?	Yes, the board should assign an evaluator. Superintendents can contact ISBE for this information.
Can we upload batch files for evaluations?	Yes, https://www.isbe.net/Pages/EIS-Data-Input.aspx
Will this change since there are many evaluators renewing their training?	Yes, if they are adding module 5.
Summer School	
Question	Answer
What about summer school? What if we won't know which teachers are doing summer school until May?	Currently, you cannot enter a future date for your summer school teachers. You will have until August 15, 2018 to enter your summer school teachers.

If you have regular teachers working summer school, do you add the additional days they are working to the 180 days?	No, just use their regular school year contractual days and do not include the extra time they are employed as summer school teachers. You can create a new teaching position for the summer or night school portion.
When can I enter summer school teachers? Our summer school starts June 4. Will the system allow this date to be entered?	You will be allowed to enter this data on June 4.
EIS and Miscellaneous	
Question	Answer
Will we still be able to edit prior year information?	Yes.
Will we be provided with a list of error numbers?	Yes, if submitted by the batch process.
When we hire a new employee mid-year, I would like to enter them in EIS when I am entering their new hire information. I am unable to enter it because it in EIS because it is before the hire date. Is there anything in the works to change this?	You cannot have a position start date before the Employment Start date. Either the Employment Start Date is inaccurate or the Position Start Date is inaccurate.
What about Long Term Subs- we might not know all of them by 4/16... Can we wait and enter them all in at once?	Yes, you will have until August 15, 2018 to enter your Long-Term Subs.
We have 99.4% on our Data Dashboard. When I look further into this, it states there are teachers listed in SIS but not in EIS. Those teachers are teachers from the Special Education Cooperative we are a part of. I have mentioned this in the past both to representatives on the help line and to the cooperative but this error never gets fixed. Is there something further I should do?	There is a mismatch in EIS and SIS. The most likely reason you're getting this error is because in EIS you may not have their work location at the Special Education Cooperative. Make sure the teacher as a position code in EIS.
We had 3 employees on missing positions, we entered end dates for them but they are still showing on our report of missing positions (with their end dates) is there anything else we need to do on our end?	The reason is most likely because their position end dates are in the 2017-2018 school year. If this is accurate they will appear on your missing position report.
Should licensed Extended School Year staff for summer 2017 be included in EIS? What about aides?	Yes, you would include your summer school teachers using Position Timefram of "Summer or Night School". You're not required to submit aids for summer school or extended school year.

<p>If you have a teacher that is a late start. Meaning the original contract would normally be for 180 days, but because they are a late start and started 10 days late they are actually working 170 days. What is the number that should be reported? The 180 or the 170</p>	<p>Use the 170 days.</p>
<p>My district is small, if I enter all my data directly on EIS, do I have to upload via a batch file?</p>	<p>If you manually enter all your data in EIS, you will not need to upload a batch file</p>
<p>I have an error message "Cannot enter a Position for an ended Employment". This person started 8/8/17 with us and left our district for another district 8/18/17. She did earn salary. Don't understand why I can't enter her position.</p>	<p>In this case the educator worked less than the minimum 0.10 FTE and would not be reported in EIS.</p>
<p>I have a couple of late year hires, I've entered them into my EIS but I cannot enter their position because they are being claimed by another district. I've reached out and asked that they end their position so that I can enter them on my report but it hasn't been done yet. What should I do?</p>	<p>Keep trying the other district or contact ISBE at 217-782-3950 and we will assist you.</p>
<p>I am new to this - do substitutes that are filling in for a longer leave (FMLA type) get entered in this system or is it only district employees?</p>	<p>An educator with a PEL (Professional Educator License) working 50% or more in a single teaching position. Can be coded as a teaching code in either the 200's or 600's.</p>
<p>How do you know if you have missing positions?</p>	<p>Check the Number of Missing Positions on your dashboard</p>
<p>How do we code an "Instructional Coach"? It is a newly created position in our school district for 2017-2018. She does not have an assigned classroom, but assists in several classrooms as an instructional coach and resource person.</p>	<p>Instructional Coach = 308 EIS position code. Instructional Coaches are not required to have a work location at a school you can enter the district RCDTS number as the work location.</p>
<p>Can you restate what you said about removing employees who resigned after June 30 and how to remove them from this year's report?</p>	<p>If you use a date in the 2016-2017 school year as the Employment End Date such as June 30, 29017 they will not appear on your Missing Position Report.</p>
<p>Can you clarify that we would handle a staff member who is a support staff and teacher absence the same as the principal/teacher example.</p>	<p>Yes, you would handle this situation exactly like the example we provided. The Teaching Position would require the Number of Days Absent and the non-teaching position (support staff) would not require the Number of Days Absent.</p>
<p>I have a question on a start date for a maternity leave in the beginning of the year</p>	<p>If the educator did not start the year you can code them as a Leave of Absence with EIS position code = 999 Leave of Absence.</p>

So should your dashboard have information or show all missing?	Your dashboard will show the number of missing positions
What if you have a teacher that has multiple positions one started at the beginning of the year and the other one started 1/2 way through, what do you report for days on both of the positions?	Each position will have the same number of days absent, it does not matter when those position began.
Can you restate where to look for the current missing position records on IWAS. Thanks!	To view your missing positions in EIS, please run the EIS Missing Positions report via the Reports tab
Is there a specific date to use to get data for the aggregated FTE counts for non-certified staff?	Yes, the EIS 2018 School Year.
What is considered a long term sub?	Someone with a PEL (Professional Educator License) working 50% or more in a single teaching position.
Can you repeat what you said about reporting long term subs? So if the work year is 180 they'd have to work over 90 days in the same position...otherwise you don't report subs?	Someone with a PEL (Professional Educator License) working 50% or more in a single teaching position.
Could we have more information on the Position Code?	Please see this link for more information regarding EIS Positions: https://www.isbe.net/Documents/position-codes.pdf
Can you request a batch file (in excel) for the data that's entered like you can in SIS?	Yes, you can perform a "request file" for Employment/Position, Educator Evaluation and Educator Salary.
Ed360	
Question	Answer
How long will it take to have an email corrected once we correct it on our end to be able to log in to ED360?	Ed360 data is refreshed daily. When data is changed in EIS, it will reflect in Ed360 the next day.