



***2023 Illinois Educator Supply and Demand
Public Business Rules***

Revision History

Version	Date Updated	Revision(s)
1.0	2/5/24	N/A

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Educator Preparation Completers

Definition

Educator Preparation Program (EPP) completers are those who have satisfied all requirements of their respective programs and have been listed as “completed” by their educator preparation provider in ELIS. This metric will be presented as a head count. Completers are not necessarily licensed, and providers choose whether they award entitlements for specific programs. Existing teachers who are earning subsequent teaching endorsements are excluded, as this metric is only considering initial teachers. Educators who are earning any administrative or school support endorsement are included, as they are initial in that group.

Source(s) of Data

ELIS

Business Rules

Include the following completers:

- Administrators: Educator Group = “Administrator”
 - Existing or new educators who are earning an endorsement in the Administrator Educator Group are included, as they are initial administrators in that group.
 - See Appendix 2
- Instructors: Educator Group = “Instructional”
 - New teachers who are earning an endorsement in the Instructional Educator Group as their first endorsement on a PEL are included, as this is their initial teaching endorsement.
 - Existing teachers who are earning subsequent endorsements in the Instructional Educator Group are excluded, as this metric is only considering initial teachers.
 - See Appendix 2
- School Support Personnel: Educator Group = “Auxiliary Staff”
 - Existing or new educators who are earning an endorsement in the Auxiliary Staff Educator Group are included, as they are initial educators in that group.
 - See Appendix 2

Formula(s) / Calculation(s)

- For each IEIN/completer by Educator Group: count the candidate if they are marked as “completed” in ELIS for their endorsement in a given year and have entitlement information present on the endorsement.
 - License = Professional Educator License (PEL)
 - Endorsement Status Code = ‘CP’, ‘I’, or ‘PR’
 - CP = Completed Program – Educator was entitled and has not yet paid their fee to have the credential issued
 - I = Issued – Educator was entitled and paid the fee to have the credential issued

- PR = Pending Review – Educator was entitled and answered yes to a background question, causing the credential to need further review before it is issued.
 - Entitlement Field Populated = True
 - Entitlement Date = within a given school year where the school year is 7/1-6/30.
- Sum all the IEINs/completers, satisfying the above requirement, to obtain the total completers for a given Educator Group in a given year.
- For Teaching endorsements, the entitlement date of the **first** teaching endorsement shall fall within the given school year.
 - Consider all teaching endorsements in the correct status for a specific educator.
 - If the earliest entitlement date of all teaching endorsements is within the given school year, the educator is considered a “completer.”
 - If the earliest entitlement date of all teaching endorsements is NOT within the given school year, the educator is NOT considered a “completer.”
- For School Support Personnel and Administrative endorsements, the entitlement date of the endorsement shall fall within the given school year.

Aggregation Level(s)

- Geographic Area (EPS schema: Chicago, NE, NW, E Central, W Central, SE, & SW)
 - Institutes of higher education have RCDTS codes and EPS data
- State (default)

Subgroup(s)

- Subject Area (ELIS)
 - Educators are assigned to subject areas based on their endorsement(s), see Appendix 1 for details.
 - Each educator should be included in every subject area that applies to them.
- Race (race description: White, Black, Hispanic, Asian, Two or more races, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, or Unknown)
 - Default to unknown if missing
- Gender (gender name: female, male, or unknown)
 - Default to unknown if missing
 - Another option collected is ‘prefer not to say’
- Age (as of 7/1 in a given school year)
 - Rounded up to the nearest whole number
 - Age should be displayed by individual ages with a low-end bucket for ≤ 21 and a high-end bucket for ≥ 70 .

Educator Preparation Completers Licensure

Definition

Educator preparation program completers are those who have satisfied all requirements of their respective programs and have been listed as “completed” by their educator preparation provider in ELIS. Completers must also meet licensure requirements and pass associated licensure assessments to obtain their associated license. This metric will be presented as a head count of those who have completed an EPP and obtained licensure within one year of completing their EPP. Existing teachers who are earning subsequent teaching endorsements are excluded, as this metric is only considering initial teachers. Educators who are earning an administrative or school support endorsement are included, as they are initial in that group.

Source(s) of Data

APR

ELIS

Business Rules

Include the following completers:

- Administrators: APR program group = “Administrative”
 - Existing or new educators who are earning an administrative endorsement are included, as they are initial administrators in that group.
- Instructors: APR program group = “Teaching”
 - New teachers who are earning a teaching endorsement as their first endorsement on a PEL are included, as this is their initial teaching endorsement.
 - Existing teachers who are earning subsequent teaching endorsements are excluded, as this metric is only considering initial teachers.
- School Support Personnel APR program group = “School Support”
 - Existing educators who are earning subsequent school support endorsements are included, as they are initial educators in that group.

Formula(s) / Calculation(s)

- For each IEIN/completer by program: count the candidate if they are marked as “completed” in ELIS for their program in a given year and have entitlement information present on the endorsement.
 - Status Code = ‘I’
 - I = Issued – Educator was entitled and paid the fee to have the credential issued
- Sum all the IEINs/completers, satisfying the above requirement, to obtain the total completers for a given program in a given year.

Aggregation Level(s)

- Geographic Area (EPS schema: Chicago, NE, NW, E Central, W Central, SE, & SW)
 - Institutes of higher education have RCDTS codes and EPS data
- State (default)

Subgroup(s)

- Subject Area (APR)
 - Educators are assigned to subject areas based on their preparation program(s), see Appendix 1 for details.
 - Each educator should be included in every subject area that applies to them.
- APR Program Group
- Race (race description: White, Black, Hispanic, Asian, Two or more races, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, or Unknown)
 - Default to unknown if missing
- Gender (gender name: female, male, or unknown)
 - Default to unknown if missing
 - Another option collected is 'prefer not to say'
- Age (as of 7/1 in a given school year)
 - Rounded up to the nearest whole number.
 - Age should be displayed by individual ages with a low-end bucket for ≤ 21 and a high-end bucket for ≥ 70 .

Educator Preparation Completers Licensed and Hired

Definition

Educator Preparation Program (EPP) completers are those who have satisfied all requirements of their respective programs and have been listed as “completed” by their educator preparation provider in ELIS. Completers must also meet licensure requirements and pass associated licensure assessments to obtain their associated license. Finally, many licensed completers are hired by Illinois public schools. This metric will be presented as a head count of those who have completed an EPP, obtained a license within one year of completing their EPP, and have been hired by an entity that falls under one of the groups listed below within a year of completing their EPP in a position that aligns to the program they completed. Existing teachers who are earning subsequent teaching endorsements are excluded, as this metric is only considering initial teachers. Educators who are earning an administrative or school support endorsement are included, as they are initial in that group.

Source(s) of Data

EIS

ELIS

Entities

- Hires
 - Educators whose work location is in entity categories 1, 2, 4, 5, 6, 7, 8, 9, and A are included.
 - Category E is also included if the work location entity rolls up into a public district.

Business Rules

Include the following completers, connecting these educators to employment (EIS) and licensure (ELIS) data via IEINs.

- Administrators: Educator Group = “Administrator”
 - Existing or new educators who are earning an endorsement in the Administrator Educator Group are included, as they are initial administrators in that group.
 - See Appendix 2
- Instructors: Educator Group = “Instructional”
 - New teachers who are earning an endorsement in the Instructional Educator Group as their first endorsement on a PEL are included, as this is their initial teaching endorsement.
 - Existing teachers who are earning subsequent endorsements in the Instructional Educator Group are excluded, as this metric is only considering initial teachers.
 - See Appendix 2
- School Support Personnel Educator Group = “Auxiliary Staff”
 - Existing or new educators who are earning an endorsement in the Auxiliary Staff Educator Group are included, as they are initial educators in that group.
 - See Appendix 2

Formula(s) / Calculation(s)

- For each IEIN/completer by program: count the candidate if they are marked as “completed” in ELIS for their program and were hired by an entity in the entities list above as a Position Category 1,2,3,4,5, or 6 within one calendar year of EPP completion according to EIS and ELIS data.
 - License = Professional Educator License (PEL)
 - Endorsement Status Code = ‘I’ in ELIS
 - I = Issued – Educator was entitled and paid the fee to have the credential issued
 - Entitlement Field Populated = True
 - Hired within one year of completing a program: Employment Start Date in EIS < or = Entitlement Date + 1 year
 - Those completing an instructional preparation program must be hired in an instructional position (Position Category 3 or 4) or position code 309, 311, or 312 by an entity within the entities list above.
 - Those completing an administrator preparation program must be hired in an administrative position (Position Category 1 or 2) by an entity within the entities list above.
 - Those completing a school support personnel/auxiliary preparation program must be hired in position code 372-384 by an entity within the entities list above.
 - See Appendix 4 for EIS Position Codes and Categories.
 - Position Categories 5 and 6 are not included as a whole, except for the specific codes listed above.

- Sum all the IEINs/completers, satisfying the above requirements, to obtain the total number of licensed and hired completers for a given Educator Group in a given year.

Aggregation Level(s)

- Geographic Area (EPS schema: Chicago, NE, NW, E Central, W Central, SE, & SW)
 - Institutes of higher education have RCDTS codes and EPS data
- State (default)

Subgroup(s)

- Subject Area (ELIS)
 - Educators are assigned to subject areas based on their endorsement(s), see Appendix 1 for details.
 - Each educator should be included in every subject area that applies to them.
- Race (race description: White, Black, Hispanic, Asian, Two or more races, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, or Unknown)
 - Default to unknown if missing
- Gender (gender name: female, male, or unknown)
 - Default to unknown if missing
 - Another option collected is 'prefer not to say'
- Age (as of 7/1 in a given school year)
 - Rounded up to the nearest whole number.
 - Age should be displayed by individual ages with a low-end bucket for ≤ 21 and a high-end bucket for ≥ 70 .

Instructor Licensure Source

Definition

Currently employed instructors with (Professional Educator Licenses) PELs are categorized as receiving their PEL via an entitlement from an ISBE-approved educator preparation provider or via an ISBE evaluation of their qualifications.

Source(s) of Data

ELIS

Entities

- Instructors whose work location is in entity categories 1, 2, 4, 5, 6, 7, 8, 9, and A are included.
- Category E is also included if the work location entity rolls up into a public district.

Grades

All

Business Rules

Positions are as follows:

- **Instructors:** Those with an employment record in the applicable school year reported in EIS with an instructional position category or position code 309, 311, or 312 (see Appendix 4).
- **Categories:** 1) all instructors and 2) new instructors with one year or less of in- state experience.
- Due to the timing of the snapshot of data, some educators who were qualified during a specific school year may not show correctly because of changes in licensure between the end of the school year and the date of the snapshot. Specifically, those whose licenses lapsed due to failure to renew at the end of the school year.

Aggregation Level(s)

Entities:

- Geographic Area (EPS schema: Chicago NE, NW, E Central, W Central, SE, & SW)
 - Educators should be included in each of their [school/district/geographic area] work locations by FTE.
- State

Unfilled Positions

Definition

These definitions use the business rules for the Unfilled Positions Survey.

- Unfilled positions are reported by districts to ISBE documenting positions that remained unfilled as of October 1 of a given year. Unfilled positions are measured in FTEs from the EIS Unfilled Positions collection.
- Filled positions are actual positions, measured by FTE, that were held by educators as collected by EIS and described in the Report Card snapshots for the previous school year.
- Approximate vacancy rates are the approximate vacancy rate of the FTE unfilled positions relative to the total FTE of unfilled and filled positions.

Source(s) of Data

- Where does the data come from?
 - EIS Unfilled Positions Collection
 - EIS Employment and Position Records in Report Card Snapshots
- If external, is a data share agreement in place?
 - N/A

Entities

- Entities in categories 1, 2, 4, 6, 7, 8 and A are included as per the Unfilled Positions Survey business rules, and differ from the entities eligible for the rest of the 2023 ESD report

Grade(s)

PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Business Rule(s)

Filled Positions

- Measured as the sum of FTEs for the district as of the Report Card Snapshot for SY-1
- Filled Positions will only be reported in the 4 Educator Categories mentioned above.

Approximate Vacancy Rate

- Approximate vacancy rate is reported as the ratio of the (sum of Unfilled Positions FTE) divided by (sum of Unfilled Positions FTE plus the sum of Filled Positions FTE) for districts
- Approximate vacancy Rate will only be reported in the 4 Educator Categories mentioned above.

Formula(s)

Unfilled Positions, Filled Positions, and Approximate Vacancy Rate use the following formulas from the Unfilled Positions Survey Business Rules

- Unfilled Positions: $\text{sum}(\text{FTE Unfilled Positions})$
- Filled Positions: $\text{sum}(\text{FTE Filled Positions})$
- Approximate Vacancy Rate: $\frac{\text{sum}(\text{FTE Unfilled Positions})}{\text{sum}(\text{FTE Unfilled Positions}) + \text{sum}(\text{FTE Filled Positions})}$

Aggregation Level(s)

Metric Name	School	District	State
Unfilled Positions	No	Yes	Yes
Filled Positions	No	Yes	Yes
Vacancy Rate	No	Yes	Yes

Subgroup(s)

- Filled Positions
 - Educator Categories (administrative, instructional, paraprofessional, or school support staff per the above business rules)
 - Report-Assigned Educator Category
- Unfilled Positions
 - Educator Categories (administrative, instructional, paraprofessional, or school support staff per the above business rules)
 - Report-Assigned Educator Category

- Vacancy Rate
 - Educator Categories (administrative, instructional, paraprofessional, or school support staff per the above business rules)
 - Report-Assigned Educator Category

Teacher and Administrator Retention

Definition

Retention rate will be calculated for SYs 2019, 2020, 2021, 2022, and 2023 as the three-year average percentage of full-time (FTE = 1) instructors and administrators returning to the same entity year to year.

Teacher retention rate at the geographic region level is the total number of full-time teachers staying in the same district in the past three years for each geographic region, divided by the total number of full-time teachers from the past three years for each geographic region.

Teacher retention rate at the state level is the total number of full-time teachers staying in the same district in past three years, divided by the total number of full-time teachers from the past three years.

- “Instructor” **includes** all Instructional, Resource and Special Education Educators
- “Administrator” includes all employees with administrator position codes
- “Instructors” and “administrators” are educators within the Employment Information System (EIS) defined by the following rules:
 - Has an active Employment record and associated Position and Working Location details.
 - The Position record is associated with the School Year to be calculated.
 - Note: Position Codes of 209 and 210 are codes that are no longer a valid teacher position codes. There are no employees assigned to these codes after School Year 2017.
 - A Position Time Frame of either:
 - 1 – Regular School Year
 - 3 – Both
 - Note: Starting in the 2015-2016 both are being transitioned out, however needs to be included as not all records have been transitioned. Summer School only teachers are excluded.
 - Positions are as follows:
 - **Instructors:** position category ID of “3” or “4” as well as position codes 309, 311, and 312
 - **Administrators:** position category ID of “1” or “2”
 - Instructor/Administrator FTE is determined by the following:
 - If a district has submitted “Contract Override Days” for their EIS records then Instructor FTE : Percent Full time * (Days Paid / Contract Override Days for Full Time), otherwise

- Instructor or Administrator FTE is: Percent Full time * (Days Paid / Contract Days for Full Time)
- If either Percent Full Time, Days Paid or Contract Days Full Time or Contract Override days is missing use the EIS Function.
- Note Regarding Full Time vs Part Time and FTE:
 - An instructor's or administrator's Full-time /Part-time distinction is submitted by the district at the positions level.
 - An educator can occupy two different positions based on the Position Category Codes (e.g. teacher and assistant principal) for the same district – they would be considered a part time teacher and a part time administrator. Each position's "percent full time" would be less than 100% and the total percent full time for both positions cannot exceed 100%.
 - An educator can occupy one position based on the Position Category Code (e.g. Teacher) and be assigned to multiple work locations. The FTE is determined at the position level and the work location FTE is determined by multiplying the work location "workload" value by the position FTE.
 - If an educator holds the same position at multiple employers (district) the educator's FTE is determined at each employer.
- For those who have attritted, their "attrition type" will be defined as being in one of the five following categories:
 - Changed Position but remained in primary working location
 - Changed working location, but still employed by district in same position code
 - Changed working location, but still employed by district in a different position code
 - Employed by a different district
 - No longer reported as employed by an Illinois Public School
- For each SY 2019-2023 a count of each employment end reasons presented in EIS data will be included if applicable for each employee whose employment ended in that SY. The employment end reasons are below. This data will be included for employees of all districts, but if the employer is under Chicago Public Schools the data will not be used due to CPS's EIS data entry policy of ending the employment of every employee at the end of every school year, even if their employment continues into the next school year. Thus, the data will report the employment end reason for all non-CPS employees. This data will be reported for positions in categories 1, 2, 3, and 4 as well as position codes 309, 311, and 312.

EMPLOYMENT INFORMATION SYSTEM (EIS)		
Employment End Reason Codes		
Code	Value	Data Type
01	Retirement	char(2)
02	Resignation	char(2)
03	Death	char(2)
04	Reduction in Force	char(2)
06	Termination Due to Evaluation Results	char(2)
07	Termination (Other)	char(2)
08	Moved into a Non-Certified Position	char(2)
09	Entity Closed	char(2)
99	Remove Record	char(2)

Source(s) of Data

ISBE Data Warehouse

Entities

- Educators whose work location is in entity categories 1, 2, 4, 5, 6, 7, 8, 9, and A are included
- Category E is also included if the work location entity rolls up into a public district

Grade(s)

PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Business Rule(s)

Retention and Attrition

- Positions are as follows:
 - **Instructors:** position category ID of “3” or “4” and position codes 309, 311, and 312
 - **Administrators:** position category ID of “1” or “2”

An educator is considered “retained” if they have any FTE value in the year in question and were in the same primary work location and had an FTE =1 in the previous year.

An educator is considered “attritted” if they are not retained. However, this report will calculate the *rate* of attrition as the inverse of the retention rate: (1-Retention Rate = Attrition Rate.)

- Attrition type has the following rules
 - 1 Changed Position but remained in primary working location:

- Primary working location in SY-1 = Primary working location in SY **and** position code in SY-1 is not equal to this position code in SY
- 2 Changed working location, but still employed by district in same position code
 - Primary working location in SY-1 is not equal to the primary working location in SY **and** district in SY-1 = district in SY **and** position code in SY-1 = position code in SY
- 3 Changed working location, but still employed by district in a different position code
 - Primary working location in SY-1 is not equal to the primary working location in SY **and** district in SY-1 = district in SY **and** position code in SY-1 is not equal to the position code in SY
- 4 Employed by a different district
 - District in SY-1 is not equal to the district in SY
- 5 No longer reported as employed by an Illinois Public School
 - Individual reported as employed as a teacher or administrator in an Illinois Public School in SY-1, and their IEIN is not attached to an EIS employment record in SY

Formula(s)

Instructor Retention Rate

- $\frac{((\text{Total number of Retained Instructors in Current Reporting Year}) + (\text{Total number of Retained Instructors in Previous Reporting Year}) + (\text{Total number of Retained Instructors in Two Years Prior to Reporting Year}))}{\text{Total number of Retained Instructors for Past Three Years}} * 100$

Instructor Attrition Rate

- $(1 - \text{Instructor Retention Rate}) * 100$

Administrator Retention Rate

- $\frac{((\text{Total number of Retained Administrators in Current Reporting Year}) + (\text{Total number of Retained Administrators in Previous Reporting Year}) + (\text{Total number of Retained Administrators in Two Years Prior to Reporting Year}))}{\text{Total number of Retained Administrators for Past Three Years}} * 100$

Administrator Attrition Rate

- $(1 - \text{Administrator Retention Rate}) * 100$

Aggregation Level(s)

Metric Name	Aggregation Level			
	School	District	State	Other
Retention Rate	No	Yes	Yes	Geographic Area; NCES Locale Codes
Attrition Rate	No	Yes	Yes	Geographic Area; NCES Locale Codes
Attrition Type Count	No	Yes	Yes	Geographic Area; NCES Locale Codes
Employment End Reason Count	No	Yes	Yes	Geographic Area; NCES Locale Codes

- Geographic Area (EPS schema: Chicago, NE, NW, E Central, W Central, SE, & SW)
 - Educators should be included in each of their [school/district/geographic area] work locations

Subgroup(s) or Disaggregation Categories

- **Report-Assigned Educator Categories**
 - Educators are assigned to ESD report categories based on their endorsement subject(s), see Appendix 2 for details. Only active endorsements on active licenses are considered.
 - Each instructor should be included in every subject area that applies to them.
- **License Endorsement Subject Code**
 - See Appendix 2 for details. Only active endorsements on active licenses are considered.
 - Each instructor should be included in every subject area that applies to them.
- **License Endorsement Code**
 - Educators are assigned to subject areas based on their endorsement subject(s), see Appendix 3 for details. Only active endorsements on active licenses are considered.
 - Each instructor should be included in every subject area that applies to them
- **Educator Groups**
 - Subgroups defined in the Business Rule section of this document.
- **EIS Position Categories (1-6)**
 - See Appendix 4
- **EIS Position Codes (100-387)**
- **Race Description** (White, Black, Hispanic, Asian, Two or more races, American Indian/ Alaska Native, Native Hawaiian/Pacific Islander, or default to unknown if missing)
- **Gender** (female, male, or default to unknown if missing)

- Gender data for educators should be sourced from EIS
- **Age** (as of 7/1 in each school year)
 - Rounded to the nearest whole number.
 - Age should be displayed by individual ages with a low-end bucket for ≤ 21 and a high-end bucket for ≥ 70 .
- **Degree** (Bachelor's, Master's, Doctoral)
 - Highest degree level held.
 - For paraprofessionals, include HS/GED, and Associate's.
 - Create an "Unknown" category for educators without a degree listed.
- **Experience** (In-state teaching experience)
 - Applicable to Instructors only
 - Round years of experience to the nearest whole number
 - Experience bands
 - Initial/new instructor: "In State Experience" ≤ 1
 - Novice instructor: "In State Experience" < 2
 - 2 to 9: "In State Experience" ≥ 2 and < 10
 - 10 to 19: "In State Experience" ≥ 10 and < 20
 - 20 to 29: "In State Experience" ≥ 20 and < 30
 - 30+: "In State Experience" ≥ 30
- **Grade Band** (PK, KG, 1-8, 9-12)
 - Applicable to Instructors only
 - Instructor grade data should be sourced from EIS position grade level data.
 - Each instructor should be included in each applicable grade band according to position FTE(s).

Returning Teachers

Definition

Returning teachers are instructors who have been employed in Illinois public district in the past, were not employed by an Illinois district in SY-1 and were again employed by an Illinois public district in SY. This metric is part of teacher demand, as these instructors were hired by an Illinois public district. These returning instructors are also part of the supply of instructors in public school classrooms in Illinois. This metric is displayed as a sum of returning teacher FTEs. This will be calculated for school years 2019, 2020, 2021, 2022, and 2023.

Source(s) of Data

- Where does the data come from?
 - EIS, Report Card Snapshots, EPS, ELIS,
- If external, is a data share agreement in place?
 - N/A

Entities

- Teachers whose work location is in entity categories 1, 2, 4, 5, 6, 7, 8, 9, and A are included

- Category E is also included if the work location entity rolls up into a public district

Grade(s)

All

Business Rule(s)

Include the following EIS positions, connecting these educators to licensure (ELIS) data via IEINs.

- Instructor: EIS position category ID of “3” or “4” as well as those with position codes 309, 311, or 312
- 2021, 2022, and 2023 data should reflect the 2021, 2022, and 2023 Report Card Snapshots

Formula(s)

- Sum instructor FTE: employed by an Illinois public district prior to SY-1, not employed by an Illinois public district as a teacher in SY-1, & employed by an Illinois public district as a teacher in SY
- 2020 example: IEIN 12345: employed by IL District 111 2010 – 2015, not employed by any Illinois public district in 2019, & employed by IL District 111 in 2020 = count as 2020 returning teacher

Aggregation Level(s)

Metric Name	Aggregation Level			
	School	District	State	Other
Count of Returning Teachers	No	No	Yes	Geographic Region of Entity per EPS Geographic Area Codes;

- Geographic Area (EPS schema: Chicago, NE, NW, E Central, W Central, SE, & SW)
 - Educators should be included in each of their [school/district/geographic area] work locations by FTE.

Subgroup(s)

- **Race Description** (White, Black, Hispanic, Asian, Two or more races, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, or default to unknown if missing)
- **Gender** (female, male, or default to unknown if missing)
 - Gender data for educators should be sourced from EIS
- **Age** (as of 7/1 in each school year)
 - Rounded to the nearest whole number.
 - Age should be displayed by individual ages with a low-end bucket for ≤ 21 and a high-end bucket for ≥ 70 .
- **Degree** (Bachelor’s, Master’s, Doctoral)
 - Highest degree level held.
 - For paraprofessionals, include HS/GED and Associate’s.

- Create an “Unknown” category for educators without a degree listed.
- **Experience** (In-state teaching experience)
 - Applicable to Instructors only
 - Round years of experience to the nearest whole number
 - Experience bands
 - Initial/new instructor: “In State Experience” ≤ 1
 - Novice instructor: “In State Experience” < 2
 - 2 to 9: “In State Experience” ≥ 2 and < 10
 - 10 to 19: “In State Experience” ≥ 10 and < 20
 - 20 to 29: “In State Experience” ≥ 20 and < 30
 - 30+: “In State Experience” ≥ 30
- **Grade Band** (PK, KG, 1-8, 9-12)
 - Applicable to Instructors only
 - Instructor grade data should be sourced from EIS position grade level data.
 - Each instructor should be included in each applicable grade band according to position FTE(s).
- **Report-Assigned Educator Categories**
 - Educators are assigned to ESD report categories based on their endorsement subject areas, see Appendix 2 and 3 for details. Only issued endorsements on issued licenses are considered.
 - Each instructor should be included in every subject area that applies to them.

Educator License and Endorsement Totals

Definition

Educators are categorized into the ESD Report assigned subject areas by their licensure and endorsements (see Appendix 2 and 3). They will be counted in each Report-Assigned Educator Category for which they hold the requisite endorsement.

Source(s) of Data

EIS
ELIS
SIS

Grades

All

Business Rules

- Include the following credentials:
 - License = Professional Educator License (PEL)
 - PEL Status Code = ‘I’
 - I = Issued
 - Endorsement Status Code = ‘I’

- I = Issued
 - Endorsements will be categorized by Report Assigned Educator Category (see Appendix 2)
- Due to the timing of the snapshot of data, some educators who were qualified during a specific school year may not show correctly because of changes in licensure between the end of the school year and the date of the snapshot. Specifically, those whose licenses lapsed due to failure to renew at the end of the school year.

Aggregation Level(s)

Entities:

- Geographic Area (EPS schema: Chicago, NE, NW, E Central, W Central, SE, & SW)
 - Educators should be included in each of their [school/district/geographic area] work locations.
- State

Subgroup(s) or Disaggregation Categories

- **Report-Assigned Educator Categories**
 - Educators are assigned to ESD report categories based on their endorsement subject(s), see Appendix 2 for details. Only issued endorsements on issued licenses are considered.
 - Each instructor should be included in every report category that applies to them.
 - Endorsements are assigned an Endorsement Subject Code and Description
 - Each Endorsement Subject is aligned to one of 17 Report Assigned Educator Categories (See Appendix 2)
 - Administrative
 - Arts
 - Bilingual
 - CTE
 - Early Childhood
 - ELA
 - Elementary
 - ESL
 - Foreign Languages
 - Math
 - Miscellaneous
 - Other Certified Staff
 - Physical Education
 - Sciences
 - Social Sciences
 - Special Education
 - Support

- **License Endorsement Subject Code**
 - See Appendix 2 for details. Only issued endorsements on issued licenses are considered.
 - Each instructor should be included in every subject area that applies to them.
- **License Endorsement Code**
 - Educators are assigned to subject areas based on their endorsement subject(s), see Appendix 3 for details. Only active endorsements on active licenses are considered.
 - Each instructor should be included in every subject area that applies to them
- **Educator Groups**
 - Subgroups defined in Appendix 2.
- **EIS Position Categories (1-6)**
 - See Appendix 4
- **EIS Position Codes (100-387)**
 - See Appendix 4
- **Race Description** (White, Black, Hispanic, Asian, Two or more races, American Indian/ Alaska Native, Native Hawaiian/Pacific Islander, or default to unknown if missing)
- **Gender** (female, male, or default to unknown if missing)
 - Gender data for educators should be sourced from EIS
- **Age** (as of 7/1 in each school year)
 - Rounded to the nearest whole number.
 - Age should be displayed by individual ages with a low-end bucket for ≤ 21 and a high-end bucket for ≥ 70 .
- **Degree** (Bachelor's, Master's, Doctoral)
 - Highest degree level held.
 - For paraprofessionals, include HS/GED, and Associate's.
 - Create an "Unknown" category for educators without a degree listed.
- **Experience** (In-state teaching experience)
 - Applicable to Instructors only
 - Round years of experience to the nearest whole number
 - Experience bands
 - Initial/new instructor: "In State Experience" ≤ 1
 - Novice instructor: "In State Experience" < 2
 - 2 to 9: "In State Experience" ≥ 2 and < 10
 - 10 to 19: "In State Experience" ≥ 10 and < 20
 - 20 to 29: "In State Experience" ≥ 20 and < 30
 - 30+: "In State Experience" ≥ 30
- **Grade Band** (PK, KG, 1-8, 9-12)
 - Applicable to Instructors only
 - Instructor grade data should be sourced from EIS position grade level data.
 - Each instructor should be included in each applicable grade band according to position FTE(s).

Average Teacher Starting Salary

Definition

Average Teacher Starting Salary will be obtained using the 2023 Illinois Report Card Business Rule calculations. The Report Card's calculation for Average Teacher Salary will be applied to instructors who fall within the Report's Card's Experience Band category of "Initial/New Instructor".

Source(s) of Data

EIS

EPS

Grade(s)

PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Entities

- Instructors whose work location is in entity categories 1, 2, 4, 5, 6, 7, 8, 9, and A are included
- Category E is also included if the work location entity rolls up into a public district

Business Rule(s)

- Instructors include employees with a position category of 3 or 4 as well as those with position codes 309, 311, and 312
- Starting instructors include those classified as "Initial/New Teacher" in the relevant school year.
- This metric will be reported in school years 2019, 2020, 2021, 2022, and 2023 and aggregated by region
- Position FTE and Salary data will be according to the 2019, 2020, 2021, 2022, and 2023 Report Card snapshots
- Salary refers to base salary

Formula(s)

- Average Starting Instructor FTE salary is determined by the following formula:
 - $\text{Average Salary} = (\text{Sum of Instructor Position Base Salary}) \div (\text{Total Instructor Position FTE})$ where the Educator's experience level is equivalent to Initial/New Instructor: "In State Experience" ≤ 1 per the Report Card business rules for salary and educator experience levels

Aggregation Level(s)

Metric Name	Aggregation Level			
	School	District	State	Other
Average Starting Salary	No	Yes	Yes	Geographic Region of Entity per EPS Geographic Area Codes; NCES Locale Codes

- Geographic Area (EPS schema: Chicago, NE, NW, E Central, W Central, SE, & SW)
- Educators should be included in each of their [school/district/geographic area] work locations by FTE

Subgroup(s) or Disaggregation Categories

- **Report-Assigned Educator Categories**
 - Educators are assigned to ESD report categories based on their endorsement subject(s), see Appendix 2 for details. Only active endorsements on active licenses are considered.
 - Each instructor should be included in every subject area that applies to them.
 - **License Endorsement Subject Code**
 - See Appendix 2 for details. Only active endorsements on active licenses are considered.
 - Each instructor should be included in every subject area that applies to them.
 - **License Endorsement Code**
 - Educators are assigned to subject areas based on their endorsement subject(s), see Appendix 3 for details. Only active endorsements on active licenses are considered.
 - Each instructor should be included in every subject area that applies to them
 - **EIS Position Categories (1-6)**
 - See Appendix 4
 - **EIS Position Codes (100-387)**
 - See Appendix 4
 - **Race Description** (White, Black, Hispanic, Asian, Two or more races, American Indian/ Alaska Native, Native Hawaiian/Pacific Islander, or default to unknown if missing)
 - **Gender** (female, male, or default to unknown if missing)
 - Gender data for educators should be sourced from EIS
 - **Age** (as of 7/1 in each school year)
 - Rounded to the nearest whole number.
 - Age should be displayed by individual ages with a low-end bucket for ≤ 21 and a high-end bucket for ≥ 70 .

- **Degree** (Bachelor’s, Master’s, Doctoral)
 - Highest degree level held.
 - For paraprofessionals, include HS/GED, and Associate’s.
 - Create an “Unknown” category for educators without a degree listed.
- **Experience** (In-state teaching experience)
 - Applicable to Instructors only
 - Round years of experience to the nearest whole number
 - Experience bands
 - Initial/new instructor: “In State Experience” ≤ 1
 - Novice instructor: “In State Experience” < 2
 - 2 to 9: “In State Experience” ≥ 2 and < 10
 - 10 to 19: “In State Experience” ≥ 10 and < 20
 - 20 to 29: “In State Experience” ≥ 20 and < 30
 - 30+: “In State Experience” ≥ 30
- **Grade Band** (PK, KG, 1-8, 9-12)
 - Applicable to Instructors only
 - Instructor grade data should be sourced from EIS position grade level data.
 - Each instructor should be included in each applicable grade band according to position FTE(s).

Teacher Mobility

Definition

Instructor mobility compares instructor and instructor’s primary work location from SY-1 to SY. If the instructor’s primary work location (i.e. school) changed from SY-1 to SY, then that instructor would be included in instructor mobility as a mover. Mover instructors would be counted as a negative (-1) for their SY-1 work location entity and as a positive (+1) for their work location entity in SY. New instructors (+1), whether initial instructors or experienced instructors new to Illinois public schools, and leaving instructors (-1), leaving for any reason, are both included in instructor mobility. An instructor whose primary work location did not change from SY-1 to SY, or whose primary work location stayed within the same entity (e.g. district, county, or region), would be included as neutral (0).

- “Instructors” are educators within the Employment Information System (EIS) defined by the following rules:
 - Has an active Employment record and associated Position and Working Location details.
 - The Position record is associated with the School Year to be calculated.
 - The position has a Position Category Code of one of the following:
 - 3 – Regular Educational Instructional
 - 4 – Special Education Instructional
 - Position codes 309, 311, and 312 are also included as instructional

- Note: Position Codes of 209 and 210 are codes that are no longer a valid instructor position codes. There are no employees assigned to these codes after School Year 2017.
- A Position Time Frame of either:
 - 1 – Regular School Year
 - 3 – Both
- Note: Starting in the 2015-2016, the above “Time Frames” are being transitioned out, however needs to be included as not all records have been transitioned. Summer School only instructors are excluded.

Source(s) of Data

- Where does the data come from?
 - EIS, Report Card Snapshots, EPS,
- If external, is a data share agreement in place?
 - N/A

Entities

- Instructors whose work location is in entity categories 1, 2, 4, 5, 6, 7, 8, 9, and A are included
- Category E is also included if the work location entity rolls up into a public district

Grade(s)

N/A

Business Rule(s)

- Positions are as follows:
 - Instructors: position category ID of “3” or “4”
 - Position codes 309, 311, and 312

Formula(s)

- Instructor mobility is based at the school level but rolls up to the geographic area level.
- Include instructor if: SY-1 primary work location [entity] ≠ SY primary work location [entity]
 - If there is a change in primary work location, then the instructor will be counted as a negative for the old primary work location and a positive for the new primary work location.
- Example: 2018 primary work location Geographic Area: NE ≠ 2019 primary work location Geographic Area: E Central --> (this instructor would be included in instructor mobility)

Aggregation Level(s)

Metric Name	Aggregation Level			
	School	District	State	Other
Instructor Mobility Head Count	No	No	Yes	Geographic Region of Entity per EPS Geographic Area codes; NCES Local Code

Subgroup(s) or Disaggregation Categories

- **Report-Assigned Educator Categories**
 - Educators are assigned to ESD report categories based on their endorsement subject(s), see Appendix 2 for details. Only active endorsements on active licenses are considered.
 - Each instructor should be included in every subject area that applies to them.
- **License Endorsement Subject Code**
 - See Appendix 2 for details. Only active endorsements on active licenses are considered.
 - Each instructor should be included in every subject area that applies to them.
- **License Endorsement Code**
 - Educators are assigned to subject areas based on their endorsement subject(s), see Appendix 3 for details. Only active endorsements on active licenses are considered.
 - Each instructor should be included in every subject area that applies to them
- **Educator Groups**
 - Subgroups defined in the Business Rule section of this document.
- **EIS Position Categories (1-6)**
 - See Appendix 4
- **EIS Position Codes (100-387)**
 - See Appendix 4
- **Race Description** (White, Black, Hispanic, Asian, Two or more races, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, or default to unknown if missing)
- **Gender** (female, male, or default to unknown if missing)
 - Gender data for educators should be sourced from EIS
- **Age** (as of 7/1 in each school year)
 - Rounded to the nearest whole number.
 - Age should be displayed by individual ages with a low-end bucket for ≤ 21 and a high-end bucket for ≥ 70 .
- **Degree** (Bachelor's, Master's, Doctoral)
 - Highest degree level held.
 - For paraprofessionals, include HS/GED, and Associate's.
 - Create an "Unknown" category for educators without a degree listed.

- **Experience** (In-state teaching experience)
 - Applicable to Instructors only
 - Round years of experience to the nearest whole number
 - Experience bands
 - Initial/new instructor: “In State Experience” ≤ 1
 - Novice instructor: “In State Experience” < 2
 - 2 to 9: “In State Experience” ≥ 2 and < 10
 - 10 to 19: “In State Experience” ≥ 10 and < 20
 - 20 to 29: “In State Experience” ≥ 20 and < 30
 - 30+: “In State Experience” ≥ 30
- **Grade Band** (PK, KG, 1-8, 9-12)
 - Applicable to Instructors only
 - Instructor grade data should be sourced from EIS position grade level data.
 - Each instructor should be included in each applicable grade band according to position FTE(s).

Student Enrollment Projection

Definition

The 2024 enrollment projection data will be a head count and will be displayed by the disaggregation categories listed in the Subgroups section. Each school year’s student data will be pulled from that year’s Fall enrollment snapshot, taken in the winter of the respective school year.

The kindergarten projection is based on 3-year averages of statewide kindergarten enrollment. Kindergarten projection will only be calculated using 2021, 2022, and 2023 data. Only three years are used because the push for kindergarten enrollment has been significantly stronger in recent years. If the years prior to 2021 are included in the average calculation, it will provide a falsely low enrollment projection for 2024. The 3-year average enrollment is used instead of a retention calculation like those used in later grades. This is because retention would involve using pre-kindergarten counts, which would lead to a less reliable head count as pre-kindergarten attendance is not mandatory nor equally available.

The grades 1-12 projections are based on 5-year averages of statewide grade retention rates. These projections will use school years 2019, 2020, 2021, 2022, and 2023.

Source(s) of Data

SIS
EPS

Entities

- Entity categories 1, 2, 4, 5, 6, 7, 8, 9, and A are included.
- Category E is also included if the entity rolls up into a public district.

Grades

K-12

Business Rule(s)

- Grades (all grades individually, K-12)
- All Student data should be sourced from SIS.
- State enrollment projections will be based on state level report card enrollment totals.
- District and geographic area enrollment projections will be based on the sum of student enrollment in report card district calculations.

Formula(s) /Calculation(s)

- 2024 Kindergarten enrollment projection
 - $2023 \text{ kindergarten enrollment} + (2023 \text{ kindergarten enrollment} - 2021 \text{ kindergarten enrollment}) / 2$
- 2024 Grades 1-12 enrollment projection
 - Average grade retention rate to project enrollment for grades 1 through 12
 - Grade retention rate = $\# [SY] [Grade] / \# [SY-1] [Grade -1]$
 - Round grade retention rates to the nearest tenth
 - 2019 Grade 4 Retention Example: $\# 2019 \text{ Grade 4} / \# 2018 \text{ Grade 3}$
 - Grade 1: $(2023 \text{ retention rate} + (2023 \text{ retention rate} - 2022 \text{ retention rate}) / 1) * \# [SY-1] [Grade -1]$
 - Grade 2: $(2023 \text{ retention rate} + (2023 \text{ retention rate} - 2021 \text{ retention rate}) / 2) * \# [SY-1] [Grade -1]$
 - Grade 3: $(2023 \text{ retention rate} + (2023 \text{ retention rate} - 2020 \text{ retention rate}) / 3) * \# [SY-1] [Grade -1]$
 - Grades 4-12: $(2023 \text{ retention rate} + (2023 \text{ retention rate} - 2019 \text{ retention rate}) / 4) * \# [SY-1] [Grade -1]$

Aggregation Level(s)

Metric Name	Aggregation Level			
	School	District	State	Other
Enrollment Projections	No	Yes	Yes	Geographic Area; NCES Locale Codes

Subgroup(s)

- Race Description List from SIS
- Individualized Education Program (IEP) as per Report Card “Student Groups” Business Rules
- English Learner (EL) Indicator as per Report Card “Student Groups” Business Rules
- Low Income Indicator as per Report Card “Student Groups” Business Rules
- Homeless Indicator as per Report Card “Student Groups” Business Rules
- Gender Category List from SIS
 - Note: Due to the addition of “Non-binary” as a gender category in SY2023, only this year will have that category.
- Grade (all grades individually, PK-12)
 - Grades will be put into grade spans after the fact (PK, K-2, 3-5, 6-8, 9-12)

Educator Age

Definition

Educator Age is the Age as of 7/1 in a given school year, rounded up to the nearest whole number. The metric will be displayed as FTEs per age. The upper and lower ends of the age range will consist of buckets for those 21 or younger and those 70 or older. Data for each SY (2019-2023) will be pulled from the respective Report Card snapshots taken each October.

- The three educator groups are based on the first 6 Position Categories in ISBE’s Employment Information System (EIS). They are categorized as follows:
 - **Administrators** (ex. Superintendent, Principal, etc.)
 - Regular Educational - Category 1
 - Special Educational – Category 2
 - **Instructors** (ex. Classroom Instructor, Resource Instructor, etc.)
 - Regular Educational – Category 3
 - Special Educational – Category 4
 - **Ancillary Staff** (ex. Paraprofessional, School Counselor)
 - Regular Educational – Category 5
 - Special Educational – Category 6
- All educators will have both an active Employment record and an associated Position and Working Location detail.
- The Position record is associated with the School Year to be calculated.
- A Position Time Frame of either:
 - 1 – Regular School Year
 - 3 – Both
 - Note: Summer School only instructors are excluded

Source(s) of Data

EIS

ELIS

Entities

- Educators whose work location is in entity categories 1, 2, 4, 5, 6, 7, 8, 9, and A are included.
- Category E is also included if the work location entity rolls up into a public district.

Grades

All

Business Rules

See Appendix 1 for “Educator” Position Categories and Codes from EIS.

Formula(s) / Calculation(s)

Age = age as of 7/1 in a given school year, rounded up to the nearest whole number.

- Teacher FTEs summed by each age, with buckets on both ends of the range
 - Low-end bucket of ≤ 21 years old
 - High-end bucket of ≥ 70 years old
- Educator FTEs are determined using SY 2023 Illinois Report Card Business Rules
- Sum of all (Work Location Workload Values \times Position Full-Time Equivalent value)

Aggregation Level(s)

Metric Name	Aggregation Level			
	School	District	State	Other
Sum of Administrators FTEs	No	Yes	Yes	Geographic Area; NCES Locale Codes
Sum of Instructors FTEs	No	Yes	Yes	Geographic Area; NCES Locale Codes
Sum of Ancillary Staff FTEs	No	Yes	Yes	Geographic Area; NCES Locale Codes

- Entities:
 - Districts
 - Educators should be included in each of their [school/district/geographic area] work locations by FTE.
 - Geographic Area

Subgroup(s) or Disaggregation Categories

- **Report-Assigned Educator Categories**
 - Educators are assigned to ESD report categories based on their endorsement subject(s), see Appendix 2 for details. Only active endorsements on active licenses are considered.
 - Each instructor should be included in every subject area that applies to them.
- **License Endorsement Subject Code**
 - See Appendix 2 for details. Only active endorsements on active licenses are considered.
 - Each instructor should be included in every subject area that applies to them.
- **License Endorsement Code**
 - Educators are assigned to subject areas based on their endorsement subject(s), see Appendix 3 for details. Only active endorsements on active licenses are considered.
 - Each instructor should be included in every subject area that applies to them
- **Educator Groups**
 - Subgroups defined in Appendix 1.
- **EIS Position Categories (1-6)**
 - See Appendix 4
- **EIS Position Codes (100-387)**
 - See Appendix 4
- **Race Description** (White, Black, Hispanic, Asian, Two or more races, American Indian/ Alaska Native, Native Hawaiian/Pacific Islander, or default to unknown if missing)
- **Gender** (female, male, or default to unknown if missing)
 - Gender data for educators should be sourced from EIS
- **Age** (as of 7/1 in each school year)
 - Rounded to the nearest whole number.
 - Age should be displayed by individual ages with a low-end bucket for ≤ 21 and a high-end bucket for ≥ 70 .
- **Degree** (Bachelor's, Master's, Doctoral)
 - Highest degree level held.
 - For paraprofessionals, include HS/GED, and Associate's.
 - Create an "Unknown" category for educators without a degree listed.
- **Experience** (In-state teaching experience)
 - Applicable to Instructors only
 - Round years of experience to the nearest whole number
 - Experience bands
 - Initial/new instructor: "In State Experience" ≤ 1
 - Novice instructor: "In State Experience" < 2
 - 2 to 9: "In State Experience" ≥ 2 and < 10
 - 10 to 19: "In State Experience" ≥ 10 and < 20
 - 20 to 29: "In State Experience" ≥ 20 and < 30
 - 30+: "In State Experience" ≥ 30

- **Grade Band** (PK, KG, 1-8, 9-12)
 - Applicable to Instructors only
 - Instructor grade data should be sourced from EIS position grade level data.
 - Each instructor should be included in each applicable grade band according to position FTE(s).

Public In State Teacher Experience

Definition

“In-State Experience” will be calculated using the 2023 Illinois Report Card Business Rules and is determined by summing the years of experience a teacher has in EIS and adding that to the sum of experience from the retired TSR system.

Source(s) of Data

- Where does the data come from?
 - EIS, EPS
- If external, is a data share agreement in place?
 - N/A
- What are the start and end dates for collecting data?
 - Starts
 - Ends: Salary Data is due the August after a school year concludes
- When will the data be cleaned and finalized?
 - data is finalized as part of the Report Card Snapshots. SY2019, SY2020, SY2021, and SY2022 data are extant: SY2023 data will be available at the end of October 2023.

Entities

- Instructors whose work location is in entity categories 1, 2, 4, 5, 6, 7, 8, 9, and A are included
- Category E is also included if the work location entity rolls up into a public district

Grade(s)

PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Business Rule(s)

- Positions are as follows:
 - **Instructors:** position category ID of “3” or “4” as well as those with position codes of 309, 311, or 312
- Illinois in-state Teacher Experience is determined by summing the years of experience an instructor has in EIS and adding that to the sum of experience from the retired TSR system. Data will be pulled using the Report Card Snapshots for each School Year.

Formula(s)

- $(\text{Sum of the number of years of In-State Teaching Experience}) \div (\text{Teacher FTE}) \times 100$
 - Round teacher experience to the closest whole number
 - Instructor FTEs summed by each year of experience, with buckets on both ends of the range
 - Low-end bucket of ≤ 1 year of teaching experience
 - High-end bucket of ≥ 40 years of teaching experience

Aggregation Level(s)

Metric Name	Aggregation Level			
	School	District	State	Other
Teacher Years of Experience	No	Yes	Yes	Geographic Region of Entity per EPS Geographic Area Codes; NCES Local Code

Subgroup(s) or Disaggregation Categories

- **Race Description** (White, Black, Hispanic, Asian, Two or more races, American Indian/ Alaska Native, Native Hawaiian/Pacific Islander, or default to unknown if missing)
- **Gender name** (female, male, or default to unknown if missing)
 - Gender data for educators should be sourced from EIS
- **Age** (as of 7/1 in each school year)
 - rounded to the nearest whole number
 - Age should be displayed by individual ages with a low-end bucket for ≤ 21 and a high-end bucket for ≥ 70 .
- **Educator Groups**
 - Subgroups defined in the Business Rule section of this document.
- **EIS Position Categories (1-6)**
- **EIS Position Codes (100-387)**
 - See Appendix 4
- **Report-Assigned Educator Category**
 - Instructors are assigned to Report Educator Category based on their endorsement subject(s) areas, see Appendix 2 and 3 for details. Only issued endorsements on issued licenses are considered.
 - Each instructor should be included in every subject area that applies to them.

Educator Demographics

Definition

The term “Educators” will be an umbrella term encompassing all active and licensed Administrators, Instructors, and Ancillary Staff. Their demographic information will be calculated for SY’s 2019, 2020, 2021, 2022, and 2023 as a Percent of these staff FTEs, displayed by the disaggregation categories listed in the Subgroups section. Data will be displayed for each group separately. Data for each school year will be pulled from that year’s Report Card snapshot, which is taken in the fall after that school year ends. For example, Report Card Snapshot for SY2021-22 will be taken in the fall of 2022.

- The three educator groups are based on the first 6 Position Categories in ISBE’s Employment Information System (EIS) (See Appendix 4). They are categorized as follows:
 - **Administrators** (ex. Superintendent, Principal, etc.)
 - Regular Educational - Category 1
 - Special Educational – Category 2
 - **Instructors** (ex. Classroom Instructor, Resource Instructor, etc.)
 - Regular Educational – Category 3
 - Special Educational – Category 4
 - **Ancillary Staff** (ex. Paraprofessional, School Counselor)
 - Regular Educational – Category 5
 - Special Educational – Category 6
- All educators will have both an active Employment record and an associated Position and Working Location detail.
- The Position record is associated with the School Year to be calculated.
- A Position Time Frame of either:
 - 1 – Regular School Year
 - 3 – Both
 - Note: Summer School only instructors are excluded
- Educator FTE is determined by the following:
 - If a district has submitted “Contract Override Days” for their EIS records then FTE is: $\text{Percent Full time} * (\text{Days Paid} / \text{Contract Override Days for Full Time})$, otherwise
 - Educator FTE: $\text{Percent Full time} * (\text{Days Paid} / \text{Contract Days for Full Time})$
 - Note Regarding Full Time vs Part Time and FTE:
 - An educator’s Full-time /Part-time distinction is submitted by the district at the positions level.
 - An educator can occupy two different positions based on the Position Category Codes (e.g. instructor and assistant principal) for the same district – they would be considered a part time instructor and a part time administrator. Each position’s “percent full time” would be less than 100% and the total percent full time for both positions cannot exceed 100%.

- An educator can occupy one position based on the Position Category Code (e.g. Instructor) and be assigned to multiple work locations. The FTE is determined at the position level and the work location FTE is determined by multiplying the work location “workload” value by the position FTE.
- If an educator holds the same position at multiple employers (districts) the educator’s FTE is determined at each employer.

Source(s) of Data

EIS

Entity Profile System (EPS)

Entities

- Educators whose work location is in entity categories 1, 2, 4, 5, 6, 7, 8, 9, and A are included.
- Category E is also included if the work location entity rolls up into a public district.

Grades

All

Business Rule(s)

See Appendix 4 for Educator Position Categories and Codes from EIS.

Formula(s) /Calculation(s)

- Educator FTEs are determined using SY 2023 Illinois Report Card Business Rules
- Sum of all (Work Location Workload Values × Position Full-Time Equivalent value)

Aggregation Level(s)

Metric Name	Aggregation Level			
	School	District	State	Other
Sum of Administrators FTEs	No	Yes	Yes	Geographic Area; NCES Locale Codes
Sum of Instructors FTEs	No	Yes	Yes	Geographic Area; NCES Locale Codes
Sum of Ancillary Staff FTEs	No	Yes	Yes	Geographic Area; NCES Locale Codes

- Entities:
 - Districts
 - Educators should be included in each of their [school/district/geographic area] work locations by FTE.
- Note: If the position code does not have a work location at a certain aggregation level, use "null" or blank value.
- NCES aggregations will be the NCES of the district.

Subgroup(s) or Disaggregation Categories

- **Report-Assigned Educator Categories**
 - Educators are assigned to ESD report categories based on their endorsement subject(s), see Appendix 2 for details. Only active endorsements on active licenses are considered.
 - Each instructor should be included in every subject area that applies to them.
- **License Endorsement Subject Code**
 - See Appendix 2 for details. Only active endorsements on active licenses are considered.
 - Each instructor should be included in every subject area that applies to them.
- **License Endorsement Code**
 - Educators are assigned to subject areas based on their endorsement subject(s), see Appendix 3 for details. Only active endorsements on active licenses are considered.
 - Each instructor should be included in every subject area that applies to them
- **Educator Groups**
 - Subgroups are found in Appendix 4.
- **EIS Position Categories (1-6)**
- **EIS Position Codes (100-387)**
 - See Appendix 4
- **Race Description** (White, Black, Hispanic, Asian, Two or more races, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, or default to unknown if missing)
- **Gender** (female, male, or default to unknown if missing)
 - Gender data for educators should be sourced from EIS
- **Age** (as of 7/1 in each school year)
 - Rounded to the nearest whole number.
 - Age should be displayed by individual ages with a low-end bucket for ≤ 21 and a high-end bucket for ≥ 70 .
- **Degree** (Bachelor's, Master's, Doctoral)
 - Highest degree level held.
 - For paraprofessionals, include HS/GED, and Associate's.
 - Create an "Unknown" category for educators without a degree listed.

- **Experience** (In-state teaching experience)
 - Applicable to Instructors only
 - Round years of experience to the nearest whole number
 - Experience bands
 - Initial/new instructor: “In State Experience” ≤ 1
 - Novice instructor: “In State Experience” < 2
 - 2 to 9: “In State Experience” ≥ 2 and < 10
 - 10 to 19: “In State Experience” ≥ 10 and < 20
 - 20 to 29: “In State Experience” ≥ 20 and < 30
 - 30+: “In State Experience” ≥ 30
- **Grade Band** (PK, KG, 1-8, 9-12)
 - Applicable to Instructors only
 - Instructor grade data should be sourced from EIS position grade level data.
 - Each instructor should be included in each applicable grade band according to position FTE(s).

Student Demographics

Definition

Student demographics will be calculated for SY 2019, 2020, 2021, 2022, and 2023 as a percent of total student counts and will be displayed by the disaggregation categories listed in the Subgroups section. Each school year’s student data will be pulled from that year’s Fall enrollment snapshot, taken in the winter of the respective school year.

Source(s) of Data

SIS
EPS

Entities

- Entity categories 1, 2, 4, 5, 6, 7, 8, 9, and A are included.
- Category E is also included if the entity rolls up into a public district.

Grades

All

Business Rules

- Grades (all grades individually, PK-12)
- Grades will be put into grade spans after the fact (PK, K-2, 3-5, 6-8, 9-12)
- All Student data should be sourced from SIS.

Formula(s) / Calculation(s)

$$\left(\frac{([\text{Student count}] \text{ by } [\text{Disaggregation Category}] \text{ for } [\text{Entity}])}{([\text{Student count}] \text{ for } [\text{Entity}])} \right) \times 100$$

Aggregation Level(s)

Metric Name	Aggregation Level			
	School	District	State	Other
Student Enrollment Counts	No	Yes	Yes	Geographic Area; NCES Local Codes

Subgroup(s)

- Race Description List from SIS
- Individualized Education Program (IEP) as per Report Card “Student Groups” Business Rules
- English Learner (EL) Indicator as per Report Card “Student Groups” Business Rules
- Gender Category List from SIS
 - Note: Due to the addition of “Non-binary” as a gender category in SY2023, only this year will have that category.
- Grade (all grades individually, PK-12)
 - Grades will be put into grade spans after the fact (PK, K-2, 3-5, 6-8, 9-12)

Teacher Evaluation

Definition

“Teacher Evaluation” is defined as the evaluation rating that a teacher with a position code between 200 and 251 or between 600 and 611 received in a particular school year.

“Percentage of teachers rated needs improvement or unsatisfactory” is defined as the percentage of teachers who received an evaluation rating of 1 or 2 in that school year divided by the total number of teacher evaluations for that district in that school year. Evaluations of Principals and other staff are not included. This district level percentage will then be aggregated by geographic region.

Source(s) of Data

EIS
EPS

Grade(s)

All

Entities

- Teachers whose work location is in entity categories 1, 2, 4, 5, 6, 7, 8, 9, and A are included
- Category E is also included if the work location entity rolls up into a public district

Business Rule(s)

Data will be according to the 2019, 2020, 2021, 2022, and 2023 Report Card snapshots

- “Evaluation-Eligible Teachers” are educators within the Employment Information System (EIS) defined by the following rules:
 - Has an active Employment record and associated Position and Working Location details.
 - The Position record is associated with the School Year to be calculated.
 - Has a position code between 200 and 251 or 600 and 611
 - See slide 25 of the following PowerPoint (<https://www.isbe.net/Documents/2023-EIS-Salaries-Benefits-Evaluations.pdf>).
- Teachers can receive either a 1, 2, 3, or 4 rating. Due to privacy concerns, only evaluations with a rating of 1 (Unsatisfactory) and 2 (Needs Improvement) will actually be measured as a rate against the total count of evaluations received by “evaluation-eligible teachers”. Rates will be reported for each school year and at the aggregation levels listed below.

Formula(s)

Unsatisfactory Rating Rate (%)

- $(\text{Number of teachers in District A in SY1 who received an evaluation rating of 1 in SY1}) / (\text{Total number of evaluations (1, 2, 3 and 4) in District A in SY1}) * 100$

Needs Improvement Rating Rate (%)

- $(\text{Number of teachers in District A in SY1 who received an evaluation rating of 2 in SY1}) / (\text{Total number of evaluations (1, 2, 3, and 4) in District A in SY1}) * 100$

Aggregation Level(s)

Metric Name	Aggregation Level			
	School	District	State	Other
Unsatisfactory Rating Rate (%)	No	Yes	Yes	Geographic Region of Entity per EPS Geographic Area Codes; NCES Locale Codes
Needs Improvement Rating Rate (%)	No	Yes	Yes	Geographic Region of Entity per EPS Geographic Area Codes; NCES Locale Codes

- Geographic Area (EPS schema: Chicago, NE, NW, E Central, W Central, SE, & SW). Educators should be included in each of their [school/district/geographic area] work locations by FTE

Subgroup(s) or Disaggregation Categories

N/A

Administrator Pipeline

Definition

The Administrator Pipeline counts individuals who had an instructional only, ancillary staff only, or both instructional and ancillary staff position codes in SY-1 and then an administrator position code in SY. This includes individuals who have either an instructional and/or ancillary staff and an administrator position code in SY1, as well as those who have solely an administrator position code in SY1. The latter will be noted as either “former instructor only” , “former ancillary staff only” , or “former Instructor and ancillary staff”. This will indicate that the educator did not have an administrative position code in SY1.

Source(s) of Data

EIS
EPS

Grade(s)

All

Entities

- Educators work location is in entity categories 1, 2, 4, 5, 6, 7, 8, 9, and A are included
- Category E is also included if the work location entity rolls up into a public district

Business Rule(s)

- Instructor position code includes employees with a position category of 3 or 4 as well as those with position codes of 309, 311, and 312. (See appendix 4)
- Ancillary staff will be position categories 5 and 6. (See appendix 4)
- Administrator position code includes employees with a position category 1 or 2. (See appendix 4)
- This metric will be reported in school years 2019, 2020, 2021, 2022, and 2023 using SY-1 as the comparison year
- This metric will be reported as
 - the raw counts of instructors only, ancillary staff only, and individuals who have both instructor and ancillary staff codes who gain an administrator position code aggregated by year, district, geographic region, instructor race, and instructor gender.
 - The percentage of administrators in SY who had an instructional position code, an ancillary staff position code, or both in SY-1 in the district or geographic region
- If the FTE for the new administrator code is greater than zero it is included in this count
- Employees with no position code in SY-1 and an administrator position code in SY are not included in this count. Employees with only an administrator position in SY-1 will not be considered in the pipeline.
- Employee position data will be according to the 2018, 2019, 2020, 2021, 2022, and 2023 Report Card snapshots
- An employee must have an active employment in SY-1 and SY to be included in this calculation

Formula(s)

- Instructor only to administrator pipeline
 - Raw Count:
 - The sum of FTE in SY for active employees who have an administrator position code in SY with any FTE, and an instructor position code in SY-1 with no administrator code or ancillary staff code in SY-1.
 - Percentage:
 - The sum of the FTE of administrators in a district in SY who had an instructional (and not ancillary staff) position code in SY-1 divided by the sum of the FTE of all administrators in a district in SY
- Ancillary only to administrator pipeline
 - Raw Count:
 - The sum of FTE in SY for active employees who have an administrator position code in SY with any FTE, and an ancillary staff position code in SY-1 with no administrator code or instructional code in SY-1.

- Percentage:
 - The sum of the FTE of administrators in a district in SY who had an ancillary staff (but not instructional) position code in SY-1 divided by the sum of the FTE of all administrators in a district in SY
- Instructor and Ancillary staff to administrator pipeline
 - Raw Count:
 - The sum of FTE in SY for active employees who have an administrator position code in SY with any FTE, and both an instructional and ancillary staff position code in SY-1 with no administrator code in SY-1.
 - Percentage:
 - The sum of the FTE of administrators in a district in SY who had both an instructional and ancillary position code in SY-1 divided by the sum of the FTE of all administrators in a district in SY
- Former instructor only
 - Raw count:
 - The sum of FTE in SY for active employees who have an administrator position code in SY with any FTE and no instructor position code in SY, but who have an instructor position code and no administrator or ancillary staff position code in SY-1.
 - Percentage
 - The sum of FTE in SY for active employees who have an administrator position code in SY with any FTE and no instructor position code in SY, but who have an instructor position code and no administrator or ancillary staff position code in SY-1 divided by the sum of FTE in SY for active employees who have an administrator position code with any FTE and no instructor position code in SY. This will calculate the percentage of administrators in a given school year who are former instructors only.
- Former ancillary staff only
 - Raw count:
 - The sum of FTE in SY for active employees who have an administrator position code in SY with any FTE and no ancillary staff position code in SY, but who have an ancillary staff position code and no administrator or instructor position code in SY-1.
 - Percentage
 - The sum of FTE in SY for active employees who have an administrator position code in SY with any FTE and no ancillary staff position code in SY, but who have an ancillary staff position code and no administrator position code in SY-1 divided by the sum of FTE in SY for active employees who have an administrator position code with any FTE and no ancillary staff position code in SY. This will calculate the percentage of administrators in a given school year who are former ancillary staff only.

- Former instructor and ancillary staff
 - Raw count:
 - The sum of FTE in SY for active employees who have only an administrator position code in SY with any FTE, but who had both an instructor and ancillary staff position codes and no administrator position code in SY-1.
 - Percentage
 - The sum of FTE in SY for active employees who have only an administrator position code in SY with any FTE, but who have an instructor position and ancillary staff code and no administrator position code in SY-1 divided by the sum of FTE in SY for active employees who have only an administrator position code with any FTE in SY. This will calculate the percentage of administrators in a given school year who are former instructors and ancillary staff.

Aggregation Level(s)

Metric Name	Aggregation Level			
	School	District	State	Other
Instructor Only to administrator pipeline	No	Yes	Yes	Geographic Region of Entity per EPS Geographic Area Codes; NCES Locale Codes
Former Instructor Only	No	Yes	Yes	Geographic Region of Entity per EPS Geographic Area Codes; NCES Locale Codes
Ancillary Staff Only to administrator pipeline	No	Yes	Yes	Geographic Region of Entity per EPS Geographic Area Codes; NCES Locale Codes
Former Ancillary staff only	No	Yes	Yes	Geographic Region of Entity per EPS Geographic Area Codes; NCES Locale Codes

Both to Administrator Pipeline	No	Yes	Yes	Geographic Region of Entity per EPS Geographic Area Codes; NCES Locale Codes
Former Instructor and Ancillary staff	No	Yes	Yes	Geographic Region of Entity per EPS Geographic Area Codes; NCES Locale Codes

- Geographic Area (EPS schema: Chicago, NE, NW, E Central, W Central, SE, & SW)
 - Educators should be included in each of their [school/district/geographic area] work locations by FTE

Subgroup(s)

- Race Description (White, Black, Hispanic, Asian, Two or more races, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, or default to unknown if missing)
- Gender (female, male, or default to unknown if missing)
 - Gender data for educators should be sourced from EIS

Average Teacher Starting Salary

Definition

Average Teacher Starting Salary will be obtained using the 2023 Illinois Report Card Business Rule calculations. The Report Card’s calculation for Average Teacher Salary will be applied to instructors who fall within the Report’s Card’s Experience Band category of “Initial/New Instructor”.

Source(s) of Data

EIS
EPS

Grade(s)

PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Entities

- Instructors whose work location is in entity categories 1, 2, 4, 5, 6, 7, 8, 9, and A are included

- Category E is also included if the work location entity rolls up into a public district

Business Rule(s)

- Instructors include employees with a position category of 3 or 4 as well as those with position codes 309, 311, and 312
- Starting instructors include those classified as “Initial/New Teacher” in the relevant school year.
- This metric will be reported in school years 2019, 2020, 2021, 2022, and 2023 and aggregated by region
- Position FTE and Salary data will be according to the 2019, 2020, 2021, 2022, and 2023 Report Card snapshots
- Salary refers to base salary

Formula(s)

- Average Starting Instructor FTE salary is determined by the following formula:
 - $\text{Average Salary} = (\text{Sum of Instructor Position Base Salary}) \div (\text{Total Instructor Position FTE})$ where the Educator’s experience level is equivalent to Initial/New Instructor: “In State Experience” ≤ 1 per the Report Card business rules for salary and educator experience levels

Aggregation Level(s)

Metric Name	Aggregation Level			
	School	District	State	Other
Average Starting Salary	No	Yes	Yes	Geographic Region of Entity per EPS Geographic Area Codes; NCES Locale Codes

- Geographic Area (EPS schema: Chicago, NE, NW, E Central, W Central, SE, & SW)
 - Educators should be included in each of their [school/district/geographic area] work locations by FTE

Subgroup(s) or Disaggregation Categories

- **Report-Assigned Educator Categories**
 - Educators are assigned to ESD report categories based on their endorsement subject(s), see Appendix 2 for details. Only active endorsements on active licenses are considered.
 - Each instructor should be included in every subject area that applies to them.
- **License Endorsement Subject Code**
 - See Appendix 2 for details. Only active endorsements on active licenses are considered.
 - Each instructor should be included in every subject area that applies to them.

- **License Endorsement Code**
 - Educators are assigned to subject areas based on their endorsement subject(s), see Appendix 3 for details. Only active endorsements on active licenses are considered.
 - Each instructor should be included in every subject area that applies to them
- **EIS Position Categories (1-6)**
 - See Appendix 4
- **EIS Position Codes (100-387)**
 - See Appendix 4
- **Race Description** (White, Black, Hispanic, Asian, Two or more races, American Indian/ Alaska Native, Native Hawaiian/Pacific Islander, or default to unknown if missing)
- **Gender** (female, male, or default to unknown if missing)
 - Gender data for educators should be sourced from EIS
- **Age** (as of 7/1 in each school year)
 - Rounded to the nearest whole number.
 - Age should be displayed by individual ages with a low-end bucket for ≤ 21 and a high-end bucket for ≥ 70 .
- **Degree** (Bachelor's, Master's, Doctoral)
 - Highest degree level held.
 - For paraprofessionals, include HS/GED, and Associate's.
 - Create an "Unknown" category for educators without a degree listed.
- **Experience** (In-state teaching experience)
 - Applicable to Instructors only
 - Round years of experience to the nearest whole number
 - Experience bands
 - Initial/new instructor: "In State Experience" ≤ 1
 - Novice instructor: "In State Experience" < 2
 - 2 to 9: "In State Experience" ≥ 2 and < 10
 - 10 to 19: "In State Experience" ≥ 10 and < 20
 - 20 to 29: "In State Experience" ≥ 20 and < 30
 - 30+: "In State Experience" ≥ 30
- **Grade Band** (PK, KG, 1-8, 9-12)
 - Applicable to Instructors only
 - Instructor grade data should be sourced from EIS position grade level data.
 - Each instructor should be included in each applicable grade band according to position FTE(s).

