

# Spring 2024 IAR and DLM-AA Pre-ID

**Assessment Pre-ID rostering is automatically assigned based on each student's grade and enrollment data in the Student Information System (SIS).**

**Reminder:** Dynamic Learning Maps Alternate Assessment (DLM-AA) students are identified on the SIS Enrollment Program Indicators tab. Review each assessment Pre-ID roster using the SIS Assessment Pre-ID reports (Detail). If a student appears on the incorrect SIS Assessment Pre-ID report, update the student's Alternate Assessment (DLM-AA) indicator on the SIS Enrollment Program Indicators tab.

To adjust a student's Alternate Assessment (DLM-AA) indicator:

1. Log in to SIS.
2. Search the SID.
3. Select the SID you want to view.
4. Navigate to the Program Indicators tab.
5. Select "Edit" to update IDEA Services and Alternate Assessment (DLM-AA) as appropriate.
6. Select "Submit".

**Note:** *The student should immediately appear on the respective SIS Assessment Pre-ID report.*

To update the Testing School for [IAR](#) Pre-ID or [DLM-AA](#) Pre-ID, log in to SIS, select the appropriate assessment from the Assessment Pre-ID menu in the left column, and follow the prompts.

To request the Pre-ID file, log in to SIS, select "Batch Files", select the desired assessment, and then select "Request File". Once processed, the requested file appears on the Upload/Download page under Batch Files. The Pre-ID Template and Tips and Steps can be found on the [ISBE SIS Excel Templates webpage](#).

## **IAR Pre-ID (Step 1, Step 2, and Step 3)**

Both an ELA/L and a mathematics grade-level test records for Grades 3-8 are created in the IAR Pre-ID automatically when a student is enrolled in SIS, unless the student is identified on the SIS Enrollment Program Indicators tab as IDEA Services = "Yes" and Alternate Assessment (DLM-AA) = "Yes."

### **Step 1: Identify Testing Window**

Testing window information in IAR Pre-ID will be used to identify which students are included in the Assessment Correction report. If districts do not enter a testing window start date and end date, SIS will default these values to the earliest start date (March 4, 2024) and the latest end date (April 19, 2024). Districts should adjust the testing window start date and end date in SIS, if applicable, to ensure only those enrolled during the test window are included in the Assessment Correction file.

### **Step 2: Edit Testing RCDTS**

1. Log in to SIS, select "Assessment", Pre-ID, and select "IAR".
2. Search for the student by his/her SID and one of the three: first name, last name, or DOB.
3. Edit Testing RCDTS only if needed and select "Update".

## **IAR Automatic Pre-ID Transmission from SIS to PearsonAccessnext (PAN)**

- SIS transmissions will load student data into the PAN system, based on the Testing RCDTS in the SIS Pre-ID file.
- All demographic and enrollment updates will be driven through SIS demographics and enrollment.
- SIS transmitted the initial load of students to PAN on December 18, 2023.
- SIS will transmit nightly updates made on demographics, enrollment, or Testing RCDTS to PAN until April 18, 2024.
- A SIS load will not update a student record in PAN if either of the student's tests (ELA/L or math) is in a prepared session.
- If a student moves to a new school, the former school should take two actions:
  - Exit the student from SIS. This will enable the new school to enroll the student in SIS.
  - If the student had not yet started any testing in either or both content area(s), remove the student from any test session(s) in PAN. This will enable the SIS load to automatically move the student to the new school in PAN.
  - If the student had started but not yet completed testing in either or both content area(s), staff should "mark complete" any incomplete units.
  - No action is needed in PAN for a content test a student has fully completed.

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## Step 3: IAR OnDemand Pre-ID Transmission from SIS to PearsonAccessnext (PAN)

1. Log in to SIS, select “Assessment Pre-ID”, and select “IAR”.
2. Select “Transmit Pre-ID data to Vendor”.

The screenshot shows the Illinois State Board of Education Student Information System interface. The left sidebar contains a menu with 'Assessment Pre-ID' highlighted. The main content area shows the 'IAR' search criteria form. The form includes fields for SID, Legal Last Name, Legal First Name, and Date of Birth. A 'Search' button is located below the form. The page also displays the assessment year as 2021 and a 'Transmit Pre-ID data to Vendor' link.

1. Select Testing Window by district or school. [Select Testing Window](#)

2. To edit Assessment-specific fields, you must first enter the SID and at least one of the following :

- Last Name
- First Name
- Date of Birth

Then click the 'Search' button.

Fields marked with an asterisk \* are required.

Assessment Year: 2021

Search Criteria

\*SID

AND AT LEAST ONE BELOW

\*Legal Last Name  \*Legal First Name

\*Date of Birth (mm/dd/yyyy)

3. To send IAR Pre-ID updates by district or school. [Transmit Pre-ID data to Vendor](#)

3. Select “Generate Report” and verify data.
4. Select “Transmit Pre-ID data to Vendor” after verifying data to transmit to PearsonAccess<sup>next</sup>.

The screenshot shows the Illinois State Board of Education Student Information System interface for transmitting IAR Pre-ID data to the vendor. The page title is 'Transmit IAR Pre-ID data to Vendor'. The left sidebar contains a menu with 'Assessment Pre-ID' selected. The main content area shows four steps for the process, with a 'Generate Report' button and a 'Transmit File' button.

Population to: PearsonAccess<sup>next</sup>

**Step 1** Enroll student in grades 3-8, and verify Alternate Assessment: DLM-AA is set to "No" on Program Indicators.

**Step 2** Update Testing RCDTS if it differs from Serving RCDTS either through Step 2 of IAR Pre-ID (previous page), or through the IAR Pre-ID Batch File.

**Step 3** Generate Pre-ID Report to verify data is correct. If data is incorrect, please adjust enrollments.

**Step 4** Once the report has been generated and reviewed, select the button below to transmit the data to PearsonAccessNext.

Contact the SIS Help Desk for assistance at 217-558-3600, option 3.