

**Attention: The 2019 ACCESS and Alternate ACCESS Preliminary Scores have been loaded and are now available on SIS.**

The 2019 ACCESS Preliminary scores can be accessed using the ACCESS Score Summary and Detail reports located in SIS under the Bilingual Section of the Reports.

Please run an Unassigned Test Results Report found under the SIS Reports → Bilingual and verify that no students show up on this report.

If a student has an unassigned ACCESS record on this report and all the data listed on the Unassigned Test Results report is accurate and complete, verify the student has a 2019 school year enrollment record and the student's EL Indicator is set to "Yes". If necessary, either add a current school year enrollment record or update the EL Indicator to "Yes".

Once complete add an ACCESS Correction record either Online or via a batch file. Overnight the system will process, match, and assign the score to the ACCESS Correction record. If the score does not get assigned overnight please contact the help desk at 217-558-3600 Option 3.

**Please Note:** All districts are required to enter the **mandatory** EL data before exiting an English Learner (EL) student's enrollment. Administrators should plan ahead and get students EL data entered to ensure accurate data and to avoid large amounts of data entry.

**Attention:** Unassigned records and result codes 1-4 on the ACCESS Score Detail Report should be corrected by May 24th, 2019 in order to be reflected in the final ACCESS results and student score reports on July 31, 2019.

ACCESS Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2019 is August 16, 2019.

Users may locate the following EL documents on the ISBE SIS webpage at

<https://www.isbe.net/Pages/Student-Information-System.aspx>:

- <https://www.isbe.net/Pages/Excel-Templates-for-student-data-input-into-SIS.aspx>
  - EL Upload Templates
    - EL Template
    - EL Screener Template
  - Tips for completing the ISBE SIS EL Excel Templates
  - Steps for Creating and Uploading the ISBE SIS EL Excel Templates
- <https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx>
  - ISBE SIS EL Data Elements and Validations

**Checking your Data:**

Examine both Summary and Detail ACCESS Score Reports for errors and missing students.

**ACCESS Score Summary Report:**

Check the total students tested and compare this count to the count of students you know took the test in your school or district. A student that tested in your district needs to be on your ACCESS file in order for their scores to be posted. If an ACCESS score cannot be initially matched by the system to the SIS student record (such as if the test label could not be read correctly), the related ACCESS test score will initially appear unassigned. Proceeding through the ACCESS Correction process will allow the system to match the record and include it in the ACCESS Correction file that will be sent to the vendor.

Once you have added missing students to your report, contact the ISBE Help Desk at 217-558-3600, Option 3 to have their scores moved to your district.

### **ACCESS Score Detail Report:**

If a student has no score and/or is not included on your Unassigned Test Results Report, but you know they tested, contact the ISBE Help Desk so the score can be located.

If a student did NOT test in your district, please provide the reason code in your ACCESS Correction file or use the ACCESS Correction online functionality in SIS. Contact the ISBE Help Desk for any additional assistance.

### **FAQs:**

#### **How do I find out if I have students with scores that are on my districts unassigned list, and how do I match these students to their scores?**

1. Login to SIS via IWAS.
2. Click Reports on the SIS Home Page.
3. Click on the Plus Sign (+) next to Bilingual to expand the selection.
4. Click on Unassigned Test Results (under the Detail section),
5. Click on Create PDF Report to display report.
6. If students are listed on the report, identify if they belong to your district.
7. Add or update students that belong to your district in your ACCESS Correction file.
8. Wait overnight to allow our matching process to run to attach your students to their scores.
9. The following day if the students still appear on the Unassigned Test Results, call the ISBE Help Desk at 217-558-3600, Option 3 and we will help assign the remaining scores to the students' records.

#### **How do I verify the ACCESS information for my district in SIS?**

View the ACCESS Score Detail Report in SIS.

1. Login to SIS via IWAS.
2. Click on Reports on the SIS Home Page.
3. Click the Plus Sign (+) next to Bilingual to expand the selection.
4. Select the ACCESS Scores Detail Report.
5. Select Report Criteria (Click the Sort By dropdown and choose Error).
6. Click "Create PDF Report" to display report,

### **How can I correct the ACCESS information for my district?**

1. Data can be corrected online via the ACCESS Correction functionality in SIS or through the batch process (Request File)
  - a. Districts may add students that tested.
  - b. Districts may mark students as “Not Tested” that did not test.
  - c. Districts may add missing ACCESS information as well as update inaccurate information.

### **How do I request my district's ACCESS Correction file?**

1. Login to SIS via IWAS.
2. Click on Batch Files on the SIS Home Page and then select Request File.
3. Choose ACCESS Correction from the dropdown menu.
4. Select the grade level to be included in the file (K-12).
5. Click on Request File at the bottom of the page.
6. File will be available for download via the SIS Upload/Download File link.
7. A user may only place one request for each file type within a one-hour timeframe.

### **How do I make ACCESS corrections on-line through IWAS/SIS?**

1. Login to SIS via IWAS.
2. Click on Assessment Correction on the SIS Home Page and then select ACCESS.
3. Select ACCESS
4. Enter the student's SID and one of the following - Last Name, First Name, or Date of Birth.
5. Enter or update the student's ACCESS information.
6. Review the student's ACCESS information for accuracy.
7. Click Submit to complete the update.

### **How do I merge scores?**

Error Code of 3 on the ACCESS Score report indicates that multiple test records exist for one student. Verify that the test records all belong to the identified student, or reassign the test records to the correct student(s). Duplicate test records will be merged by the vendor in the final reports.