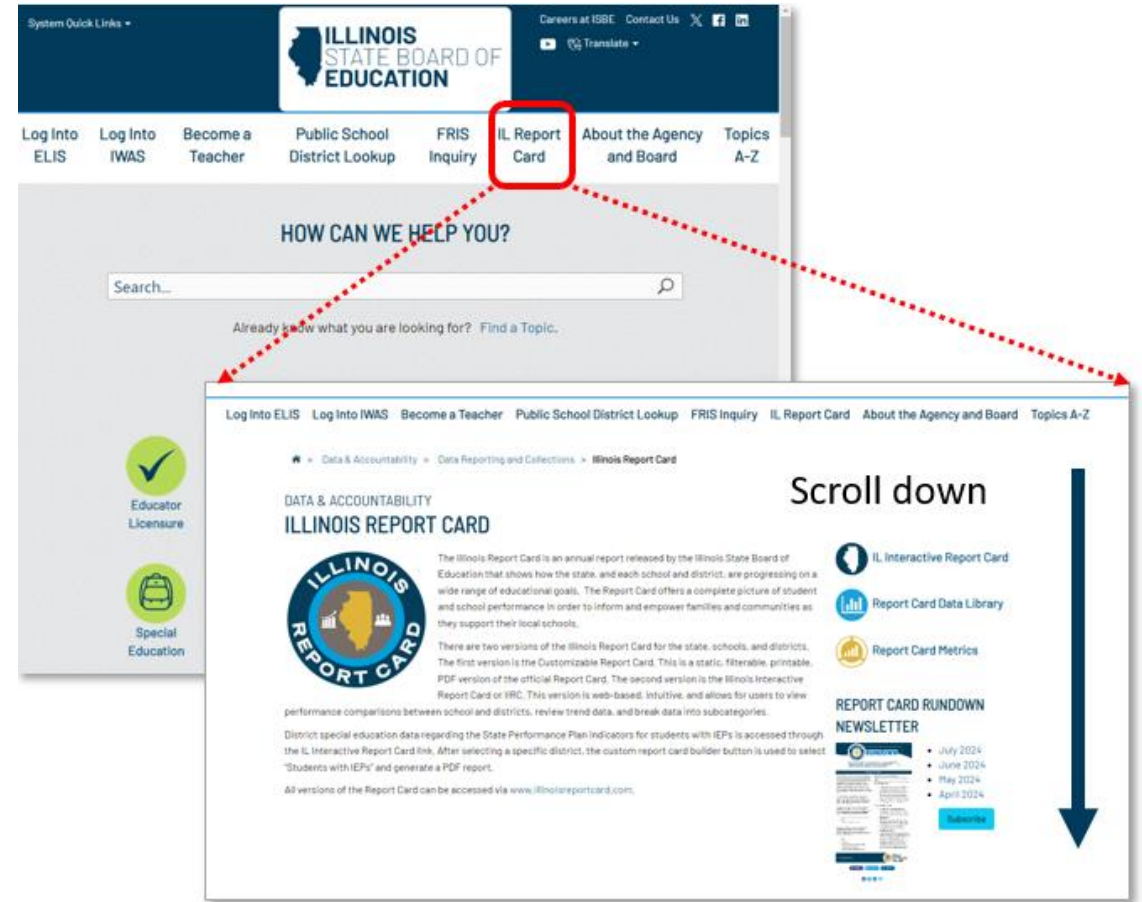


What Does It Mean to Check Your Data?

2026

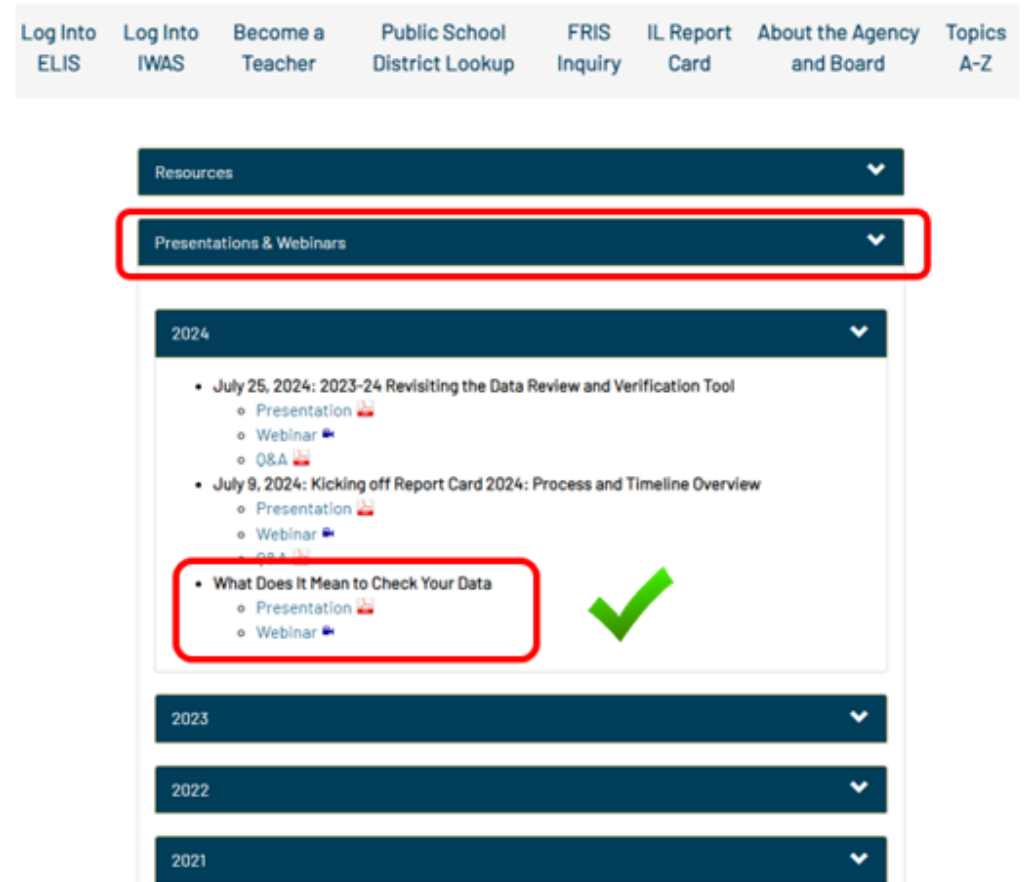
Where To Find This Webinar

- Go to www.isbe.net.
- Locate the “IL Report Card” tab under the ISBE heading at the top of the page.
- Click the tab and visit the next slide for further instruction.



Where To Find This Webinar Continued

- Scroll until you see a blue drop-down box titled “Presentations & Webinars.”
- Click the arrow on the box to the right as shown in the image.
- You will see a series of years.
Open 2026.
- Find the title of this Webinar and click the “Webinar” link below it.
- You have now successfully found this Webinar.



Agenda

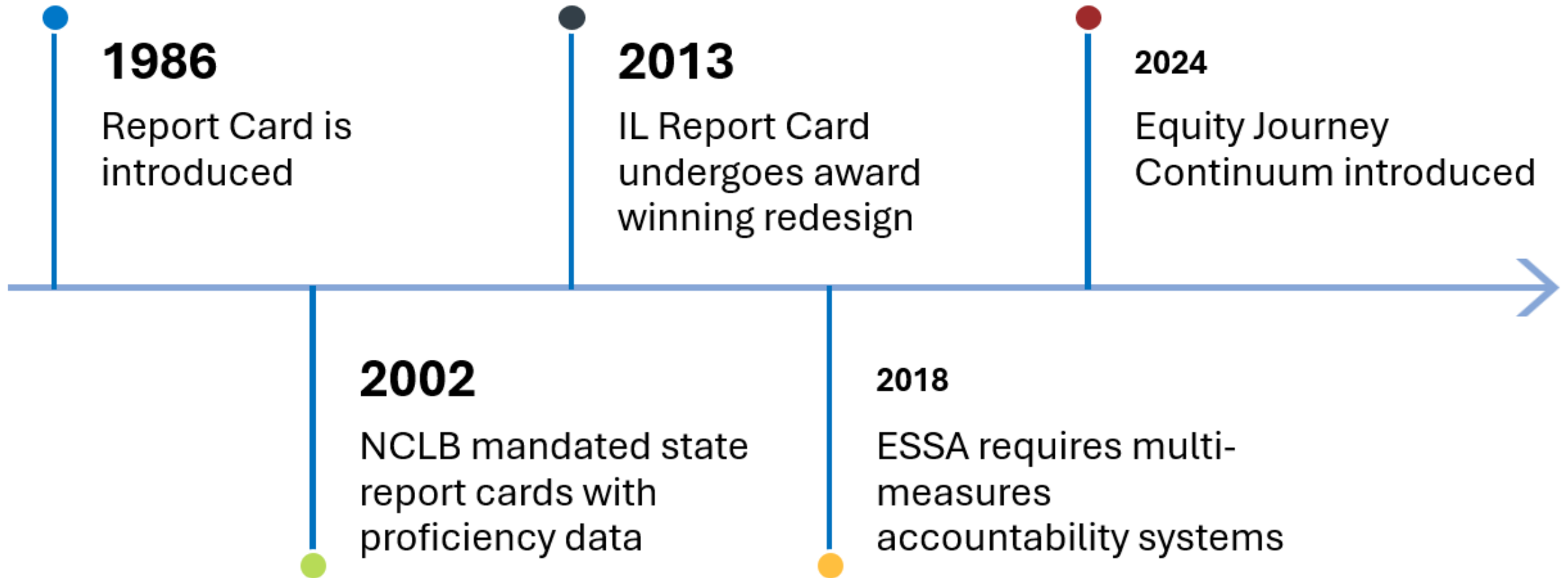
- Introduction
- Recommended Strategies for Checking Your Data
- SIS Reports to Check
- Checking Data in the DQD (Data Quality Dashboard)
- Checking EPS Data (Entity Profile System)
- Checking Data in the DRVT (Data Review and Verification Tool)
- RECAP - Recommended Strategies for Checking Your Data

Introduction

The Universe of Your Data

Timeline and Lifecycle of Your Data

What Do We Mean by Your Data?



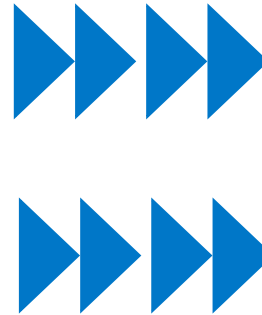
Universe of Your Data – The Local Environment

- **District Local Information Systems**

- Student Information
- Course Information
- Human Resource Information
- Financial Information
- Etc.

- **ISBE Vendor Systems**

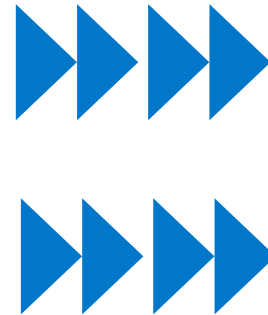
- IL Administration Platform
- Pearson AccessNext (PAN)
- ACT Success
- WIDA DRC Portal
- DLM-AA KITE Portal
- U Chicago 5Essentials Portal



The goal is to get data from your local systems into **ISBE's systems of record.**

Universe of Your Data – ISBE Systems

- **Most found in IWAS**
 - Student Information System (SIS)
 - Entity Profile System (EPS)
 - Employment Information System (EIS)
 - Site-based Expenditure Reporting System
- **Stand alone systems**
 - IEP-Student Tracking & Reporting (I-STAR)
 - Educator Licensure Information System (ELIS) – NOT ENTERED BY DISTRICT



Data moves from ISBE source and vendor systems to the

Data Warehouse

where data and metrics are computed by ISBE

Universe of Your Data – Illinois Report Card

Secure Environment



my Data Dashboard
my Educator Preview
my Principal Entry Form
my Data Review and Verification Tool
my 21st CCLC Data and Benchmarking Tool



my Multiple Measures Protocol Portal

MyIRC/MyIPP Account Login

Login to the system using your Microsoft Office or Google credentials. Based on your role assigned in the system, the MyIRC and/or MyIPP datasets and features to which you have access will be enabled.

If you need help logging in, contact us.

 Sign in with Microsoft

 Sign in with Google

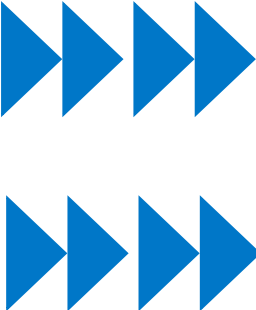
OR

Sign in with your email 


MyIRC and MyIPP are password-protected secure applications accessible only to authorized users from Illinois K-12 school districts, community colleges, universities and the state agencies who work with those institutions. They are not available to the public. Currently supported applications are listed above for each of these suites.

Extensive information about Illinois' K-12 schools, community colleges and universities are available from the Illinois Report Card and Illinois Postsecondary Profiles. Both are available to the public.

For more information or to troubleshoot issue with your access if you believe you are an authorized user, feel free to contact us at myirc@niu.edu or call 815-753-0978.



Public Environment



ILLINOIS REPORT CARD
2024-2025


[ISBE Data Library](#) [Take the Survey](#) [Español](#) [Help/FAQ](#) [Login](#)

FIND YOUR SCHOOL

Go beyond test scores and get a snapshot of every Illinois public school.

Search

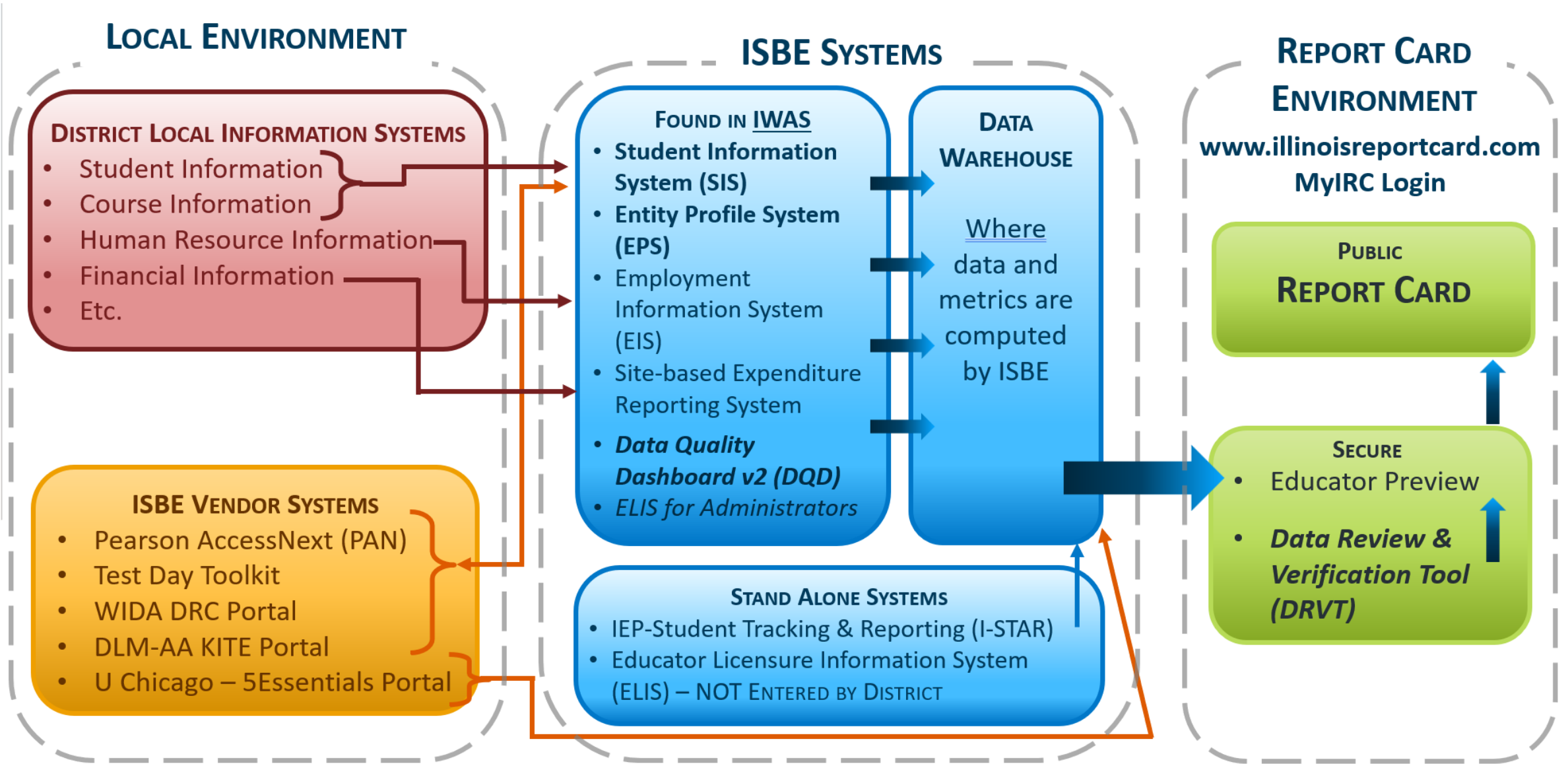
State Snapshot or Select from list



GAIN A DEEPER UNDERSTANDING OF THE PUBLIC SCHOOLS IN THE STATE OF ILLINOIS

State Snapshot

Universe of Your Data – The Whole Picture



Timeline and Lifecycle of Your Data – May to December

PRIOR ACADEMIC YEAR

- **May**
 - **Early:** Corrections open
- **June**
 - **Finalize and submit your data**
- **July**
 - **7/1:** Data Review & Verification Tool (DRVT) opens
 - **Mid:** Scores in SIS; Attendance data due
 - **7/31:** Enrollments exited; ALL prior SY data due; **Corrections Close**

NEW ACADEMIC YEAR

- **August**
 - **8/1:** Start New Academic Year
 - **Mid:** EIS data due
- **October**
 - **10/1:** Educator Preview opens; **Fall enrollment count opens**
 - **End:** Report Card public
- **November**
 - **Mid :** **Fall enrollment due**
- **December**
 - **12/1:** **I-STAR child count opens**

Timeline and Lifecycle of Your Data – January to April

NEW ACADEMIC YEAR CONTINUED

- **January**
 - **Mid:** Access testing starts; Pre-ID for ELA, math and science is taken
- **February**
 - **Early:** Climate survey window opens
 - **Mid:** ACCESS testing ends
- **March**
 - **Early:** ELA, math and science testing begins
- **April**
 - **Late:** ELA, math and science testing ends

This brings us back around to May and represents **one complete lifecycle of your data.**

Not Editable – Reported 1 Year in Arrears

- **EBF: Evidence-Based Funding** reporting includes a series of metrics including expenditure by fund type, equalized assessed valuation per pupil, total school tax rate per \$100, instructional expenditure per pupil, and operating expenditure per pupil.
 - Collected by ISBE
- **AFR: The Annual Financial Report** is final financial statement for a district's fiscal year after it has been audited by a qualified auditor.
 - Collected by ISBE

Not Editable – Collected By Others

- **CRDC: Civil Rights Data Collection** is a biennial (i.e., every other school year) survey of public schools required by the U.S. Department of Education (ED) Office for Civil Rights.
 - Collected directly by ED
 - Reported 2-3 year in arrears
- **NAEP: The National Assessment of Educational Progress** is a national academic assessment given every two years to students at grades 4 & 8, & ~every four years at grade 12.
 - Collected by NCES
 - Reported 1-2 years in arrears

Not Editable – Collected by Other IL Agencies & Vendors

- Data from the **Illinois Board of Higher Education** on college enrollment and remediation rates in four-year institutions.
 - Collected by IBHE
 - Reported 1 year in arrears
- Data from the **Illinois Community College Board** on enrollment and remediation rates in two-year institutions.
 - Collected by IBHE
 - Reported 1 year in arrears
- Employment data from the **Illinois Department of Employment Services**.
 - Collected by IDES
 - Reported 6 months in arrears
- Four metrics addressing students who take **Advanced Placement** exams offered by the College Board.
 - Collected by College Board
 - Reported for the current year

Recommended Strategies for Checking Your Data

MOST IMPORTANT: CHECK YOUR ENROLLMENTS

- If you get only one piece of data right, make it your enrollments.
- EVERYTHING in the accountability system and report card is driven by the student enrollment.
 - Start date
 - End date*
 - Exit code type
 - Home School
 - Serving School
 - Service Provider (if applicable)
 - Demographics
 - Not everything is in SIS – Make sure IEP data aligns to I-STAR.

ISBE COLLECTS SUMMER SCHOOL RECORDS

*Summer school **can be included** with the regular school enrollment **except when:**

1. There is a break between the regular school year & start of summer school.
2. It's held at a different school (home or serving) or grade level.

If either condition applies, make summer school its own enrollment.

Recommended Strategies for Checking Your Data Part 1

Have a Plan

- Review the [Data Validation Best Practices](#).
- Determine when local data needs to be finalized internally to ensure data can be loaded and validated by the deadline.
 - [SIS key dates](#)
 - [Data collection key dates](#)
 - [Assessment dates](#)
- [Download the submission templates](#)
- Communicate internal dates to all staff.
- Check on progress regularly.

Ask Questions

- Who knows the most about this data?
- Have there been any changes to how this data is reported this year?
- Are the data accurate to our reality?
 - Was it entered correctly in the local system?
- Is data present in the source system?
- Does source system match what is in your local system?

Recommended Strategies for Checking Your Data Part 2

Identify the Right People

- ❑ Identify the right people to be responsible for each collection.
- ❑ The people who know the most about what the data describe should be checking the local data.
- ❑ Share the wealth – more eyes give more chances to catch an issue.
- ❑ Close the circle – show the source data to the local experts to detect patterns.

Don't Wait

- ❑ DON'T WAIT till teachers/students are gone or score data is posted in SIS.
- ❑ The best time to check your data is **while teachers and students are still present.**
 - ❑ If there are questions about data accuracy, those familiar with the details are still accessible.
- ❑ Preliminary score data is available in the vendor system in May.

Recommended Strategies for Checking Your Data Part 3

Check Home But Not Serving School Students

- The home district is responsible for ensuring data is submitted for all students.
- Data for students who are served in special programs or at locations outside the district are often collected and/or reported by their serving location.
- Don't assume serving schools know what is expected.**

Hold a Review Meeting

- Hold a review meeting with the Superintendent, Principals, and relevant Assistant Superintendents/Assistant Principals **BEFORE** anyone leaves.
- Review the information with new hires shortly after they join.

[Join \(and read\) the Report Card Rundown](#)

SIS Reports to Check

**All name, student ID, and date of birth data shown on the following slides are fake*

3 Phases of Assessment Corrections

- 1. Before Corrections Open – Assessment Enrollment Verification Report**
 - Helps make the best match.
- 2. After Corrections Open – Reason for No Valid Test Attempt (RNVTA)**
 - Enter RNVTA's for students based on local records (Steps 2-5).
- 3. After Scores Post – Unassigned test results and error codes**
 - Check for unassigned test results and error codes (Step 6).

The screenshot shows the SIS Assessment Corrections interface. On the left is a dark blue sidebar with the following items: 'Assessment' (1), 'Pre-ID', 'Correction' (2), 'ACCESS', 'DLM-AA', 'IAR', 'ISA', 'SAT/PSAT', 'Unassigned' (6), 'Adjusted Cohort', and 'Teacher'. The main content area is titled 'IAR Correction Search Criteria' and includes 'Assessment Year: 2024'. It features a search form with the following elements: 'District:' with a dropdown menu (3), 'SID' with a text input field, 'AND AT LEAST ONE BELOW', 'Legal Last Name' with a text input field (4), 'Legal First Name' with a text input field, 'Date of Birth (mm/dd/yyyy)' with a text input field, and a 'Search' button (5). A red box labeled '6' highlights the 'Unassigned' item in the sidebar.

SIS - Assessment Enrollment Verification (AEV) Steps

1. Log into **SIS** via IWAS.
2. Click **Reports** in the left navigation bar.
3. In the center of the page, click to open the **Student** heading.
4. Next open the **Assessment** sub-heading beneath.
5. Then select the **Assessment Enrollment Verification** sub-heading.
6. Click the **Details** link to the right of the report name to go to report settings.

The screenshot shows the Illinois State Board of Education SIS interface. The left navigation bar has 'SIS' highlighted with a red box and a red '1'. Below it, 'Reports' is highlighted with a red box and a red '2'. The main content area shows a 'Reports' section with a search bar. Under 'Student', 'Assessment' is highlighted with a red box and a red '3'. Under 'Assessment', 'Assessment Enrollment Verification' is highlighted with a red box and a red '4'. Below that, 'Assessment Enrollment Verification' is highlighted with a red box and a red '5'. To the right of this report name, 'Details' is highlighted with a red box and a red '6'. The page header includes the Illinois State Board of Education logo and 'Helpful Resources' and 'Contact Technical Support' links.

SIS – AEV Report Settings

7. Choosing a report will open the report settings page. Either leave the **All Schools** option or select a specific school.
8. The **options in the middle** allow you to focus on a **specific student group**. It is recommended to **leave them as default**.
9. Choose **PDF** from the report format type drop down.
10. Click the **Create Report** button.

The screenshot displays the 'Assessment Enrollment Verification' settings page. The left sidebar shows the user 'Annie Rae Clementz' and navigation options like Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, Seal of Biliteracy Application, Internal, and Log Out. The main content area includes a 'Back To Reports' link and a 'School Year' dropdown set to 2023. The 'Home School' dropdown is highlighted with a red box and the number 7, showing 'All Schools'. The 'Grade' dropdown is set to 'All Grades'. The 'Test to be taken' section (highlighted with a blue bracket and the number 8) includes radio buttons for All, DLM-AA, IAR, SAT, and PSAT 8/9. The 'Gender' section includes radio buttons for All, Male, Female, and Non-Binary. Below these are several indicator sections (IDEA Services, Alternate Assessment (DLM-AA), EL Indicator, FRL/Low Income Indicator, Migrant Indicator, Homeless Indicator, 21st Century Indicator, First Year in U.S. School) each with 'Both', 'Yes', and 'No' radio buttons. The 'Optional' label is placed to the right of these sections. The 'Sort By' dropdown is highlighted with a red box and the number 9, showing 'Grade'. The 'PDF' format dropdown is highlighted with a red box and the number 10. The 'Create Report' button is highlighted with a red box and the number 11.

SIS - (AEV) Report Data

- **What am I looking for?**
 - Right grade?
 - Right test?
 - Right testing school?
 - Right demographics?
 - Right program indicators?
 - Right start & end date?

**Anything wrong?
FIX THE
ENROLLMENT**

Assessment Home School:													Distinct Student Count: 106			
Test Count:		DLM-AA: N/A		IAR: 106		ISA: 34		PSAT 8/9: N/A		PSAT 10: N/A		SAT: N/A				
Student ID	Student Name	Grade	Test	Testing School	Testing Window	A	B	C	D	E	F	G	H			
859534306	ANDERSEN, LOREN	5	ISA	510841860252027	03/04/2024 - 04/30/2024	M	17	Y	N	Y	N	08/21/2023				
628252339	BALDWIN, KARIN	3	IAR	510841860252027	03/04/2024 - 04/19/2024	F	14	N	N	Y	N	08/21/2023				
162446294	BISHOP, LUPE	3	IAR	510841860252027	03/04/2024 - 04/19/2024	F	14	Y	N	Y	N	08/21/2023				
937894221	BROCK, JAIMIE	3	IAR	510841860252027	03/04/2024 - 04/19/2024	F	14	N	N	Y	N	08/21/2023				
597988954	COON, LOUIS	3	IAR	510841860252027	03/04/2024 - 04/19/2024	F	14	N	N	N	N	11/01/2023				
229214757	COPELAND, BUDDY	4	IAR	510841860252027	03/04/2024 - 04/19/2024	M	14	N	N	Y	N	08/21/2023				
982014476	CUMMINS, TONI	4	IAR	510841860252027	03/04/2024 - 04/19/2024	F	14	N	N	Y	N	08/21/2023				
795425012	DIXON, JENNIFER	5	IAR	510841860252027	03/04/2024 - 04/19/2024	F	14	N	N	Y	N	08/21/2023				
568812258	DIXON, JENNIFER	5	ISA	510841860252027	03/04/2024 - 04/30/2024	F	14	N	N	Y	N	08/21/2023				
339848780	FIELDS, MARK	4	IAR	510841860252027	03/04/2024 - 04/19/2024	M	16	N	N	Y	N	08/21/2023	03/09/2023			
736486194	FLEMING, BETTY	5	IAR	510841860252027	03/04/2024 - 04/19/2024	F	14	N	N	Y	N	08/21/2023				
116312094	FLEMING, BETTY	5	ISA	510841860252027	03/04/2024 - 04/30/2024	F	14	N	N	Y	N	08/21/2023				
256905218	GARCIA, SUSAN	4	IAR	510841860252027	03/04/2024 - 04/19/2024	F	17	N	N	Y	N	08/21/2023				
						N	Y	N		08/21/2023						
						N	N	N		08/21/2023						
						N	N	N		08/21/2023						
						N	Y	N		10/06/2023						
						N	Y	N		08/21/2023						
						N	Y	N		08/21/2023						

A Gender	D EL Indicator	G SIS Entry Date
B Race/Ethnicity	E FRL/Low Income Indicator	H SIS Exit Date
C IDEA Services	F First Year In U.S. School	I SIS Exit Code

Race/Ethnicity				
11 Hispanic or Latino	12 American Indian or Alaska Native	13 Asian	14 Black or African American	15 Native Hawaiian or Other Pac...

SIS – AEV as a Batch File – Request File Navigation

1. In SIS, click **Batch File Processing** in the left navigation bar.
2. Click **Request File**.
3. Your screen will now resemble the image shown to the right. Use the **drop-down menu** to request a file.
4. Select **Assessment Enrollment Verification**.
5. Click the **Request File** button.

The screenshot displays the SIS interface for requesting a file. On the left, a dark blue navigation sidebar contains the following items: Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing (highlighted with a red box and labeled '1'), Batch Transfers, Request File (highlighted with a red box and labeled '2'), Web Service, District Data Verification, and Log Out. The main content area is titled 'Request File' and shows a 'District' dropdown set to 'East St Louis'. Below this is a 'Request Files' dropdown menu (highlighted with a red box and labeled '3') which is open, showing a list of file types. 'Assessment Enrollment Verification' is highlighted with a red box and labeled '4'. At the bottom right of the main content area, there is a 'Request File' button (highlighted with a red box and labeled '5'). The footer of the page includes 'Agency Information', social media icons for Twitter and Facebook, and links for 'Accessibility', 'Privacy Policy', and 'Careers at ISBE'.

SIS – AEV as a Batch File – Request File Settings

6. Click the **Testing** radio button.
7. If desired, select a specific **Test**.
8. If desired, select a specific **grade**.

The screenshot shows the 'Request File Settings' form with the following elements and annotations:

- School:** Radio buttons for Home, Serving, and Testing. The **Testing** radio button is selected and highlighted with a red box and the number **6**.
- Test to be Taken:** A dropdown menu currently set to 'All Tests', highlighted with a blue box and the number **7**. A blue arrow points from this dropdown to a larger expanded dropdown menu below.
- Grade:** A dropdown menu currently set to 'All Grades', highlighted with a blue box and the number **8**. A blue arrow points from this dropdown to a larger expanded dropdown menu below.
- Optional:** A large blue text label 'Optional' is positioned to the right of the dropdowns.
- Expanded Test Menu:** A dropdown menu showing 'All Tests' selected, with a list of options: DLM-AA, IAR, ISA, SAT, PSAT 8/9, and PSAT 10.
- Expanded Grade Menu:** A dropdown menu showing 'All Grades' selected, with a list of options: 3 - Grade 3, 4 - Grade 4, 5 - Grade 5, 6 - Grade 6, 7 - Grade 7, 8 - Grade 8, 9 - Grade 9, 10 - Grade 10, 11 - Grade 11, and 12 - Grade 12.

SIS – AEV – Download the Report

- Early Childhood Transition
- Prenatal
- Reports
- Batch File Processing
 - Batch Transfers** 1
 - Request File
 - Web Service
- District Data Verification
- Seal of Biliteracy Application

Transmitted Batch Files							
Date Uploaded	File Type	File Name	User ID	Process Status	Download Status	Order in Queue	Action
2024-05-06 06:31:39.090	Request File Assessment Enrollment Verification	ISBE_Assess_Enroll_Verification_All_Testing_50082189022.csv	IBM_test_4	Completed	Retrieved		Download
2024-05-01 10:20:18.860	Request File Assessment Enrollment Verification	ISBE_Assess_Enroll_Verification_All_Serving_50082189022.csv	IBM_test_4	Completed	Retrieved	2	Download
2024-05-01 10:19:54.767	Request File Assessment Enrollment Verification	ISBE_Assess_Enroll_Verification_All_Home_50082189022.csv	IBM_test_4	Completed	Retrieved		Download
2024-05-01 09:50:59.447	Request File Assessment Enrollment Verification	ISBE_Assess_Enroll_Verification_DLM-AA_Home_50082189022.csv	IBM_test_4	Completed			Download
2024-04-30 13:05:54.067	Demographic and Enrollment File	ISBE_Student_Soundex_test3.csv	IBM_test_4	Completed	Retrieved		Download
2024-04-30 12:20:27.623	Demographic and Enrollment File	ISBE_Student_Soundex_test2.csv	IBM_test_4	Completed	Retrieved		Download
2024-04-30 11:33:04.490	Request File Demographic and Enrollment	ISBE_Student_Demographics_ActiveEnrollments_50082189022.csv	IBM_test_4	Completed	Retrieved		Download
2024-04-26 18:49:35.657	Demographic and Enrollment File	ISBE_Student_Soundex_test1.csv	IBM_test_4	Completed	Retrieved		Download
2024-04-26 18:42:58.897	Request File Demographic and Enrollment	ISBE_Student_Demographics_ActiveEnrollments_50082189022.csv	IBM_test_4	Completed	Retrieved		Download

SIS – Enrollments (Details) Report

1. Log into **SIS** via IWAS.
2. Click **Reports** in the left navigation bar.
3. Click the **Student** heading if needed to open.
4. Click the **Demographics and Enrollment** sub-heading.
5. Find the **Enrollments** report.
6. Click the **Details** link to open report settings.

The screenshot shows the SIS Reports interface. The left navigation bar is dark blue with white text. The main content area is white with a dark blue header. Red boxes and numbers 1 through 6 highlight the following elements:

- 1: SIS logo in the top left of the navigation bar.
- 2: Reports icon in the left navigation bar.
- 3: Student heading in the main content area.
- 4: Demographics and Enrollment sub-heading in the main content area.
- 5: Enrollments report title in the main content area.
- 6: Details link for the Enrollments report in the main content area.

Reports		
Search Reports...		
Student ▾		
Assessment ▾		
Attendance ▾		
Bilingual ▾		
Demographics and Enrollment ▾		
Demographics	Summary	Details
Demographics by Enrollment	Summary	Details
5 Enrollments	Summary	6 Details
Current Enrollment vs Previous Enrollment	Summary	
Enrollment Grade Discrepancies	Summary	
Enrollment Anomalies		Details
Enrollment Transfer	Summary	Details
Eligible For Immigrant Education (2007 - 2014)	Summary	Details
Eligible For Immigrant Student Program (2015 and later)	Summary	Details

SIS – Enrollments (Details) Reports Settings

7. Choose the current school year from the **School Year** drop-down menu.
8. Select the desired school(s) from the **School** drop-down menu.
9. Click the **Home But Not Serving** radio button.
10. The options in the middle can be used to focus on specific student groups, but it is recommended to **leave them as default**.
11. From the **Sort By** drop-down menu choose **Grade**.
12. Set the report format to **PDF or Excel** using the drop-down menu.
13. Click the **Create Report** button.

The screenshot displays the 'Enrollments' report settings interface. The left sidebar contains navigation links such as 'Home', 'Student', 'Assessment', and 'Reports'. The main content area includes filters for 'School Year' (set to 'Active Enrollments Only'), 'School' (set to 'All Schools'), and 'Grade' (set to 'All Grades'). There are radio buttons for 'Home But Not Serving' and 'Both' for several categories. A 'Sort By' dropdown is set to 'Grade', and a report format dropdown is set to 'PDF'. A 'Create Report' button is visible at the bottom.

SIS - Enrollments (Details) Report Data

- **What am I looking for?**

- Right PDA?
- Right start & end date?
- Right home school?
- Right serving school?
- Service provider?

- The data in this report determines **where a student is assigned for report card/summative and whether or they're included in summative calculations.**

- These are **NOT YOUR REPORT CARD ENROLLMENT COUNT.**

NOT YOUR REPORT CARD ENROLLMENT COUNT

Home School / DISTRICT ICD.FIN: 510841860252013
 Home School / District Name: Black Hawk Elem School
 Selection Criteria: Currently Enrolled Students Only Sorted By: Grade, Name

SID	Name	Date of Birth	Home	Serving	Providers	Grade	PDA	Start	End	Dual Lang	Not A Pa	Reason
859534306	ANDERSEN, LOREN	02/08/2014	510841860252013	510841860252013	510841860252013	Grade: 4	PDA: 1.00	Start: 08/22/2022	End:	Dual Lang:	Not A Pa	Reason:
760533770	BALEWIS, KARRIN	08/12/2014	510841860252013	510841860252013	510841860252013	Grade: 4	PDA: 1.00	Start: 08/22/2022	End:	Dual Lang:	Not A Pa	Reason:
162446294	BISHOP, LUPE	12/17/2013	510841860252013	510841860252013	510841860252013	Grade: 4	PDA: 1.00	Start: 08/22/2022	End:	Dual Lang:	Not A Pa	Reason:
937894221	BROCK, JAIME	08/17/2013	510841860252013	510841860252013	510841860252013	Grade: 4	PDA: 1.00	Start: 08/22/2022	End:	Dual Lang:	Not A Pa	Reason:
597988954	COON, LOUIS	05/22/2014	510841860252013	510841860252013	510841860252013	Grade: 4	PDA: 1.00	Start: 08/22/2022	End:	Dual Lang:	Not A Pa	Reason:
229214757	COPELAND, BUDDY	09/05/2013	510841860252013	510841860252013	510841860252013	Grade: 4	PDA: 1.00	Start: 08/22/2022	End:	Dual Lang:	Not A Pa	Reason:
982014476	CUMMINS, TONY	10/21/2013	510841860252013	510841860252013	510841860252013	Grade: 4	PDA: 1.00	Start: 08/22/2022	End:	Dual Lang:	Not A Pa	Reason:
795425012	DIXON, JEFFERY	09/17/2013	510841860252013	510841860252013	510841860252013	Grade: 4	PDA: 1.00	Start: 10/12/2022	End:	Dual Lang:	Not A Pa	Reason:
568812258	ERWIN, SHELBY	04/03/2014	510841860252013	510841860252013	510841860252013	Grade: 4	PDA: 1.00	Start: 08/22/2022	End:	Dual Lang:	Not A Pa	Reason:
339848780	FIELDS, MARIANNE	02/05/2014	510841860252013	510841860252013	510841860252013	Grade: 4	PDA: 1.00	Start: 08/22/2022	End:	Dual Lang:	Not A Pa	Reason:
736486194	FLEMING, BRETT	08/26/2013	510841860252013	510841860252013	510841860252013	Grade: 4	PDA: 1.00	Start: 08/22/2022	End:	Dual Lang:	Not A Pa	Reason:
116312094	FLOWERS, BETSY	09/04/2013	510841860252013	510841860252013	510841860252013	Grade: 4	PDA: 1.00	Start: 08/22/2022	End:	Dual Lang:	Not A Pa	Reason:
256905218	GARCIA, SUSAN	10/17/2013	510841860252013	510841860252013	510841860252013	Grade: 4	PDA: 1.00	Start: 08/22/2022	End:	Dual Lang:	Not A Pa	Reason:
172645874	HENDRICKS, KARI	09/09/2013	510841860252013	510841860252013	510841860252013	Grade: 4	PDA: 1.00	Start: 08/22/2022	End:	Dual Lang:	Not A Pa	Reason:
927021213	HINTON, ROY	03/25/2014	510841860252013	510841860252013	510841860252013	Grade: 4	PDA: 1.00	Start: 08/22/2022	End:	Dual Lang:	Not A Pa	Reason:
271541955	MCLEAN, JOAN	08/29/2013	510841860252013	510841860252013	510841860252013	Grade: 4	PDA: 1.00	Start: 08/22/2022	End:	Dual Lang:	Not A Pa	Reason:
235813041	MOSES, LEROY	02/06/2014	510841860252013	510841860252013	510841860252013	Grade: 5	PDA: 1.00	Start: 08/22/2022	End:	Dual Lang:	Not A Pa	Reason:
516688284	PHILLIPS, PAT	04/24/2014	510841860252013	510841860252013	510841860252013	Grade: 5	PDA: 1.00	Start: 08/22/2022	End:	Dual Lang:	Not A Pa	Reason:
727739395	RIDER, MURIEL	05/15/2014	510841860252013	510841860252013	510841860252013	Grade: 5	PDA: 1.00	Start: 08/22/2022	End:	Dual Lang:	Not A Pa	Reason:
333184411	ROBERTSON, BEATRICE	09/25/2013	510841860252013	510841860252013	510841860252013	Grade: 5	PDA: 1.00	Start: 08/22/2022	End:	Dual Lang:	Not A Pa	Reason:

SIS – Fall Enrollment Counts Summary Report

1. Log into **SIS** through IWAS.
2. Select **Reports** from the left navigation menu.
3. Expand the **State Reporting** drop-down menu.
4. Select the **Fall Enrollment Counts** report.
5. Click the **Summary** link to select report settings.

The screenshot displays the SIS interface for the Illinois State Board of Education. The left navigation menu is expanded, and the 'Reports' section is highlighted with a red box and the number '2'. The 'State Reporting' dropdown menu is expanded, and the 'Fall Enrollment Counts' report is highlighted with a red box and the number '4'. The 'Summary' link is highlighted with a red box and the number '5'. The 'SIS' link in the top left corner is highlighted with a red box and the number '1'. The 'State Reporting' dropdown menu is highlighted with a red box and the number '3'. The 'Fall Enrollment Counts' report is highlighted with a red box and the number '4'. The 'Summary' link is highlighted with a red box and the number '5'. The interface also shows the user's name 'Annie Rae Clementz' and the 'Helpful Resources' and 'Contact Technical Support' links in the top right corner.

SIS – Fall Enrollment Counts Summary Report Settings

6. Leave the **top four drop-down menus** as default selections.
7. Select the desired school using the **School** drop-down menu.
8. Most of the filtering options are optional.
9. For the **Private School Student Indicator** option, select **No**.
10. Set the report format to **PDF** using the drop-down menu.
11. Click the **Create Report** button.

Illinois State Board of Education

SIS

Annie Rae Clementz

Home

Student

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

District Data Verification

Seal of Biliteracy Application

Internal

Log Out

School Year: 2023

Region: Menard/Sangamon ROE

Category: Public Districts

District: Springfield SD 186

School: All Schools

Or

Enter the 15 digit RCDTS Code: 51084186025

Grade: All Grades

Gender: All

Race/Ethnicity: All Races

Homeless Indicator: Both

EL Indicator: Both

IEP Services(I-STAR): Both

Migrant Indicator: Both

FRL/Low Income Indicator: Both

Military Connected Student Indicator: Both

Private School Student Indicator: Both

PDF

Create Report

SIS – Fall Enrollment Counts Summary Report Data

- **What am I looking for?**
 - Numbers that seem ridiculously high
 - Numbers that seem too low
 - Numbers that don't match the local system
- The data in this report determines your report card enrollment counts & EBF.
- This data does not influence whether a student is included in your accountability calculations.

Fall Enrollment Reporting Counts for 2023 School Year

SIS Home District: 51084186025 Springfield SD 186
 Selection Criteria: Enrolled As Of = 10/01/2022

These Data Are Finalized At This Time By The State Board Of Education

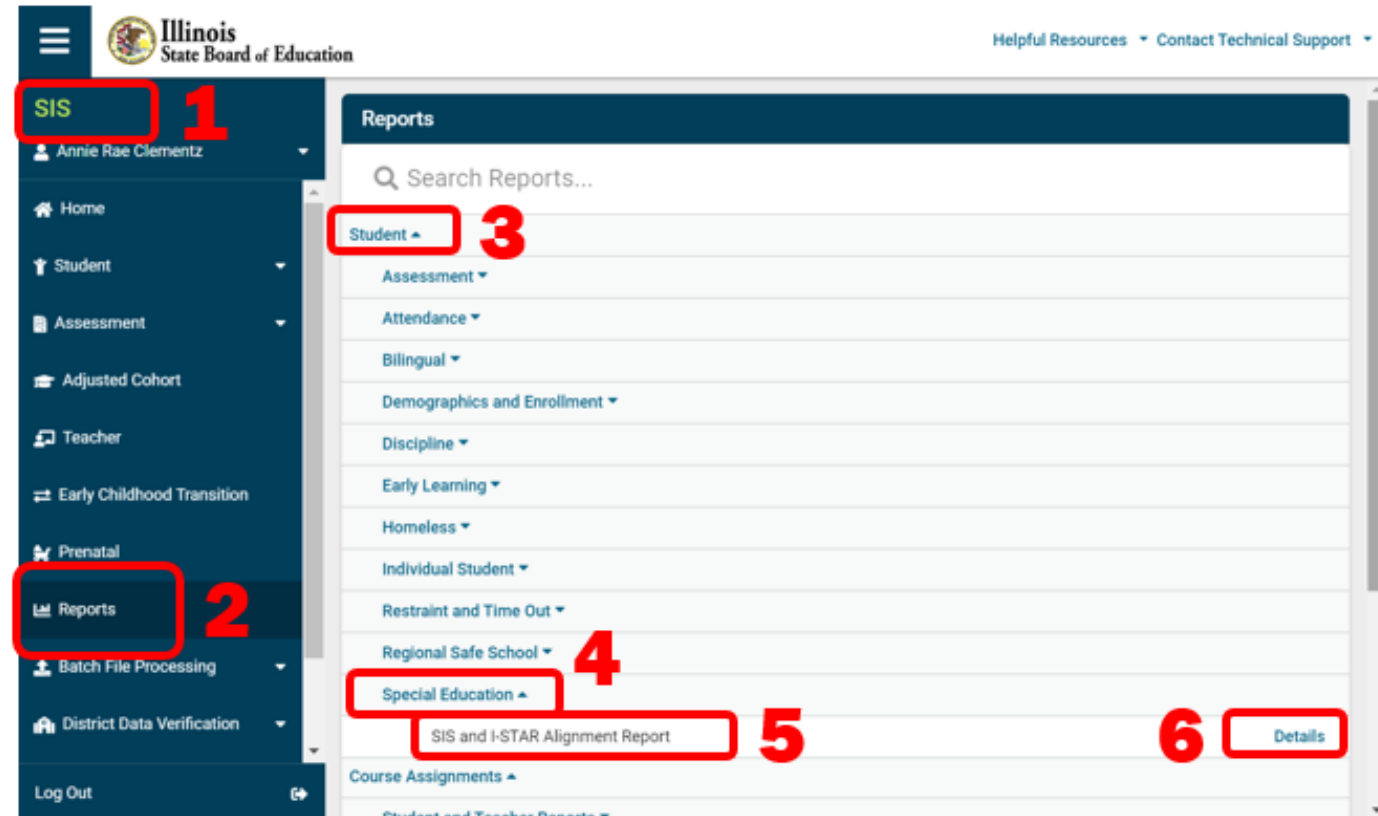
Grade Level: All	Total
Total Students:	13066
Race: Hispanic or Latino	437
Race: American Indian or Alaska Native	28
Race: Asian	347
Race: Black or African American	5702
Race: Native Hawaiian or Other Pacific Islander	12
Race: White	4883
Race: Two or More Races	1657
Gender: Female	6259
Gender: Male	6790
Gender: Non-Binary	17
Homeless:	222
EL:	232
Migrant:	1
FRL:	7523
Military:	227
IEP:	2801
Private School:	0
Home School: 510841860251006	713
Home School: 510841860252013	246
Home School: 510841860252012	344
Home School: 510841860252015	443
Home School: 510841860253023	555
Home School: 510841860252045	184
Home School: 510841860252046	252
Home School: 510841860252016	255

Too small? Or just right?

Does this match the local system?

SIS – SIS and I-STAR Alignment Report Navigation

1. Log into **SIS** through IWAS.
2. Select **Reports** from the left navigation bar.
3. Expand the **Student** drop-down heading if needed.
4. Expand the **Special Education** drop-down sub-heading.
5. Find the **SIS and I-STAR Alignment Report**.
6. Click the **Details** link to select report settings.



SIS – SIS and I-STAR Alignment Report Settings

7. Select the desired option from the **Schools** drop-down menu.
8. Select the **Errors Only** radio button.
9. Select the desired option from the **Sort By** drop-down menu.
10. Set the report format to **PDF** using the drop-down menu.
11. Click the **Create Report** button.

The screenshot shows the Illinois State Board of Education (ISBE) SIS and I-STAR Alignment Report settings page. The page is titled "SIS and I-STAR Alignment Report" and features a sidebar menu on the left and a main content area on the right. The sidebar menu includes options like Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, and Log Out. The main content area has a "Back To Reports" link and a "SIS and I-STAR Alignment Report" title. Below the title, there are several form fields: "School Year" (2023), "School" (All Schools), "Report" (Errors Only), and "Sort By" (Name). At the bottom, there is a "PDF" dropdown menu, a "Create Report" button, and a "Log Out" button. Red boxes and numbers 7 through 11 highlight the "School" dropdown, "Errors Only" radio button, "Sort By" dropdown, "PDF" dropdown, and "Create Report" button respectively.

SIS – SIS and I-STAR Alignment Report Data

- What am I looking for?

Anything in red

Home District RCDTS: 510841860252027
Home District Name: Springfield SD 186
Selection Criteria: Errors Only = Yes Sorted By: Name

SID	Name	Date of Birth				
859534306	ANDERSEN, LOREN	02/08/2014				
- SIS -	Home School:	Serving School:	Provider School:	IDEA Serv or PSS Ind:	Enrollment Start:	Enrollment End:
- I-Star -	Resident District: 51084186025	Dist of Serving: 51084186025	Serving District: 51084186025	Fund Code: A (IEP)	Approval Start: 01/09/2023	Approval End:
	No Match	No Match	No Match	No Match	Dates Out of Range	Dates Out of Range
628252339	BALDWIN, KARIN	06/12/2014				
- SIS -	Home School: 510841860252049	Serving School: 510841860252032	Provider School: 510841860252032	IDEA Serv or PSS Ind: ISP	Enrollment Start: 10/25/2022	Enrollment End:
- I-Star -	Resident District: 51084186025	Dist of Serving: 51084186025	Serving District: 51084186025	Fund Code: A (IEP)	Approval Start: 10/25/2022	Approval End:
	Match	Not Required	Not Required	No Match	Dates in Range	Dates in Range
162446294	BISHOP, LUPE	12/17/2013				
- SIS -	Home School: 510841860252049	Serving School: 510841860252032	Provider School: 510841860252032	IDEA Serv or PSS Ind: ISP	Enrollment Start: 10/25/2022	Enrollment End:
- I-Star -	Resident District: 51084186025	Dist of Serving: 51084186025	Serving District: 51084186025	Fund Code: A (IEP)	Approval Start: 10/25/2022	Approval End:
	Match	Not Required	Not Required	No Match	Dates in Range	Dates in Range
937894221	BROCK, JAIME	08/17/2013				
- SIS -	Home School:	Serving School:	Provider School:	IDEA Serv or PSS Ind:	Enrollment Start:	Enrollment End:
- I-Star -	Resident District: 51084186025	Dist of Serving: 51084186025	Serving District: 51084186025	Fund Code: A (IEP)	Approval Start: 09/06/2022	Approval End:
	No Match	No Match	No Match	No Match	Dates Out of Range	Dates Out of Range
597988954	COON, LOUIS	05/22/2014				
- SIS -	Home School: 510841860251006	Serving School: 510841860251006	Provider School: 510841860251006	IDEA Serv or PSS Ind: IEP	Enrollment Start: 08/22/2022	Enrollment End:
- I-Star -	Resident District:	Dist of Serving:	Serving District:	Fund Code: ()	Approval Start:	Approval End:
	No Match	No Match	No Match	No Match	Dates Out of Range	Dates in Range
229214757	COPELAND, BUDDY	09/05/2013				
- SIS -	Home School:	Serving School:	Provider School:	IDEA Serv or PSS Ind:	Enrollment Start:	Enrollment End:
- I-Star -	Resident District: 51084186025	Dist of Serving: 51084003X10	Serving District: 51084186025	Fund Code: L (ISP)	Approval Start: 01/11/2023	Approval End:
	No Match	No Match	No Match	No Match	Dates Out of Range	Dates Out of Range

SIS – Total Student Attendance (Details) Navigation

1. Log into **SIS** through IWAS.
2. Select **Reports** from the left navigation bar.
3. Expand the **Student** drop-down heading if needed.
4. Expand the **Attendance** drop-down sub-heading.
5. Find the **Total Student Attendance** report.
6. Click the **Details** link to select report settings.

The screenshot shows the SIS interface with the following navigation path highlighted by red boxes and numbers:

- 1**: SIS (top left navigation bar)
- 2**: Reports (left navigation bar)
- 3**: Student (Reports > Student dropdown)
- 4**: Attendance (Reports > Student > Attendance dropdown)
- 5**: Total Student Attendance (Reports > Student > Attendance > Total Student Attendance report)
- 6**: Details (Reports > Student > Attendance > Total Student Attendance > Details link)

The interface also shows a search bar for reports and a list of other report categories such as Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Bilingual, Demographics and Enrollment, Discipline, Early Learning, Homeless, Individual Student, Restraint and Time Out, Regional Safe School, and Special Education.

SIS – Total Student Attendance (Details) Settings

7. Select the desired option from the **Schools** drop-down menu.
8. Click the **Home** radio button.
 - The other options in the middle can be used to focus on specific student groups, but it is recommended to leave them as default.
9. From the **Sort By** drop-down menu choose **Grade**.
10. Set the report format to **PDF** or **Excel** using the drop-down menu.
11. Click the **Create Report** button.

The screenshot displays the 'Total Student Attendance' settings page in the SIS system. The page includes a sidebar with navigation options like 'Home', 'Student', 'Assessment', and 'Reports'. The main content area contains several filter sections: 'School Year' (2023), 'School' (All Schools), 'Grade' (All Grades), and various indicator filters (IDEA Services, FRL/Low Income Indicator, Homeless Indicator, Private School Student Indicator). At the bottom, there is a 'Sort By' dropdown set to 'Grade' and a report format dropdown set to 'PDF'. A 'Create Report' button is located at the bottom right. Red annotations highlight the following elements: a red box around the 'School' dropdown (7), a red box around the 'Home' radio button (8), a red box around the 'Sort By' dropdown (9), a red box around the 'PDF' dropdown (10), and a red box around the 'Create Report' button (11). A red arrow points to the 'Home' radio button with the number 8 and the word 'Helpful' below it.

SIS – Total Student Attendance (Details) Report Data

- What am I looking for?
- Is there data? Should there be?
 - D or E (remote or e-learning)
 - J (mental health)
 - K (detention center days)
- Who is consistently present?

$$(C + D + E + H) \div (C + D + E + F + G + H + J + K) \geq 0.9$$

Student Information System
2023 Total Student Attendance (Detail)

SIS Home School: Toon Town Elementary
Selection Criteria: Sorted By: Grade, Name

Columns	A	Grade Level	D	E-Learning	G	Absent - Unexcused	J	Mental Health										
	B	PDA	E	Remote Instruction	H	Medically Homebound	K	Detention Center										
	C	In Person Instruction	F	Absent - Excused	I	Hospitalized	L	Total Attendance/Absences										
Student ID	Student Name	Birth Date	Home RCDTS	Serving RCDTS	Start Date	End Date	A	B	C	D	E	F	G	H	I	J	K	L
859534306	ANDERSEN, LOREN	02/08/2014	170640870252012	170640870252012	8/18/22		K	1.00	106.000	1.000		9.000	1.000					117.000
628252339	BALDWIN, KARIN	06/12/2014	170640870252012	170640870252012	8/18/22		K	1.00	107.812	1.000		6.594	1.594					117.000
162446294	BISHOP, LUPE	12/17/2013	170640870252012	170640870252012	8/18/22		K	1.00	106.566	1.000		8.434	1.000					117.000
937894221	BROCK, JAIME	08/17/2013	170640870252012	170640870252012	8/18/22		K	1.00	114.000	1.000		2.000						117.000
597988954	COON, LOUIS	05/22/2014	170640870252012	170640870252012	8/18/22		K	1.00	115.652	1.000		0.348						117.000
229214757	COPELAND, BUDDY	09/05/2013	170640870252012	170640870252012	8/18/22		K	1.00	115.539	1.000		0.461						117.000
982014476	CUMMINS, TONY	10/21/2013	170640870252012	170640870252012	8/18/22		K	1.00	113.000	1.000		3.000						117.000
795425012	DIXON, JEFFERY	09/17/2013	170640870252012	170640870252012	8/18/22	8/18/22	K	1.00	1.000									1.000
568812258	ERWIN, SHELBY	04/03/2014	170640870252012	170640870252012	8/18/22		K	1.00	110.000	1.000		5.000	1.000					117.000
339848780	FIELDS, MARIANNE	02/05/2014	170640870252012	170640870252012	8/18/22		K	1.00	111.000	1.000		5.000						117.000
736486194	FLEMING, BRETT	08/26/2013	170640870252012	170640870252012	8/18/22	2/16/23	K	1.00	101.928	1.000		6.478	1.594					111.000
116312094	FLOWERS, BETSY	09/04/2013	170640870252012	170640870252012	8/18/22		K	1.00	109.724	1.000		6.276						117.000
256905218	GARCIA, SUSAN	10/17/2013	170640870252012	170640870252012	8/18/22		K	1.00	111.789	1.000		4.211						117.000
172645874	HENDRICKS, KARI	09/09/2013	170640870252012	170640870252012	8/18/22		K	1.00	103.406	1.000		7.000	5.594					117.000
927021213	HINTON, ROY	11/15/2014	170640870252012	170640870252012	8/18/22		K	1.00	103.000	1.000		8.000	5.000					117.000

SIS - Adjusted Cohort Graduation Rate (Summary) Report Navigation

- 1. Navigate to **SIS**.
- 2. Open **Reports** from the left navigation menu.
- 3. Click to open the **State Reporting** heading in the display pane.
- 4. Open the **Report Card and Accountability Reports** heading.
- 5. Find the **Adjusted Cohort Graduation Rate** report.
- 6. Click the **Summary** link to the right.

The screenshot shows the SIS interface with the following elements highlighted by red boxes and numbers:

- 1**: The **SIS** logo in the top left corner.
- 2**: The **Reports** menu item in the left navigation sidebar.
- 3**: The **State Reporting** heading in the main display pane.
- 4**: The **Report Card and Accountability Reports** heading in the main display pane.
- 5**: The **Adjusted Cohort Graduation Rate** report item in the main display pane.
- 6**: The **Summary** link next to the Adjusted Cohort Graduation Rate report.

Category	Item	Link
Restraint and Time Out		
Regional Safe School		
Special Education		
Course Assignments		
Student and Teacher Reports		
Missing Courses		
Summative Designation		
State Reporting		
Fall Enrollment Counts		Summary
Historical Fall Enrollment Counts (Before SY 2023)		Summary
Homeless Counts		Summary
Report Card and Accountability Reports		
Advanced Coursework		Summary Details
Chronic Absenteeism		Details
Chronic Truancy		Details
College and Career Readiness		Summary Details
9th Grade On Track		Details
Percent 8th Graders Taking Algebra I		Details
Student Mobility	Under Maintenance!	
Adjusted Cohort Graduation Rate		Summary Details

SIS - Adjusted Cohort Graduation Rate (Summary) Report Settings

- 7. Select the **Reporting School Year**.
- 8. Select the desired **cohort**.
- 9. Select the desired **school**.
- 10. Adjust the **demographic filters** to the desired **student group**.
 - If all options are **left as default**, the group is the “all students” group.
 - The options act as filters.
 - **Choose/change one option at a time** for accountability groups.
- 11. Choose the report output.
 - **PDF** is best.
- 12. Click the **Create Report** button.

The screenshot shows the SIS interface for the Adjusted Cohort Graduation Rate (Summary) report. The left sidebar contains navigation options: Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, Seal of Biliteracy Application, and Internal. The main content area is titled 'Adjusted Cohort Graduation Rate (Summary)' and includes the following settings:

- Reporting School Year:** 2026 (annotated with 7)
- Cohort:** 4-Year Cohort (annotated with 8)
- School:** All Schools (annotated with 9)
- Gender:** All (radio button selected)
- Race/Ethnicity:** All Races (dropdown menu, annotated with 10)
- IDEA Services:** Both (radio button selected)
- FRL/Low Income Indicator:** Both (radio button selected)
- EL Indicator:** Both (radio button selected)
- Homeless Indicator:** Both (radio button selected)
- Youth in Care:** Both (radio button selected)
- Students with Disabilities Indicator:** Both (radio button selected)
- Migrant Indicator:** Both (radio button selected)
- Military Connected Indicator:** Both (radio button selected)
- Exit Code:** All (dropdown menu)

Annotations include a bracket labeled 'Critical Fields' encompassing Reporting School Year, Cohort, and School; a bracket labeled 'Default = All Students' encompassing the demographic filters; and a bracket labeled '10' encompassing the Race/Ethnicity dropdown. At the bottom, the report output is set to PDF (annotated with 11) and the 'Create Report' button is highlighted (annotated with 12).

SIS - Adjusted Cohort Graduation Rate (Summary) Report Data

2/15/2026

Adjusted Cohort Graduation Rate Summary Report

This Cohort Consist of Stud
This report uses informati

SIS Home Selection Criteria: **Year In Cohort = 5 Race = 14**

SIS Home Selection Criteria: **Year In Cohort = 4**

2.49 % Adjusted Cohort Graduation Rate
Adjusted Cohort Graduation Rate = Total Graduates / (Total Graduates + Non-Graduates)

80.59 % Adjusted Cohort Graduation Rate
Adjusted Cohort Graduation Rate = Total Graduates / (Total Graduates + Non-Graduates)

Pay Close Attention

Enrollment Exit Type	Graduates	Non-Graduates	Removed from Cohort (Not Enrolled)	History of Cohort			
				2023	2024	2025	2026
Transfer to another public school within the district	0	1,072	15	29	40	141	877
Graduated with regular, advanced, International Baccalaureate, or other type of diploma	653	0	82		72	454	206
Transfer to Home Schooled	0	0	230	27	64	96	43

- All data needed is in the upper left corner of the report.
- Pay close attention to the Selection Criteria.
 - Little changes from group to group. Losing track of the displayed data is common.
- Why is the 4-year graduation rate so low?
 - Enrollments have not yet been exited for SY2026.

SIS - Adjusted Cohort Graduation Rate (Details) Report Navigation

- 1. Navigate to **SIS**.
- 2. Open **Reports** from the left navigation menu.
- 3. Click to open the **State Reporting** heading in the display pane.
- 4. Open the **Report Card and Accountability Reports** heading.
- 5. Find the **Adjusted Cohort Graduation Rate** report.
- 6. Click the **Details** link to the right.

The screenshot shows the SIS interface with the following elements highlighted:

- SIS** (1) in the top left navigation bar.
- Reports** (2) in the left navigation menu.
- State Reporting** (3) in the main content area.
- Report Card and Accountability Reports** (4) in the main content area.
- Adjusted Cohort Graduation Rate** (5) in the main content area.
- Details** (6) link next to the Adjusted Cohort Graduation Rate report.

Restraint and Time Out	▼	
Regional Safe School	▼	
Special Education	▼	
Course Assignments	▲	
Student and Teacher Reports	▼	
Missing Courses	▼	
Summative Designation	▼	
State Reporting	▲	
Fall Enrollment Counts	Summary	
Historical Fall Enrollment Counts (Before SY 2023)	Summary	
Homeless Counts	Summary	
Report Card and Accountability Reports	▲	
Advanced Coursework	Summary	Details
Chronic Absenteeism		Details
Chronic Truancy		Details
College and Career Readiness	Summary	Details
9th Grade On Track		Details
Percent 8th Graders Taking Algebra I		Details
Student Mobility	Under Maintenance!	
Adjusted Cohort Graduation Rate	Summary	Details

SIS - Adjusted Cohort Graduation Rate (Details) Report Settings

- 7. Select the **Reporting School Year**.
- 8. Select the desired **cohort**.
- 9. Select the desired **school**.
- 10. Adjust the **demographic filters** to the desired **student group**.
 - If all options are **left as default**, the group is the “all students” group.
 - The options act as filters.
 - **Choose/change one option at a time** for accountability groups.
- 11. Set **Sort By** to **Name**.
- 12. Choose the report output.
 - **PDF** is best.
- 13. Click the **Create Report** button.

The screenshot shows the 'Adjusted Cohort Graduation Rate (Detail)' settings page. The left sidebar contains navigation options like Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, Seal of Biliteracy Application, and Internal. The main content area has the following settings:

- Reporting School Year:** 2026 (Callout 7)
- Cohort:** 4-Year Cohort (Callout 8)
- School:** All Schools (Callout 9)
- Gender:** All (radio button selected)
- Race/Ethnicity:** All Races (dropdown menu)
- IDEA Services:** Both (radio button selected)
- FRL/Low Income Indicator:** Both (radio button selected)
- EL Indicator:** Both (radio button selected)
- Homeless Indicator:** Both (radio button selected)
- Youth in Care:** Both (radio button selected)
- Students with Disabilities Indicator:** Both (radio button selected)
- Migrant Indicator:** Both (radio button selected)
- Military Connected Indicator:** Both (radio button selected)
- Exit Code:** All (dropdown menu)
- Sort By:** Name (dropdown menu, Callout 11)
- Report Output:** PDF (dropdown menu, Callout 12)
- Create Report** button (Callout 13)

Annotations on the right side of the screenshot:

- Critical Fields:** A bracket groups the Reporting School Year, Cohort, and School dropdowns.
- Default = All Students:** Text indicating that leaving all demographic filters at their default state results in all students.
- Select a race or change the toggles to filter to a specific group:** Text indicating that selecting a specific race or changing the demographic filter toggles will narrow the report to a specific group.

SIS - Adjusted Cohort Graduation Rate (Details) Report Data

Adjusted Cohort Graduation Rate Detail Report School Year 2023

5/6/2024 7:46 am

This Cohort Consist of Students Whose 1st Year in 9th Grade Was School Year 2020

SIS Home District:

Selection Criteria: Year In Cohort = 4 Sorted By: Student Name

Graduated

Graduated with regular, advanced, International Baccalaureate, or other type of diploma

Student ID	Name	Gender	Race	1st School		EL	IDEA Services	FRL	Last Exited Enrollment in SIS			
				Year In 9th Grade	9th Grade Home RCDTS				Grade	School Year	Home RCDTS	Serving RCDTS
859534306	ANDERSEN, LOREN	F	13	2020	123456789101234	0	0	0	12	2023	123456789101234	123456789101234
628252339	BALDWIN, KARIN	M	13	2020	123456789101236	1	1	0	12	2023	123456789101234	123456789101236
162446294	BISHOP, LUPE	F	16	2020	123456789101234	0	0	0	12	2023	123456789101234	123456789101234
937894221	BROCK, JAIME	F	16	2020	123456789101235	0	0	0	12	2023	123456789101234	123456789103001
597988954	COON, LOUIS	F	16	2020	123456789101236	0	0	0	12	2023	123456789101234	123456789101236
229214757	COPELAND, BUDDY	M	16	2020	123456789101234	0	0	0	12	2023	123456789101234	123456789101234
982014476	CUMMINS, TONY	M	16	2020	123456789101234	0	0	0	12	2023	123456789101234	123456789101234
111111111	...	M	16	2020	...	1	0	0	12	2023	123456789101234	...

Whatever school is listed as the **home school** of the enrollment exited with code 06 = Graduated gets the credit for the student graduating

The same is true for other exit code types



Exit Codes That Remove Students From Your Cohort

Code	Meaning
02	Transfer to another public school within the district
03	Transfer to Home Schooled
04	Transfer to Private School
07	Death
18	Moved out of the United States
19	Transfer to another public school district out of Illinois
20	Transfer to another public school district in Illinois

- These codes remove a student from your cohort, but they remain in the Adjusted Cohort Graduation Rate detail report that will be featured shortly.

Exit Codes Where the Student Remains in the Cohort as a Non-graduate

Code	Meaning
05	Promotion
08	Expulsion
09	Dropped Out
10	Transfer to GED Program
11	Moved, not known to be continuing
12	Retained in same grade or demoted to a lower grade
14	Aged Out

Code	Meaning
15	Certificate of Completion
16	Victim of a Violent Crime
17	Change in Serving School or Percent of Day Attended (PDA)

Graduate and Erroneous Exit Codes

Code	Meaning
06	Graduated with regular, advanced, International Baccalaureate, or other type of diploma
99	Erroneous enrollment

ONLY USE CODE 06
when a student truly has
been **issued a regular
high school diploma.**

**This ends their
eligibility for regular
and special education
services.**

**No further enrollments
may be added.**

Frequently Asked Question

If a student with an IEP is continuing to a “transition” type program after they have completed four years of high school, how should this be coded in SIS and I-Star to ensure the coding demonstrates the student is continuing with programming?

- If a student is continuing to receive special education and related services after four years of high school, the student receives an enrollment code in SIS of “retained” each year that the student continues to receive such services until such time that the student exits high school.
- The student’s grade level is prepopulated into I-Star from what is entered in SIS and cannot be edited in I-Star. Grade 12 is the highest grade a student can be in, regardless of years spent at Grade 12.
- I-Star does not have a separate Educational Environmental Code for “transition programs.” Educational Environment Codes describe the student’s placement in the least restrictive environment as identified on the IEP.

SIS Templates and Data Validations Navigation

- Visit the [ISBE SIS](#) page.
- Scroll to find a series of **green buttons**.
- Access either the **Data Elements and Validations** or **SIS Excel Templates**.

OTHER RESOURCES
ISBE Education Data Systems

Student Information System (SIS)

- Data Elements and Validations
- Documentation/Tools
- Key Dates
- SIS Excel Templates
- SIS Training Modules
- Past Webinars, Trainings and Q&A

ISBE EDUCATION DATA SYSTEMS
STUDENT INFORMATION SYSTEM (SIS)

[Log In to SIS](#)

The Every Student Succeeds Act (ESSA) increased accountability and reporting requirements regarding student academic achievement. In order to better respond to these and other federal and state reporting requirements, ISBE and the IBM Corporation developed a state-level student information system. Through the project students will be assigned a unique identification number. All data to and from the state will use that unique identifier. The use of individual student records will:

- increase the state's capacity to follow a student's progress over time;
- provide better quality data to drive more enlightened policy decisions resulting in enhanced educational opportunities for all children;
- reduce data collection burden on schools and districts; and
- enhance the use and relevance of state data by districts and schools.

News and Updates

- [EBF User Guide](#)
- [District Guidance for Detention Centers](#)
- [SIS Development Notes for SY 2024](#)
- [Attendance Guidance - Half Day and Full Day](#)

Upcoming Events

- **STUDENT INFORMATION SYSTEM END OF SY24 REPORT CARD DATA VERIFICATION**
 - June 18, 2024, 1:30 PM - 3:00 PM CST.
 - [Register Here!](#)

After registering, you will receive a confirmation email containing information about joining the webinar.
[View System Requirements](#)

[Data Elements and Validations](#) [Documentation/Tools](#) [Key Dates](#) [SIS Excel Templates](#)

SIS Templates and Data Validations Options

- Under either the **Data Elements and Validations** or **SIS Excel Templates** you will find a series of headings.
- Either click the **drop-down arrow** at the end of the heading or click the **heading name** to open.
- You will find a series of resources specific to that collection.

OTHER RESOURCES
ISBE Education Data Systems
Student Information System (SIS)
Data Elements and Validations

ISBE EDUCATION DATA SYSTEMS
DATA ELEMENTS AND VALIDATIONS

- Change History
- 504 Plan
- Adjusted Cohort Graduation Rate
- Assessment
- Bilingual
- College and Career Readiness
- Course Assignment
- Demographics / Enrollment**
 - Student Demographics (12/06/2023)
 - Enrollment (9/13/2023)
 - Program Indicators (02/22/2022)
 - Household and Income Form (IS-72) Spanish Version (IS-72sp)
 - Notice for Reporting Socioeconomic Status in the Student Information System and Other State or Federal Programs
 - Language Codes (03/06/2024)
 - Language Codes - Alphabetically (03/06/2024)
- Detention Center
- Early Learning

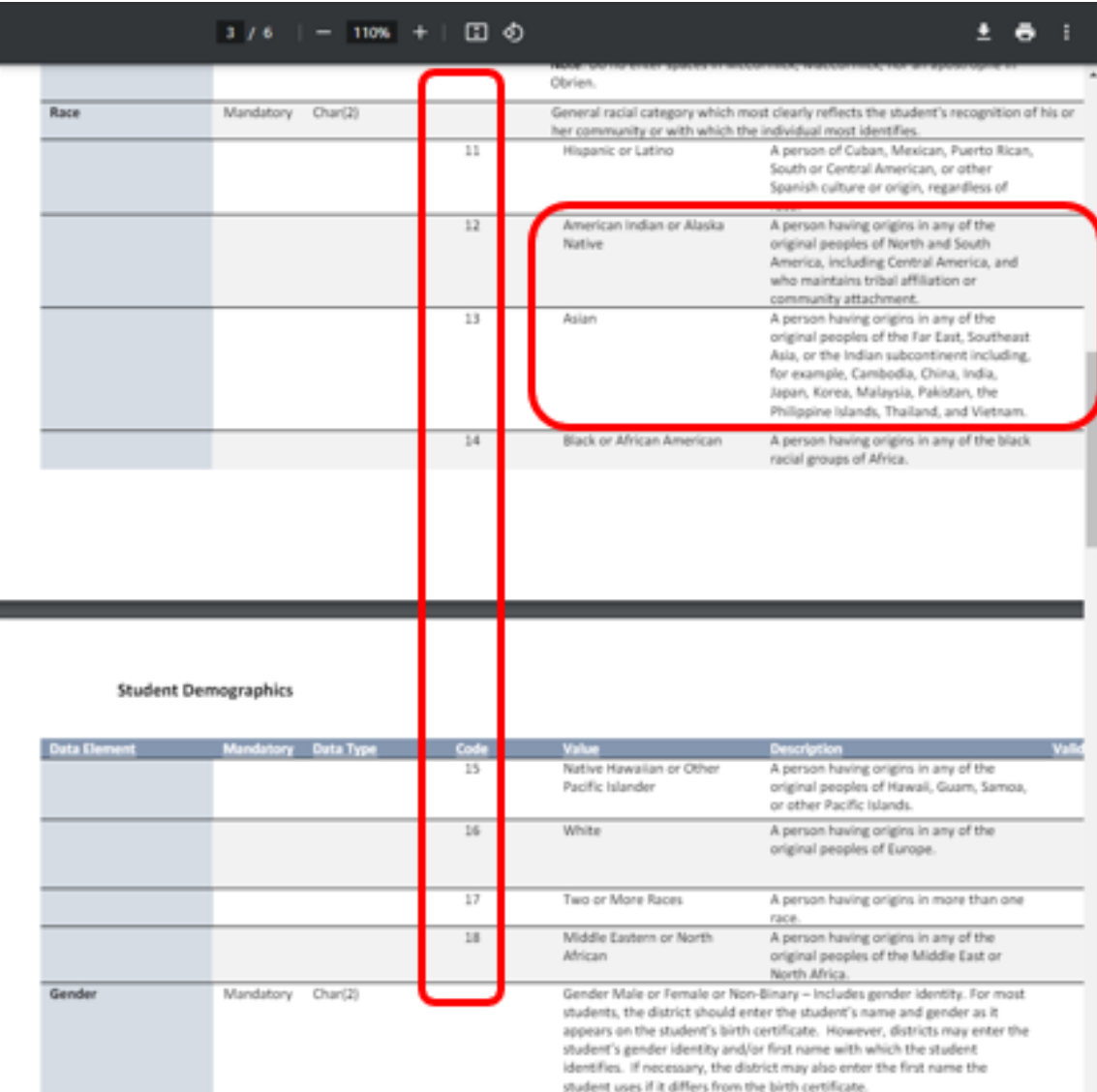
SIS Templates – What to Expect

- SIS collection templates follow a common structure.
- The first three rows are a description, the column name, and sample data.
- The first columns are generally the:
 - State student ID
 - Local student ID
 - Last name
 - First name
 - Middle name
 - Prefix/Suffix
 - Etc.
- The remaining columns are specific to the collection.

	A	B	C	D	E	F	G											
1	Student Demographics	Student Count	Demographic Enrollment WIN.csv	Current Date	RCDS Code of Home School													
2	Student ID	SAP ID	Legal Last Name	Legal First Name	Legal Middle Name	Lineage Code	Maiden's Maiden Name											
3	123456789		Legal Last Name Sample	Legal First Name Sample		Jr	Mother's Maiden Name Sample											
4																		
5																		
	Race Code	Gender Code	Birth Date	Birth Place Name	Reading 1st Indicator	Reading Improvement Block Grant Indicator	Title I Indicator	Eligible for Immigrant Education Program	Home Language	Native Language	Homeless Indicator	Migrant Indicator						
16	01	01/01/1990	Birth Place Name Sample		02	02	13	02	000	000	02	02						
	Private School Student	Military Connected Student	SES Indicator	EL Indicator	IDEA Services	Alternate Assessment Indicator	Dual Language	Language of Instruction	FRL/Low Income Indicator	21st Century Indicator	Enrollment Type	Enrollment Date	RCDS for Home School	RCDS for Serving School	Entry/Grade Level	School Year	Percent of Day Student Attempts	Tuition Received
02	02	02	02	02	02	02	03	000	02	02	02	08/20/2019	123456789123456	123456789123456	01	2021	1.00	02

SIS Data Elements and Validations – What to Expect

- **SIS Data Elements and Validations** documentation follows a common structure. Columns include:
 - Metric Name
 - Mandatory or not
 - Data type
 - **Code**
 - **Value the code represents**
 - **Description**

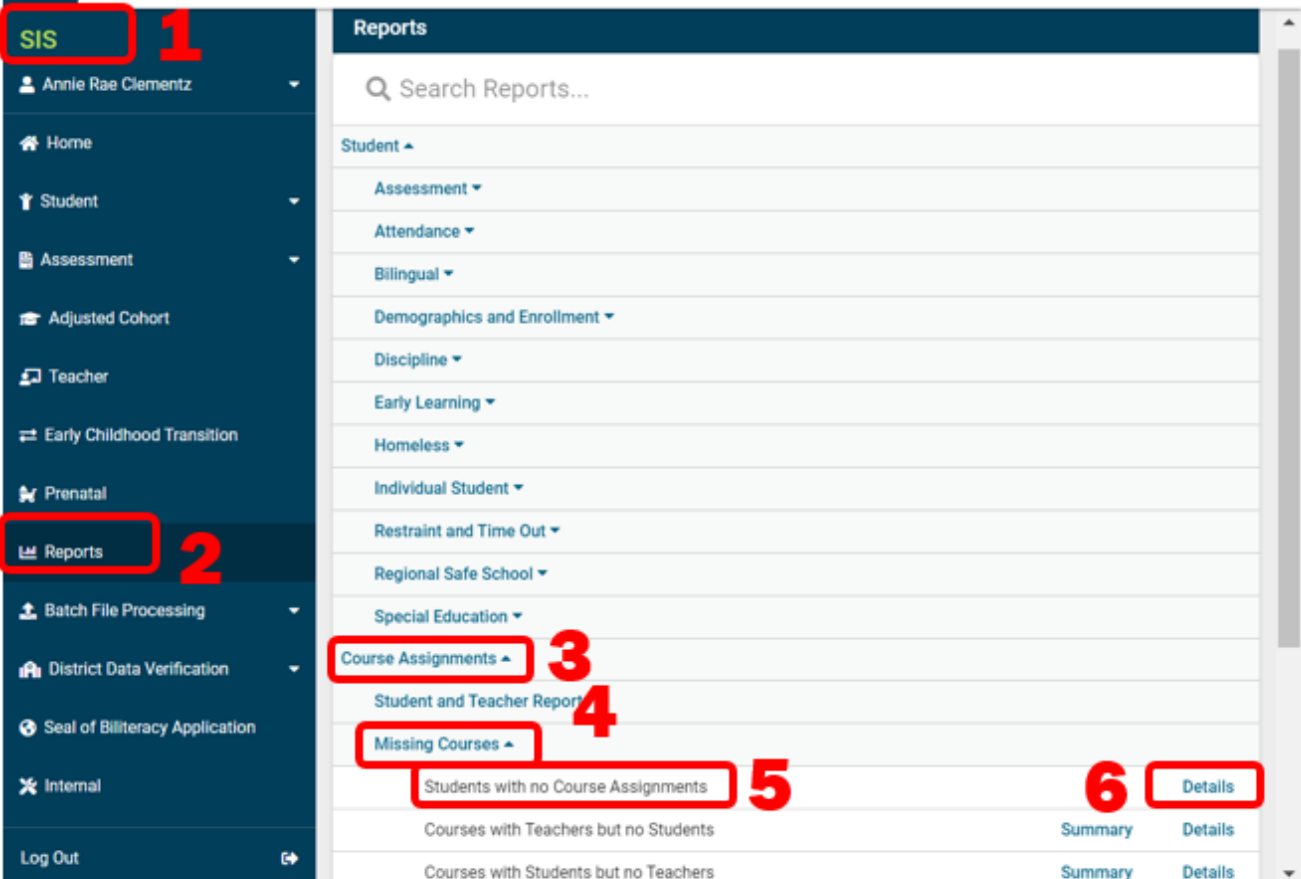


Metric Name	Mandatory	Data Type	Code	Value	Description
Race	Mandatory	Char(2)			General racial category which most clearly reflects the student's recognition of his or her community or with which the individual most identifies.
			11	Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
			12	American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.
			13	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
			14	Black or African American	A person having origins in any of the black racial groups of Africa.

Student Demographics						
Data Element	Mandatory	Data Type	Code	Value	Description	Valid
			15	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
			16	White	A person having origins in any of the original peoples of Europe.	
			17	Two or More Races	A person having origins in more than one race.	
			18	Middle Eastern or North African	A person having origins in any of the original peoples of the Middle East or North Africa.	
Gender	Mandatory	Char(2)			Gender Male or Female or Non-Binary – Includes gender identity. For most students, the district should enter the student's name and gender as it appears on the student's birth certificate. However, districts may enter the student's gender identity and/or first name with which the student identifies. If necessary, the district may also enter the first name the student uses if it differs from the birth certificate.	

SIS – Students With No Course Assignments Report Navigation

- 1. Log into SIS through IWAS.
- 2. Select **Reports** from the left navigation bar.
- 3. Expand the **Course Assignments** drop-down heading.
- 4. Expand the **Missing Courses** drop-down sub-heading.
- 5. Find **Students with no Course Assignments**.
- 6. Click the **Details** link to select report settings.



SIS – Students With No Course Assignments Report Settings

7. Select a **School** or **All Schools** from the drop-down menu.
8. It is optional to:
 - Select the desired **grade** level if needed.
 - Choose Home, Serving, Service Provider, or Home But Not Serving.
 - Set Private School Indicator to No.
9. Set **Sort By** to Home School.
10. Choose either **PDF** or **Excel** for the report format.
11. Click the **Create Report** button.

The screenshot shows the SIS interface for generating a report. The title is "Students with no Course Assignments". The filters are as follows:

- School Year: 2023
- School: All Schools (highlighted with a red box and number 7)
- Grade: All Grades (highlighted with a red box and number 8, with the word "Optional" next to it)
- Private School Student Indicator: Both (selected)
- Sort By: Home School (highlighted with a red box and number 9)

At the bottom, there is a "PDF" dropdown menu (highlighted with a red box and number 10) and a "Create Report" button (highlighted with a red box and number 11).

SIS – Students With No Course Assignments Report Data

2023 Students with No Courses (Detail)

5/8/2023 11:33:12AM

SIS Home District: 51084186025 Springfield SD 186

Selection Criteria: Sorted By: Home RCDTS, Name

Student ID	Student Name	Birth Date	Grade	Home RCDTS	Serving RCDTS	Provider RCDTS	Start Date	Exit Date	Course Count
859534306	ANDERSEN, LOREN	02/08/2014	9	510841860250001	510841860250001		08/22/2022	11/29/2022	0
628252339	BALDWIN, KARIN	06/12/2014	9	510841860250001	510841860253001		11/30/2022	12/01/2022	
162446294	BISHOP, LUPE	12/17/2013	11	510841860250001	510841860250001		08/22/2022	10/07/2022	
937894221	BRIGHT, ALISON	08/17/2013	12	510841860250001	510841860250001	510841860250001	02/06/2023		
597988954	BROCK, JAIME	05/22/2014	12	510841860250001	510841860250001		08/22/2022	10/06/2022	
229214757	COON, LOUIS	09/05/2013	9	510841860250001	510841860250001		08/22/2022	09/19/2022	
982014476	COPELAND, BUDDY	10/21/2013	9	510841860250001	510841860250001		08/22/2022	08/29/2022	
795425012	COSTA, LYNDA	09/17/2013	10	510841860250001	510841860250001		12/19/2022		
568812258	CUMMINS, TONY	04/03/2014	11	510841860250001	510841860250001	510841860250001	08/22/2022	08/23/2022	
339848780	DAUGHERTY, GWENDOLYN	02/05/2014	9	510841860250001	510841860250001		01/04/2023		
736486194	DIXON, JEFFERY	08/26/2013	11	510841860250001	510841860253024		08/22/2022	12/16/2022	
116312094	DONOVAN, GINGER	09/04/2013	10	510841860250001	510841860253001	510841860253001	12/07/2022	04/27/2023	
256905218	DURHAM, SIMON	10/17/2013	11	510841860250001	510841860250001		01/19/2023		
172645874	ERWIN, SHELBY	09/09/2013	9	510841860250001	510841860250001		08/22/2022	09/02/2022	0
927021213	FIELDS, MARIANNE	03/25/2014	10	510841860250001	510841860250001	510841860250001	08/22/2022	08/23/2022	0
271541955	FLEMING, BRETT	08/29/2013	9	510841860250001	510841860250001		08/22/2022	08/23/2022	0
235813041	FLOWERS, BETSY	02/06/2014	11	510841860250001	510841860250001		08/22/2022	09/07/2022	
516688284	FRANCIS, LINDSAY	04/24/2014	9	510841860250001	510841860253001	510841860253001	09/06/2022	09/13/2022	
727739395	GARCIA, SUSAN	05/15/2014	9	510841860250001	510841860253001	510841860253001	10/03/2022	10/19/2022	
333184411	GIBBS, TAMMY	09/25/2013	9	510841860250001	510841860250001		04/05/2023	04/12/2023	
347895617	HALE, BENJAMIN	07/01/2014	9	510841860250001	510841860250001		08/22/2022	09/29/2022	
724950006	HENDRICKS, KARI	03/23/2014	9	510841860250001	510841860250001		08/22/2022		
772111430	HINTON, ROY	04/27/2014	9	510841860250001	510841860250001	510841860250001	08/22/2022	08/23/2022	
206287500	HUMPHREY, JAN	03/05/2014	9	510841860250001	510841860250001		08/22/2022	08/30/2022	
266660376	MCCANN, JENNIFER	09/06/2013	11	510841860250001	510841860250001	510841860250001	08/22/2022	08/25/2022	
638607840	MCDERMOTT, DOREEN	08/15/2013	9	510841860250001	510841860250001		08/22/2022		
536846360	MCLEAN, JOAN	08/27/2013	10	510841860250001	510841860250001		08/22/2022	08/30/2022	
532652660	MONTGOMERY, CHRISTOPHER	09/08/2013	11	510841860250001	510841860250001		08/22/2022	09/07/2022	
256122128	MORTON, VIRGINIA	09/14/2013	10	510841860250001	510841860250001		10/20/2022	10/24/2022	
924296431	MOSES, LEROY	10/20/2013	10	510841860250001	510841860250001	510841860250001	10/20/2022	11/02/2022	
251235702	PATTON, MARGARET	10/23/2013	12	510841860250001	510841860250001	510841860250001	08/25/2022		
735181036	PHILLIPS, PAT	12/27/2013	9	510841860250001	510841860250001		08/22/2022	08/30/2022	0
253309536	PIKE, JUAN	01/11/2014	10	510841860250001	510841860250001		02/07/2023		0
444635012	POOL, ANGELICA	01/13/2014	9	510841860250001	510841860250001	510841860250001	02/22/2023		0

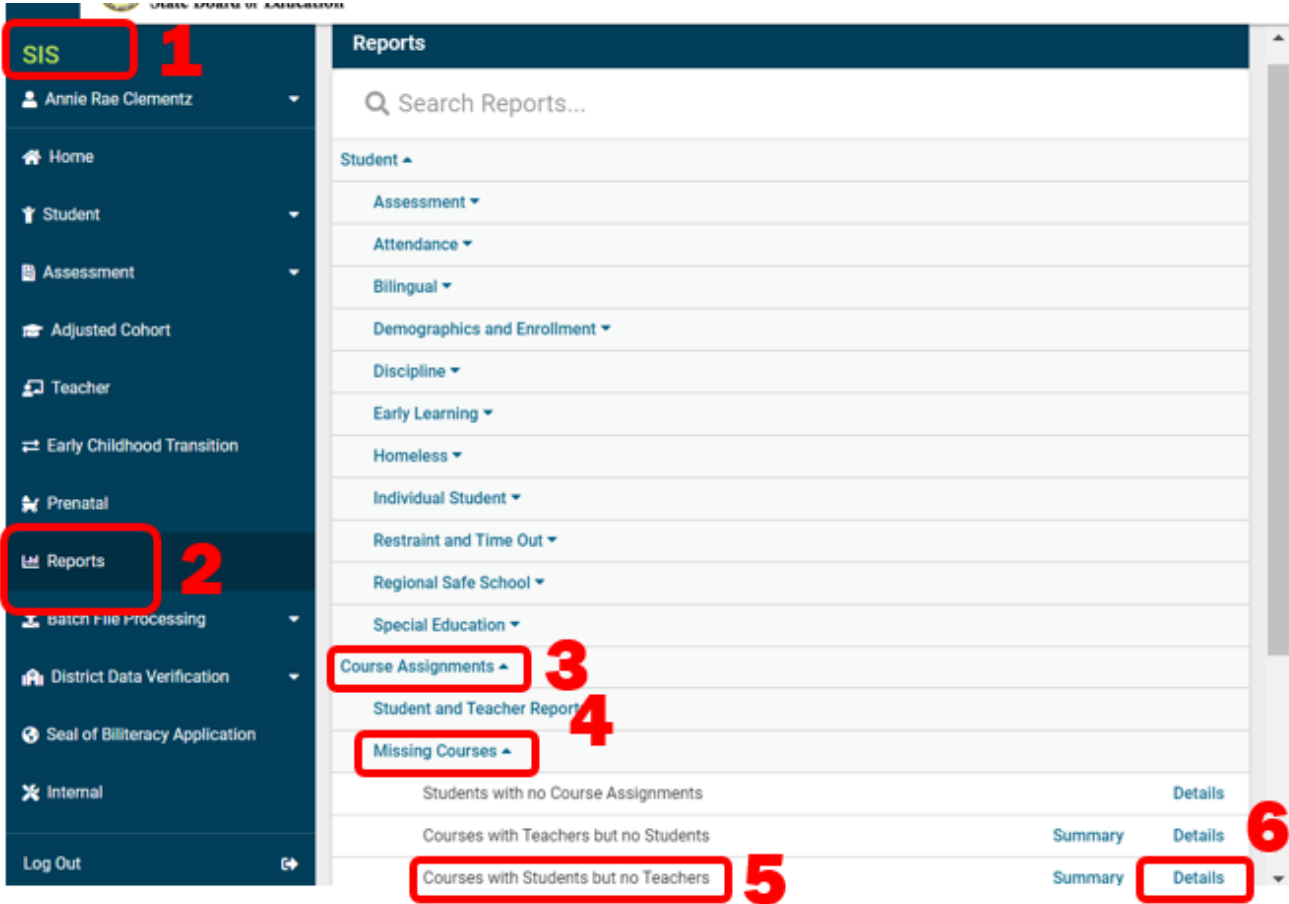
Makes sense...
Start & end date 7 days apart

Doesn't make sense...
No exit date & home & serving the same

- What am I looking for?
- Why do these students have no courses?
- Is the issue the course assignments or the enrollment?

SIS – Courses With Students But No Teachers Report Navigation

- 1. Log into SIS through IWAS.
- 2. Select **Reports** from the left navigation bar.
- 3. Expand the **Course Assignments** drop-down heading.
- 4. Expand the **Missing Courses** drop-down sub-heading.
- 5. Find **Courses with Students but no Teachers**.
- 6. Click the **Details** link to select report settings.



SIS – Courses With Students But No Teachers Report Settings

7. Select a **School** or **All Schools** from the drop-down menu.
8. All middle filters are optional, but it is recommended to leave them as default.
9. Set **Sort By** to Home School.
10. Choose either **PDF** or **Excel** for the report format.
11. Click the **Create Report** button.

Illinois State Board of Education

Helpful Resources Contact Technical Support

SIS

Annie Rae Clementz

Home

Student

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

District Data Verification

Seal of Biliteracy Application

Internal

Log Out

Back To Reports

Courses with Students but no Teachers

School Year 2023

School 7 All Schools

Grade 8 All Grades

Subject Area All Subject Areas

State Course Code All State Courses for selected Subj

Academic Term All Academic Terms

Course Setting All Course Settings

Course Level All Course Levels

Articulated Credit Both Yes No

Dual Credit Both Yes No

CTE Course Both Yes No

Sort By 9 Name

Optional

PDF Create Report 11

10

SIS – Courses with Students But No Teachers Report Data

2023 Courses with Students but no Teachers - (Detail)

5/8/2023 12:01:35PM

SIS Home District: Fazzoul Community Consolidated District #77
 Selection Criteria: Sorted By: Student Name

- What am I looking for?
- Why do these courses not have an assigned teacher of record?

Term	State Course Code	Section	State Course Title								Home School			
Semester 1	01001A000	1104001	English/Language Arts I (9th grade)								Toon Town High School			
Student ID	Student Name	Birth Date	Serving	Grade	Course Level	Course Setting	Credit	Start Date	Dual	Articulated	End Date	Grade A/T	Attend A/T	Final
859534306	ANDERSEN, LOREN	02/08/2014	123456789101112	12	Remedial	Traditional	0.50	08/22/2022	No	No	12/16/2022	/	/	C
628252339	BALDWIN, KARIN	06/12/2014	123456789101112	11	Remedial	Traditional	0.50	08/22/2022	No	No	12/16/2022	/	/	B
162446294	BISHOP, LUPE	12/17/2013	123456789101112	12	Remedial	Traditional	0.50	08/22/2022	No	No	12/16/2022	/	/	B
937894221	BRIGHT, ALISON	08/17/2013	123456789101112	11	Remedial	Traditional	0.50	08/22/2022	No	No	12/16/2022	/	/	A
597988954	BROCK, JAIME	05/22/2014	123456789101112	9	Remedial	Traditional	0.50	10/25/2022	No	No	12/16/2022	/	/	F
229214757	COON, LOUIS	09/05/2013	123456789101112	10	Remedial	Traditional	0.50	08/22/2022	No	No	12/16/2022	/	/	C
982014476	COPELAND, BUDDY	10/21/2013	123456789101112	10	Remedial	Traditional	0.50	08/22/2022	No	No	12/16/2022	/	/	D
795425012	COSTA, LYNDA	09/17/2013	123456789101112	12	Remedial	Traditional	0.50	08/22/2022	No	No	12/16/2022	/	/	A
Total Students In This Section: 8														
Term	State Course Code	Section	State Course Title								Home School			
Semester 1	01001A000	1104002	English/Language Arts I (9th grade)								Toon Town High School			
Student ID	Student Name	Birth Date	Serving	Grade	Course Level	Course Setting	Credit	Start Date	Dual	Articulated	End Date	Grade A/T	Attend A/T	Final
568812258	CUMMINS, TONY	04/03/2014	123456789101112	10	Remedial	Traditional	0.50	09/06/2022	No	No	12/16/2022	/	/	A
339848780	DAUGHERTY, GWENDOLYN	02/05/2014	123456789101112	11	Remedial	Traditional	0.50	08/22/2022	No	No	12/16/2022	/	/	A
736486194	DIXON, JEFFERY	08/26/2013	123456789101112	10	Remedial	Traditional	0.50	08/22/2022	No	No	12/16/2022	/	/	D
116312094	DONOVAN, GINGER	09/04/2013	123456789101112	11	Remedial	Traditional	0.50	08/22/2022	No	No	12/16/2022	/	/	C
256905218	DURHAM, SIMON	10/17/2013	123456789101112	10	Remedial	Traditional	0.50	08/22/2022	No	No	12/16/2022	/	/	C
172645874	ERWIN, SHELBY	09/09/2013	123456789101112	9	Remedial	Traditional	0.50	08/29/2022	No	No	12/16/2022	/	/	F
927021213	FIELDS, MARIANNE	03/25/2014	123456789101112	12	Remedial	Traditional	0.50	08/22/2022	No	No	12/16/2022	/	/	A
271541955	FLEMING, BRETT	08/29/2013	123456789101112	10	Remedial	Traditional	0.50	08/22/2022	No	No	12/16/2022	/	/	B
235813041	FLOWERS, BETSY	02/06/2014	123456789101112	11	Remedial	Traditional	0.50	08/22/2022	No	No	12/16/2022	/	/	C
516688284	FRANCIS, LINDSAY	04/24/2014	123456789101112	11	Remedial	Traditional	0.50	08/22/2022	No	No	12/16/2022	/	/	F
Total Students In This Section: 10														
Term	State Course Code	Section	State Course Title								Home School			
Semester 1	01001A000	1104003	English/Language Arts I (9th grade)								510841860250001			
Student ID	Student Name	Birth Date	Serving	Grade	Course Level	Course Setting	Credit	Start Date	Dual	Articulated	End Date	Grade A/T	Attend A/T	Final

Doesn't make sense... Students have grades so somebody taught the class

SIS – 9th Grade On Track Report Navigation

1. Log into SIS through IWAS.
2. Select **Reports** from the left navigation bar.
3. Expand the **State Reporting** drop-down heading.
4. Expand the **Report Card and Accountability Reports** sub-heading.
5. Find the **9th Grade on Track** report.
6. Click the **Details** link to select report settings.

The screenshot shows the SIS Reports interface. The left navigation bar has 'SIS' (1) and 'Reports' (2) highlighted. The 'Reports' section is expanded to show 'State Reporting' (3), which is further expanded to show 'Report Card and Accountability Reports' (4). Under this sub-heading, '9th Grade On Track' (5) is listed with a 'Details' link (6) next to it.

Report Category	Sub-Category	Item	Summary	Details	
State Reporting	Fall Enrollment Counts	Fall Enrollment Counts	Summary		
		Historical Fall Enrollment Counts (Before SY 2023)	Summary		
		Homeless Counts	Summary		
	Report Card and Accountability Reports	9th Grade On Track	Advanced Coursework	Summary	Details
			Chronic Absenteeism	Summary	Details
			Chronic Truancy	Summary	Details
			College and Career Readiness Indicator	Summary	Details
			9th Grade On Track	Summary	Details

SIS – 9th Grade On Track Report Settings

1. Select the desired school from the **All Schools** drop-down menu.
2. Leave the remaining settings as default.
3. Set the report format to **PDF** using the drop-down menu.
4. Click the **Create Report** button.

The screenshot displays the SIS interface for the Illinois State Board of Education. The sidebar on the left contains navigation options: SIS, Annie Rae Clementz, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, Seal of Biliteracy Application, and Internal. The main content area is titled '9th Grade On Track' and includes the following settings:

- School Year: 2023
- School: All Schools (7)
- Academic Term: All Terms (8)
- Show Courses: No (8)
- Credit Value Per Term: 0.5
- Report Format: PDF (9)
- Create Report button (10)

Annotations include a red box around the 'All Schools' dropdown (7), a blue bracket around the 'All Terms' dropdown and 'Show Courses' radio buttons (8), a red box around the 'PDF' dropdown and 'Create Report' button (10), and a red number '9' below the 'PDF' dropdown.

SIS – 9th Report Data

- What am I looking for?
- Does the data match what is in the local system?
- Is all the data loaded yet?

Everyone in this report is showing as **Not On Track** because **second semester data has not yet been entered.**

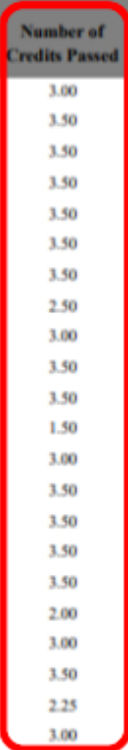
5/8/2023 4:54:11PM

**Illinois State Board of Education
Student Information System
2023 9th Grade On Track Report (Detail)**

SIS Home School: Toon Town High School
Selection Criteria: Course Details Hidden Credit Value Per Term = 0.5 (Must have 5 credits to pass and not fail more than 0.5 credits in core class.)

* Courses in Subject Areas 01 - 04

Total 9th Grade: 0	9th Grade On Track: 0	9th Grade Not On Track: 0	9th Grade On Track Percentage:	
Home School: ! Toon Town High School				
Total 9th Grade: 0	9th Grade On Track: 0	9th Grade Not On Track: 0	9th Grade On Track Percentage:	
Not On Track				
Student ID	Student Name	Date of Birth	Number of Credits Passed	Number of Core Course Credits Failed *
859534306	ANDERSEN, LOREN	02/08/2014	3.00	0.00
628252339	BALDWIN, KARIN	06/12/2014	3.50	0.00
162446294	BISHOP, LUPE	12/17/2013	3.50	0.00
937894221	BRIGHT, ALISON	08/17/2013	3.50	0.00
597988954	BROCK, JAIME	05/22/2014	3.50	0.00
229214757	COON, LOUIS	09/05/2013	3.50	0.00
982014476	COPELAND, BUDDY	10/21/2013	3.50	0.00
795425012	COSTA, LYNDA	09/17/2013	2.50	0.00
568812258	CUMMINS, TONY	04/03/2014	3.00	0.50
339848780	DAUGHERTY, GWENDOLYN	02/05/2014	3.50	0.00
736486194	DIXON, JEFFERY	08/26/2013	3.50	0.00
116312094	DONOVAN, GINGER	09/04/2013	1.50	1.00
256905218	DURHAM, SIMON	10/17/2013	3.00	0.50
172645874	ERWIN, SHELBY	09/09/2013	3.50	0.00
927021213	FIELDS, MARIANNE	03/25/2014	3.50	0.00
271541955	FLEMING, BRETT	08/29/2013	3.50	0.00
235813041	FLOWERS, BETSY	02/06/2014	3.50	0.00
516688284	FRANCIS, LINDSAY	04/24/2014	2.00	1.50
727739395	GARCIA, SUSAN	05/15/2014	3.00	0.00
333184411	GIBBS, TAMMY	09/25/2013	3.50	0.00
347895617	HALE, BENJAMIN	07/01/2014	2.25	1.00
724950006	HENDRICKS, KARI	03/23/2014	3.00	0.00



Checking Data in the DQD (Data Quality Dashboard)

**All name, student ID, and date of birth data
shown on the following slides is fake*

How do you access the DQD?

- Find the **DQD** in IWAS under **System Listing** in the left navigation bar then under the **Reporting** heading.
- Superintendents receive access by default.
- Other district staff and potential users must request access using the **Want to sign up...** option.
- Superintendents can assign either **District Admin** (write) or **District View Only** (read) permissions.
- For additional access guidance, view the **IWAS Training Video**.

Illinois State Board of Education
Dr. Steven Isoye, Chairman Dr. Tony Sanders, State Superintendent of Education

My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
Grants	
Reporting	
Data Quality Dashboard v2	Authorized
Employment Information System (EIS)	Authorized
Entity Profile System	Disapproved
Grant Periodic Reporting System	Authorized
Monthly	
Annual	
ISBE Internal	
Retired Applications	
Grants	

Legend: ⓘ : System Description - Detailed 📅 : Due Dates 👤 : Profile

[Want to Sign up for Other Systems?](#)

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Navigating the DQD

- Table of “Audits” or “Quality Checks”
 - District Summary or By School
 - 3 Columns:
 - Source System/Audit
 - Error Count
 - Score (%)
 - Color-Coded
 - Green (Good) to Red (Not Good)
 - Dropdown Arrow
 - Same format, specific metrics

Your School District Name			District Summary	By School
	Errors	Score		
Attendance	15	50.2%	▼	
EBF	0	100.0%	▼	
EIS Positions	16	98.9%	▼	
EIS Salaries	5	28.8%	▼	
Enrollments	1	97.9%	▼	
Student Course Assignments	2	93.3%	▼	
Teacher Course Assignments	35	95.8%	▼	

Navigating the DQD Continued

- Verify and Override
 - A metric flagged by the system may actually be correct.
 - A District Admin with “write” privileges can **override the flag**.
 - Must provide **explanation**
 - Flag will clear the **next day** when system updates.
 - **Note:** if the metric is for individual Schools, must verify and override for each school.

District's current best 3 month ADA has changed more than expected.

District's best 3-month ADA varied from the previous year by more than 10 percent.
Review other audits in DQD to help find issues in the student attendance. If the ADA is correct, verify and override the audit.

Your School District Name

Verify & Override...

Current best 3-Month ADA	Prior Year best 3-Month ADA	Difference	Score

Audit Summary

Lower Range	0
Upper Range	0
Minimum Count	10

current best 3 month ADA has changed more than expected.

Verify Data & Override Audit?

To verify this data and override the audit, please provide a reason and then click *Verify & Override* below.

Reason for Verification/Override

Verified By: [Redacted]

Verify & Override Cancel

Audit Summary

Lower Range	
Upper Range	
Minimum Count	

Verify & Override

Current best	Score
463	100.0%

Important Notes

- **What if there is no Verify and Override button?**
 - The metric must be fixed at the source system (e.g., SIS or EIS).
 - Call ISBE to get help on meaning and next steps.
- **How does this help with Report Card Data Quality?**
 - DQD checks the underlying data, as opposed to just metrics. It flags potential errors not present in other systems since it's doing comparisons and/or statistical analyses.
 - **Example:** Attendance Rate may "look" great, but what if only 5 students are enrolled for the year...the DQD will flag that!

Making the DQD Most Helpful

- **When should I look at this?**
 - Anytime, Now!
 - When ISBE DSA calls for Report Card Audits in June/July.
 - During Report Card Season (late summer, early Fall).
- **Which of the Audits/Reports are helpful?**
 - Attendance
 - EIS
 - Enrollment
 - Teacher and Student Course Assignments
- **[Access great DQD resources.](#)**



Checking EPS (Entity Profile System) Data

**All name, student ID, and date of birth data
shown on the following slides is fake*

EPS – Welcome Screen

- Find the **DQD** in IWAS under **System Listing** in the left navigation bar then under the **Reporting** heading.
- Once on the Welcome screen, click the **Continue** button.
 - Superintendents receive access by default.
 - Other district staff and potential users must request access using the **Want to sign up...** option.

Welcome to the Entity Profile System (EPS)

The Entity Profile System has the following features for **all EPS Profiles** :

- Requires an "Effective Date" for all EPS profile changes. This allows for the post dating of changes for the next school year (e.g. July 1st).
- The requirement of an "Effective Date" also allows for multiple pending changes to be requested for an EPS profile in one sitting.

The Entity Profile System has the following features for **ROEs and Public Districts** :

- Allows authorized ROE personnel to electronically update ROE profile information and view all Districts and Schools in their ROE.
- Allows authorized Public School District personnel to electronically update profile information for their District or Schools.
- Sends automatic emails to all relevant ROE and District EPS users when an Entity Profile is updated.
- Includes a report showing all district and school information for ROE staff.
- Includes a report showing all school information for Public District Staff.

The Entity Profile System has the following features for **Non-Public Schools** :

- Allows authorized Non-Public School personnel to electronically update EPS profile information.

For all current procedures please consult the document at the following link:
[CDS Codes: Guidelines and Procedures for Changes](#)

Continue

EPS – Home Screen

- After clicking the Continue button the **home screen** is displayed.
 - A district user will see the district and all schools in the district.
- From this screen you can make **new changes** or **edit changes**.

The screenshot displays the EPS Home Screen. At the top right, there are navigation links: Home (highlighted with a red box), History, and Reports. Below this is a table with columns: RCDTS, Entity Name, Contact Name, Status, and Effective Date. The first row shows a 'New Change' (highlighted with a red box) for RCDTS '01-010-0101-01-0000', Entity Name 'Sample District 100', and Contact Name 'Sample Superintendent'. Below this table is a section titled 'Schools' with a search box. Underneath is another table with columns: RCDTS, Category, Entity Name, Contact Name, Status, and Effective Date. The first five rows show 'New Change' entries for 'Sample School 1' through 'Sample School 5'. The sixth row shows an 'Edit Change' (highlighted with a red box) for 'Sample School 6', with a status of 'Pending' and an effective date of '04/23/2019'. At the bottom, it says 'Showing 1 to 6 of 6 entries'.

RCDTS	Entity Name	Contact Name	Status	Effective Date
New Change	01-010-0101-01-0000	Sample District 100	Sample Superintendent	

Schools

Search:

RCDTS	Category	Entity Name	Contact Name	Status	Effective Date
New Change	4	Sample School 1	Sample Principal 1		
New Change	4	Sample School 2	Sample Principal 2		
New Change	4	Sample School 3	Sample Principal 3		
New Change	4	Sample School 4	Sample Principal 4		
New Change	4	Sample School 5	Sample Principal 5		
Edit Change	4	Sample School 6	Sample Principal 6	Pending	04/23/2019

Showing 1 to 6 of 6 entries

EPS – District or School Profile

- Review the **Grades Served** section to confirm grade level selections are accurate.
 - Use the checkboxes to update grade levels served by the district or school.
- Scroll to the **Contacts** section to review or update contact information.
 - Select the **plus (+)** icon to add a new contact entry.
- Click **Save Request** to submit profile updates.

Sample School District (01-010-0101-01-0000)

Request a Change

Effective Date: 4/20/2019

No Changes:

Notes:

EPS Information

Website URL: www.sampledistrict.edu

Block Schedule?:

Magnet School?:

Grades Served

P K 1 2 3 4 5 6 7 8 9 10 11 12 D

Entity Profile System (EPS)

Addresses +

Mailing: Sample Address

Phone Numbers +

Business: (000) 000-0000

Contacts +

Entity Attributes

NCE ID (LEA): 0000000

EFE: 000

To request a change to Entity Attributes, please email us at: help@ibe.net

EPS – District or School Profile Most Important Information

- Confirm the **superintendent** or **principal name** is correct.
- Verify **email addresses** are current and accurate. Use the **edit** icons to update existing information.
- Use the **plus (+)** icons to add addresses, phone numbers, or contacts.
- **Accurate contact information ensures important ISBE communications are received.**

The screenshot displays the 'Entity Profile System (EPS)' interface. At the top, there are tabs for 'EPS' and 'NSLP'. Below the tabs, the title 'Entity Profile System (EPS)' is followed by a section for 'Addresses' with a plus icon. Under 'Addresses', there is a 'Mailing' section with a text input field containing 'Sample Address' and an edit icon. Below that is a 'Phone Numbers' section with a plus icon and a 'Business' section with a text input field containing '(000) 000-0000' and an edit icon. At the bottom is a 'Contacts' section with a plus icon and a 'Principal' section with a text input field containing 'Sample Principal' and an edit icon. Below the 'Principal' section are links for '+ Address' and '+ Phone'. A red arrow points from the right side of the slide towards the 'Principal' field.

MOST IMPORTANT
Correct
Superintendent /
Principal
Name and Email



EPS – Edit or Add a Contact

- Open the **Edit Contact** window to review or update contact information.
- Use the **Contact Type** drop-down menu to select the appropriate role.
 - Verify the contact name, title, and email address for accuracy.
 - Carefully check for spelling errors or typos in email addresses.
- Click **Save** to submit changes.

The image displays two screenshots of a software interface for editing contact information. The left screenshot, titled "Edit Contact", shows a form with fields for Salutation (Mr.), First Name (Sample), Middle Name, Last Name (Principal), Contact Type (Principal), Title (Principal), and Email (sampleprincipal@sample.edu). A red box highlights the Contact Type dropdown menu, and another red box highlights the Email field. Below the form are buttons for "Check for typos", "Save", and "Close". The right screenshot, titled "Existing Contact", shows the same form with the Contact Type dropdown menu open, displaying a list of roles including Principal, Regional Superintendent, District Superintendent, Director, Administrator, Sponsor Contact, Sponsor Claim Contact, Site Contact, Executive Director, Chairperson, Seamless Contact, Contractor Contact, Authorized Representative, CEO, Secondary Site Contact, ACCESS Coordinator, DLM-AA Coordinator, ISA Coordinator, KIDS Coordinator, and NAEP Coordinator. A red box highlights the dropdown menu, and a red arrow points from the "Edit Contact" window to this dropdown menu.

Be sure to select the **appropriate Contact Type** using the **drop-down menu** shown here

EPS – Save Your Edits

- ISBE uses EPS contact information for **official communications** (e.g., accountability notification letter) & communications to targeted audiences (e.g., assessment coordinators or curriculum directors).
- Always finish by **saving changes** on the District or School Profile screen.
- You must give changes an **Effective Date**.
 - You can give changes a future effective date (i.e., new grades served).

Sample School District (01-010-0101-01-0000)

Request a Change

Effective Date: 07/01/2021

No Changes:

Notes:

Save Request

Entity Profile System (EPS)

Addresses +

Mailing: Sample Address

Phone Numbers +

Business: (000) 000-0000

Contacts +

EPS Information

Website URL: www.sampledistrict.edu

Block Schedule?

Magnet School?

Grades Served

P K 1 2 3 4 5 6 7 8 9 10 11 12 U

Entity Attributes

NCES ID (LEA): 0000000

EFE: 000

To request a change to Entity Attributes, please email us at: help@isbe.net

Checking Data in the DRVT (Data Review and Verification Tool)

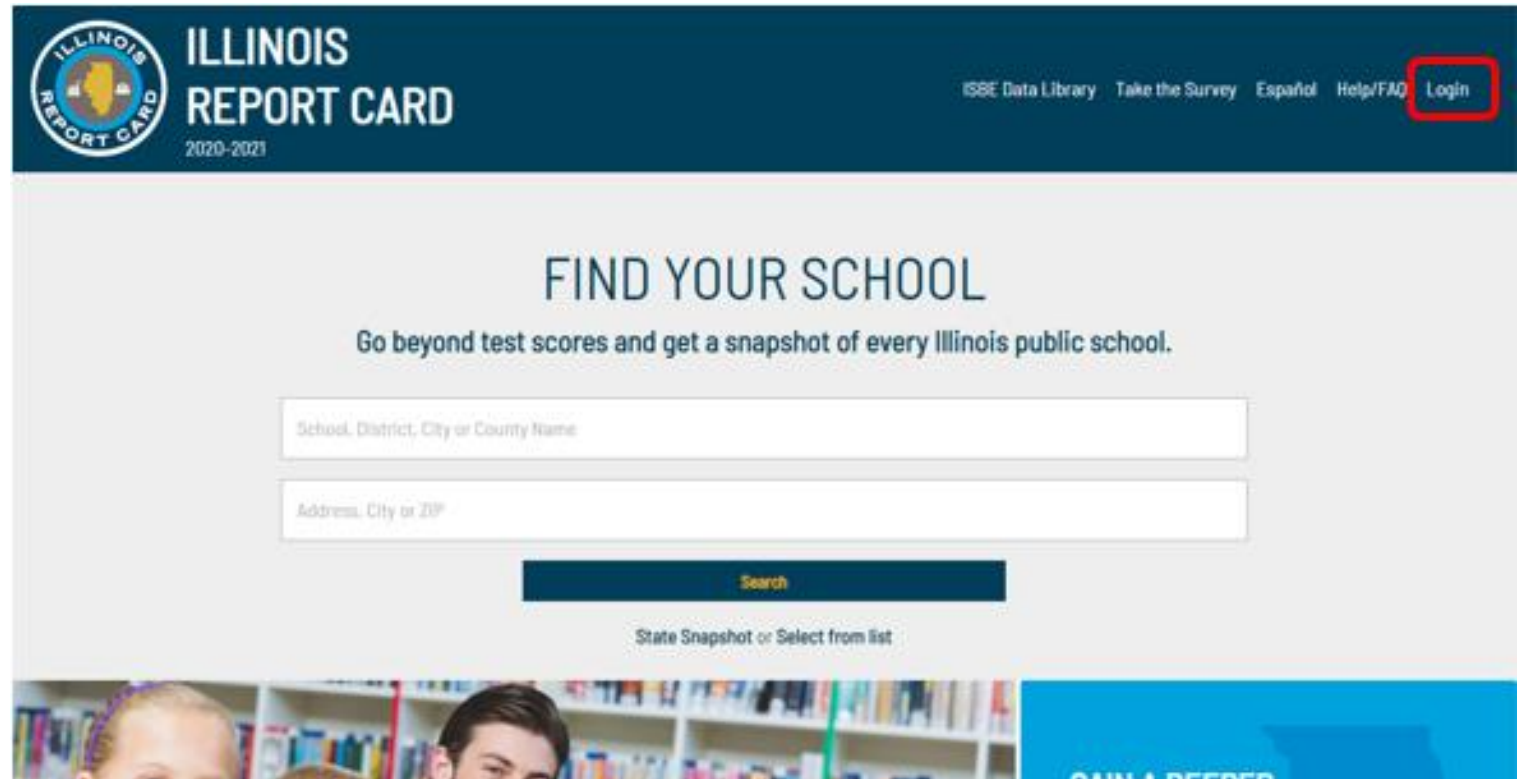
**All name, student ID, and date of birth data
shown on the following slides is fake*

DRVT Navigation

- Go to the [Illinois Report Card](#)



- Click the Login link in the upper right hand corner.

A screenshot of the Illinois Report Card website. The header is dark blue with the Illinois Report Card logo on the left, the text 'ILLINOIS REPORT CARD 2020-2021' in the center, and navigation links 'ISBE Data Library', 'Take the Survey', 'Español', 'Help/FAQ', and 'Login' on the right. The 'Login' link is highlighted with a red square. The main content area is light gray and features the heading 'FIND YOUR SCHOOL' and the subtext 'Go beyond test scores and get a snapshot of every Illinois public school.' Below this are two search input fields: 'School, District, City or County Name' and 'Address, City or ZIP'. A dark blue 'Search' button is positioned below the fields. At the bottom of the search area, it says 'State Snapshot or Select from list'. The bottom of the page shows a partial view of a library with bookshelves and children's heads.

DRVT Login

- Open the **MyIRC/MyIPP Account Login** page.
- First, try signing in using the **email login** option.
 - If a password error continues after a password reset, try signing in with **Microsoft** or **Google** credentials instead.
- Use the **Forgot Password** link to reset an account password if needed.
- Select **Create one now** to create a new account.

The screenshot shows the MyIRC/MyIPP Account Login page. At the top left are the MyIRC and MyIPP logos. Below them is a blue box with text: "MyIRC/MyIPP is a password-protected web resource for Illinois teachers and school administrators and is not open to the public. Public users are invited to consult the information and reports on the Illinois Report Card." The main heading is "MyIRC/MyIPP Account Login" with a sub-heading: "Login to the system using your Microsoft Office or Google credentials. If you need help logging in, contact us." There are three login options: "Sign in with Microsoft" (labeled 2), "Sign in with Google" (labeled 2), and "Sign in with your email" (labeled 1). Below these is a "Forgot Password?" link. At the bottom, there is a "LOG IN" button and a "Create one now." link. A red box highlights the "Forgot Password?" link and the "Create one now." link.

Try option 1. If it provides a password error message even after a password reset, try the applicable option 2.

DRVT – Dashboard

- Open the Illinois Report Card tools dashboard.
- Select **My Data Review and Verification Tool**.
- Use this tool to review calculated Report Card metrics before public release.
- Do not use **My Data Dashboard**, **My Principal Entry Form**, or **My Educator Preview** for data verification activities.
 - The highlighted tool is the primary location for district Report Card review and verification tasks.

Click an icon below to access key information and resources.

- X** **My Data Dashboard**
My Data Dashboard (formerly Ed360) provides data related to critical performance metrics.
- X** **My Principal Entry Form**
Update your school highlights on the Illinois Report Card at any time.
- ✓** **My Data Review and Verification Tool**
Review calculated Report Card metrics in advance of the Report Card release.
- X** **My Educator Preview**
View your school(s) data on the Illinois Report Card public-facing website.

Announcements

- My Data Dashboard soon to replace Ed360
February 24, 2022
[Learn more](#)
- 21st CCLE: Fall 2021 data submission deadline
August 13, 2021
[Learn more](#)
- 21st CCLE: Spring 2021 data submission deadline
July 12, 2021
[Learn more](#)
- Ed Preview Release windows
July 1, 2021
[Learn more](#)

[View All Announcements](#)

DRVT Welcome Screen

- Review the **Data Review and Verification Tool (DRVT)** overview information on the homepage.
- Select a category tile, such as **Academic Progress** or **Students**, to review related data.
 - Use the **Data States and Descriptions** link for definitions and reporting guidance.
 - Review the **Percent Change** information before analyzing trend data.
- The **The Equity Journey Continuum** is available year-round.

The screenshot shows the DRVT Welcome Screen. At the top is a blue header with the text 'Welcome' and a paragraph explaining the tool's purpose and data refresh cycle. Below this is a grid of six category tiles: Academic Progress, District Environment, Students, Teachers, Administrators, and District Finances. At the bottom left is a tile for 'The Equity Journey Continuum'. To the right of the grid is a red-bordered box containing three links: '2022 DRVT Overview', 'Please see information regarding the Data States and Descriptions here.', and 'Please see information regarding the % Change here.'. A red arrow points from the '2022 DRVT Overview' link to a numbered list on the right side of the slide.

Welcome

The Data Review and Verification Tool (DRVT) contains the Report Card metrics, which are calculated from current data, for your school or district. The data is refreshed every morning; it reflects what your Report Card metrics would be based on the data you have submitted thus far. The calculated metrics may NOT be final. The data you see in this tool will change from day to day based on changes in IWAS systems (e.g., the Student Information System [SIS], the Employment Information System, the Entity Profile System, etc.). It is imperative that districts review their data for accuracy in a timely manner to ensure correct reporting on the 2022 Report Card. The DRVT will close at 5 p.m. on September 30; however, data collection deadlines depend on related IWAS systems and may be earlier than that date.

Please see our [Data Collections Key Dates](#) webpage to check specific data collections deadlines. The Illinois Report Card calculates and displays metrics corresponding primarily to students' home school and district. Please note that data published elsewhere by ISBE, such as some SIS reports, may be calculated using students' serving school and district.

If you have any questions about the data in the DRVT or the Report Card generally, please contact Data Strategies and Analytics at 312-814-9992 or email reportcard@isbe.net.

2022 DRVT Overview

Please see information regarding the [Data States and Descriptions here](#).

Please see information regarding the [% Change here](#).

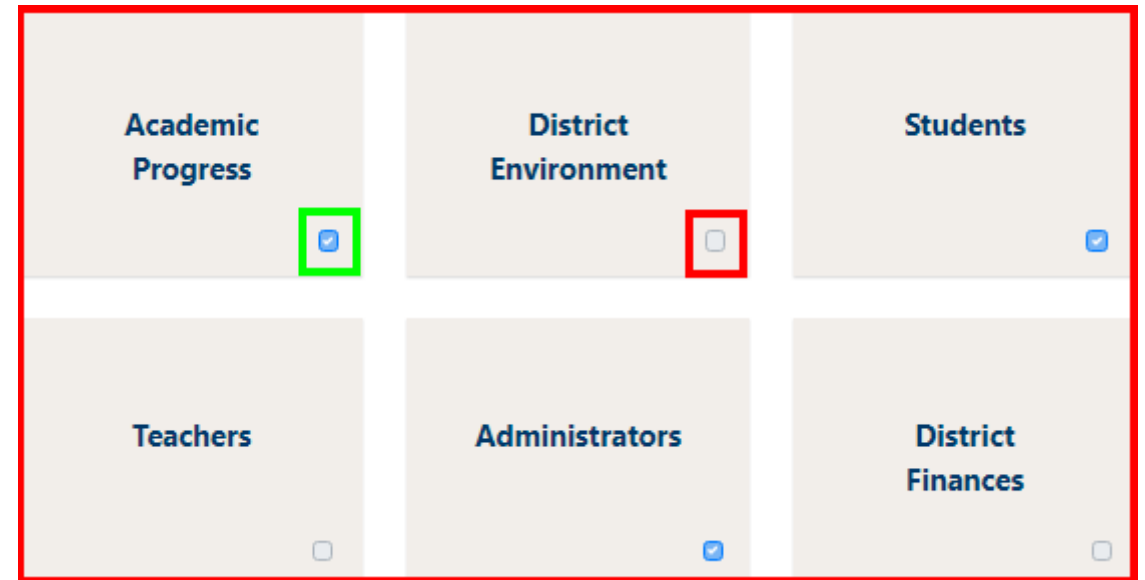
1. DRVT Overview

2. Read Data States & Descriptions

3. Read about Percent Change

DRVT – Reviewed Indicator

- Each user sees their own checkmarks. It is for personal recordkeeping or progress tracking in review of the data in the system.



DRVT - Navigating the Tool (Layout)

- Use the **breadcrumb trail** to track your location within the DRVT.
- Review the **entity name** and **category name** at the top of the page.
- Select the checkbox to mark a category as reviewed.
- Use the **Review Additional Schools** drop-down menu to navigate between schools.
- Use the **Next** navigation buttons to move between categories.

Breadcrumb Trail District List / Home / Metric List

SPRINGFIELD SD 186 Entity Name/Level Entity Drill Down **Review Additional Schools**

Students Reviewed Category Name **Next: Teachers**

Check to track review progress

Metric Name	% Change	Historical Values			Data State
Report Card Metric	% Change SY21-SY22	SY2022	SY2021	SY2020	Data State
Total Enrollment Number	-4.22% Low	885	924	964	
Total Enrollment Percent ▼	0%	100%	100%	100%	

DRVT - Navigating the Tool (Disaggregation)





- Select the **drop-down arrow** next to a metric to expand subgroup details.
 - Expanded views display data by student group categories such as race and gender.
- **Review subgroup data** for differences or unexpected results.
- Use expanded metric views to support more detailed data verification and analysis.





The screenshot shows the DRVT tool interface. On the left, a list of metrics is displayed: Attendance Rate (95.6%), Student Mobility Rate (4.2%), Chronic Absentee Rate, and Dropout Rate (Yellow). The Student Mobility Rate metric is circled in red. On the right, the expanded view for Student Mobility Rate is shown, with the metric name circled in red and a red arrow pointing down to the subgroup data table.

Metric	Target	Actual	Previous	Info	
Attendance Rate	-	95.6%	95.6%	95.6%	■ ⓘ
Student Mobility Rate	-	4.2%	4.1%	4.2%	■ ⓘ
Chronic Absentee Rate	-				
Dropout Rate	-				Yellow

Subgroup	Target	Actual
All	-	-
American Indian	-	-
Asian	-	-
Black	-	-
Hispanic	-	-
White	-	-
Two or More Races	-	-
Native Hawaiian	-	-
Male	-	-
Female	-	-

DRVT - Navigating the Tool (Data State)

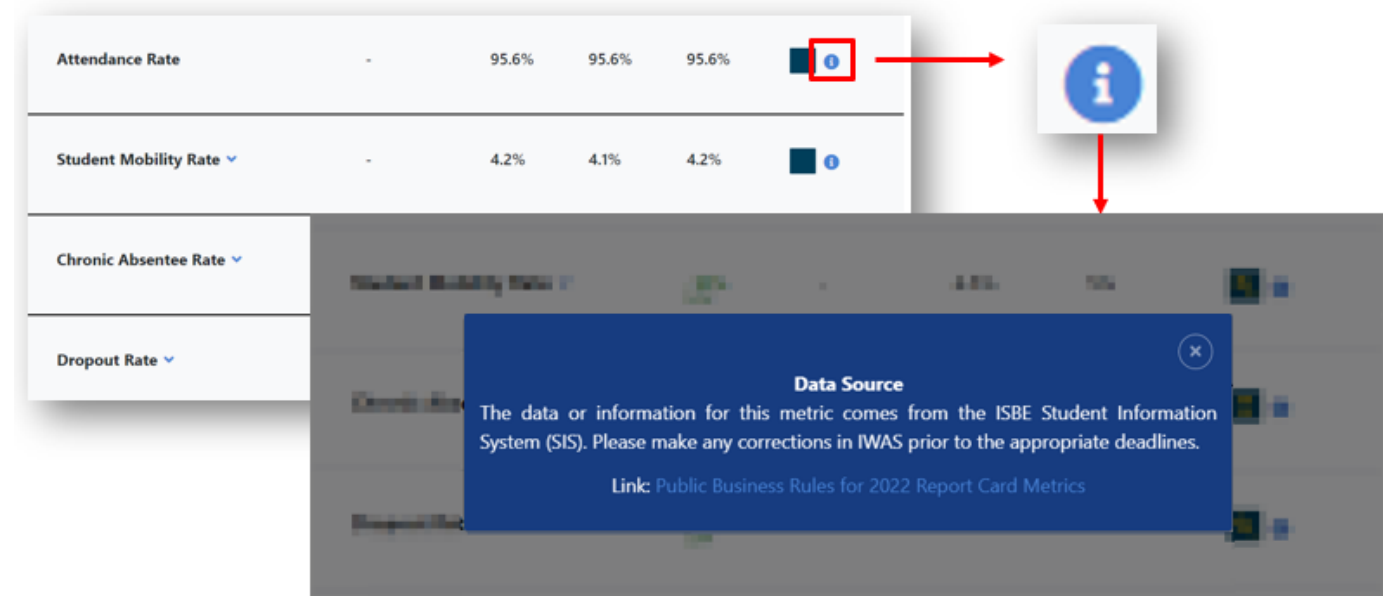
Report Card Metric	% Change SY21-SY22	SY2022	SY2021	SY2020	Data State
Total Enrollment Number	-4.22% Low	885	924	964	  Available for Review
Total Enrollment Percent ▼	0%	100%	100%	100%	 

Icon	Mouse Over Text	Detailed Messaging
	Not Available	No data will be available prior to the DRVT closing on September 30. This data will be made available for review in the MyIRC Educator Preview prior to being released to the 2022 Report Card.
	Not Yet Loaded	The data or information for this metric comes from the ISBE Student Information System (SIS). Please make any corrections in IWAS prior to the appropriate deadlines.
	Available for Review	Data is available for review and verification. Data may still change if changes are made to the source data (SIS, EIS, ELIS, etc.)
	Data Considered Final	Data is considered final.

- These data states can be found to the right of each metric.


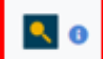

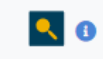

DRVT - Navigating the Tool (Data Source)

- Click the **blue information icon** next to a metric to view additional details.
- The pop-up identifies the **source system** for the metric data.
- Review and **correct source data before reporting deadlines**.
- Use the Public Business Rules link for additional metric guidance and definitions.



DRVT – What Should I Review?

- **Missing SY2026 data**
 - Where Data State is Available for Review but 2026 is 0 or –
- **Percent Change**
 - Low, medium & high assumes data will not change significantly from year to year
- **Key Metrics**
 - Graduation rate
 - Proficiency rates
 - **Student demographics**
 - Chronic absenteeism & attendance
 - Financial metrics

Report Card Metric	% Change SY21-SY22	SY2022	SY2021	SY2020	Data State
Students Enrolled in Advanced Placement (%) ▾	-21.24% High	15.2%	19.3%	-	
Students Enrolled in IB Coursework (N) ▾	-	0	0	-	
Student Mobility Rate ▾	3.91% Low	13.3%	12.8%	13.6%	
Chronic Absentee Rate ▾	64.75% High	43%	26.1%	14.9%	
Dropout Rate ▾	57.14% High	6.6%	4.2%	6.5%	

RECAP

Recommended Strategies for Checking Your Data

REMEMBER TO CHECK YOUR ENROLLMENTS

- If you get only one piece of data right, make it your enrollments
- EVERYTHING in the accountability system and report card is driven by the student enrollment
 - Start date
 - End date*
 - Exit code type
 - Home School
 - Serving School
 - Service Provider (if applicable)
 - Demographics
 - Not everything is in SIS – Make sure IEP data aligns to I-STAR

ISBE COLLECTS SUMMER SCHOOL RECORDS

*Summer school **can be included** with the regular school enrollment **except when:**

1. There is a break between the regular school year & start of summer school.
2. It's held at a different school (home or serving) or grade level.

If either condition applies, make summer school its own enrollment.

Remember: Have a Plan & Ask Questions

Have a Plan

- Review the [Data Validation Best Practices](#)
- Determine when local data needs to be finalized internally to ensure data can be loaded and validated by the deadline.
 - [SIS key dates](#)
 - [Data collection key dates](#)
 - [Assessment dates](#)
- [Download the submission templates](#)
- Communicate internal dates to all staff
- Check on progress regularly

Ask Questions

- Who knows the most about this data?
- Have there been any changes to how this data is reported this year?
- Are the data accurate to our reality?
 - Was it entered correctly in the local system?
- Is data present in the source system?
- Does source system match what is in your local system?

Remember: Identify the Right People & Don't Wait

Identify the Right People

- ❑ Identify the right people to be responsible for each collection
- ❑ The people who know the most about what the data describe should be checking the local data
- ❑ Share the wealth – more eyes give more chances to catch an issue
- ❑ Close the circle – show the source data to the local experts to detect patterns

Don't Wait

- ❑ DON'T WAIT till teachers/students are gone or score data is posted in SIS
- ❑ The best time to check your data is **while teachers and students are still present.**
 - ❑ If there are questions about data accuracy, those familiar with the details are still accessible.
- ❑ Preliminary score data is available in the vendor system in May.

Remember: Check the Details & Hold a Review Meeting

Check Home But Not Serving School Students

- The home district is responsible for ensuring data is submitted for all students.
- Data for students who are served in special programs or at locations outside the district are often collected and/or reported by their serving location.
- Don't assume serving schools know what is expected.**

Hold a Review Meeting

- Hold a review meeting with the Superintendent, Principals, and relevant Assistant Superintendents/Assistant Principals **BEFORE** anyone leaves.
- Review the information with new hires shortly after they join.

[Join \(and read\) the Report Card Rundown](#)

Need Help?

Get Help

- **DSA**
 - **Call:** (312) 814-9192
 - **General data help:** datahelp@isbe.net
 - **Report Card/DRVT Issues:** reportcard@isbe.net
- **Accountability**
 - **Call:** (217) 524-4614
 - **Email:** essa@isbe.net
- **SIS**
 - **Call:** (217) 558-3600 (Option 3)
 - **Email:** Submit Web Help using the form in SIS
- **Assessment**
 - **Call:** (866) 317-6034
 - **Email:** assessment@isbe.net

In Conclusion...

Any Questions?