

Webinar Question 1	Webinar Response 1	Webinar Question 2	Webinar Response 2	Webinar Question 3	Webinar Response 3
*How will we report staff Act of God days due to the coronavirus shutdown? Will due dates change??	* Act of God days will NOT be reported as absent days. As of now, due dates are not changing.				
If there is a non-certified staff who is getting paid using accumulated sick days, does he get counted in the non-cert staff FTE count. and does the non-cert long term sub get counted also?	Yes, the noncertified staff is still employed. Only report long term Subs if they have a PEL(Professional Educator License) AND work 50% or more of the year in the same assignment.				
I have a music teacher that is part time. Do I still enter her FTE as 100?	Percent Full Time will be 100. When you enter the Actual Days the FTE will calculate. Example: They worked 90 out of the contracted 180 days, EIS will calculate FTE to 50%				
How should we report a para who had to be pulled out of para position and be used as a long term sub?	Only report long term Subs if they have a PEL(Professional Educator License) AND work 50% or more of the year in the same assignment. If not, report them a Parapro				
How soon can we add evaluations and salary	Evaluations can be reported now. Salary will open in May.				
I have 5 Interim Admin Positions this school year. How are these entered?	Same as any other Admin Position as long as they are licensed.				
My District hires contractual staff members (teacher, speech paths, social workers etc) so would my district need to report these employees in EIS?	Yes, if you pay them, you should report them.				
That is a first year teacher in Illinois, not a first year teacher in your district. Correct?	Yes first year means first year teaching in Illinois it does not mean the first time in you're district.				
Do we need to enter a new employee who was supposed to start March 16th but due to closing of schools, this parapro technically did not start. So do we wait till we actually go back to enter this person?	Go ahead and wait until this employee actually starts.				
I had uploaded my 19/20 positions in the fall of last year. Do I need to upload them again?	No, you only need to update and make changes that have occurred since your upload.				
regarding parapro getting entered if certified, do you mean with a PEL instead of a SUB or para license?	Hi Charlotte, if someone has a paraprofessional license and works in a position that requires a paraprofessional license then they would be included in EIS as a parapro. If someone has the parapro license but is not working in position that requires one then you would not.	we have full time building subs that are day to day subs in 1 building but they are guaranteed work in that building every day. They are must have a sub or pel to be hired in that position. What EIS code would they be classified as?	Use EIS code according to the license that they hold.		
Do Parapros go with Teachers rather than non cert?	Yes, Paraprofessionals are licensed and should be reported.				
do all parapro have to have licence and iein for submission	Yes, if they are a licensed Parapro and are working as a Parapro they should have an IEIN and be reported				
If a teacher or paraprofessional moves from different bldgs. during the school year how do I put in percentage? I had a teacher work 6 months at one school then left and worked at a different one.	Include the % of time at each work location.				
Will the April 16th due date change if we are not allowed in schools??	As of now, No. ISBE has a due date to report this data to the USDE and they have not notified us of any change in due date				
If a para has worked since the beginning of the school year but they were not hired until March, because it took her that long to get her license. What dates should I use for her?	He employment start date in EIS would be the first day she began working as a certified employee.				
How do school closures due to COVID affect data we will send in?	As of now, it will not affect the reporting.				
By "certified" for reporting parapro - do you mean those with a PEL or PEL and PARA?	Cerified means they hold a license in ELIS. If an employee is a licensed Parapro and they are working as a Parapro they should be reported as such. A Parapro does not require a PEL.				
Do we have to record Long Term subs?	Only report long term Subs if they have a PEL(Professional Educator License) AND work 50% or more of the year in the same assignment				
We have a teacher who is still employed by our district, however she has not worked since October 2018 for medical reasons. She has not been paid at all this year, and a long-term sub has been employed for her classes. Do I report the employee, the long-term sub, both, or neither?	Report the teacher with a position of Leave of Absence. Only report long term Subs if they have a PEL(Professional Educator License) AND work 50% or more of the year in the same assignment				
When can we upload Evaluation information?	Evaluation data can be submitted now.				
Should positions such as long-term substitutes?	You would enter an educator as a full time Teacher if they meet all the criteria. The criteria is they have an active PEL and work for 50% or more under a specific assignment and becomes the teacher of record. Then you enter them into EIS with one of the Teacher position codes.	My apologies....How do we determine if a position/staff member should be included or not?	You can go to our website and reference our position list. The link to the EIS website is in this presentation.	I looked there but still wasn't clear. So for example, I have a Case Manager who oversees the IEP meetings, as well as monitors and documents all of requirements documented in the IEP. Another position we have is a Behavior Interventionist, the qualification is a substitute certificate.	If they have a license and the position requires a license, then they should be reported with those positions. Check type of license in ELIS.

If sub teaching in long-term, claim as LBSI?	You would enter an educator as a full time teacher if they meet all the criteria. The criteria is they have an active PEL and work for 50% or more under a specific assignment and becomes the teacher of record. Then you enter them into EIS with one of the Teacher position codes.				
I have a certified staff member that works 2 days per week. On the salary tab do I list % full time as 100 and then list days worked as 72 days so it calculates the FTE or would I list % full time as 20%?	Yes, enter her as 100 and when you enter the days EIS will calculate				
We have an employee in the military reserve that was deployed in January. He worked the first semester and is supposed to return at the beginning of the 2020-21 school year. His position is being saved for him. Do we just enter his position end date as the last day he worked in December 2019? Anything else we should do?	When you enter his actual days and contract days EIS will calculate the FTE regardless of position end date. Refer to your district policy.				
my bilingual teacher left during year, one of my para pros took that position but only as a sub and being paid a sub rate. She will not be doing it next school year. Do I keep her as a parapro or do I end her position as a parapro and put her in teaching with the daily rate she gets paid?	Report her as a teacher only if she meets the following criteria. She has a PEL and works for 50% or more under a specific assignment and becomes the teacher of record. If not, she is reported as a Parapro. Report her salary as what you are paying her.				
What do you mean by Paraprofessionals (certified)? Does that mean if they have an ELS (para) license?	Yes. Paraprofessional is a license in ELIS. If they have a license and are working as a Parapro, they should be reported.				
How do we report someones FTE is they have been on an unpaid leave?	Report them with a position of "Leave of Absence". The salary can be 0.				
Can you explain more about long term subs? How many days do they have to work for me to report that person?	Report them if they meet the following criteria. They have a PEL and work for 50% or more under a specific assignment and become the teacher of record. Then you enter them into EIS with one of the Teacher position codes.				
Might have missed the page, but can we override contract days in individual positions?	Yes, on the salary page.				
Since I have a small school and many of the aides have been employed for years, they don't have any para-pro certified so I'm assuming I'm not reporting just in the total	You are correct. If they are not licensed they should be included in the Noncertified and not in the detailed EIS report.	So we're not reporting long term subs?	Only report long term Subs if they have a PEL(Professional Educator License)	SO I have 3 full-time subs who are subbing in same position all year (teacher shortage in our school) so I would report them?	Yes
i just use isbe's excel template. not sure what you mean by vendor?	Some districts have a third party vendor that provides a software package to them that creates and submits the file for them.				