



Illinois State Board of Education



End of School Year 2023
Planning for School Year 2024
Student Information System

May 10, 2023

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Agenda

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- **Welcome / Introductions**
- **Assessment Correction and Scores Process**
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 - **DLM-AA**
 - **IAR**
 - **SAT with Essay, PSAT 10, and PSAT 8/9**
- **End of School Year 2023 Tasks**
 - **What is required before exiting students?**
 - **What can be provided after the student has been exited?**
- **Student Attendance**
- **Early Childhood Programs and Providers**
- **Student Discipline Groups**
- **Teacher Course Assignment**



Agenda

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- **Student Course Assignment**
- **College Course Assignment**
- **Gifted and Accelerated**
- **Seal of Biliteracy**
- **School Year 2024 Changes**
- **Upcoming Key Dates**
- **Districts' Next Steps**
- **Where to Direct Questions**



Welcome / Introductions

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Presenters

- Adam Lowery
Project Manager
- Kory Schacht
Help Desk Analyst
- Tandi Turner
Help Desk Analyst
- Lindsey Walker
Help Desk Analyst
- Kara Mernaugh
Training Coordinator

ISBE Key Team Members

- Donna Schroeder
Supervisor, Software Solutions
- Madan Damodaran
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Other Members of the SIS Team

- Preetam Priyadarshy
Business Analyst
- Teresa Jackson
Business Analyst
- Don Finch
IT Technical Lead
- Neli Kelley
Development Team
- Tim Damour
Development Team
- Sam Oum
Development Team
- Roy Williamson
Help Desk Analyst
- Durga Vejju
Development Team



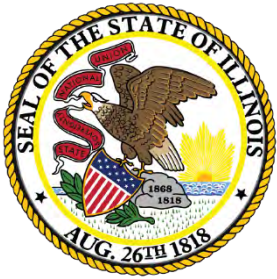
ISBE SIS Resources

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Resource documents are readily available:

- Located on the ISBE SIS webpage at <https://www.isbe.net/Pages/Student-Information-System.aspx>
 - ISBE SIS Announcements
 - User Manual
 - Data Elements & Validations Document
 - File Format Layouts
 - Excel Templates
 - Tips for Completing (*Data Collection Name*) Template
 - Steps for Creating and Uploading (*Data Collection Name*)
 - Past Webinars and Trainings
 - Frequently Asked Questions





Illinois State Board of Education

ACCESS Correction and Scores

ACCESS Correction and Scores

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ISBE opened the ACCESS Correction process on March 1, 2023

- Demographic, Home School, and Grade details must reflect a student's status as of the last day of the ACCESS testing period.
- Changes made to the ACCESS correction data only affect the ACCESS Correction data; they do **not** update the student demographics information in SIS.
 - Updates to SIS student demographic, enrollment, and program indicator data (and enrollment exits) must also continue through the end of the school year.
 - If student demographic errors are identified in the ACCESS Correction file, revisions must be made both via the ACCESS Correction file and within SIS (via the Student Demographic/Enrollment batch file or the available online areas).
- An ACCESS Correction record can only be added if the student has an EL record in your district for the 2023 school year.



ACCESS Correction and Scores

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The following fields can be added or updated during the ACCESS Correction Window:

- Student Tested
- Reason for Not Testing
- SAP ID
- Legal Last Name
- Legal First Name
- Legal Middle Name
- Birth Date
- Race/ Ethnicity Code
- Gender Code
- Homeless Indicator
- Migrant Indicator
- IDEA Services (IEP)
- FRL/Low Income Indicator
- 21st Century Indicator
- Home School RCDTS
- Grade Level at Time of Testing
- Test Taken



ACCESS Correction and Scores

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- **List of Not Tested Reasons**

- 01 - Medically Exempt
- 02 - Homebound Exempt
- 03 - In Jail/Locked Facility
- 04 - Out of State/Country
- 05 - Not Enrolled/Or Not EL at Time of Testing
- 07 - Transferred Out During Testing
- 08 - Transferred In During Testing
- 09 - Deceased
- 10 - Absent from Testing
- 15 - Refusal but Present to Test
- 20 - Obtained proficiency in a prior year or proficient based on screening tests
- 21 - Grade 12 Completion



ACCESS Correction and Scores

ACCESS Assessment Correction – Search by student

The screenshot displays the 'ACCESS Correction Search Criteria' page. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Assessment, Pre-ID, Correction, ACCESS, DLM-AA, and IAB. The main content area is titled 'ACCESS Correction Search Criteria' and includes the 'Assessment Year: 2023'. The search criteria section, highlighted with a red box, contains the following fields:

- SID
- Legal Last Name
- Legal First Name
- Date of Birth (mm/dd/yyyy)

Below these fields is the text 'AND AT LEAST ONE BELOW'. A 'Search' button is located at the bottom right of the search criteria section, also highlighted with a red box.



ACCESS Correction and Scores

Correct student demographics data to reflect data at time of ACCESS testing - select 'Next'

The screenshot shows the 'ACCESS Correction Demographics' form in the SIS system. The form is titled 'ACCESS Correction Demographics' and includes a 'Back To ACCESS Correction Search Criteria' link. The form fields are as follows:

SID	123456789	Student SAP ID	12345		
Legal Last Name	Test	Legal First Name	Student	Legal Middle Name	
Date of Birth <small>(mm/dd/yyyy)</small>	01/01/2016	Test Taken	ACCESS	Valid Grade When Testing	Kindergarten

A red box highlights the form fields, and a 'Next' button is located at the bottom right of the form.

ACCESS Correction and Scores

Correct student ACCESS indicators – select ‘Next’

Illinois State Board of Education

Helpful Resources Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Assessment

Pre-ID

Correction

ACCESS

DLM-AA

IAR

SAT/PSAT

Unassigned

Log Out

< Back To ACCESS Correction Search Criteria

ACCESS Correction Indicators

SID: 123456789
Legal Last Name: Test Legal First Name: Student Legal Middle Name:

Student Tested	<input type="radio"/> Yes <input checked="" type="radio"/> No	Reason For Not Testing	<input type="text"/>
Gender	<input type="text" value="Female"/>	Race/Ethnicity	<input type="text" value="White"/>
Homeless	<input checked="" type="radio"/> Yes <input type="radio"/> No	Migrant	
English Learner (EL)	<input checked="" type="radio"/> Yes <input type="radio"/> No	IDEA Services (IEP)	
Free or Reduced Price Lunch (FRL) / Low Income	<input checked="" type="radio"/> Yes <input type="radio"/> No	21st Century Community Learning Centers	

Next



ACCESS Correction and Scores

Review all data select 'change' if needed – select 'submit'

The screenshot shows the 'ACCESS Correction Review' page in the SIS system. The left sidebar contains navigation options: Home, Student, Assessment (Pre-ID, Correction, ACCESS, DLM-AA, IAR, SAT/PSAT), Unassigned, Adjusted Cohort, Teacher, Early Childhood Transition, and Log Out. The main content area is titled 'ACCESS Correction Review' and includes instructions: 'If you need to correct any information, press CHANGE button in the appropriate section.' and 'If you are ready to submit your request, press SUBMIT button.' Below the instructions is a form with the following data:

Student ID (SID)	123456789	Student SAP ID	12345
Legal Last Name	Test	Legal First Name	Student
Legal Middle Name		Date of Birth	01/01/2016
Test Taken	ACCESS	Valid Grade When Testing	Kindergarten
Student Tested	Yes	Reason For Not Testing	
Gender	Female	Race	White
Homeless	Yes	English Learner (EL)	Yes
IDEA Services (IEP)	No	Free or Reduced Price Lunch (FRL) / Low Income	Yes
Migrant	No	21st Century Community Learning Centers	No

Red boxes highlight the 'Change' buttons for the 'Test Taken' and 'Migrant' fields, and the 'Submit' button at the bottom right.



ACCESS Correction and Scores

ACCESS Assessment Correction – Details Report

The screenshot shows the SIS Reports interface. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports (highlighted in red), and Batch File Processing. The main content area is titled 'Reports' and includes a search bar and a list of report categories: Student, Assessment, Attendance, and Bilingual (highlighted in red). Under the Bilingual category, a list of reports is shown:

Report Name	Summary	Details
EL Screener	Summary	Details
EL	Summary	Details
ACCESS WIDA DRC Site File and Testing Waiver		Details
ACCESS Pre-Id	Summary	Details
ACCESS Assessment Correction	Summary	Details (circled in red)
ACCESS Score	Summary	Details
Student EL History	Summary	Details



ACCESS Correction and Scores

ACCESS Correction – Detail Report - Criteria Page

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Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

District Data Verification

Seal of Biliteracy Application

< Back To Reports

ACCESS Assessment Correction

School Year: 2023

School: All Schools

Grade: All Grades

Student Tested or Did Not Test: All

Race/Ethnicity: All Races

Gender: All Male Female Non-Binary

Homeless Indicator: Both Yes No

Migrant Indicator: Both Yes No

IDEA Services: Both Yes No

FRL/Low Income Indicator: Both Yes No

21st Century Indicator: Both Yes No

Sort By: Grade

PDF



ACCESS Correction and Scores

ACCESS Assessment Correction – Detail Report

2023 ACCESS Assessment Correction Report (Detail)

Assessment Home District: 12345678901 ISBE Test District

Selection Criteria: None Sorted By: grade at testing

Columns	A Race Codes	D Migrant Indicator	G 21st Century Indicator
	B Gender Codes	E IDEA Services	H Grade
	C Homeless Indicator	F FRL/Low Income Indicator	I Reason for not testing

Reasons For Not Testing:		
01 - Medically Exempt	06 - Not In Valid Grade	15 - Refusal but Present to Test
02 - Homebound Exempt	07 - Transferred Out During Testing	19 - Reserved for Internal Use
03 - In Jail/Locked Facility	08 - Transferred In During Testing	20 - Obtained Proficiency in a Prior Year or Proficient Based on Screening Tests
04 - Out of State/Country	09 - Deceased	21 - Grade 12 Completion
05 - Not Enrolled/Not LEP at Time of Testing	10 - Absent	

* Race Codes definitions can be found on the Student Information System web site.

Student ID	Student Name	Birth Date	Test Name	A	B	C	D	E	F	G	H	I	SIS Home School
123456789	Test, Student	10/30/2015	ACCESS	11	M	Y	Y	N	Y	N	15		123456789012345
123456789	Test, Student2	12/01/2015	ACCESS	16	F	N	N	N	Y	N	15		123456789012345
123456789	Test, Student3	03/13/2016	ACCESS	16	F	Y	N	N	Y	N	15		123456789012345



ACCESS Correction and Scores

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- ACCESS Preliminary Scores were posted in SIS on May 8, 2023.
- Verify students are not missing ACCESS Scores.
 - Run an ACCESS Scores Summary Report located under Reports in the Bilingual section.
 - Make report criteria selections.
 - Review Result Codes.
- Last Day of ACCESS Preliminary Data Review May 26, 2023
- Paper reports shipped to districts July 28, 2023
- ACCESS Online Posting of Final Scores will be July 7, 2023
- ACCESS Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2023 due by August 25, 2023



ACCESS Correction and Scores

ACCESS Score – Summary Report

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Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

District Data Verification

Reports

Search Reports...

Student

Assessment

Attendance

Bilingual

EL Screener	Summary	Details
EL	Summary	Details
ACCESS WIDA DRC Site File and Testing Waiver		Details
ACCESS Pre-Id	Summary	Details
ACCESS Assessment Correction	Summary	Details
ACCESS Score	Summary	Details
Student EL History	Summary	Details
Former EL Students Report		Details



ACCESS Correction and Scores

ACCESS Score – Summary Report - Criteria Page

The screenshot displays the 'ACCESS Score' criteria page. The left sidebar includes a navigation menu with 'Reports' highlighted. The main content area features a 'Back To Reports' link and a 'ACCESS Score' header. Below the header, various filters are listed with their current values: School Year (2023), School (All Schools), Grade (All Grades), Race/Ethnicity (All Races), Gender (All), Title III Indicator (Both), Migrant Indicator (Both), IEP SpecEd Indicator (Both), IEP Immigrant Indicator (Both), and 504 Accommodation Indicator (Both). At the bottom of the filter section, there is a 'PDF' dropdown menu and a 'Create Report' button.



ACCESS Correction and Scores

ACCESS Score – Summary Report

2023 ACCESS Scores Summary	
SIS Home District: 12345678901 ISBE Test District	
Grade: All	Total
Total Students:	6315
SIS Grade Level: Kindergarten	1014
SIS Grade Level: 1 - Grade 1	1139
SIS Grade Level: 2 - Grade 2	1067
SIS Grade Level: 3 - Grade 3	988
SIS Grade Level: 4 - Grade 4	595
SIS Grade Level: 5 - Grade 5	421
SIS Grade Level: 6 - Grade 6	360
SIS Grade Level: 7 - Grade 7	351
SIS Grade Level: 8 - Grade 8	380
Result Codes: 1	30
Result Codes: 3	1
Result Codes: 4	1
Result Codes: 5	82
Result Codes: 5 1	1
Result Codes: None	6203

▪ Possible Result Codes

- 1 = Missing Scores
- 2 = Missing EL Data
- 3 = No Action Required By School District. This Error Will Be Corrected By Vendor.
- 4 = Grade levels in Columns A and B are not the same. This item should be reviewed to ensure that the student was tested in the correct grade.
- 5 = Alternate ACCESS Test Score



ACCESS Correction and Scores

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Identify EL Students with Missing ACCESS Scores

- Run an ACCESS Score Detail Report located under Reports in the Bilingual section.
 - Make report criteria selections.
 - Sort by Error.

ACCESS Correction and Scores

ACCESS Score – Details Report

The screenshot shows the SIS Reports interface. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports (highlighted), and Batch File Processing. The main content area is titled 'Reports' and includes a search bar and a filter menu with 'Student', 'Assessment', 'Attendance', and 'Bilingual' (highlighted). Below the filter menu is a table of reports:

Report Name	Summary	Details
EL Screener	Summary	Details
EL	Summary	Details
ACCESS WIDA DRC Site File and Testing Waiver		Details
ACCESS Pre-Id	Summary	Details
ACCESS Assessment Correction	Summary	Details
ACCESS Score	Summary	Details
Student EL History	Summary	Details
English EL Students Report		Details

ACCESS Correction and Scores

ACCESS Score - Detail Report – Criteria Page

*select to Sort By 'Error'

The screenshot displays the 'ACCESS Score' criteria page. On the left is a dark blue navigation sidebar with the 'SIS' logo and menu items: IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Billiteracy Application. The main content area has a header with 'Back To Reports' and 'ACCESS Score'. Below the header are several filter sections: School Year (2023), School (All Schools), Grade (All Grades), Race/Ethnicity (All Races), Gender (All), Title III Indicator (Both), Migrant Indicator (Both), IEP SpecEd Indicator (Both), IEP Immigrant Indicator (Both), and 504 Accommodation Indicator (Both). The 'Sort By' dropdown menu is highlighted with a red box and is set to 'Error'. At the bottom, there is a 'PDF' dropdown and a 'Create Report' button, both also highlighted with a red box. In the top right corner, there are links for 'Helpful Resources' and 'Contact Technical Support'.



ACCESS Correction and Scores

ACCESS Scores – Detail Report – Sorted by Errors

2023 ACCESS Scores Report (Detail)

SIS Home District: 12345678901 ISBE Test District

Selection Criteria: Sorted By: error

Columns	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	BB	Codes
A SIS Grade Level	H Mode of Administration Listening	I Speaking Scale Score	J Mode of Administration Speaking	K Reading Scale Score	L Mode of Administration Reading	M Writing Scale Score	N Mode of Administration Writing	O Mode of Response Writing	P Comprehension Score	Q Oral Scale Score	R Literacy Scale Score	S Composite (Overall) Scale Score	T Listening Proficiency Level	U Speaking Proficiency Level	V Reading Proficiency Level	W Writing Proficiency Level	X Comprehension Proficiency Level	Y Oral Proficiency Level	Z Literacy Proficiency Level	AA Composite (Overall) Proficiency Level	BB	Codes
B Tested Grade Level																						
C Listening Tier																						
D Speaking Tier																						
E Writing Tier																						
F Reading Tier																						
G Listening Scale Score																						

Result Codes

- 1 – Missing Scores
- 2 – Missing EL Data
- 3 – Multiple test records exist for one student. Verify that the test records all belong to the identified student, or reassign the test records to the correct student(s). Duplicate test records will be merged by the vendor in the final report(s).
- 4 – Grade levels in Columns A and B are not the same. This item should be reviewed to ensure the student tested in the correct grade.
- 5 – Alternate ACCESS administration. If the student was not eligible for the Alternate ACCESS, contact ISBE.

Mode of Administration: O – Online P – Paper

Mode of Response - Writing: KB – Keyboard HW – Handwriting



ACCESS Correction and Scores

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- Resolving Unassigned Test Results
 - Run an Unassigned Test Results Detail Report in the Bilingual section of Reports.
 - The test results for the students listed on this report could not be automatically matched to a student in the ACCESS Correction file.
 - Steps for Assigning Student Test Results:
 - Step 1: Add or update the unassigned student records found on this report to the ACCESS Correction data; this can be done via an online ACCESS Correction or through the corresponding batch file process (Student must have an EL record in SIS for the current School Year).
 - Step 2: Overnight, the unassigned test results will be linked to the students' ACCESS Correction data.
 - Step 3: Verify the update using the ACCESS Scores Report and the Unassigned Test Results Report the next morning.

ACCESS Correction and Scores

Unassigned ACCESS Test Results – Details Report

The screenshot displays the SIS (State Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports (highlighted with a red box), Batch File Processing, and District Data Verification. The main content area shows a dropdown menu for 'Student' with options: Assessment, Attendance, Bilingual (highlighted with a red box), EL Screener, EL, ACCESS WIDA DRC Site File and Testing Waiver, ACCESS Pre-Id, ACCESS Assessment Correction, ACCESS Score, Student EL History, Former EL Students Report, Student ACCESS Scores History, Unassigned Test Results (highlighted with a red box), and eGMS EL Program Placement and Services. The 'Unassigned Test Results' row has a 'Details' link circled in red.

Student	Assessment	Attendance	Bilingual	EL Screener	EL	ACCESS WIDA DRC Site File and Testing Waiver	ACCESS Pre-Id	ACCESS Assessment Correction	ACCESS Score	Student EL History	Former EL Students Report	Student ACCESS Scores History	Unassigned Test Results	eGMS EL Program Placement and Services
				Summary	Summary	Details	Summary	Summary	Summary	Summary	Details	Details	Details	Summary

ACCESS Correction and Scores

Unassigned ACCESS Test Results – Detail Report – Criteria Page

The screenshot displays the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, and Batch File Processing. The main content area is titled 'Unassigned Test Results Report' and includes a 'Back To Reports' link. The report text explains that it contains records of test results not assigned to students and provides instructions for assigning and verifying these results. At the bottom, there is a dropdown menu set to 'PDF' and a 'Create Report' button, both highlighted with a red border.

Illinois State Board of Education

Helpful Resources ▾ Contact Technical Support

SIS

IBM SIS Test User ▾

Home

Student ▾

Assessment ▾

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing ▾

< Back To Reports

Unassigned Test Results Report

This report contains records of Test Results that have **not** been assigned to students. Follow the directions below for a Test Results record with accurate and complete data. **If a Test Results record displays inaccurate or missing data**, the system will not be able to match and assign the results to the student's assessment record, call the ISBE Helpdesk at 217-558-3600 for technical support.

Steps for Assigning ACCESS and Alternate ACCESS Test Results to an Assessment Record

1. If a student has an unassigned ACCESS or Alternate ACCESS record on this report and all the data listed on the Test Results record is accurate and complete, verify the student has a current School Year Enrollment record in ISBE SIS and the student's EL Program Indicator is set to Yes. If necessary, either add a current School Year Enrollment record, or update the EL Program Indicator to Yes via the Demographics and Enrollment batch process.
2. The system will process, match, and assign accurate and complete Test Results records to students' Assessment records overnight.

Steps for Verifying Assignment of Test Results

1. Once the assigning process is completed, rerun the Unassigned Test Results report to verify the Test Results records were matched and assigned successfully.
2. If the process was not successful, call the ISBE Helpdesk at 217-558-3600 for technical support

PDF ▾ **Create Report**

ACCESS Correction and Scores

Unassigned ACCESS Test Results Detail Report

Unassigned Test Results

for

School District: 12-345-6789-01-

Note: The Unassigned Test Results Report contains Assessment records that have not been assigned to students.

* Test names followed by an asterisk are writing assessment test.

This report contains records of Test Results that have **not** been assigned to students. Follow the directions below for a Test Results record with accurate and complete data.

If a Test Results record displays inaccurate or missing data, the system will not be able to match and assign the results to the student's assessment record, call the ISBE Helpdesk at 217-558-3600 for technical support.

Steps for Assigning ACCESS and Alternate ACCESS Test Results to an Assessment Record

1. If a student has an unassigned ACCESS and Alternate ACCESS record with Error Code 1, verify the student has a current School Year Enrollment record in ISBE SIS and the student's EL Program Indicator is set to Yes. If necessary, either add a current School Year Enrollment record, or update the EL Program Indicator to Yes via the Demographics and Enrollment batch process. Then, either add or update the student's Assessment record via the Assessment link online or via the ACCESS Assessment Correction batch process.
2. The system will process, match, and assign accurate and complete Test Results records to students' Assessment records overnight.

Error

- 1 - Student is not identified as EL=YES in SIS and does not have an Assessment Correction record
- 2 - Student does not have an enrollment for the School Year
- 3 - Student not found - SID does not exist

Student ID	Student Name	Birth Date	Grade	Test	SIS Home School	Testing School	Error Code
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You have no unassigned test results for your school district.

Total Students:



ACCESS Correction and Scores

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Steps to Find Missing ACCESS Scores

- Verify the administration in WIDA AMS
 - Check that test sessions were completed (online administration)
 - Check that paper materials were returned to DRC.
 - If you know the test booklet numbers, that is one way that DRC or ISBE can search for the ACCESS test results.
- Check the Unassigned Records Report in SIS
- Check for missing enrollment information in SIS
- Check for missing EL information in SIS
- Check whether results were assigned to another student
 - A duplicate ACCESS test record exists for another student
 - An EL student whom you know did not test has scores
- Students that transferred may have results reported to another district; search with the Individual Student Reports tool in SIS
- Ask DRC to check the scans of the test booklets that were used (booklet number required).





Illinois State Board of Education

DLM-AA Assessment Correction and Scores Process

DLM-AA 2023 Assessment Process

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- The Assessment Enrollment Verification Report uses SIS enrollments to determine who should have tested.
- DLM-AA corrections will begin, and scores are scheduled to be posted in SIS June 30, 2023
- DLM-AA Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2023 due by August 25, 2023

Assessment Enrollment Verification Report

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- The Assessment Enrollment Verification Report uses SIS enrollments to determine who should have tested.
- The purpose of the new Assessment Enrollment Verification Report is to allow districts to ensure all enrollments are in SIS correctly before scores matching occurs.
 - Verify local testing rosters against this report to ensure all students are included.
Enrollments will not be able to be added after July 31, 2023
- Districts have until July 31, 2023, to ensure that all students that tested appear on the Assessment Enrollment Verification Report.
- If students are not appearing on the Assessment Enrollment Verification Report, check the following:
 - Student is enrolled in the correct Home and Serving
 - Student is enrolled with the correct Start and End dates
 - Student is marked as IDEA services = Yes in the student's Program Indicators
 - Student is marked as Alternate Assessment (DLM-AA) Yes in the student's Program Indicators



Assessment Enrollment Verification Report

Assessment Enrollment verification – Details Report

The screenshot shows the SIS (State Information System) interface for the Illinois State Board of Education. The left sidebar contains a navigation menu with the following items: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, and Reports. The 'Reports' item is highlighted with a red box. The main content area is titled 'Reports' and features a search bar labeled 'Search Reports...'. Below the search bar is a dropdown menu for 'Student', which is expanded to show a list of report categories: Assessment, Assessment Enrollment Verification, Illinois Assessment of Readiness (IAR), DLM-AA, SAT/PSAT, Unassigned Test Results, Other Assessment Reports, and Historical Assessments. The 'Assessment' category is highlighted with a red box, and the 'Assessment Enrollment Verification' item is also highlighted with a red box. A red circle highlights the 'Details' link next to the 'Assessment Enrollment Verification' item.



Assessment Enrollment Verification Report

Assessment Enrollment Verification - Details Report – Criteria page

The screenshot shows the SIS interface for the Assessment Enrollment Verification report. The left sidebar contains navigation options: Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area is titled 'Assessment Enrollment Verification' and includes a 'Back To Reports' link. The criteria section contains the following fields:

- School Year: 2023
- Home School: All Schools
- Grade: All Grades
- Test to be taken: All, DLM-AA, IAR, SAT, PSAT 8/9, PSAT 10
- Gender: All, Male, Female, Non-Binary
- IDEA Services: Both, Yes, No
- Alternate Assessment (DLM-AA): Both, Yes, No
- EL Indicator: Both, Yes, No
- FRL/Low Income Indicator: Both, Yes, No
- Migrant Indicator: Both, Yes, No
- Homeless Indicator: Both, Yes, No
- 21st Century Indicator: Both, Yes, No
- First Year in U.S. School: Both, Yes, No
- Sort By: Student ID

At the bottom of the criteria section, there is a 'PDF' dropdown menu and a 'Create Report' button, both of which are highlighted with a red border.



Assessment Enrollment Verification Report

Assessment Enrollment Verification (Detail) Report

2023 Assessment Enrollment Verification Report (Detail)

Assessment Home District: 12345678901 ISBE Test District

Selection Criteria: Sorted By: Student ID

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 Pacific Islander 16 White 17 Two or More Races		
SIS Entry Date	This field indicates the student's entry date from the SIS enrollment file.	
SIS Exit Date	This field indicates the student's exit date from the SIS enrollment file.	
SIS Exit Code	This field indicates the student's exit code from the SIS enrollment file.	
02 Transfer to another public school within the district	07 Death	14 Aged Out
03 Transfer to Home Schooled	08 Expulsion	15 Certificate of Completion
04 Transfer to Private School	09 Dropped Out	16 Victim of a Violent Crime
05 Promotion	10 Transfer to GED Program	17 Change in Serving School or Percent of Day Attended (PDA)
06 Graduated with regular, advanced, International Baccalaureate, or other type of diploma	11 Moved, not known to be continuing	18 Moved Out of the United States
	12 Retained in same grade or demoted to a lower grade	19 Transfer to another public school district out of Illinois
		20 Transfer to another public school district in Illinois
Note:		
Review SIS records for accuracy (e.g. Enrollments, Demographics, Program Indicators).		
On the Pre-ID reports, ensure the Testing School is accurate for students highlighted in blue (i.e. attending multiple Serving Schools concurrently during the Testing Window).		

Assessment Home School: 123456789012345	ISBE Elementary	Distinct Student Count: 266
Test Count:	DLM-AA: 113 IAR: 153 PSAT 8/9: N/A PSAT 10: N/A SAT: N/A	
Testing Window:	DLM-AA: 03/15/2023 - 05/10/2023 IAR: 03/06/2023 - 04/21/2023 PSAT 8/9: N/A PSAT 10: N/A SAT: N/A	

Student ID	Student Name	Date of Birth	Grade	Test To Be Taken	A	B	C	D	E	F	G	H	I
123456789	Test, Student	01/01/2014	3	IAR	F	14	N	N	Y	N	08/18/2022		



DLM-AA Correction and Scores

Starting May 15, 2023 - Search by student to correct DLM-AA data and enter RNVTA codes. All RNVTAs must be complete by August 25, 2023. Scores will not be posted until June 30, 2023

The screenshot displays the SIS interface for the Illinois State Board of Education. On the left is a dark blue sidebar with a hamburger menu icon at the top. Below it is the 'Illinois State Board of Education' logo. The sidebar contains the following items: 'SIS' in green, 'IBM SIS Test User' with a dropdown arrow, 'Home' with a house icon, 'Student' with a person icon and a dropdown arrow, 'Assessment' with a document icon and a dropdown arrow, 'Pre-ID' with a dropdown arrow, 'Correction' with a dropdown arrow, 'ACCESS' in white text, and 'DLM-AA' in white text. The main content area has a dark blue header with 'DLM-AA Correction Search Criteria' on the left and 'Assessment Year: 2023' on the right. Below the header is a search form with a red border. The form contains: 'SID' with an input field; 'AND AT LEAST ONE BELOW' centered below a horizontal line; 'Legal Last Name' with an input field; 'Legal First Name' with an input field; and 'Date of Birth (mm/dd/yyyy)' with an input field. A 'Search' button is located at the bottom right of the form area. In the top right corner of the page, there are links for 'Helpful Resources' and 'Contact Technical Support'.



DLM-AA Correction and Scores

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- Run the Assessment Enrollment Verification Report.
 - Enrollments cannot be added after July 31, 2023!
- Starting May 15, 2023, districts should:
 - Run DLM-AA Assessment Correction report, ensure all data is accurate and enter RNVTAs for students that did not test.
 - Update via the Assessment Correction link.
- Starting June 30, 2023, districts should:
 - Run DLM-AA Correction and Scores report, ensure all data is accurate and enter RNVTAs for students that did not test.
 - Update via the Assessment Correction link.
 - Run DLM-AA Correction and Scores report check for Missing Scores or Errors.



Resolve any unassigned scores on the Unassigned Test Results Screen.
Sort the report by "Error" and resolve any issues.



DLM-AA Correction and Scores

DLM-AA Correction and Scores – Details Report

The screenshot shows the SIS Reports interface. The left sidebar contains a navigation menu with 'Reports' highlighted. The main content area shows a list of reports under the 'Assessment' category. The 'DLM-AA' category is expanded, and the 'DLM-AA Correction and Score (all students)' report is selected. The 'Details' link for this report is highlighted.

Report Name	Summary	Details
DLM-AA Assessment Pre-ID	Summary	Details
DLM-AA Correction and Score (all students)	Summary	Details
DLM-AA Assessment Scores Grid	Summary	
DLM-AA Dynamic Learning Maps	Summary	



DLM-AA Correction and Scores

DLM-AA Correction – Detail Report – Criteria page

The screenshot displays the SIS interface for the Illinois State Board of Education. The main content area is titled "DLM-AA Correction and Score (all students)" and contains the following filters and options:

- School Year:** 2023
- School:** All Schools
- Home/Serving/Testing:** Home Serving Testing
- Grade:** All Grades
- Race/Ethnicity:** All Races
- Gender:** All Male Female Non-Binary
- Homeless Indicator:** Both Yes No
- Migrant Indicator:** Both Yes No
- EL Indicator:** Both Yes No
- IDEA Services:** Both Yes No
- FRL/Low Income Indicator:** Both Yes No
- 21st Century Indicator:** Both Yes No
- First Year in U.S. School:** Both Yes No
- Reason For No Valid Test Attempt:** All
- Show Error Only:** Yes No
- Sort By:** Student Name

At the bottom of the page, there is a "PDF" dropdown menu and a "Create Report" button, both highlighted with a red border.



DLM-AA Correction and Scores

DLM-AA Correction and Score (Detail) Report

2023 DLM-AA Correction and Score (Detail)

Assessment Home District: 12345678901 ISBE Test District

Selection Criteria: None Sorted By: Student Name

Columns: * = Defined below			
A Grade	E EL Indicator	J First Year in U.S. School (EL Indicator must=Yes)	O Grade of Test Taken (From Vendor)
B Gender	F FRL/Low Income Indicator	K SIS Entry Date *	P Performance Level *
C Race/Ethnicity *	G Migrant Indicator	L SIS Exit Date *	Q Suppressed Score (Blank or Y=Yes)
D IDEA Services	H Homeless Indicator	M SIS Exit Code *	R Reason for No Valid Test Attempt *
	I 21st Century Indicator	N Test Code (MAT, ELA, SCI)	S Error Code *

SIS Exit Code		
02 Transfer to another public school within the district	07 Death	14 Aged Out
03 Transfer to Home Schooled	08 Expulsion	15 Certificate of Completion
04 Transfer to Private School	09 Dropped Out	16 Victim of a Violent Crime
05 Promotion	10 Transfer to GED Program	17 Change in Serving School or Percent of Day Attended (PDA)
06 Graduated with regular, advanced, International Baccalaureate, or other type of diploma	11 Moved, not known to be continuing	18 Moved Out of the United States
	12 Retained in same grade or demoted to a lower grade	19 Transfer to another public school district out of Illinois
		20 Transfer to another public school district in Illinois

Reason for No Valid Test Attempt (RNVTA) Full definitions can be found on www.isbe.net/sis under Resources (Data Elements/Assessment). Please review the detailed RNVTA definitions on <https://www.isbe.net/Documents/reason-no-valid-test-attempt.pdf> before choosing the RNVTA.

01 Medically Exempt	09 Deceased	21 Reserved for Internal Use-Scale Score for Content Area Exists in Another School
02 Homebound	10 Absent from Testing	22 Reserved for Internal Use-SIS Use Only
03 In Jail/Locked Facility	15 Refusal but Present to Test	23 Reserved for Internal Use-SIS Use Only (First Year in U.S. School)
04 Out of State/Country	16 Part-Time Enrollment	25 Reserved for Internal Use-Assessment Use Only (Grade 11-No Participation Credit)
07 Transferred Out Prior to Testing	18 PSS-SIS Use Only	50 Reserved for Internal Use-SIS Use Only (Grade 12 Exempt-Programming)
08 Transferred In After Test Administration	19 Reserved for Internal Use-SIS Use Only	51 Reserved for Internal Use-Assessment Use Only (Grade 12 Exempt-SIS Evidence)
		52 Reserved for Internal Use-Assessment Use Only (Grade 12 Exempt-District Submission)
		53 Reserved for Internal Use-Assessment Use Only (Grade 12 No Participation Credit)
		54 Reserved for Internal Use-Assessment Use Only (Grade 12 Exempt-Other)

Race/Ethnicity
 11 Hispanic or Latino 12 American Indian or Alaska Native 13 Asian 14 Black or African American 15 Native Hawaiian or Other Pacific Islander 16 White 17 Two or More Races

Performance Level
Level 1 - EMERGING: The student demonstrates **emerging** understanding of and ability to apply content knowledge and skills represented by the Essential Elements.
Level 2 - APPROACHING TARGET: The student's understanding of and ability to apply targeted content knowledge and skills represented by the Essential Elements is **approaching the target**.
Level 3 - AT TARGET: The student's understanding of and ability to apply content knowledge and skills represented by the Essential Elements is **at target**.
Level 4 - ADVANCED: The student demonstrates **advanced** understanding of and ability to apply targeted content knowledge and skills represented by the Essential Elements.
Level 9 or Blank - Not Tested (Verify the Reason for No Valid Test Attempt in Column T.)

Error Code
 1 - Student score data are expected but missing. Enter a RNVTA or check for score data in "Unassigned Test Results" report.
 2 - Student has multiple scale scores for the same content area in more than one school. Contact ISBE for assistance.
 3 - Grade of Test Taken does not match Grade.
 4 - Grade 12 student tested but was not required to test. Contact ISBE for assistance.
Note: DLM-AA Science Tests with Grades other than 5, 8, and 11 will automatically be suppressed.

Student ID	Student Name	Birth Date	SIS Home School	Testing School	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
------------	--------------	------------	-----------------	----------------	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

No Student Records Match The Selected Criteria



DLM-AA Correction and Scores

Select 'Edit' to update student DLM-AA testing data

Illinois State Board of Education

Helpful Resources Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Assessment

Pre-ID

Correction

ACCESS

DLM-AA

IAR

SAT/PSAT

Unassigned

Adjusted Cohort

Teacher

Early Childhood Transition

Log Out

Back To DLM-AA Correction Search

DLM-AA: Mathematics/ELA/Science Assessment Year: 2022

Adjust student data to reflect the time of testing.

SID: 123456789

Legal Last Name: Test Legal First Name: Student Legal Middle Name:

Date of Birth	01/01/2010	Gender	Male
Race/Ethnicity	Black or African American	Grade	5 - Grade 5
Home RCDTS	123456789012345	Testing RCDTS	123456789012345
First Year in U.S. School	No	21st Century Indicator	No
EL Indicator	No	FRL/Low Income Indicator	Yes
Homeless Indicator	No		

Reason for No Valid Test Attempt ELA	Performance Level ELA:	1
Reason for No Valid Test Attempt MATH	Performance Level MATH:	1
Reason for No Valid Test Attempt SCIENCE	Performance Level SCIENCE:	1

Edit



DLM-AA Correction and Scores

Correct student data to show status at time of testing

Illinois State Board of Education

Helpful Resources Contact Technical Support

Back To DLM-AA Correction Search

DLM-AA: Mathematics/ELA/Science Assessment Year: 2022

Adjust student data to reflect the time of testing.

SID: 123456789

Legal Last Name: Test Date of Birth: 01/01/2010

Legal First Name: Student Gender: Male

Legal Middle Name: Race/Ethnicity: Black or African American

Grade: 5 - Grade 5

Home RCDTS: 123456789012345 Testing RCDTS: 123456789012345

First Year In U.S. School: Yes No 21st Century Indicator: Yes No

EL Indicator: Yes No FRL/Low Income Indicator: Yes No

Homeless Indicator: Yes No

Reason for No Valid Test Attempt ELA: Performance Level ELA: 1

Reason for No Valid Test Attempt MATH: Performance Level MATH: 1

Reason for No Valid Test Attempt SCIENCE: Performance Level SCIENCE: 1

Cancel Submit



DLM-AA Correction and Scores

Student data has been successfully updated

The screenshot displays the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options: Home, Student, Assessment, Pre-ID, Correction, ACCESS, DLM-AA, IAR, SAT/PSAT, Unassigned, Adjusted Cohort, and Teacher. The main content area shows the 'DLM-AA: Mathematics/ELA/Science' page for the 2022 assessment year. A red box highlights the message: 'Assessment Correction updated successfully. Adjust student data to reflect the time of testing.' Below this, student information is displayed in a table format.

SID: 123456789					
Legal Last Name: Test		Legal First Name: Student		Legal Middle Name:	
Date of Birth	01/01/2010	Gender	Male		
Race/Ethnicity	Black or African American		Grade	5 - Grade 5	
Home RCDTS	123456789012345		Testing RCDTS	123456789012345	
First Year in U.S. School	No	21st Century Indicator	No		
EL Indicator	No	FRL/Low Income Indicator	Yes		
Homeless Indicator	No				
Reason for No Valid Test Attempt ELA	Performance Level ELA:		1		
Reason for No Valid Test Attempt MATH	Performance Level MATH:		1		
Reason for No Valid Test Attempt SCIENCE	Performance Level SCIENCE:		1		

An 'Edit' button is located at the bottom right of the student information section.



DLM-AA Correction and Scores

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Reason For No Valid Test Attempt:

- 01 - Medically Exempt
- 02 - Homebound
- 03 - In Jail/Locked Facility
- 04 - Out of State/Country
- 07 - Transferred Out Prior to Testing
- 08 - Transferred In After Test Administration
- 09 - Deceased
- 10 - Absent from Testing
- 15 - Refusal but Present to Test
- 16 - Part-Time Enrollment

Link to complete RNVTA document: <https://www.isbe.net/Documents/reason-no-valid-test-attempt.pdf>



DLM-AA Correction and Scores

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- Starting June 30, 2023, districts should resolve any unassigned scores, errors, and apply a Reason for No Valid Test Attempt (RNVTA) to records that have no score. District have until August 25, 2023
- If you have questions on the unassigned, please contact Pamela Hartwig (phartwig@isbe.net).

DLM-AA Unassigned Scores

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Unassigned Test Results Screen

The screenshot shows the SIS (State Information System) interface for the Illinois State Board of Education. The left sidebar contains a navigation menu with the following items: SIS, IBM SIS Test User, Home, Student, Assessment, Pre-ID, Correction, and Unassigned. The 'Assessment' and 'Unassigned' items are highlighted with red boxes. The main content area displays three sections: 'DLM-AA Unassigned', 'IAR Unassigned', and 'SAT Unassigned'. Each section shows 'No unassigned scores found'. The top right of the page includes links for 'Helpful Resources' and 'Contact Technical Support'.





Illinois State Board of Education

Assessment Correction and Scores Process Illinois Assessment of Readiness (IAR)

IAR Assessment Process

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- Grades 3 – 8 students are required to test IAR.
 - Grade based ELA and MATH tests are assigned.
- 2023 IAR Test Windows were identified by school. If a school did not enter dates, the Testing Window was defaulted to 03/06/2023 – 04/21/2023
- Students are included in the Assessment Enrollment Verification/Correction report when the date of their SIS enrollment falls within the start and end dates of their Home School's Testing Window.

Assessment Enrollment Verification Report

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- The Assessment Enrollment Verification Report uses SIS enrollments to determine who should have tested
 - Verify local testing rosters against this report to ensure all students are included.
Enrollments will not be able to be added after July 31, 2023
- Districts have until July 31, 2023, to ensure that all students that tested appear on the Assessment Enrollment Verification Report
- If students are not appearing on the Assessment Enrollment Verification Report, check the following:
 - Student is enrolled in the correct Home and Serving
 - Student is enrolled with the correct Start and End dates
 - Student is enrolled in Grades 3-8
 - Student is marked as Alternate Assessment (DLM-AA) No in the student's Program Indicators



Assessment Enrollment Verification Report

Assessment Enrollment verification – Details Report

The screenshot shows the SIS (State Information System) interface for the Illinois State Board of Education. The left sidebar contains a navigation menu with items like Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, and Reports. The 'Reports' item is highlighted with a red box. The main content area is titled 'Reports' and features a search bar and a list of report categories. The 'Assessment' category is expanded, showing sub-items like 'Assessment Enrollment Verification', 'Illinois Assessment of Readiness (IAR)', 'DLM-AA', 'SAT/PSAT', 'Unassigned Test Results', 'Other Assessment Reports', and 'Historical Assessments'. The 'Assessment Enrollment Verification' item is highlighted with a red box, and its 'Details' link is circled in red. The top right corner of the page includes links for 'Helpful Resources' and 'Contact Technical Support'.



Assessment Enrollment Verification Report

Assessment Enrollment verification – Details Report – Criteria page

The screenshot shows the SIS interface for the Assessment Enrollment Verification report. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area is titled 'Assessment Enrollment Verification' and includes a 'Back To Reports' link. The criteria are as follows:

Field	Options
School Year	2023
Home School	All Schools
Grade	All Grades
Test to be taken	<input checked="" type="radio"/> All <input type="radio"/> DLM-AA <input type="radio"/> IAR <input type="radio"/> SAT <input type="radio"/> PSAT 8/9 <input type="radio"/> PSAT 10
Gender	<input checked="" type="radio"/> All <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Non-Binary
IDEA Services	<input checked="" type="radio"/> Both <input type="radio"/> Yes <input type="radio"/> No
Alternate Assessment (DLM-AA)	<input checked="" type="radio"/> Both <input type="radio"/> Yes <input type="radio"/> No
EL Indicator	<input checked="" type="radio"/> Both <input type="radio"/> Yes <input type="radio"/> No
FRL/Low Income Indicator	<input checked="" type="radio"/> Both <input type="radio"/> Yes <input type="radio"/> No
Migrant Indicator	<input checked="" type="radio"/> Both <input type="radio"/> Yes <input type="radio"/> No
Homeless Indicator	<input checked="" type="radio"/> Both <input type="radio"/> Yes <input type="radio"/> No
21st Century Indicator	<input checked="" type="radio"/> Both <input type="radio"/> Yes <input type="radio"/> No
First Year in U.S. School	<input checked="" type="radio"/> Both <input type="radio"/> Yes <input type="radio"/> No
Sort By	Student ID

At the bottom, there is a 'PDF' dropdown menu and a 'Create Report' button, both highlighted with a red box.



Assessment Enrollment Verification Report

Assessment Enrollment Verification (Detail) Report

2023 Assessment Enrollment Verification Report (Detail)

Assessment Home District: 12345678901 ISBE Test District

Selection Criteria: Sorted By: Student ID

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 Pacific Islander 16 White 17 Two or More Races		
SIS Entry Date This field indicates the student's entry date from the SIS enrollment file.		
SIS Exit Date This field indicates the student's exit date from the SIS enrollment file.		
SIS Exit Code This field indicates the student's exit code from the SIS enrollment file.		
02 Transfer to another public school within the district	07 Death	14 Aged Out
03 Transfer to Home Schooled	08 Expulsion	15 Certificate of Completion
04 Transfer to Private School	09 Dropped Out	16 Victim of a Violent Crime
05 Promotion	10 Transfer to GED Program	17 Change in Serving School or Percent of Day Attended (PDA)
06 Graduated with regular, advanced, International Baccalaureate, or other type of diploma	11 Moved, not known to be continuing	18 Moved Out of the United States
	12 Retained in same grade or demoted to a lower grade	19 Transfer to another public school district out of Illinois
		20 Transfer to another public school district in Illinois
Note: Review SIS records for accuracy (e.g. Enrollments, Demographics, Program Indicators). On the Pre-ID reports, ensure the Testing School is accurate for students highlighted in blue (i.e. attending multiple Serving Schools concurrently during the Testing Window).		

Assessment Home School: 123456789012345 ISBE Elementary		Distinct Student Count: 266			
Test Count:	DLM-AA: 113	IAR: 153	PSAT 8/9: N/A	PSAT 10: N/A	SAT: N/A
Testing Window:	DLM-AA: 03/15/2023 - 05/10/2023	IAR: 03/06/2023 - 04/21/2023	PSAT 8/9: N/A	PSAT 10: N/A	SAT: N/A

Student ID	Student Name	Date of Birth	Grade	Test To Be Taken	A	B	C	D	E	F	G	H	I
123456789	Test, Student	01/01/2014	3	IAR	F	14	N	N	Y	N	08/18/2022		



IAR Correction and Scores

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- Run the Assessment Enrollment Verification Report
 - Enrollments cannot be added after July 31, 2023!
- Starting May 15, 2023, districts should:
 - Run IAR Assessment Correction report, ensure all data is accurate and enter RNVTAs for students that did not test.
 - Update via the Assessment Correction link.
- Starting July 10, 2023, districts should:
 - Run IAR Assessment Score Report to check for Missing Scores and Errors.
 - Resolve any unassigned scores on the Unassigned Test Results Screen.
 - Sort the report by "Error" and resolve any issues.

IAR Correction

IAR Assessment Correction – Detail Report

Illinois State Board of Education

Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

Reports

Search Reports...

Student

Assessment

Assessment Enrollment Verification

Illinois Assessment of Readiness (IAR)

IAR Assessment and Test Window - STEP 1 Details

IAR Assessment Pre-ID - STEP 2 Summary Details

IAR Assessment Correction Summary Details

IAR Assessment Scores Summary Details

IAR Assessment Scores Grid Summary

DLM-AA

SAT/PSAT

IAR Correction

IAR Assessment Correction – Detail Report- Criteria page

The screenshot shows the SIS (State Information System) interface for the Illinois State Board of Education. The page is titled "IAR Assessment Correction" and is part of a "Detail Report" for the "Criteria" page. The interface includes a navigation menu on the left with options like Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area contains various filters and options for generating a report. A red box highlights the "PDF" dropdown menu and the "Create Report" button at the bottom of the page.

Illinois State Board of Education

Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

District Data Verification

Seal of Biliteracy Application

< Back To Reports

IAR Assessment Correction

School Year: 2023

School: All Schools

Home Serving Tested

Grade: All Grades

Test Code: All

Gender: All Male Female Non-Binary

Homeless Indicator: Both Yes No

Migrant Indicator: Both Yes No

EL Indicator: Both Yes No

IDEA Services: Both Yes No

FRL/Low Income Indicator: Both Yes No

21st Century Indicator: Both Yes No

First Year in U.S. School: Both Yes No

Sort By: Reason For No Valid Test Attempt

PDF



IAR Correction

IAR Assessment Correction – Detail Report

2023 IAR Assessment Correction (Detail)

Assessment Home District: 12345678901 ISBE Test District

Selection Criteria: None Sorted By: Reason for No Valid test Attempt, Student Name

Columns: * = Defined below

A Test Format* (O=Online or P=Paper)	F FRL/Low Income Indicator	K SIS Entry Date*
B Gender	G Migrant Indicator	L SIS Exit Date*
C Race/Ethnicity*	H Homeless Indicator	M SIS Exit Code*
D IDEA Services	I 21st Century Indicator	N Reason for No Valid Test Attempt*
E EL Indicator	J First Year In U.S. School (EL Indicator must=Yes)	

Test Format *	This field indicates the test format to be taken, as identified in the IAR Pre-ID file. The score file will indicate the actual test format taken.
SIS Entry Date*	This field indicates the student's entry date from the SIS enrollment file. This information is provided to assist in identifying a Reason for No Valid Test Attempt if the student did not test.
SIS Exit Date/SIS Exit Code*	These fields indicate the student's exit date and exit code from the SIS enrollment file. This information is provided to assist in identifying a Reason for No Valid Test Attempt if the student did not test. Exit codes are defined below.

Reason for No Valid Test Attempt *

Please review the detailed RNVTA definitions on <https://www.isbe.net/Documents/reason-no-valid-test-attempt.pdf> before choosing the RNVTA.

01 Medically Exempt	08 Transferred In After Test Administration	18 PSS-SIS Use Only
02 Homebound	09 Deceased	19 Reserved for Internal Use-SIS Use Only
03 In Jail/Locked Facility	10 Absent from Testing	21 Reserved for Internal Use-Scale Score for Content Area Exists in Another School
04 Out of State/Country	15 Refusal but Present to Test	22 Reserved for Internal Use-SIS Use Only
07 Transferred Out Prior to Testing	16 Part-Time Enrollment	23 Reserved for Internal Use-SIS Use Only (First Year in U.S. School)

SIS Exit Code *

02 Transfer to another public school within the district	07 Death	14 Aged Out
03 Transfer to Home Schooled	08 Expulsion	15 Certificate of Completion
04 Transfer to Private School	09 Dropped Out	16 Victim of a Violent Crime
05 Promotion	10 Transfer to GED Program	17 Change in Serving School or Percent of Day Attended (PDA)
06 Graduated with regular, advanced, International Baccalaureate, or other type of diploma	11 Moved, not known to be continuing	18 Moved Out of the United States
	12 Retained in same grade or demoted to a lower grade	19 Transfer to another public school district out of Illinois
		20 Transfer to another public school district in Illinois

Race/Ethnicity *

11 Hispanic or Latino 12 American Indian or Alaska Native 13 Asian 14 Black or African American 15 Native Hawaiian or Other Pacific Islander 16 White 17 Two or More Races

SIS Home School: ()		Testing School Test Window: -										Test Window Status:						
SIS Testing School: ()																		
Student ID	Student Name	Date of Birth	Grade	Test Code (Test to be Taken)	A	B	C	D	E	F	G	H	I	J	K	L	M	N
Distinct Student Count for Test Window Status : 0																		
Total Test Count for Test Window Status : 0																		



IAR Correction

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Reason For No Valid Test Attempt:

- 01 - Medically Exempt
- 02 - Homebound
- 03 - In Jail/Locked Facility
- 04 - Out of State/Country
- 07 - Transferred Out Prior to Testing
- 08 - Transferred In After Test Administration
- 09 - Deceased
- 10 - Absent from Testing
- 15 - Refusal but Present to Test
- 16 - Part-Time Enrollment

Link to complete RNVTA document: <https://www.isbe.net/Documents/reason-no-valid-test-attempt.pdf>



IAR Correction

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Search by student to correct IAR testing data

The screenshot displays the SIS (State Information System) interface for the Illinois State Board of Education. The page is titled "IAR Correction Search Criteria" and is set for the "Assessment Year: 2023". The left sidebar contains navigation options: Home, Student, Assessment, Pre-ID, Correction, and IAR. The main content area features a search form with the following fields:

- SID
- Legal Last Name
- Legal First Name
- Date of Birth (mm/dd/yyyy)

The search criteria are separated by a horizontal line with the text "AND AT LEAST ONE BELOW". A "Search" button is located at the bottom right of the form.

IAR Correction

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Select the 'edit' icon to correct IAR Testing data

Illinois State Board of Education

Helpful Resources ▾ Contact Technical Support

SIS

IBM SIS Test User ▾

Home

Student ▾

Assessment ▾

Pre-ID ▾

Correction ▾

ACCESS

DLM-AA

IAR

< Back To IAR Correction Search Criteria

IAR Correction Records

SID:123456789
Legal Last Name: Test Legal First Name: Student Middle Name: Grade: 06
Home RCDTS: 123456789012345 School Year: 2022

Test	Testing RCDTS	Reason for No Valid Test Attempt	Last Updated	Action
ELA06	410570060000105	10	7/17/2021 2:09:09 PM	
MAT06	410570060000105	10	7/17/2021 2:09:09 PM	

IAR Correction

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Select 'Edit' to update IAR testing data

Illinois State Board of Education

Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Assessment

Pre-ID

Correction

ACCESS

DLM-AA

IAR

SAT/PSAT

Back To IAR Correction Records

IAR Correction Record IAR Assessment Administered: GRADE 6 ELA/LITERACY

Adjust student data to reflect the time of testing.

SID	123456789			
Legal Last Name	Test	Legal First Name	Student	Legal Middle Name
Date of Birth	01/01/2009	Gender	Male	
Race	Black or African American	Grade	6 - Grade 6	
Home RCDTS	123456789012345	Testing RCDTS	123456789012345	
First Year in U.S. School	No	21st Century Indicator	No	
IDEA Services	Yes	EL Indicator	No	
FRL/Low Income Indicator	Yes	Homeless Indicator	No	

Reason for No Valid Test Attempt

Edit

IAR Correction

63

Correct student data to show status at time of testing and select 'Submit'

The screenshot shows the 'IAR Correction Record' form in the SIS system. The form is titled 'IAR Correction Record' and indicates the assessment administered is 'GRADE 6 ELA/LITERACY'. A red box highlights the instruction 'Adjust student data to reflect the time of testing.' The form contains the following fields and options:

SID	123456789	Legal Last Name	Test	Legal First Name	Student	Legal Middle Name	
Date of Birth	01/01/2009	Gender	Male	Race	Black or African American	Grade	6 - Grade 6
Home RCDTS	123456789012345	Testing RCDTS	123456789012345	First Year in U.S. School	<input type="radio"/> Yes <input checked="" type="radio"/> No	21st Century Indicator	<input type="radio"/> Yes <input checked="" type="radio"/> No
IDEA Services	<input checked="" type="radio"/> Yes <input type="radio"/> No	EL Indicator	<input type="radio"/> Yes <input checked="" type="radio"/> No	FRL/Low Income Indicator	<input checked="" type="radio"/> Yes <input type="radio"/> No	Homeless Indicator	<input type="radio"/> Yes <input checked="" type="radio"/> No
Reason for No Valid Test Attempt	<input type="text"/>						

At the bottom right, there are 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a red box.



IAR Correction

64

Student testing data has been updated
Repeat to Correct data for **each** IAR test

Illinois State Board of Education

Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Assessment

Pre-ID

Correction

ACCESS

DLM-AA

IAR

SAT/PSAT

Unassigned

Back To IAR Correction Records

IAR Correction Record

IAR Assessment Administered: GRADE 6 ELA/LITERACY

Assessment Correction updated Successfully.

Adjust student data to reflect the time of testing.

SID	123456789			
Legal Last Name	Test	Legal First Name	Student	Legal Middle Name
Date of Birth	01/01/2009	Gender	Male	
Race	Black or African American	Grade	6 - Grade 6	
Home RCDTS	123456789012345	Testing RCDTS	123456789012345	
First Year in U.S. School	No	21st Century Indicator	No	
IDEA Services	Yes	EL Indicator	No	
FRL/Low Income Indicator	Yes	Homeless Indicator	No	

Reason for No Valid Test Attempt: 10: Absent from Testing

Edit



IAR Correction and Scores

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- Testing School and Test Code from the Pearson Score File will override the correction.
- If the Test Code of the Test Taken is inconsistent with the student's grade (Test to be Taken), error code 2 will appear on the IAR Score report. Resolve this error by updating the grade to match the Test Code grade or contact ISBE to suppress the data if the student took the test for the wrong grade level.
- For Private School Students who did not test (PSS=Yes in SIS), districts must enter [RNVTA 16](#) to indicate that they didn't test due to not receiving instruction in ELA and/or Math from the public school.

IAR Scores

IAR Assessment Scores – Detail Report- Criteria page

The screenshot shows the SIS Reports interface. The left sidebar has 'Reports' highlighted. The main content area shows a search bar and a list of reports. The 'Assessment' dropdown is expanded, showing 'Illinois Assessment of Readiness (IAR)'. Under IAR, 'IAR Assessment Scores' is selected, and its 'Details' link is circled in red.

Report Name	Summary	Details
IAR Assessment and Test Window - STEP 1		Details
IAR Assessment Pre-ID - STEP 2	Summary	Details
IAR Assessment Correction	Summary	Details
IAR Assessment Scores	Summary	Details
IAR Assessment Scores Grid	Summary	



IAR Scores

IAR Assessment Scores – Detail Report- Criteria page

* select Sort by Error

The screenshot displays the SIS IAR Assessment Scores detail report criteria page. The page includes a sidebar with navigation options and a main content area with various filters. The 'Sort By' dropdown is highlighted with a red box and set to 'Error'. A 'Create Report' button is also highlighted with a red box.

Filters:

- School Year: 2023
- School: All Schools
- Grade: All Grades
- Test Code: All
- Content Area: Both
- Race/Ethnicity: All Races
- Gender: All
- Homeless Indicator: Both
- Migrant Indicator: Both
- EL Indicator: Both
- IDEA Services: Both
- FRL/Low Income Indicator: Both
- 21st Century Indicator: Both
- First Year in U.S. School: Both
- Report: All

Sort By: Error

Buttons: PDF, Create Report



IAR Scores

IAR Assessment Scores – Detail Report

2023 IAR Assessment Scores (Detail)

Assessment Home District: 12345678901 ISBE Test District

Selection Criteria: None Sorted By: Errors, Student Name

Columns	* = Defined below	G	Performance Level *	O	Number of Test Items Attempted
A	Grade	H	Reading Scale Score (Range 10-90) OR Mathematics Subclaim: Major Content*	P	Total Number of Test Items
B	Birth Date	I	Reading Subclaim: Literary Text* OR Mathematics Subclaim: Expressing Mathematical Reasoning*	Q	Reason for No Valid Test Attempt*
C	Content Area (E=ELA/L or M=Mathematics)	J	Reading Subclaim: Informational Text* OR Mathematics Subclaim: Modeling & Application*	R	Report Suppression Action*
D	Test Taken/To Be Taken	K	Reading Subclaim: Vocabulary* OR Mathematics Subclaim: Additional & Supporting Content*	S	Student Growth Percentile
E	Test Format Taken/To Be Taken (O=Online or P=Paper)	L	Writing Scale Score (Range 10-60)	T	Error Code*
F	Overall Scale Score (Range 650 - 850)	M	Writing Subclaim: Writing Expression*		
		N	Writing Subclaim: Knowledge and Use of Language Conventions*		

Performance Level: 1 - Did Not Yet Meet Expectations 2 - Partially Met Expectations 3 - Approached Expectations 4 - Met Expectations 5 - Exceeded Expectations

Student Growth Percentile: Describes a student's growth compared to other students with similar prior test scores (their academic peers).

Subclaim Data

- 1 - Indicates the student "Met or Exceeded Expectations," meaning that the student's subclaim performance reflects a level of proficiency consistent with Performance Level 4 or 5.
- 2 - Indicates the student "Approached Expectations," meaning that the student's subclaim performance reflects a level of proficiency consistent with Performance Level 3.
- 3 - Indicates the student "Did Not Yet Meet or Partially Met Expectations," meaning that the student's subclaim performance reflects a level of proficiency consistent with Performance Level 1 or 2.

Report Suppression Action

- 01 - Code 01 is applied based on district-provided irregularity report or to address error codes 2, 3, or 4 described below. Student will NOT receive an Individual Student Report and is excluded from all district and school reports.
- 05 - Code 05 is applied based on district-provided irregularity report. Student will receive an Individual Student Report and is excluded from all district and school reports.

Reason for No Valid Test Attempt (RNVTA)

Please review the detailed RNVTA definitions on <https://www.isbe.net/Documents/reason-no-valid-test-attempt.pdf> before choosing the RNVTA.

01 Medically Exempt	08 Transferred In After Test Administration	18 PSS-SIS Use Only
02 Homebound	09 Deceased	19 Reserved for Internal Use-SIS Use Only
03 In Jail/Locked Facility	10 Absent from Testing	21 Reserved for Internal Use-Scale Score for Content Area Exists in Another School
04 Out of State/Country	15 Refusal but Present to Test	22 Reserved for Internal Use-SIS Use Only
07 Transferred Out Prior to Testing	16 Part-Time Enrollment	23 Reserved for Internal Use-SIS Use Only (First Year in U.S. School)

Error Code

- 1 - Student score data are expected but missing. Enter a RNVTA or check for score data in "Unassigned Test Results" report.
- 2 - For Grades 3-8, Grade of **Test Code of Test Taken** does not match **Grade** (n/a for those who took a course-based test). Edit **Grade** in the Correction file or contact ISBE to suppress score data.
- 3 - For Grades 9-12, **Test Code of Test Taken** corresponds to a grades 3-8 test. Edit **Grade** in the Correction file or contact ISBE to suppress score data.
- 4 - Student has multiple attempts for the same content area. Contact ISBE for assistance.

Student ID	Student Name	Home School	Testing School	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
No Student Records Match The Selected Criteria																							



IAR Correction and Scores

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- Starting July 10, 2023, districts should resolve any unassigned scores, errors, and apply a Reason for No Valid Test Attempt (RNVTA) to records that have no score.
- If you have questions on the unassigned, please contact Victoria Henderson (vhenders@isbe.net).
- IAR Last Day of Corrections for the Purpose of Accountability and School Report Card is August 25, 2023.

IAR Unassigned Scores

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Unassigned Test Results Screen

The screenshot displays the SIS (State Information System) interface for the Illinois State Board of Education. The left sidebar contains a navigation menu with the following items: SIS, IBM SIS Test User, Home, Student, Assessment, Pre-ID, Correction, and Unassigned. The 'Assessment' and 'Unassigned' items are highlighted with red boxes. The main content area shows three sections: DLM-AA Unassigned, IAR Unassigned, and SAT Unassigned. Each section displays the text 'No unassigned scores found'. The top right of the page includes links for 'Helpful Resources' and 'Contact Technical Support'.





Illinois State Board of Education

Assessment Correction and Scores Process
SAT with Essay, PSAT 10, and PSAT 8/9

Assessment Enrollment Verification Report

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- The Assessment Enrollment Verification Report uses SIS enrollments to determine who should have tested.
 - Verify local testing rosters against this report to ensure all students are included.
Enrollments will not be able to be added after July 31, 2023.
- If students are not appearing on the Assessment Enrollment Verification Report check the following:
 - Student is enrolled in the correct Home and Serving
 - Student is enrolled with the correct Start and End dates
 - Student is enrolled in grade 11 or grade 12 for SAT with Essay
 - Student is enrolled in grade 9 or grade 10 for PSAT 8/9 or PSAT 10, respectively
 - Student indicator for the Alternate Assessment (DLM-AA) in the Program Indicators tab is marked "No"



SAT Correction and Scores

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- SAT with Essay was administered to grade 11 students and to grade 12 students, [as required](#).
- PSAT 8/9 and PSAT 10 was administered to students in grade 9 and grade 10, respectively.
- For SAT with Essay, the Correction is populated with students in grade 11 (and grade 12, as required) that were enrolled on the March 22, 2023, primary test date (for schools that selected the March schedule) and on the April 12, 2023, primary test date (for schools that selected the April schedule), and on the April 25, 2023, makeup test date for all schools.
- For PSAT 8/9 and PSAT 10, the Correction is populated with students in grade 9 and grade 10 who were enrolled on any day during the testing window of April 12-28, 2023
- Assessment Correction is scheduled to be available in SIS on May 15, 2023. At this time, schools may enter RNVTA codes.
- Assessment Scores are scheduled to be available in SIS July 10, 2023. Schools may continue to enter RNVTA codes.
- SAT/PSAT Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2023 are due August 25, 2023.



Assessment Enrollment Verification Report

Assessment Enrollment verification – Details Report

The screenshot shows the SIS (State Information System) interface for the Illinois State Board of Education. The top navigation bar includes the logo and name of the board, along with links for 'Helpful Resources' and 'Contact Technical Support'. The left sidebar contains a menu with items like 'Home', 'Student', 'Assessment', 'Adjusted Cohort', 'Teacher', 'Early Childhood Transition', 'Prenatal', and 'Reports'. The 'Reports' item is highlighted with a red box. The main content area is titled 'Reports' and features a search bar. A dropdown menu is open under 'Student', with 'Assessment' selected and highlighted by a red box. Under 'Assessment', 'Assessment Enrollment Verification' is selected and highlighted by a red box. A 'Details' link is visible at the end of this row, also circled in red. Other report categories listed include 'Illinois Assessment of Readiness (IAR)', 'DLM-AA', 'SAT/PSAT', 'Unassigned Test Results', 'Other Assessment Reports', 'Historical Assessments', and 'Attendance'.

Assessment Enrollment Verification Report

Assessment Enrollment verification – Details Report – Criteria page

The screenshot shows the SIS interface for the Assessment Enrollment Verification report. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area is titled 'Assessment Enrollment Verification' and includes a 'Back To Reports' link. The criteria are as follows:

- School Year: 2023
- Home School: All Schools
- Grade: All Grades
- Test to be taken: All (selected), DLM-AA, IAR, SAT, PSAT 8/9, PSAT 10
- Gender: All (selected), Male, Female, Non-Binary
- IDEA Services: Both (selected), Yes, No
- Alternate Assessment (DLM-AA): Both (selected), Yes, No
- EL Indicator: Both (selected), Yes, No
- FRL/Low Income Indicator: Both (selected), Yes, No
- Migrant Indicator: Both (selected), Yes, No
- Homeless Indicator: Both (selected), Yes, No
- 21st Century Indicator: Both (selected), Yes, No
- First Year in U.S. School: Both (selected), Yes, No
- Sort By: Student ID

At the bottom, there is a 'PDF' dropdown menu and a 'Create Report' button, both highlighted with a red box.



Assessment Enrollment Verification Report

Assessment Enrollment Verification (Detail) Report

2023 Assessment Enrollment Verification Report (Detail)

Assessment Home District: 12345678901 ISBE Test District

Selection Criteria: Sorted By: Student ID

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 Pacific Islander 16 White 17 Two or More Races		
SIS Entry Date	This field indicates the student's entry date from the SIS enrollment file.	
SIS Exit Date	This field indicates the student's exit date from the SIS enrollment file.	
SIS Exit Code	This field indicates the student's exit code from the SIS enrollment file.	
02 Transfer to another public school within the district	07 Death	14 Aged Out
03 Transfer to Home Schooled	08 Expulsion	15 Certificate of Completion
04 Transfer to Private School	09 Dropped Out	16 Victim of a Violent Crime
05 Promotion	10 Transfer to GED Program	17 Change in Serving School or Percent of Day Attended (PDA)
06 Graduated with regular, advanced, International Baccalaureate, or other type of diploma	11 Moved, not known to be continuing	18 Moved Out of the United States
	12 Retained in same grade or demoted to a lower grade	19 Transfer to another public school district out of Illinois
		20 Transfer to another public school district in Illinois
Note:		
Review SIS records for accuracy (e.g. Enrollments, Demographics, Program Indicators).		
On the Pre-ID reports, ensure the Testing School is accurate for students highlighted in blue (i.e. attending multiple Serving Schools concurrently during the Testing Window).		

Assessment Home School: 123456789012345	ISBE Elementary	Distinct Student Count: 266
Test Count:	DLM-AA: 113 IAR: 153 PSAT 8/9: N/A PSAT 10: N/A SAT: N/A	
Testing Window:	DLM-AA: 03/15/2023 - 05/10/2023 IAR: 03/06/2023 - 04/21/2023 PSAT 8/9: N/A PSAT 10: N/A SAT: N/A	

Student ID	Student Name	Date of Birth	Grade	Test To Be Taken	A	B	C	D	E	F	G	H	I
123456789	Test, Student	01/01/2014	3	IAR	F	14	N	N	Y	N	08/18/2022		



SAT/PSAT Correction and Scores

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- Run the Assessment Enrollment Verification Report
 - Enrollments cannot be added after July 31, 2023!
- Starting May 15, 2023, districts should:
 - Run SAT/PSAT Assessment Correction report to ensure all data are accurate and enter [RNVTA](#) codes for students who did not test.
 - Update via the Assessment Correction links.
- Starting July 10, 2023, districts should:
 - Run SAT/PSAT Assessment Score Report to check for missing scores and errors.
 - Resolve any unassigned scores on the Unassigned Test Results Screen.
 - Sort the report by "Error" and resolve any issues.

SAT/PSAT Correction

SAT/PSAT Assessment Correction – Details Report

The screenshot shows the SIS (State Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports (highlighted), and Batch File Processing. The main content area is titled 'Reports' and includes a search bar. A dropdown menu for 'Student' is expanded to show 'Assessment', which is further expanded to show 'SAT/PSAT'. Below this, a table lists various reports. The 'SAT/PSAT Assessment Correction' report is highlighted, and its 'Details' link is circled.

Report Name	Summary	Details
SAT/PSAT Assessment Pre-ID	Summary	Details
SAT/PSAT Assessment Correction	Summary	Details
SAT/PSAT Assessment Scores	Summary	Details
SAT Assessment Scores Grid	Summary	



SAT/PSAT Correction

SAT/PSAT Assessment Correction – Detail Report- Criteria page

The screenshot displays the SIS (State Information System) interface for the Illinois State Board of Education. The main content area is titled "SAT/PSAT Assessment Correction" and features several filter options:

- School Year:** 2023
- School:** All Schools
- Location:** Home, Serving, Testing
- Grade:** All Grades
- Test to be taken:** All, SAT, PSAT 8/9, PSAT 10
- Gender:** All, Male, Female, Non-Binary
- Homeless Indicator:** Both, Yes, No
- Migrant Indicator:** Both, Yes, No
- EL Indicator:** Both, Yes, No
- IDEA Services:** Both, Yes, No
- FRL/Low Income Indicator:** Both, Yes, No
- 21st Century Indicator:** Both, Yes, No
- First Year in U.S. School:** Both, Yes, No
- Sort By:** Reason For No Valid Test Attempt

At the bottom of the page, there is a dropdown menu set to "PDF" and a "Create Report" button, both of which are highlighted with a red box.



SAT/PSAT Correction

SAT/PSAT Assessment Correction Report (Detail)

2023 SAT/PSAT Assessment Correction (Detail)

Assessment Home District: 12345678901 ISBE Test District

Selection Criteria: None Sorted By: Reason for No Valid test Attempt, Student Name

Columns: * = Defined below

A Test Format* (O=Online or P=Paper)	F FRL/Low Income Indicator	K SIS Entry Date*
B Gender	G Migrant Indicator	L SIS Exit Date*
C Race/Ethnicity*	H Homeless Indicator	M SIS Exit Code*
D IDEA Services	I 21st Century Indicator	N Reason for No Valid Test Attempt*
E EL Indicator	J First Year In U.S. School (EL Indicator must=Yes)	

Test Format * This field indicates the test format to be taken. The score file will indicate the actual test format taken.

SIS Entry Date* This field indicates the student's entry date from the SIS enrollment file. This information is provided to assist in identifying a Reason for No Valid Test Attempt if the student did not test.

SIS Exit Date/SIS Exit Code* These fields indicate the student's exit date and exit code from the SIS enrollment file. This information is provided to assist in identifying a Reason for No Valid Test Attempt if the student did not test. Exit codes are defined below.

Reason for No Valid Test Attempt (RNVTA)

Please review the detailed RNVTA definitions on <https://www.isbe.net/Documents/reason-no-valid-test-attempt.pdf> before choosing the RNVTA.

01 Medically Exempt	09 Deceased	21 Reserved for Internal Use-Scale Score for Content Area Exists in Another School
02 Homebound	10 Absent from Testing	22 Reserved for Internal Use-SIS Use Only
03 In Jail/Locked Facility	15 Refusal but Present to Test	23 Reserved for Internal Use-SIS Use Only (First Year in U.S. School)
04 Out of State/Country	16 Part-Time Enrollment	25 Reserved for Internal Use-Assessment Use Only (Grade 11-No Participation Credit)
07 Transferred Out Prior to Testing	18 PSS-SIS Use Only	50 Reserved for Internal Use-SIS Use Only (Grade 12 Exempt-Programming)
08 Transferred In After Test Administration	19 Reserved for Internal Use-SIS Use Only	51 Reserved for Internal Use-Assessment Use Only (Grade 12 Exempt-SIS Evidence)
		52 Reserved for Internal Use-Assessment Use Only (Grade 12 Exempt-District Submission)
		53 Reserved for Internal Use-Assessment Use Only (Grade 12 No Participation Credit)
		54 Reserved for Internal Use-Assessment Use Only (Grade 12 Exempt-Other)

SIS Exit Code *

02 Transfer to another public school within the district	07 Death	14 Aged Out
03 Transfer to Home Schooled	08 Expulsion	15 Certificate of Completion
04 Transfer to Private School	09 Dropped Out	16 Victim of a Violent Crime
05 Promotion	10 Transfer to GED Program	17 Change in Serving School or Percent of Day Attended (PDA)
06 Graduated with regular, advanced, International Baccalaureate, or other type of diploma	11 Moved, not known to be continuing	18 Moved Out of the United States
	12 Retained in same grade or demoted to a lower grade	19 Transfer to another public school district out of Illinois
		20 Transfer to another public school district in Illinois

Race/Ethnicity *

11 Hispanic or Latino 12 American Indian or Alaska Native 13 Asian 14 Black or African American 15 Native Hawaiian or Other Pacific Islander 16 White 17 Two or More Races

SIS Home School: ()

SIS Testing School: ()

Student ID	Student Name	Date of Birth	Grade	Test To Be Taken	A	B	C	D	E	F	G	H	I	J	K	L	M	N

Distinct Student Count: 0



SAT/PSAT Correction

Search by student to correct SAT/PSAT testing data

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Assessment, Pre-ID, Correction, ACCESS, DLM-AA, IAR, and SAT/PSAT. The main content area is titled "SAT/PSAT Correction Search Criteria" and includes a dropdown for "Assessment Year: 2023". The search criteria form contains the following fields:

- SID
- Legal Last Name
- Legal First Name
- Date of Birth (mm/dd/yyyy)

The form also includes a "Search" button and the instruction "AND AT LEAST ONE BELOW".



SAT/PSAT Correction

Select 'Edit' to update student SAT/PSAT testing data

The screenshot shows the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options: Home, Student, Assessment, Pre-ID, Correction, ACCESS, DLM-AA, IAR, and SAT/PSAT. The main content area displays 'SAT/PSAT Correction Records' for a student with SID: 123456789. A red box highlights the instruction 'Adjust student data to reflect the time of testing.' Below this, a table lists student details:

SID:	123456789		
Legal Last Name:	Test	Legal First Name:	Student
Legal Middle Name:			
Date of Birth	01/01/2003	Gender	Male
Race	Black or African American	Grade	11 - Grade 11
Home RCDTS	123456789012345	Testing RCDTS	123456789012345
First Year in U.S. School	No	21st Century Indicator	Yes
IDEA Services	No	EL Indicator	No
FRL/Low Income Indicator	Yes	Homeless Indicator	No

Below the table, a light blue box contains the text 'Reason for No Valid Test Attempt'. At the bottom right, a red box highlights the 'Edit' button.



SAT/PSAT Correction

Correct student data to show status at time of testing

Illinois State Board of Education

Helpful Resources Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Assessment

Pre-ID

Correction

ACCESS

DLM-AA

IAR

SAT/PSAT

Unassigned

Adjusted Cohort

Teacher

Log Out

< Back To SAT/PSAT Correction Search Criteria

SAT/PSAT Correction Records

Adjust student data to reflect the time of testing.

SID 123456789

Legal Last Name Test Legal First Name Student Legal Middle Name

Date of Birth 01/01/2003 Gender Male

Race Black or African American Grade 11 - Grade 11

Home RCDTS 123456789012345 Testing RCDTS 123456789012345

First Year in U.S. School Yes No 21st Century Indicator Yes No

IDEA Services (IEP=Yes) Yes No EL Indicator Yes No

FRL/Low Income Indicator Yes No Homeless Indicator Yes No

Reason for No Valid Test Attempt

Cancel Submit



SAT/PSAT Correction

Student testing data has been successfully updated

The screenshot shows the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options: Home, Student, Assessment, Pre-ID, Correction, ACCESS, DLM-AA, IAR, SAT/PSAT, and Unassigned. The main content area displays the 'SAT/PSAT Correction Records' page. A red box highlights the message 'Assessment Correction Updated Successfully'. Below this, a table lists student information for SID: 123456789.

SAT/PSAT Correction Records			
Assessment Correction Updated Successfully Adjust student data to reflect the time of testing.			
SID: 123456789			
Legal Last Name:	Test	Legal First Name:	Student
Legal Middle Name:			
Date of Birth	01/01/2003	Gender	Male
Race	Black or African American	Grade	11 - Grade 11
Home RCDTS	123456789012345	Testing RCDTS	123456789012345
First Year in U.S. School	No	21st Century Indicator	Yes
IDEA Services	No	EL Indicator	No
FRL/Low Income Indicator	Yes	Homeless Indicator	No
Reason for No Valid Test Attempt			
			Edit



SAT/PSAT Correction

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Reason For No Valid Test Attempt:

- 01 - Medically Exempt
- 02 - Homebound
- 03 - In Jail/Locked Facility
- 04 - Out of State/Country
- 07 - Transferred Out Prior to Testing
- 08 - Transferred In After Test Administration
- 09 - Deceased
- 10 - Absent from Testing
- 15 - Refusal but Present to Test
- 16 - Part-Time Enrollment

Link to complete RNVTA document:

<https://www.isbe.net/Documents/reason-no-valid-test-attempt.pdf>



SAT/PSAT Scores

SAT/PSAT Assessment Scores Report (Detail)

Illinois State Board of Education

Helpful Resources | Contact Technical Support

SIS

- IBM SIS Test User
- Home
- Student
- Assessment
- Adjusted Cohort
- Teacher
- Early Childhood Transition
- Prenatal
- Reports**
- Batch File Processing

Reports

Search Reports...

Student ▾

- Assessment ▾**
 - Assessment Enrollment Verification ▾
 - Illinois Assessment of Readiness (IAR) ▾
 - DLM-AA ▾
 - SAT/PSAT ▾**
 - SAT/PSAT Assessment Pre-ID Summary Details
 - SAT/PSAT Assessment Correction Summary Details
 - SAT/PSAT Assessment Scores Summary Details**
 - SAT Assessment Scores Grid Summary
 - Unassigned Test Results ▾

SAT/PSAT Scores

SAT/PSAT Assessment Scores Criteria (Detail)

The screenshot displays the SIS interface for generating SAT/PSAT Assessment Scores reports. The left sidebar contains navigation options such as Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area is titled 'SAT/PSAT Assessment Scores' and includes a 'Back To Reports' link. The criteria section contains the following fields and options:

- School Year: .2023
- School: All Schools
- Grade: All Grades
- Test to be taken: All (selected), SAT, PSAT 8/9, PSAT 10
- Race/Ethnicity: All Races
- Gender: All (selected), Male, Female, Non-Binary
- Homeless Indicator: Both (selected), Yes, No
- Migrant Indicator: Both (selected), Yes, No
- EL Indicator: Both (selected), Yes, No
- IDEA Services: Both (selected), Yes, No
- FRL/Low Income Indicator: Both (selected), Yes, No
- 21st Century Indicator: Both (selected), Yes, No
- First Year in U.S. School: Both (selected), Yes, No
- Show Error Only: Yes, No (selected)
- Sort By: Error Code

At the bottom, there is a 'PDF' dropdown menu and a 'Create Report' button.



SAT/PSAT Scores

SAT/PSAT Assessment Scores Report (Detail)

2023 SAT/PSAT Assessment Scores (Detail)

Assessment Home District: 12345678901 ISBE Test District

Selection Criteria: None Sorted By: Errors, Student Name

Columns: * = Defined below <i>Note: ELA and Math Section Scores are reported in multiples of 10.</i>		<i>Note: PSAT 10 and PSAT 8/9 Performance Levels will be added once established.</i>	
A Grade at Time of Testing B SAT COMPOSITE (400-1600) PSAT 10 COMPOSITE (320-1520) PSAT 8/9 COMPOSITE (240-1440) C EVIDENCE-BASED READING AND WRITING (EBRW) SAT EBRW SECTION SCORE (200-800) PSAT 10 EBRW SECTION SCORE (160-760) PSAT 8/9 EBRW SECTION SCORE (120-720) D SAT MATH SECTION SCORE (200-800) PSAT 10 MATH SECTION SCORE (160-760) PSAT 8/9 MATH SECTION SCORE (120-720)	E SAT ESSAY READING SUBSCORE (0, 2-8) F SAT ESSAY ANALYSIS SUBSCORE (0, 2-8) G SAT ESSAY WRITING SUBSCORE (0, 2-8) H Student Canceled Scores* (Y=Yes, Blank=No) I Invalidated Scores* (Y=Yes, Blank=No) J Reason for No Valid Test Attempt* K Suppressed Scores* L Error Code*	M Performance Level ELA (including only EBRW Section Score)* SAT Level 4: 640-800 Level 3: 540-630 Level 2: 430-530 Level 1: 200-420 N Performance Level Math (including only Math Section Score)* SAT Level 4: 670-800 Level 3: 540-660 Level 2: 450-530 Level 1: 200-440	
Performance Level 4-Exceeds Standards: The student has exceeded the proficiency level & demonstrates a thorough understanding of the knowledge & skills needed relative to the Illinois Learning Standards. 3-Meets Standards: The student has met the proficiency level & demonstrates adequate understanding of the knowledge & skills needed relative to the Illinois Learning Standards. 2-Approaching Standards: The student is approaching the proficiency level & demonstrates an incomplete understanding of the knowledge & skills needed relative to the Illinois Learning Standards. 1-Partially Meets Standards: The student has only partially met standards & demonstrates a minimal understanding of the knowledge & skills needed relative to the Illinois Learning Standards.			
Student Canceled Scores This indicator will show Y=Yes if a student completed a score cancellation form. Scores are canceled for College Board use but maintained for accountability purposes.		Suppressed Scores Contact ISBE for assistance. ISBE will apply the applicable RNVTA. 01 - Both ELA and Math data are suppressed. 02 - ELA data are suppressed. 03 - Math data are suppressed.	
Invalidated Scores This indicator will show Y=Yes if scores were invalidated by College Board. ISBE will apply the applicable RNVTA.			
Reason for No Valid Test Attempt (RNVTA) Please review the detailed RNVTA definitions on https://www.isbe.net/Documents/reason-no-valid-test-attempt.pdf before choosing the RNVTA.			
01 Medically Exempt 02 Homebound 03 In Jail/Locked Facility 04 Out of State/Country 07 Transferred Out Prior to Testing 08 Transferred In After Test Administration 09 Deceased	10 Absent from Testing 15 Refusal but Present to Test 16 Part-Time Enrollment 18 PSS-SIS Use Only 19 Reserved for Internal Use-SIS Use Only 21 Reserved for Internal Use-Scale Score Exists in Another School 22 Reserved for Internal Use-SIS Use Only	23 Reserved for Internal Use-SIS Use Only (First Year in U.S. School) 25 Reserved for Internal Use-Assessment Use Only (Grade 11-No Participation Credit) 50 Reserved for Internal Use-SIS Use Only (Grade 12 Exempt-Programming) 51 Reserved for Internal Use-Assessment Use Only (Grade 12 Exempt-SIS Evidence) 52 Reserved for Internal Use-Assessment Use Only (Grade 12 Exempt-District Submission) 53 Reserved for Internal Use-Assessment Use Only (Grade 12 No Participation Credit) 54 Reserved for Internal Use-Assessment Use Only (Grade 12 Exempt-Other)	
Error Code <ul style="list-style-type: none"> 1 - Student score data are expected but missing. Enter a RNVTA or check for score data in "Unassigned Test Results" report. 2 - Student has scores in more than one school. Contact ISBE for assistance. 3 - Grade at Time of Testing does not correspond to the Test Taken/To Be Taken. Edit grade in SIS Enrollment or contact ISBE to suppress score data. 4 - Grade 12 student tested but was not required to test. Contact ISBE for assistance. 			

Student ID	Student Name	Home School	Testing School	Date of Birth	Test Taken/To Be Taken	A	B	C	D	E	F	G	H	I	J	K	L	M	N
------------	--------------	-------------	----------------	---------------	------------------------	---	---	---	---	---	---	---	---	---	---	---	---	---	---

No Student Records Match The Selected Criteria



SAT/PSAT Correction and Scores

89

- Starting July 10, 2023, districts should resolve any unassigned scores, errors, and continue to apply a Reason for No Valid Test Attempt ([RNVTA](#)) to records that have no score.
- If you have questions on the unassigned, please contact Megan Forness (mforness@isbe.net).



SAT/PSAT Unassigned Scores

90

Unassigned Test Results Screen

The screenshot displays the SIS (State Information System) interface for the Illinois State Board of Education. The left sidebar contains a navigation menu with the following items: SIS, IBM SIS Test User, Home, Student, Assessment, Pre-ID, Correction, and Unassigned. The 'Assessment' and 'Unassigned' items are highlighted with red boxes. The main content area shows three sections: 'DLM-AA Unassigned', 'IAR Unassigned', and 'SAT Unassigned'. Each section displays the message 'No unassigned scores found'. The top right of the page includes links for 'Helpful Resources' and 'Contact Technical Support'.



Illinois State Board of Education

End of School Year 2023 Tasks

End of School Year 2023 Tasks

92

- What is required before exiting students?
 - Birth to 3 data
 - Caregiver Demographic data (Birth to 3)
 - Early Childhood Outcomes Entry and Progress Rating for Pre-K students with IEPs
 - EL Information
 - EL Screener
 - Homeless data
 - Immigrant data
 - Regional Safe School Program (RSSP) data
 - Pre-K Programs and Providers
 - Student Address data (Students with IDEA Services='Yes' only)
 - Grades 3-12 Courses Missing Final Letter Grade

End of School Year 2023 Tasks

- Reference the Current Enrollment Data Completion Status chart on the Dashboard to determine what data are required before exiting students.

Current Collection Completion Status	Required	Complete	Percent
Prenatal	3	1	33%
Birth To 3	2	2	100%
Birth To 3 Caregiver Demographics	2	1	50%
Early Childhood Outcomes (ECO) Ratings	4	1	25%
Early Childhood Student Programs	4	4	100%
Early Childhood Program Providers	6	5	83%
English Learner (EL)	124	66	53%
EL Screener	151	141	93%
Homeless	231	86	37%
Eligible for Immigrant Student Program	464	349	75%
Student Address for NEW IDEA students	731	716	97%
Regional Safe Schools Program (RSSP)	5	2	40%
Student Discipline	NA	92	NA
504 Plan	NA	47	NA
Grades 3-12 Missing Final Letter Grade	10	0	0%



End of School Year 2023 Tasks

94

- Exit All Enrollments
 - All 2023 Enrollment records must be exited by 4:00 p.m. July 31, 2023
 - We recommend all students are exited immediately after their last day of school
 - The last day of enrollment is the last full day the student attended school.
 - However, if you have students taking summer classes, please wait to exit those students until after they finish their classes
 - Students can not re-enroll after they graduate (i.e., if exit code 06 was used).
- Exit enrollment records online (individual records, one at a time) or via the batch file process (multiple records at once)
 - Online Process
 - Use the SIS Exit Enrollment screen
 - Batch File Process
 - Upload Exit Enrollment File via Batch Upload in SIS



End of School Year 2023 Tasks

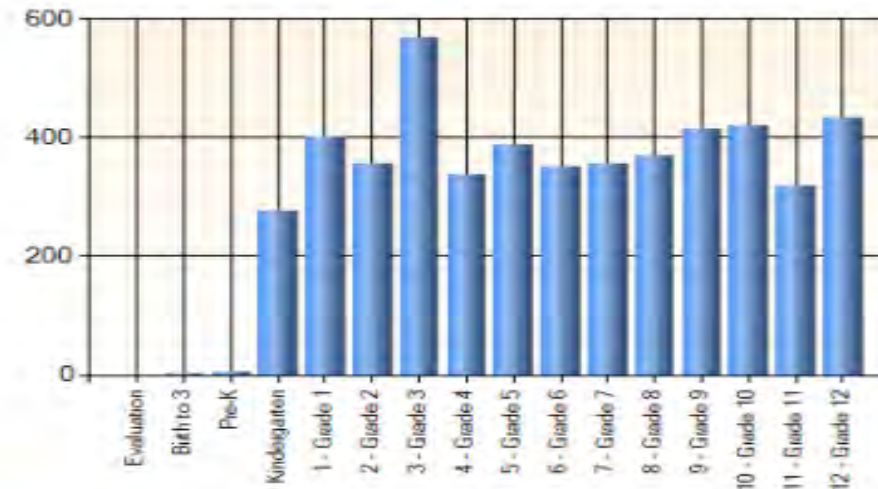
95

- Verify all 2023 enrollments have been exited
 - View the Enrollment reports in ISBE SIS
 - Use the Reports screen
 - Expand the Demographics and Enrollment section and then select the Enrollment - Summary link
 - Ensure the following report criteria are selected
 - **2023 – Active Enrollments Only**
 - Home School
 - Press View Report or Create PDF Report
 - If the Count in any Grade listed in the report is not 0, run the Student Enrollment Detail Report and exit the identified record(s)

End of School Year 2023 Tasks

Refer to Dashboard for Current Enrollments & Program Indicators to ensure all students are exited

Current Enrollments & Program Indicators



Current Enrollment EL IDEA

Homeless FRL

Refresh



End of School Year 2023 Tasks

97

What can be provided after the student has been exited?

- Student Attendance Data
 - All Student Attendance Data must be reported by July 14, 2023, at 4:00 p.m. Only the regular school year calendar needs to be reported, no Summer School or Extended School year
- Student Discipline Groups Data
 - All discipline groups data must be reported by July 31, 2023, at 4:00 p.m.
 - The disciplinary action must have occurred during the student's time of enrollment in your district, but the student does not need to be currently actively enrolled in your district.
- Teacher Course Assignment
 - All teacher course data must be reported after completion of the course or by July 31, 2023, at 4:00 p.m.



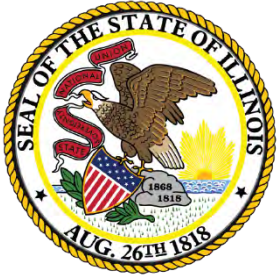
End of School Year 2023 Tasks

98

What can be provided after the student has been exited?

- Student Course Assignment (Including College Course Assignments)
 - All student course data must be reported after completion of the course or by July 31, 2023, at 4:00 p.m.
- Gifted and Accelerated
 - All Gifted and Accelerated data must be reported by July 31, 2023, at 4:00 p.m.
- College and Career Readiness Indicator Data
 - All CCRI data must be reported by August 15, 2023, at 4:00 p.m.
- Adjusted Cohort Graduation Rate
 - All Adjusted Cohort Graduation rate data must be complete by August 15, 2023
- Seal of Biliteracy Awards
 - All Seal Of Biliteracy data must be reported by September 15, 2023, at 4:00 p.m.





Illinois State Board of Education

**Student Attendance -
Due July 14, 2023**

Student Attendance

100

- Using the student enrollment PDA (Percent of Day on Enrollment), ISBE will do the calculation for final reporting purposes
- Report Student Attendance for Regular School Year enrollments ONLY
- Summer school and ESY attendance should not be reported
- Attendance data *is not* accepted for an enrollment that was exited erroneously
- Attendance data *is optional* for Private School Students
- **Attendance Data is Due July 14, 2023**



Student Attendance

101

- In Average Daily Attendance (ADA) reports, ISBE uses the PDA (Percent of Day on Enrollment) to determine the percent of day for each of the Attendance Types
- Districts should report 1.000 Absence for a full day missed and 0.500 Absence for a half-day missed
- If the student is enrolled with a PDA of 0.50 and the district reports 0.500 in the Total Days Present, ISBE will calculate that the student was present for a quarter of the day
- **Use the following method to report the Attendance Day calculation for each day**
 - Full day = report 1.000
Half-day = report 0.500
Quarter day = report 0.250
 - Please do not provide Attendance Days with 0.000 or blanks unless you are deleting an existing record



Student Attendance

102

- To add or update Student Attendance data via batch, provided data must match to an enrollment record in SIS:
 - SID
 - First Name and Last Name of student
 - Birth Date of student
 - Home RCDTS and Serving RCDTS of the Student Attendance File must match a SIS Enrollment Home RCDTS, Serving RCDTS, and Service Provider RCDTS.
 - School Year
 - Enrollment Date



Student Attendance

103

- **Month of Attendance:** The month of student attendance reporting.
 - Student must be enrolled at least one day during the month of attendance reported. Cannot provide more days of attendance than the enrollment month
 - 01 January
 - 02 February
 - 03 March
 - 04 April
 - 05 May
 - 06 June
 - 07 July
 - 08 August
 - 09 September
 - 10 October
 - 11 November
 - 12 December



Student Attendance

104

- **Attendance Type Code:**
- 01 In Person Instruction
- 02 Absent Excused
- 03 Absent Unexcused
- 04 Medically Homebound
- 05 Hospitalized
- 06 E-Learning
- 07 Remote Learning
- 08 Mental Health
- 09 Detention Center



Student Attendance

105

- **In Person Instruction:** If the student is receiving educational services in-classroom, then that would count as In Person Instruction
- **Absent – Excused:** The student was absent with cause (excused absence)
- **Absent – Unexcused:** The student was absent without a cause
- **Medically Homebound:** A student who *IS receiving home/hospital instructional services*, provided by the district, in accordance with 105 ILCS 5/14-13.01. These students are considered present for purposes of attendance as it pertains to funding
 - Please see https://www.isbe.net/Documents/Home-Hospital_QA.pdf for additional information on the provision of homebound services, and when medically homebound status can apply
- **Hospitalized:** An absence where a student was hospitalized because of medical emergencies or procedures or was participating in residential programs that provide psychological treatment or treatment for drug or alcohol abuse, but was **NOT receiving home/hospital instructional services**, in accordance with 105 ILCS 5/14-13.01



Student Attendance

106

- **E-Learning:** Pursuant to state law, a school district may adopt an E-learning program. In order to adopt an E-learning program, a district must draft and adopt an E-Learning program within the specifications of Section 10-20.56 of the School Code
- **Remote Learning:** The number of full or partial days represented as a decimal that a student was present remotely. Includes, but not limited to, Governor declared disaster days. • During a Governor declared disaster outlined in Section 7 of the Illinois Emergency Management Agency Act, a district may use Remote Learning days if they do not have an Approved ELearning Plan. In this case, a district may meet the requirement of a remote learning day in several ways, provided that 5 hours of instruction and schoolwork are administered. ISBE strongly recommends that 2.5 hours of the 5 hours be synchronous instruction (105 ILCS 5/10-30).
- **Mental Health:** The student was absent with cause (excused absence)
 - "Valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, student mental health day, and shall include such other situations beyond the control of the student as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student
- **Detention Center:** Student is enrolled at a detention center and district attendance data is not available



Student Attendance

- To update attendance: search by student – Enrollments tab – select ‘View Details’

The screenshot displays the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options such as Home, Student, Search, and Assessment. The main content area shows the 'Enrollments' tab for a student with SID 123456789. A blue banner indicates 'Enrollment is active'. Below this, a table lists enrollment details including School Year for Serving (2023), Enrollment Type for Serving (Re-entry to the same school), and Enrollment Date for Serving (08/01/2022). A 'Collections' section at the bottom lists various categories like Student Course Assignment, Discipline, and Homeless, each with a 'View Details' link. The 'Student Attendance' link is highlighted with a red box, and an 'Add Enrollment' button is visible at the bottom right.

Enrollment ID	School Year for Serving	Enrollment Type for Serving	Entry/Grade Level for Serving	Enrollment Date for Serving	Exit Date	Exit Status	Exit Type	RCDTS for Home	RCDTS for Serving	Percent of Day Attended (PDA)	Tuition Received	Dual Language	Language of Instruction
1	2023	Re-entry to the same school	6 - Grade 6	08/01/2022				123456789012345	123456789012345	1.00	No	Not A Participant in Dual Language Program	



Student Attendance

To update attendance: select '+' to Add Attendance Type

Illinois State Board of Education

Helpful Resources - Contact Technical Support -

SIS

IBM SIS Test User

Home

Student

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment

< Back To Enrollment

Student Attendance

SID: 123456789

Legal Last Name: Test Legal First Name: Student Date Of Birth: 01/01/2010 Enrollment Date: 08/01/2022

Home RCDTS: 123456789012345 Serving RCDTS: 123456789012345 School Year: 2023 Exit Date:

Type ⓘ	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Total Days
--------	----------	----------	----------	----------	----------	----------	----------	----------	------------

No Attendance found for this student

Submit

+ Add Attendance Type

Student Attendance

Select Attendance Type from the drop down

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The top navigation bar includes the Illinois State Board of Education logo and the text "Helpful Resources" and "Contact Technical Support". The left sidebar contains a menu with options: SIS, IBM SIS Test User, Home, Student, Search, Request New SID, Multiple SID Merge, Exit Enrollment, Assessment, Adjusted Cohort, and Log Out. The main content area is titled "Student Attendance" and features a "Back To Enrollment" link. A dropdown menu for "Attendance Type" is open, showing the following options: - Select -, In Person Instruction, Excused Absence, Unexcused Absence, Medically Homebound, Hospitalized, ELearning, Remote Learning, Mental Health, and Detention Center. The background shows a form with fields for Birth, Enrollment Date, and Exit Date, and a "Submit" button.




Student Attendance

- Update attendance by Month for attendance type
- Full days or partial days can be shown up to 3 decimal points
- Total days for all Attendance Types cannot exceed days enrolled in that month
- Existing Attendance can be deleted by entering a '0' or overwritten by entering a new value and click 'Submit'

Illinois State Board of Education

Helpful Resources - Contact Technical Support

← Back To Enrollment

Student Attendance 

SID: 123456789
 Legal Last Name: Test Legal First Name: Student Date Of Birth: 01/01/2010 Enrollment Date: 08/01/2022
 Home RCDTS: 123456789012345 Serving RCDTS: 123456789012345 School Year: 2023 Exit Date:

Type ⓘ	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Total Days
In Person Instruction	<input type="text" value="9.00"/>	<input type="text" value="16.00"/>	<input type="text" value="18.00"/>	<input type="text" value="15.00"/>	<input type="text" value="12.00"/>	<input type="text" value="16.00"/>	<input type="text" value="18.00"/>	<input type="text" value="12.00"/>	116.000
Unexcused Absence	<input type="text"/>	<input type="text" value="2.00"/>	<input type="text"/>	<input type="text" value="1.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="3.00"/>	6.00
Remote Learning	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="3.00"/>	<input type="text"/>	<input type="text"/>	0.000
Monthly Total	9.000	18.000	18.000	16.000	12.000	16.000	18.000	15.000	122.000

Submit



Student Attendance

Student Attendance – Record Successfully Updated

Illinois State Board of Education

Helpful Resources - Contact Technical Support

< Back To Enrollment

Student Attendance

SID: 123456789
Legal Last Name: Test Legal First Name: Student Date Of Birth: 01/01/2010 Enrollment Date: 08/01/2022
Home RCDTS: 123456789012345 Serving RCDTS: 123456789012345 School Year: 2023 Exit Date:

Student Attendance Record successfully updated.

Type	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Total Days
In Person Instruction	9.000	16.000	18.000	15.000	12.000	16.000	18.000	12.000	116.000
Unexcused Absence		2.000		1.000				3.000	6.000
Remote Learning						3.000			3.000
Monthly Total	9.000	18.000	18.000	16.000	12.000	19.000	18.000	15.000	125.000

Submit



Student Attendance

Student Attendance – Details Report

The screenshot shows the SIS Reports interface. The left sidebar contains a navigation menu with 'Reports' highlighted. The main content area shows a list of report categories. The 'Attendance' category is expanded, and the 'Total Student Attendance' report is selected, with its 'Details' link circled in red.

Illinois State Board of Education

Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

Reports

Search Reports...

Student

Assessment

Attendance

Total Student Attendance Summary Details

Student Attendance by Month Summary Details

Bilingual

Demographics and Enrollment

Discipline

Early Learning

Homeless

Individual Student



Student Attendance

Student Attendance – Details Report – Criteria page

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options: Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, and District Data Verification. The main content area is titled 'Total Student Attendance' and includes a 'Back To Reports' link. The criteria section contains the following filters:

- School Year: 2023
- School: All Schools
- Attendance Status: Home, Serving, Service Provider, Home But Not Serving, Serving But Not Home
- Grade: All Grades
- IDEA Services: Both, Yes, No
- FRL/Low Income Indicator: Both, Yes, No
- Homeless Indicator: Both, Yes, No
- Private School Student Indicator: Both, Yes, No
- Sort By: SID

At the bottom of the criteria section, there is a dropdown menu set to 'PDF' and a 'Create Report' button, both of which are highlighted with a red border.



Student Attendance

Student Attendance Detail Report

Shows Total Student Attendance for the School Year

Illinois State Board of Education Student Information System 2023 Total Student Attendance (Detail)

SIS Home District: 12345678901 ISBE Test District

Selection Criteria: Sorted By: Student ID

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
123456789	Test, Student	07/22/2005	123456789012345	123456789012345	8/15/22		12	1.00	64.127				5.873					70.000
123456789	Test, Student2	12/14/2005	123456789012345	123456789012345	8/15/22		11	1.00	57.885			0.153	11.962					70.000
123456789	Test, Student3	06/04/2013	123456789012345	123456789012345	8/15/22		4	1.00	69.000			1.000						70.000
123456789	Test, Student4	03/29/2004	123456789012345	123456789012345	8/15/22		12	1.00	36.883				33.117					70.000



Student Attendance

Student Attendance By Month - Details Report

The screenshot shows the SIS Reports interface. The left sidebar contains a menu with 'Reports' highlighted at the bottom. The main content area shows a list of report categories. Under the 'Attendance' category, there is a table with two rows: 'Total Student Attendance' and 'Student Attendance by Month'. The 'Details' link for 'Student Attendance by Month' is circled in red.

Report Category	Report Name	Summary	Details
Attendance	Total Student Attendance	Summary	Details
Attendance	Student Attendance by Month	Summary	Details



Student Attendance

Student Attendance By Month - Detail Report – Criteria page

The screenshot shows the SIS (Student Information System) interface for generating a Student Attendance By Month report. The page is titled "Student Attendance by Month" and includes a "Back To Reports" link. The criteria section contains the following fields and options:

- School Year:** 2023
- School:** All Schools
- Grade:** All Grades
- IDEA Services:** Both Yes No
- FRL/Low Income Indicator:** Both Yes No
- Homeless Indicator:** Both Yes No
- Private School Student Indicator:** Both Yes No
- Missing Attendance:** Both Yes No
- Month Of Attendance:** All
- Year Of Attendance:** All
- Sort By:** SID

At the bottom of the criteria section, there is a "PDF" dropdown menu and a "Create Report" button, both of which are highlighted with a red border.



Student Attendance

Student Attendance By Month Detail Report

Illinois State Board of Education Student Information System 2023 Student Attendance By Month (Detail)

SIS Home District: 12345678901 ISBETest District

Selection Criteria: Sorted By: Student ID

Columns	A	Grade Level	C	Month of Attendance	E	In Person Instruction	H	Absent - Excused	K	Hospitalized
	B	PDA	D	Year of Attendance	F	E-Learning	I	Absent - Unexcused	L	Mental Health
					G	Remote Instruction	J	Medically Homebound	M	Detention Center

Student ID: 123456789

Student Name: Test, Student

Birth Date: 01/01/2005

Home RCDTS	Serving RCDTS	Start Date	End Date	A	B	C	D	E	F	G	H	I	J	K	L	M	Total
123456789012345	123456789012345	8/15/22	-	12	1.00	08	2022	13.000	-	-	-	-	-	-	-	-	13.000
123456789012345	123456789012345	8/15/22	-	12	1.00	09	2022	20.069	-	-	-	0.931	-	-	-	-	21.000
123456789012345	123456789012345	8/15/22	-	12	1.00	10	2022	18.222	-	-	-	0.778	-	-	-	-	19.000
123456789012345	123456789012345	8/15/22	-	12	1.00	11	2022	12.836	-	-	-	4.164	-	-	-	-	17.000
123456789012345	123456789012345	8/15/22	-	12	1.00	12	2022	-	-	-	-	-	-	-	-	-	0.000
123456789012345	123456789012345	8/15/22	-	12	1.00	01	2023	-	-	-	-	-	-	-	-	-	0.000
123456789012345	123456789012345	8/15/22	-	12	1.00	02	2023	-	-	-	-	-	-	-	-	-	0.000
123456789012345	123456789012345	8/15/22	-	12	1.00	03	2023	-	-	-	-	-	-	-	-	-	0.000

Total Attendance / Absences: 70.000





Illinois State Board of Education

Early Childhood Program and Providers -
Due July 31, 2023

Early Childhood Program and Providers

119

Search by student – Enrollment tab - View/Edit Early Childhood

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options such as Home, Student, Search, Request New SID, Multiple SID Merge, Exit Enrollment, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, and Batch File Processing. The main content area shows the 'Enrollments' tab selected, with a red box highlighting the 'Enrollments' tab and the 'Entry/Grade Level for Serving' field. The 'Entry/Grade Level for Serving' field is set to 'Pre-K' and includes a link to 'View/Edit Early Childhood'. Other fields include School Year for Serving (2023), Enrollment Type for Serving (Original entry into a U.S. school), Enrollment Date for Serving (01/01/2023), and Exit Date. A table of metadata is also visible, including RCDTS for Home, RCDTS for Serving, Percent of Day Attended (PDA), Tuition Received, Dual Language, and Language of Instruction. At the bottom right, there is an 'Add Enrollment' button.

Illinois State Board of Education

Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

Demographic Enrollments Program Indicators Services RTO

SID: 123456789

Legal Last Name: Test Legal First Name: Preschool Legal Middle Name:

Enrollments 1

Enrollment is active

School Year for Serving	2023	RCDTS for Home	123456789012345
Enrollment Type for Serving	Original entry into a U.S. school	RCDTS for Serving	123456789012345
Entry/Grade Level for Serving	Pre-K View/Edit Early Childhood	Percent of Day Attended (PDA)	1.00
Enrollment Date for Serving	01/01/2023	Tuition Received	No
Exit Date		Dual Language	Not A Participant in Dual Language Program
Exit Status		Language of Instruction	
Exit Type			

Collections

Student Course Assignment

Behavior/Transition Plans	View Details	Student Attendance	View Details
Homeless		Regional Safe School Program	
504 Plan	View Details		

Add Enrollment



Early Childhood Program and Providers

120

Early Childhood – select ‘+’ to add Programs

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Search, Request New SID, Multiple SID Merge, Exit Enrollment, Assessment, and Adjusted Cohort. The main content area shows a student's profile with SID: 123456789, name: Preschool Test, and birth date: 01/01/2020 - Male. Below this, there are sections for Indicators and Programs. The Programs section is currently empty, displaying the message "No programs have been added". A red box highlights the "Add Program" button, which is represented by a plus sign (+) icon.

Illinois State Board of Education

Helpful Resources - Contact Technical Support -

< Back To Enrollment

SID: 123456789
Preschool Test
01/01/2020 - Male
Last updated: 03/21/2023 at 10:47 am

2023 Enrollment
Home: 123456789012345 Serving: 123456789012345
Grade: Pre-K Started: 01/01/2023
Exited: Exited Reason:
Last updated: 03/21/2023 at 10:47 am

Indicators

Programs

Program	Location	Service	Started	Ended	Ended Reason	Providers	Actions
No programs have been added							

Add Program

Early Childhood Program and Providers

121

Create Program – Add/Edit Program, location, and service

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. A modal window titled "Create Program" is open, allowing users to add or edit program details. The modal includes the following fields:

- Program:** A dropdown menu with the placeholder text "Please select an option".
- Location:** A dropdown menu with the placeholder text "Please select an option".
- Service:** A dropdown menu with the placeholder text "Please select an option".
- Started:** A date input field with the placeholder text "mm/dd/yyyy".
- Ended - Optional:** A date input field with the placeholder text "mm/dd/yyyy".
- Ended Reason - Optional:** A dropdown menu with the placeholder text "Please select an option".

At the bottom of the modal, there are "Close" and "Save" buttons. The background shows the SIS navigation menu on the left and a "2023 Enrollment" summary on the right.

Early Childhood Program and Providers

122

Create Program – verify program data and select ‘save’

The screenshot displays the Illinois State Board of Education SIS interface. A 'Create Program' dialog box is open, allowing users to enter program details. The fields are as follows:

Field	Value
Program	Preschool for All
Location	Public School District
Service	Full Day
Started	01/01/2023
Ended - Optional	mm/dd/yyyy
Ended Reason - Optional	Please select an option

The 'Save' button at the bottom right of the dialog box is highlighted with a red border. The background shows the '2023 Enrollment' section with details for a student, including serving status, ID number, and start date.



Early Childhood Program and Providers

123

View – Program data is showing and editable

The screenshot displays the SIS interface for the Illinois State Board of Education. The main content area shows a program view for 'Preschool Test' with SID: 123456789. A modal dialog titled 'Add Program Provider' is open, asking 'Would you like to add a provider for the newly created program?'. The 'Yes' button is highlighted with a red box. Below the dialog, a table lists the program details:

Program	Location	Service	Started	Ended	Ended Reason	Providers	Actions
Preschool for All	Public School District	Full Day	01/01/2023			0	

Early Childhood Program and Providers

124

View/Add Providers - teachers/service providers to the program

Illinois State Board of Education

Helpful Resources → Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Create Provider

Provider Type ⁱ Teacher

IEIN ⁱ 12345

Gateways Registry Member ID - Optional

Provider has a Gateways Credential - Optional Yes No

Started 01/01/2023

Ended - Optional mm/dd/yyyy

Ended Reason - Optional Please select an option

Close Save

2023 Enrollment

012345 Serving: 123456789012345

Pre-K Started: 01/01/2023

Exited Reason:

Last updated: 03/21/2023 at 10:47 am

Providers

Type	IEIN	Started	Ended	Ended Reason	Actions
------	------	---------	-------	--------------	---------

Early Childhood Program and Providers

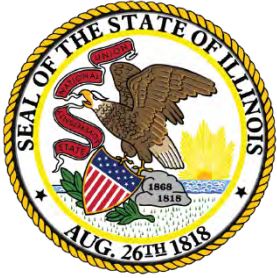
125

Early Childhood – select ‘+’ to add providers to program

The screenshot displays the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options such as Home, Student, Search, Request New SID, Multiple SID Merge, Exit Enrollment, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, and Reports. The main content area shows enrollment details for a student with SID 123456789, including their name (Preschool Test), date of birth (01/01/2020), and gender (Male). It also displays enrollment information for 2023, including Home and Serving IDs, Grade (Pre-K), and Start/Exit dates. Below this, there is a section for 'Programs' which is highlighted with a red box. This section contains a table with columns for Program, Location, Service, Started, Ended, Ended Reason, Providers, and Actions. The table lists 'Preschool for All' at 'Public School District' with a 'Full Day' service, starting on 01/01/2023. A 'Providers' section is also visible, listing a 'Teacher' with an IEIN of 12345, starting on 01/01/2023. A red box highlights the 'Providers' section and the table below it.

Program	Location	Service	Started	Ended	Ended Reason	Providers	Actions
Preschool for All	Public School District	Full Day	01/01/2023			1	

Type	IEIN	Started	Ended	Ended Reason	Actions
Teacher	12345	01/01/2023			



Illinois State Board of Education

Student Discipline Groups - Due July 31, 2023

Student Discipline

127

- Student Discipline data can be added and updated via Online or Batch
- Only the Home School can view or submit Student Discipline Groups data
- Student Discipline data is only required if disciplinary action has occurred
- A school may or may not have discipline data to submit
- On July 31 of each school year, the data will be removed from SIS



Student Discipline

128

- Student Discipline Validation
 - For a Student Discipline record to be added or updated, the student must have a valid Enrollment record that synchronizes with the Student Discipline record on the following elements:
 - Home RCDTS
 - Serving RCDTS
 - School Year
 - Incident Date
 - Incident Number
 - Incident Group Number
 - The Incident Date must be equal to or greater than the Enrollment Date and equal to or less than the Exit Enrollment Date at the Serving School where the incident occurred



Student Discipline

Search by Student – Enrollment tab– Discipline - select ‘view details’

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The user is logged in as 'IBM SIS Test User'. The 'Enrollments' tab is selected, showing details for a student with SID 123456789. The student's legal name is 'Test Student'. The enrollment is active for the 2023 school year, starting on 08/01/2022. The student is in 6th grade and has a re-entry status. The interface includes a navigation menu on the left with options like Home, Student, Search, and Assessment. The main content area shows enrollment details, a 'Discipline' section with a 'View Details' link, and an 'Add Enrollment' button at the bottom right.

Illinois State Board of Education

SIS

IBM SIS Test User

Home

Student

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Log Out

Helpful Resources - Contact Technical Support

Demographic Enrollments Program Indicators Services RTO

SID: 123456789
Legal Last Name: Test Legal First Name: Student Legal Middle Name:

Enrollments 1 2 3

Enrollment is active

School Year for Serving	2023	RCDTS for Home	123456789012345
Enrollment Type for Serving	Re-entry to the same school	RCDTS for Serving	123456789012345
Entry/Grade Level for Serving	6 - Grade 6	Percent of Day Attended (PDA)	1.00
Enrollment Date for Serving	08/01/2022	Tuition Received	No
Exit Date		Dual Language	Not A Participant in Dual Language Program
Exit Status		Language of Instruction	
Exit Type			

Collections

Student Course Assignment	View Details	Student Attendance	View Details
Discipline	View Details	Regional Safe School Program	
Homeless			
504 Plan	View Details		

Add Enrollment



Student Discipline

Student Discipline – verify enrollment – select ‘Add New’ to enter Disciplinary action data

The screenshot shows the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options: Home, Student, Search, Request New SID, Multiple SID Merge, and Exit Enrollment. The main content area is titled 'Discipline' and shows enrollment details for a student with SID 123456789. The details include: Legal Last Name: Test, Legal First Name: Student, Date Of Birth: 01/01/2010, Enrollment Date: 08/01/2022, Home RCDTS: 123456789012345, Serving RCDTS: 123456789012345, School Year: 2023, and Exit Date. A message states 'There is no discipline data for this enrollment.' An 'Add New' button is located in the bottom right corner of the main content area, highlighted with a red box.



Student Discipline

Edit Student Discipline data for incident and actions taken –
Incident group number to tie other students to group incident

Illinois State Board of Education

Helpful Resources | Contact Technical Support

< Back To Enrollment

Discipline

SID: 123456789

Legal Last Name: Test Legal First Name: Student Date Of Birth: 01/01/2010 Enrollment Date: 08/01/2022

Home RCDTS: 123456789012345 Serving RCDTS: 123456789012345 School Year: 2023 Exit Date:

Incident Date	<input type="text" value="01/01/2023"/>	Incident Type	<input type="text" value="Tobacco"/>
Incident Number	<input type="text" value="1"/>	Disciplinary Action	<input type="text" value="In-School Suspension"/>
Disability Type	<input type="text" value="None"/>	Disciplinary Duration	<input type="text" value="1"/>
Was more than one student involved in the incident?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Incident Group Number	<input type="text" value="123"/>

Student Discipline

Student Discipline – Review data and ‘submit’

Illinois State Board of Education

Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

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Discipline

SID: 123456789
Legal Last Name: Test Legal First Name: Student Date Of Birth: 01/01/2010 Enrollment Date: 08/01/2022
Home RCDTS: 123456789012345 Serving RCDTS: 123456789012345 School Year: 2023 Exit Date:

Review Discipline details: Press CHANGE button to correct any information or Press SUBMIT button to submit your request.

Incident Date	01/01/2023	Incident Type	Tobacco
Incident Number	01	Disciplinary Action	In-School Suspension
Disability Type	None	Disciplinary Duration	1.000
Was more than one student involved in the incident?	Yes	Incident Group Number	123

Submit Change



Student Discipline

Student Discipline – Successfully added to student

The screenshot displays the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options: Home, Student, Search, Request New SID, Multiple SID Merge, Exit Enrollment, Assessment, Adjusted Cohort, Teacher, and Early Childhood Transition. The main content area shows a 'Discipline' record for student SID 123456789. The record details include: Legal Last Name: Test, Legal First Name: Student, Date of Birth: 01/01/2010, Enrollment Date: 08/01/2022, Home RCDTS: 123456789012345, Serving RCDTS: 123456789012345, School Year: 2023, and Exit Date. A red box highlights the message 'Discipline record added successfully.' Below this, a table lists the incident details:

Records	1		
Incident Date	01/01/2023	Incident Type	Tobacco
Incident Number	01	Disciplinary Action	In-School Suspension
Disability Type	None	Disciplinary Duration	1.000
Was more than one student involved in the incident?	Yes	Incident Group Number	123

Buttons for 'Add New' and 'Edit' are located at the bottom right of the record view.



Student Discipline

Student Discipline – Detail Report – by student

Illinois State Board of Education

Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Reports

Search Reports...

Student

Assessment

Attendance

Bilingual

Demographics and Enrollment

Discipline

Student Discipline	Summary	Details
Student Discipline by Group Number	Summary	Details

Early Learning

Homeless

Individual Student



Student Discipline

Student Discipline – Detail Report – Criteria Page

Illinois State Board of Education

Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

District Data Verification

Seal of Biliteracy Application

< Back To Reports

Student Discipline

School: All Schools

Home Serving Service Provider Home But Not Serving Serving But Not Home

Grade: All Grades

Race/Ethnicity: All Races

Gender: All Male Female Non-Binary

IDEA Services: Both Yes No

Disability Type: All Disability Types

Incident Type: All Incident Types

Disciplinary Action: All Disciplinary Actions

Sort By: SID

PDF



Student Discipline

Student Discipline - Detail Report – by student

Student Discipline Report (Detail)

SIS Home District: 12345678901 ISBE Test District

Selection Criteria: Sorted By: None Selected

Columns	A	B	C	D	E	F	G	H	I	J
	Race Codes	Gender Codes	Grade	IDEA Services	Incident Date	Incident Number	Disability Description	Incident Description	Disciplinary Action	Disciplinary Duration
Student ID	Student Name		Birth Date	A	B	SIS Home School	Serving School	C	D	
School year: 2023										
123456789	Test, Student		06/05/2011	14	M	123456789012345	123456789012345	5	N	
E: 11/22/2022	F: 01	G: None		H: Violence without physical injury		I: Out-of School Suspension				J: 2.000
E: 11/22/2022	F: 02	G: None		H: Violence without physical injury		I: Out-of School Suspension				J: 2.000
123456789	Test, Student2		08/25/2009	14	M	123456789012345	123456789012345	8	N	
E: 11/21/2022	F: 01	G: None		H: Other reason		I: In-School Suspension				J: 1.000
123456789	Test, Student3		07/07/2011	14	F	123456789012345	123456789012345	6	N	
E: 11/18/2022	F: 01	G: None		H: Violence without physical injury		I: In-School Suspension				J: 2.000



Student Discipline

Student Discipline – Detail Report - by Group Number

The screenshot shows the SIS Reports interface. The left sidebar contains a menu with 'Reports' highlighted in red. The main content area shows a list of report categories under 'Student'. The 'Discipline' category is expanded and highlighted with a red box. Within the 'Discipline' category, 'Student Discipline by Group Number' is selected and highlighted with a red box. The 'Details' link for this report is also highlighted with a red circle.

Category	Report Name	Summary	Details
Student	Student Discipline	Summary	Details
	Student Discipline by Group Number	Summary	Details



Student Discipline

Student Discipline – Detail Report – Criteria Page

Illinois State Board of Education

Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User

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Student

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Seal of Biliteracy Application

< Back To Reports

Student Discipline by Group Number

School: All Schools

Home Serving

Grade: All Grades

Race/Ethnicity: All Races

Gender: All Male Female Non-Binary

IDEA Services: Both Yes No

Disability Type: All Disability Types

Incident Group Number:

Incident Type Code: All Incident Types

Disciplinary Action: All Disciplinary Actions

Sort By: SID

PDF



Student Discipline

Student Discipline – Detail Report - by Group Number

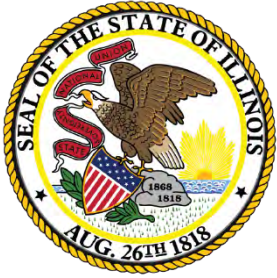
Student Discipline Report by Incident Group Number (Detail)

SIS Home District: 12345678901 ISBE Test District

Selection Criteria: Sorted By: None Selected

Columns	A Race Codes	C Grade	E Incident Date	G Disability Description	I Disciplinary Action		
	B Gender Codes	D IDEA Services	F Incident Number	H Incident Description	J Disciplinary Duration		
Student ID	Student Name	Birth Date	A B	SIS Home School	Serving School	C	D
School year: 2023							
Incident Group Number: 111							
123456789	Test, Student	09/16/2004	17 F	123456789012345	123456789012345	12	N
E: 08/12/2022	F: 01	G: Emotional Disability	H: Violence without physic	I: In-School Suspension	J: 1.000		
123456789	Test, Student2	09/08/2004	17 F	123456789012345	123456789012345	12	N
E: 08/12/2022	F: 01	G: Emotional Disability	H: Violence without physic	I: In-School Suspension	J: 1.000		
123456789	Test, Student3	09/15/2004	17 N	123456789012345	123456789012345	12	N
E: 08/12/2022	F: 01	G: Emotional Disability	H: Violence without physic	I: In-School Suspension	J: 1.000		





Illinois State Board of Education

Teacher Course Assignment – Due July 31, 2023

Teacher Course Assignment

141

- The Teaching Location District or the Employer District will submit Teacher Course Assignments
- All teachers submitted must have an IEIN number.
- Teacher Course Assignments can be added or updated via Online or Batch.

Teacher Course Assignment

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Teacher Course Assignment Entry

- **Teacher Course Start Date** – First day of attendance for the teacher
- **EIS Position Codes** – Teachers Position Code in the Employment Information System (EIS)
- **Teacher to Course Commitment** – Numeric value of the teacher's course commitment during the duration of the course (decimal format, where 1.00 represents a full-time commitment to the course)



Teacher Course Assignment

EIS Position Codes

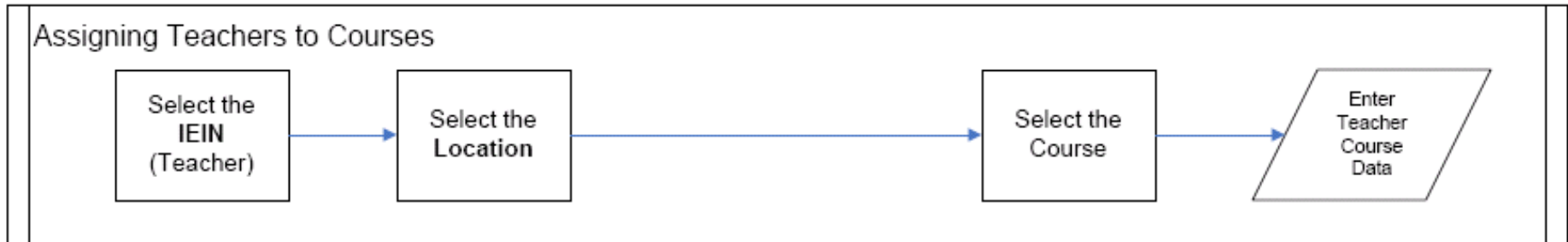
Position Code	Position Code Description
200	Teacher
201	Reading Teacher
202	Bilingual Education Teacher
203	English as a Second Language Teacher
204	Visiting International Teacher
207	Speech Language Pathology Teacher
208	Career and Technical Educator (CTE)
250	Special Education Teacher
251	Bilingual Special Education Teacher



Teacher Course Assignment

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Teacher Course Assignment Online Process



Teacher Course Assignment

Teacher Search – **Select Teaching Location or Employer at the top of the screen.**

The screenshot shows the SIS interface for the Illinois State Board of Education. The left sidebar contains a menu with items: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, **Teacher** (highlighted with a red box), Early Childhood Transition, Prenatal, and Reports. The main content area is titled "Teacher Course Assignment - Search Teacher". It features a search form with the following elements:

- Search By:** Radio buttons for "Teaching Location" (selected) and "Employer".
- IEIN:** A text input field.
- OR:** A separator between the IEIN field and the name fields.
- Legal Last Name:** A text input field.
- Legal First Name:** A text input field.
- Date of Birth:** A text input field with a placeholder "(mm/dd/yyyy) - Optional".
- Search:** A blue button with white text, highlighted with a red box.



Teacher Course Assignment

Select Teacher from search results listed

The screenshot shows the SIS interface for searching teachers. The left sidebar contains navigation options: Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, and District Data Verification. The main content area is titled "Teacher Course Assignment - Search Teacher" and includes search criteria: "Search By" (Teaching Location selected, Employer unselected), "IEIN" (1234567), "Legal Last Name" (Test), "Legal First Name", and "Date of Birth" (mm/dd/yyyy - Optional). A "Search" button is located at the bottom right of the search form. Below the search form is a "Search Teacher Results" table with one result. The "Select" button in the "Action" column of the result is circled in red.

IEIN	Last Name	First Name	Middle Initial	Date of Birth	Gender	Action
1234567	Test	Teacher		12/06/1987	NA	Select



Teacher Course Assignment

Select “Add Course” to attach a course to the Teacher and Teaching location shown

The screenshot shows the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, and Early Childhood Transition. The main content area is titled "Teacher Course Assignment - Assignment History" and includes a "Back To Teacher History" link. The teacher's information is displayed as follows:

IEIN: 1234567	Legal Last Name: Test	Legal First Name: Teacher	Date Of Birth: 01/01/1975
Teaching Location RCDTS: 123456789012345	Teaching Location Name: ISBE Elem School	School Year: 2023	
Employer Location RCDTS: 123456789012345	Employer Location Name: ISBE Elem School		

An "Add Course" button is highlighted with a red box in the bottom right corner of the assignment history section. Below the information, it states "No courses assigned".



Teacher Course Assignment

Add Teacher Course data into the popup form and select 'Submit'

Add New Teacher Course Assignment

Subject Area

State Course

Academic Term

[View State Course Catalog](#)

Section Number

Start Date

Local Course Code - Optional

Local Course Title - Optional

EIS Position Code

Teacher Commitment

End Date - Optional until exit or previous school year

End Reason - Optional until exit or previous school year

Attendance Total - Optional

Attendance Actual - Optional



Teacher Course Assignment

Teacher location and course now showing – click ‘Select’ to view Teacher Course Assignment details

The screenshot displays the SIS interface for the Illinois State Board of Education. The top navigation bar includes the logo and name of the Illinois State Board of Education, along with links for 'Helpful Resources' and 'Contact Technical Support'. A left sidebar menu contains options like 'SIS', 'IBM SIS Test User', 'Home', 'Student', 'Assessment', 'Adjusted Cohort', and 'Teacher'. The main content area shows a 'Teacher Course Assignment - Assignment History' section. It includes a 'Back To Search' link and a header for the assignment history. Below the header, the teacher's details are listed: IEIN: 1234567, Legal Last Name: Test, Legal First Name: Teacher, and Date Of Birth: 01/01/1975. A table below this lists the assignment history with columns for School Year, Employer Name, Employer RCDTS, Teaching Location, Teaching RCDTS, and Action. The first row of the table is highlighted with a red border and contains the following data: School Year: 2023, Employer Name: ISBE Test District, Employer RCDTS: 123456789012345, Teaching Location: ISBE Elem School, Teaching RCDTS: 123456789012345, and Action: Select. Below the table is a button labeled 'Add New Teacher Location' with a dropdown arrow.

Illinois State Board of Education

Helpful Resources ▾ Contact Technical Support

SIS

IBM SIS Test User ▾

Home

Student ▾

Assessment ▾

Adjusted Cohort

Teacher

Early Childhood Transition

< Back To Search

Teacher Course Assignment - Assignment History

IEIN: 1234567

Legal Last Name: Test Legal First Name: Teacher Date Of Birth: 01/01/1975

School Year	Employer Name	Employer RCDTS	Teaching Location	Teaching RCDTS	Action
2023	ISBE Test District	123456789012345	ISBE Elem School	123456789012345	Select

Add New Teacher Location ▾



Teacher Course Assignment

150

- **Submit Teacher Course Assignments**
 - When Teacher Course Assignment is submitted first, at the end of the school year, the system will automatically exit the Teacher Course Assignment if all the corresponding Student Course Assignments are exited.
 - When all Student Course Assignments for a **Section** have received a Final Letter Grade, SIS will populate the Teacher Course Assignment “Course End Date” and “Reason for Exit” via an overnight process.
 - Teacher Course End Date will be set to the last Student Course End Date.
 - Reason for Exit will be set to 01-Course Ended.

Note: School districts can still update course data after course completion data has been submitted.



Teacher Course Assignment

Teacher Course Assignment – Details Report

Illinois State Board of Education

Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User

Home

Student

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Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

Reports

Search Reports...

Student

Course Assignments

Student and Teacher Reports

Teacher/Student Course Assignment - Course Information		Details
Student Course Assignment	Summary	Details
Student Information	Summary	Details
Teacher Course Assignment		Details
Teacher Course Assignment for Outplaced Students		Details
Student Outside Course Assignment		Details
College Course Assignment	Summary	Details
Competency Based Education Student Course Assignment	Summary	Details

Missing Courses



Teacher Course Assignment

Teacher Course Assignment – Details Report – Criteria page

The screenshot shows the SIS interface for the Teacher Course Assignment Details Report. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, and Batch File Processing. The main content area is titled 'Teacher Course Assignment' and includes a 'Back To Reports' link. The criteria section contains the following fields:

- School Year: 2023
- School: All Schools
- Employer/Teaching Location: Teaching Location (selected)
- Subject Area: All Subject Areas
- Academic Term: All Academic Terms
- EIS Position Code: All
- Sort By: Name

At the bottom, there is a 'PDF' dropdown menu and a 'Create Report' button, both highlighted with a red border.



Teacher Course Assignment

Teacher Course Assignment – Details Report

2023 Teacher Course Assignment Teacher Information

123456789012345 ISBE Test District

Selection Criteria: Sorted By: Name

EIS Position Code:	251 Bilingual Special Education Teacher	605 Resource Teacher Reading
200 Teacher	305 Classroom/Library Aide	606 Resource Teacher Math
201 Reading Teacher	312 Technology Specialist	607 Resource Teacher Science (all sciences)
202 Bilingual Education Teacher	379 School Social Worker	608 Resource Teacher Foreign Language
203 English as a Second Language Teacher	601 Resource Teacher Arts (Visual Art, Music, Drama and Theatre)	609 Resource Teacher Economics
204 Visiting International Teacher	602 Resource Teacher History	610 Resource Teacher Elementary
207 Speech Language Pathology Teacher	603 Resource Teacher Government/Civics/Political Science	611 Resource Teacher Other
208 Career and Technical Educator (CTE)	604 Resource Teacher English/Language Arts	699 Citywide Resource Teacher (CPS use only)
250 Special Education Teacher		

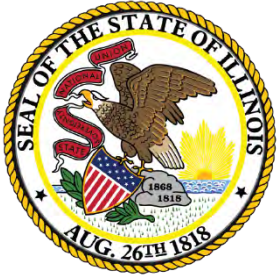
Reason For Exit Codes: 01 - Course Ended 02 - Teacher Resigned 03 - Leave of Absence 04 - Death 05 - Teacher Expulsion 06 - District Reassigned 99 - Erroneous

IEIN: 1234567 **Teacher Name:** Test, Teacher **Birth Date:** 06/10/1974 **Teaching Location RCDTS:** 123456789012345

State Course Code-Title	Local Course Code-Title	Term	Section	Employer RCDTS	EIS Position Code	Teacher Commitment	Start Date	Attendance A / T	Exit Date	Exit Reason
02072A000-Geometry	40301/002-GEOMETRY HONORS	SI	0095409002	123456789012345	200	1.00	08/15/2022			
02072A000-Geometry	40301/001-GEOMETRY HONORS	SI	0095409001	123456789012345	200	1.00	08/15/2022			
02052A000-Algebra I	40311/003-ALGEBRA I	SI	0095413003	123456789012345	200	1.00	08/15/2022			
02052A000-Algebra I	40311/002-ALGEBRA I	SI	0095413002	123456789012345	200	1.00	08/15/2022			
02052A000-Algebra I	40311/001-ALGEBRA I	SI	0095413001	123456789012345	200	1.00	08/15/2022			

Total Course Assignments: 5





Illinois State Board of Education

Student Course Assignment - Due July 31, 2023

Student Course Assignment

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- Student Course Assignment can be added or updated via the following:
 - Online
 - Batch
- The Home, Serving and Service Provider District *can* submit Student Course Assignment data
 - The Home District is still ultimately responsible for ensuring data is collected; the Home, Serving and Service Provider districts must communicate to determine who is entering the data
- Student does NOT need to be actively enrolled at the time of submission
- Home school can view all past assignments on actively enrolled students.
 - Serving school and Service Provider school can only view/edit courses for students they are serving
- Student Course Assignment data can only be entered on students in Grades K-12.



Student Course Assignment

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- **Student Course Assignment Validations**

- To add or to update a record, the student must have a valid district enrollment record in SIS with the following characteristics:
 - Enrollment record Home RCDTS matches Student Course Assignment record Home RCDTS
 - Enrollment record Serving RCDTS matches Student Course Assignment record Serving RCDTS
 - Enrollment School Year matches Student Course Assignment School Year
 - Course Start Date must be equal to or greater than the Student's Enrollment Date
 - Course End Date must be equal to or less than the Student's Exit Enrollment Date
 - Enrollment Exit/Withdrawal Type does not equal Code 99 (Erroneous Enrollment)



Student Course Assignment

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- **Update/Edit Student Course Assignments**
 - The following elements must match to update the Student Course Assignment record:
 - SID
 - Home RCDTS
 - Serving RCDTS
 - School Year
 - Term
 - State Course Code
 - Section Number



Student Course Assignment

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Student Course Assignment Resources:

<https://www.isbe.net/Pages/Illinois-State-Course-System.aspx>

- Student Course Assignment Catalogs
 - State Course Catalog (Grades K – 12)

Student Course Assignment

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Use a Secondary Course Code if you are providing High School Credit:

- 52052A000 Algebra I
 - If high school credit, use - 02052A000
- 52061A000 Integrated Math-Multiyear Equivalent
 - If high school credit, use - 02061A000
- 52069A000 Algebra-Other
 - If high school credit, use - 02069A000
- 52074A000 Principles of Algebra and Geometry
 - If high school credit, use - 02074A000
- 52075A000 Particular Topics in Geometry
 - If high school credit, use - 02075A000
- 52079A000 Geometry-Other
 - If high school credit, use - 02079A000



Student Course Assignment

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- **Term Definitions**
 - Y1 = Year Long (K - 8 only)
 - Y2 = Year Long Summer (K - 8 only)
 - S1 = Semester 1
 - S2 = Semester 2
 - S3 = Semester Summer
 - T1 = Trimester 1
 - T2 = Trimester 2
 - T3 = Trimester 3
 - T4 = Trimester Summer
 - Q1= Quarter 1
 - Q2= Quarter 2
 - Q3= Quarter 3
 - Q4= Quarter 4
 - Q5= Quarter Summer



Student Course Assignment

When a student enrollment is exited, the following grades will be applied:

Code	Definition	Pre-K	Prior to Secondary Courses (K-2)	Prior to Secondary Courses (3-8)	Secondary Courses
2	Transfer to another public school within the district	31	N (26)	N (26)	W (17)
3	Transfer to Home Schooled	31	N (26)	N (26)	W (17)
4	Transfer to Private School	31	N (26)	N (26)	W (17)
5	Promotion	31	P (24)	Must be Provided	Must be Provided
6	Graduated				Must be Provided
7	Death	31	N (26)	N (26)	W (17)
8	Expulsion	31	N (26)	N (26)	W (17)
9	Dropped Out	31	N (26)	N (26)	W (17)
10	Transfer to GED program		N (26)	N (26)	W (17)
11	Moved, not known to be continuing	31	N (26)	N (26)	W (17)
12	Retained in same grade or demoted to a lower grade	31	R (25)	Must be Provided	Must be Provided
14	Aged Out				W (17)
15	Certificate of Completion				W (17)
16	Victim of a Violent Crime	31	N (26)	N (26)	W (17)
17	Change in Serving School or Percent of Day Attended	31	N (26)	N (26)	W (17)
18	Moved Out of the United States	31	N (26)	N (26)	W (17)
19	Transfer to another public school district out of Illinois	31	N (26)	N (26)	W (17)
20	Transfer to another public school district in Illinois	31	N (26)	N (26)	W (17)
99	Erroneous enrollment	99	99	99	99



Student Course Assignment

Search by Student – Enrollments tab – select Student Course Assignment ‘View Details’

The screenshot displays the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options such as Home, Student, Search, Request New SID, Multiple SID Merge, Exit Enrollment, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, and District Data Verification. The main content area shows the 'Enrollments' tab for a student with SID 123456789. The student's legal name is 'Test Student'. The enrollment is active for the 2023 school year, starting on 08/01/2022. The enrollment type is 'Re-entry to the same school' at the '6 - Grade 6' level. The 'Student Course Assignment' link is highlighted with a red box. Other links include 'View Details' for Discipline, Homeless, 504 Plan, Student Attendance, and Regional Safe School Program. An 'Add Enrollment' button is located at the bottom right.

Demographic	Enrollments	Program Indicators	Services	RTO
SID: 123456789				
Legal Last Name: Test		Legal First Name: Student		Legal Middle Name:
Enrollments 1 2 3				
Enrollment is active				
School Year for Serving	2023	RCDTS for Home	123456789012345	
Enrollment Type for Serving	Re-entry to the same school	RCDTS for Serving	123456789012345	
Entry/Grade Level for Serving	6 - Grade 6	Percent of Day Attended (PDA)	1.00	
Enrollment Date for Serving	08/01/2022	Tuition Received	No	
Exit Date		Dual Language	Not A Participant in Dual Language Program	
Exit Status		Language of Instruction		
Exit Type				
Collections				
Student Course Assignment	View Details	Student Attendance	View Details	
Discipline	View Details	Regional Safe School Program		
Homeless				
504 Plan	View Details			
Add Enrollment				



Student Course Assignment

Student course assignments are listed – Select ‘Edit’ to add/edit courses to student enrollment

The screenshot shows the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Search, Request New SID, Multiple SID Merge, Exit Enrollment, and Assessment. The main content area is titled 'Student Course Assignment' and includes a 'Back To Enrollment' link. Student details are displayed in a table format:

SID: 123456789	Legal First Name: Student	Middle Name:	Enrollment Date: 08/01/2022
Legal Last Name: Test	Serving RCDTS: 123456789012345	Service Provider:	School Year: 2023
Home RCDTS: 123456789012345	Exit Date:		

A light blue informational box states: "To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the **Outside Course Assignment** page." Below this, it indicates "No Courses Assigned". An "Edit" button is highlighted with a red box in the bottom right corner.

Student Course Assignment

Update student course data – Select ‘Add Course’ to add

The screenshot shows the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Search, Request New SID, Multiple SID Merge, Exit Enrollment, Assessment, Adjusted Cohort, Teacher, and Early Childhood Transition. The main content area is titled 'Student Course Assignment' and shows student details: SID: 123456789, Legal Last Name: Test, Legal First Name: Student, Middle Name, Enrollment Date: 08/01/2022, Home RCDTS: 123456789012345, Serving RCDTS: 123456789012345, Service Provider, and School Year: 2023. A blue box contains instructions for entering course data from various facilities. Below this is a form with three dropdown menus: Subject Area (English Language And Literature), State Course (01001A000-English/Language A...), and Academic Term (- Select -). A red box highlights these three dropdown menus and the 'Add Course' button. The 'Add Course' button is also highlighted with a red box. Below the form is a link to 'View State Course Catalog' and a 'No Courses Assigned' message. At the bottom right are 'Next' and 'Cancel' buttons.

Student Course Assignment

Student course is now listed – click ‘Select’ to complete required course data

Illinois State Board of Education | Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

[Back To Enrollment](#)

Student Course Assignment

SID: 123456789

Legal Last Name: Test Legal First Name: Student Middle Name: Enrollment Date: 08/01/2022

Home RCDTS: 123456789012345 Serving RCDTS: 123456789012345 Service Provider: School Year: 2023

Exit Date:

To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the **Outside Course Assignment** page.

Subject Area: English Language And Literature

State Course: 01001A000-English/Language A...

Academic Term: Y1 - Year Long

[View State Course Catalog](#) **Add Course**

Academic Term	State Course Id	State Course Title	Section	Start	End	Credit	Grade	Action
Year Long	01001A000	English/Language Arts I (9th grade)						Select Delete

Next Cancel



Student Course Assignment

Update **required** course data – **End data** may be edited at the end of course – Select ‘Update’ in top right corner

Illinois State Board of Education

Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Academic Term	State Course Id	State Course Title	Section	Start	End	Credit	Grade	Action
Academic Term	Year Long							
State Course Id	01001A000	English/Language Arts I (9th grade)	Local Course Code					
State Course Title			Local Course Title					
Credit			Section					
Course Level	- Select -		Course Setting					
Start			End					
Language Course Was Taught In	- Select -		Grade					
Numeric Grade Actual			Numeric Grade Maximum					
Attendance Actual			Attendance Total					
Dual Credit	<input type="radio"/> Yes <input checked="" type="radio"/> No		Articulated Credit	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Competency Based Education	<input type="radio"/> Yes <input checked="" type="radio"/> No		Displaced Homemaker	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Single Parents or Pregnant Women	<input type="radio"/> Yes <input checked="" type="radio"/> No							

Update Cancel



Student Course Assignment

Select 'Next' when all Student Courses have all been added/updated for student

Illinois State Board of Education

Helpful Resources - Contact Technical Support

< Back To Enrollment

Student Course Assignment

SID: 123456789
Legal Last Name: Test Legal First Name: Student Middle Name: Enrollment Date: 08/01/2022
Home RCDTS: 123456789012345 Serving RCDTS: 123456789012345 Service Provider: School Year: 2023
Exit Date:

To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, iVS Illinois Virtual School, and Correspondence Course, please use the [Outside Course Assignment](#) page.

Subject Area: English Language And Literature

State Course: 01001A000-English/Language Art...

Academic Term: Y1 - Year Long

View State Course Catalog [Add Course](#)

Academic Term	State Course Id	State Course Title	Section	Start	End	Credit	Grade	Action
Year Long	01001A000	English/Language Arts I (9th grade)	123	08/01/2022		1.00		Select Delete

[Next](#) Cancel



Student Course Assignment

Review Student Courses as listed – Select ‘Submit’

The screenshot shows the SIS (Student Information System) interface for the Illinois State Board of Education. The page title is "Student Course Assignment". The user is logged in as "IBM SIS Test User". The page displays student information for a student with SID 123456789, including legal name, first name, middle name, enrollment date, home RCDTS, serving RCDTS, service provider, and school year. A table lists the assigned course: Year Long, State Course Id 01001A000, State Course Title English/Language Arts I (9th grade), Section 123, Start 08/01/2022, End, Credit 1.00, and Grade. The "Submit" button is highlighted with a red box.

Illinois State Board of Education

Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment

Adjusted Cohort

< Back To Enrollment

Student Course Assignment

SID: 123456789

Legal Last Name: Test Legal First Name: Student Middle Name: Enrollment Date: 08/01/2022

Home RCDTS: 123456789012345 Serving RCDTS: 123456789012345 Service Provider: School Year: 2023

Exit Date:

To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the **Outside Course Assignment** page.

Academic Term	State Course Id	State Course Title	Section	Start	End	Credit	Grade
Year Long	01001A000	English/Language Arts I (9th grade)	123	08/01/2022		1.00	

Submit Change Cancel

Student Course Assignment

Student Course Assignment has been successfully updated

The screenshot displays the SIS interface for a student course assignment. The top navigation bar includes the Illinois State Board of Education logo and the text "Helpful Resources - Contact Technical Support". The left sidebar contains navigation options: Home, Student, Search, Request New SID, Multiple SID Merge, Exit Enrollment, Assessment, and Adjusted Cohort. The main content area is titled "Student Course Assignment" and shows the following details:

- SID: 123456789
- Legal Last Name: Test | Legal First Name: Student | Middle Name: | Enrollment Date: 08/01/2022
- Home RCDTS: 123456789012345 | Serving RCDTS: 123456789012345 | Service Provider: | School Year: 2023
- Exit Date:

A blue informational box states: "To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the *Outside Course Assignment* page."

A red-bordered box highlights the message: "The course assignment has been successfully updated."

Academic Term	State Course Id	State Course Title	Section	Start	End	Credit	Grade
Year Long	01001A000	English/Language Arts I (9th grade)	123	08/01/2022		1.000	

An "Edit" button is located at the bottom right of the table.

Student Course Assignment

Student Course Assignment – Details Report

Illinois State Board of Education

Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

Reports

Search Reports...

Student

Course Assignments

Student and Teacher Reports

Teacher/Student Course Assignment - Course Information		Details
Student Course Assignment	Summary	Details
Student Information	Summary	Details
Teacher Course Assignment		Details
Teacher Course Assignment for Outplaced Students		Details
Student Outside Course Assignment		Details
College Course Assignment	Summary	Details
Competency Based Education Student Course Assignment	Summary	Details

Missing Courses



Student Course Assignment

Student Course
Assignment –
Details Report –
Criteria page

The screenshot shows the SIS interface for the Student Course Assignment report. The left sidebar contains navigation options: Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area is titled 'Student Course Assignment' and includes a 'Back To Reports' link. The criteria are as follows:

- School Year: 2023
- School: ISBE Elementary School
- Home: Home, Serving, Service Provider, Home But Not Serving, Serving But Not Home
- Grade: All Grades
- Subject Area: All Subject Areas
- State Course Code: All State Courses for selected Subject
- Academic Term: All Academic Terms
- Course Setting: All Course Settings
- Course Level: All Course Levels
- Language Course was Taught In: All Languages
- Articulated Credit: Both, Yes, No
- Dual Credit: Both, Yes, No
- Competency Based Education: Both, Yes, No
- IB Course: Both, Yes, No
- AP Course: Both, Yes, No
- CTE Course: Both, Yes, No
- Private School Student Indicator: Both, Yes, No
- Show Local Course Code: Yes, No

At the bottom, there is a 'PDF' dropdown menu and a 'Create Report' button, both highlighted with a red box.



Student Course Assignment

Student Course Assignment - Detail Report

2023 Student Course Assignment - Course Information (Detail)

SIS Home School: 123456789012345 ISBE Elementary School

Selection Criteria: Show Local Course Codes = No Show Students = Yes

State Course Code: 01001A000 State Course Title: English/Language Arts I (9th grade) Assigned By: School CTE Course: N

Term: Year Long

Section: 12345

Student ID	Student Name	Birth Date	Private School	Serving	Grade	Course Level	Course Setting	Credit	Start Date	Dual	Articulated	End Date	Grade A/T	Attend A/T	Final	CBE	Lang. Taught In
123456789	Test, Student	09/18/2013	No	123456789012345	3	General	Traditional	0.500	08/24/2022	No	No		F	F		No	

Total Students In This Section: 1

Total Students In This Section By State Course Code: 1





Illinois State Board of Education

College Course Assignment - Due July 31, 2023

College Course Assignment

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- College Course Assignments can be updated online or through the College Course Assignment Batch File to include the IPEDS number of the College providing the dual credit.
 - IPEDS data elements can be found here
 - https://www.isbe.net/Documents/student_course_asmt.pdf
- If the College is missing from the IPEDS data elements, please contact the SIS Help Desk.
- The data must be sent using the College Course Assignment Template if Dual Credit="Yes".



College Course Assignment

Search by Student – Enrollments tab – Select Student Course Assignment ‘View Details’

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options such as Home, Student, Search, Request New SID, Multiple SID Merge, Exit Enrollment, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, and District Data Verification. The main content area is titled 'Enrollments' and shows details for a student with SID 123456789. The student's legal name is Test Student. The enrollment is active. The enrollment details table includes fields for School Year for Serving (2023), Enrollment Type for Serving (Re-entry to the same school), Entry/Grade Level for Serving (12 - Grade 12), Enrollment Date for Serving (08/22/2022), Exit Date, Exit Status, Exit Type, RCDTS for Home (123456789012345), RCDTS for Serving (123456789012345), Percent of Day Attended (PDA) (1.00), Tuition Received (No), Dual Language (Not A Participant in Dual Language Program), and Language of Instruction. Below the enrollment details, there are sections for Collections, Student Attendance, Discipline, Homeless, and 504 Plan, each with a 'View Details' link. The 'Student Course Assignment' link is highlighted with a red box. An 'Add Enrollment' button is located at the bottom right of the main content area.

Illinois State Board of Education

Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

District Data Verification

Demographic Enrollments Program Indicators CCRI Information Services RTO

SID: 123456789

Legal Last Name: Test Legal First Name: Student Legal Middle Name:

Enrollments 1 2 3 4 5 6 7 8 9 10 ...

Enrollment is active

School Year for Serving	2023	RCDTS for Home	123456789012345
Enrollment Type for Serving	Re-entry to the same school	RCDTS for Serving	123456789012345
Entry/Grade Level for Serving	12 - Grade 12	Percent of Day Attended (PDA)	1.00
Enrollment Date for Serving	08/22/2022	Tuition Received	No
Exit Date		Dual Language	Not A Participant in Dual Language Program
Exit Status		Language of Instruction	
Exit Type			

Collections

Student Course Assignment View Details

Student Attendance View Details

Discipline View Details

Homeless

Regional Safe School Program

504 Plan View Details

Add Enrollment



College Course Assignment

‘Select’ course - change Dual Credit to ‘Yes’ and select Community College course – ‘Update’

Illinois State Board of Education

Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Academic Term: Semester 1

State Course Id: 02001A000

Local Course Code: [Text Box]

State Course Title: Informal Mathematics

Local Course Title: [Text Box]

Credit: [Text Box]

Section: [Text Box]

Course Level: - Select -

Course Setting: - Select -

Start: [Text Box]

End: [Text Box]

Language Course Was Taught In: - Select -

Grade: - Select -

Numeric Grade Actual: [Text Box]

Numeric Grade Maximum: [Text Box]

Attendance Actual: [Text Box]

Attendance Total: [Text Box]

Dual Credit: Yes No

Community College Course: - Select -

Competency Based Education: Yes No

Articulated Credit: Yes No

Single Parents or Pregnant Women: Yes No

Displaced Homemaker: Yes No

Update Cancel



College Course Assignment

College Course Assignment – Course has been Successfully Updated and Editable

Illinois State Board of Education

Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Log Out

Back To Enrollment

Student Course Assignment

SID: 123456789

Legal Last Name: Test Legal First Name: Student Middle Name: Enrollment Date: 08/22/2022

Home RCDTS: 123456789012345 Serving RCDTS: 123456789012345 Service Provider: School Year: 2023

Exit Date:

To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the *Outside Course Assignment* page.

The course assignment has been successfully updated.

Academic Term	State Course Id	State Course Title	Section	Start	End	Credit	Grade
Semester 1	01003A000	English/Language Arts III (11th grade)	0096158001	08/22/2022		0.500	
Semester 1	01104A000	Creative Writing	0105432001	08/22/2022		0.500	
Semester 1	02204A000	Particular Topics in Probability and Statistics	0105456001	08/22/2022		0.500	
Semester 1	03051A000	Biology	0105414001	08/22/2022		0.500	
Semester 1	04102A000	Early U.S. History	0096170001	08/22/2022		0.500	

Edit



College Course Assignment

College Course Assignment – Details Report

The screenshot shows the SIS Reports interface. The left sidebar contains a menu with 'Reports' highlighted. The main content area shows a list of reports under the 'Student' category. The 'College Course Assignment' report is selected, and its 'Details' link is circled in red.

Report Name	Summary	Details
Teacher/Student Course Assignment - Course Information		Details
Student Course Assignment	Summary	Details
Student Information	Summary	Details
Teacher Course Assignment		Details
Teacher Course Assignment for Outplaced Students		Details
Student Outside Course Assignment		Details
College Course Assignment	Summary	Details
Competency Based Education Student Course Assignment	Summary	Details



College Course Assignment

College Course Assignment – Details Report – Criteria page

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The main content area is titled "College Course Assignment" and contains several filter options:

- School Year: 2023
- School: All Schools
- Location: Home Serving
- Grade: All Grades
- Subject Area: All Subject Areas
- State Course Code: All State Courses for selected Subject
- Academic Term: All Academic Terms
- Course Setting: All Course Settings
- Course Level: All Course Levels
- Articulated Credit: Both Yes No
- CTE Course: Both Yes No
- Private School Student Indicator: Both Yes No

At the bottom of the filter section, there is a dropdown menu set to "PDF" and a "Create Report" button, both of which are highlighted with a red rectangular box.



College Course Assignment

College Course Assignment – Detail Report

2023 College Course Assignment - Course Information (Detail)

SIS Home District: 12345678901 ISBE Test District

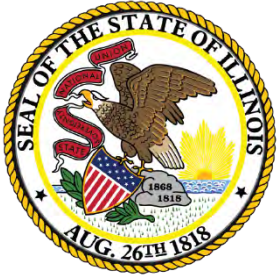
Selection Criteria:

IPEDS #: 123456 - ISBE College

Term		State Course Code	Section		State Course Title									
Semester 1		02103A000	123		Trigonometry									
Student ID	Student Name	Birth Date	Private School	Serving	Grade	Course Level	Course Setting	Credit	Start Date	Articulated	End Date	Grade A/T	Attend A/T	Final
123456789	Test, Student	09/08/2004	No	123456789012345	12	General	Other	0.500	08/11/2022	No	08/15/2022	/	/	B
123456789	Test, Student2	09/25/2004	No	123456789012345	12	General	Other	0.500	08/11/2022	No	08/15/2022	/	/	B
123456789	Test, Student3	09/11/2004	No	123456789012345	12	General	Other	0.500	08/11/2022	No	08/15/2022	/	/	B

Total Students In This Section: 3





Illinois State Board of Education

**Gifted and Accelerated -
Due July 31, 2023**

Gifted and Accelerated

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- Needed to meet an ESSA requirement.
- Can be added Online or via Batch File.
- To add or to update a Gifted and Accelerated record the student has a valid district enrollment record in SIS by the following:
 - Enrollment record Home RCDT matches Gifted and Accelerated record's Home RCDT
 - Enrollment record School Year matches Gifted and Accelerated record's School Year
- Only Home RCDT can add/edit a Gifted and Accelerated record for a student enrolled in their district.
- Only students in grades K – 12 can have a Gifted and Accelerated record.
- Can only add/edit records for current or previous school, when valid enrollment exists.



Gifted and Accelerated

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Accelerated Placement

- Means the practice of assigning a student to a specific content area at a higher instructional level than is typical, given the student's grade for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas.
 - 00 - Student not in accelerated program
 - 01 - Student is accelerated for ELA Only.
 - 02 - Student is accelerated for Math Only.
 - 03 - Student is accelerated for Single Subject other than ELA/Math.
 - 04 - Student is accelerated for Multiple Subjects, but not Whole Grade
 - 05 - Whole Grade Accelerated

Gifted and Accelerated

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Gifted Test

- Gifted Children: "Children who give evidence of high performance capability in areas such as intellectual, creative, artistic, leadership capacity, or specific academic fields, and who require services or activities not ordinarily provided by the school in order to fully develop such capabilities".
 - 01 - Student tested as gifted
 - 02 - Student tested as not-gifted
 - 03 - Student was not tested - District does have an assessment for gifted.
 - 04 - Student was not tested - District does NOT have an assessment for gifted.

Gifted and Accelerated

185

Search by Student – Demographic tab – Gifted and Accelerated
select ‘ View Details’

The screenshot shows the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Search, Request New SID, Multiple SID Merge, Exit Enrollment, and Assessment. The main content area displays student information for SID 123456789. The 'Demographic' tab is selected, showing fields for Legal Last Name (Test), Legal First Name (Student), and Legal Middle Name. Below this, a table lists various attributes: Date of Birth (01/01/2010), Race/Ethnicity (Hispanic or Latino), Birth Place Name (Waukegan IL), EL Screener (View Details), and Seal of Biliteracy Awards. The 'Gifted and Accelerated' field is highlighted with a red box, and its 'View Details' link is also highlighted. An 'Edit' button is located at the bottom right of the student information section.

Attribute	Value
SID	123456789
Legal Last Name	Test
Legal First Name	Student
Legal Middle Name	
Date of Birth	01/01/2010
Race/Ethnicity	Hispanic or Latino
Birth Place Name	Waukegan IL
EL Screener	View Details
Seal of Biliteracy Awards	
Gender	Female
Student Lineage (Jr, II)	
Mother's Maiden Name	
Student Address	View Details
Gifted and Accelerated	View Details

Gifted and Accelerated

186

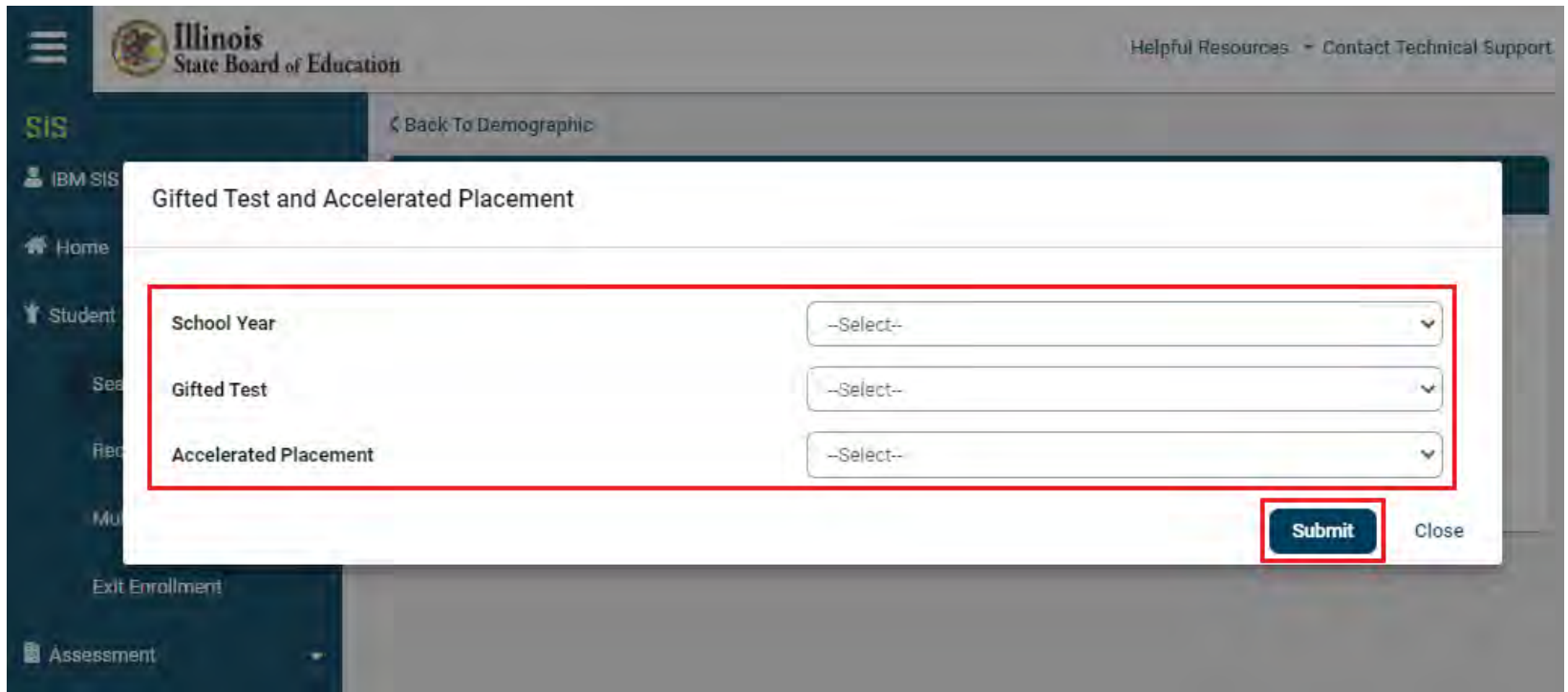
Select 'Add New' to update Gifted and Accelerated data

The screenshot shows the Illinois State Board of Education SIS interface. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Search, Request New SID, and Multiple SID Merge. The main content area is titled 'Gifted Test and Accelerated Placement' and includes a 'Back To Demographic' link. The student's SID is 123456789. The legal name fields are: Legal Last Name: Test, Legal First Name: Student, and Legal Middle Name: (empty). The acceleration fields are: Whole Grade Acceleration: No, Early Entrant Kindergarten: N/A, and Early Entrant First Grade: N/A. A message box states 'No Gifted Accelerated Records for Student.' and an 'Add New' button is highlighted with a red box.

Gifted and Accelerated

187

Provide School Year, Gifted Test and Accelerated Placement and 'Submit'



The screenshot displays the Illinois State Board of Education (ISBE) SIS interface. A modal window titled "Gifted Test and Accelerated Placement" is open, containing three dropdown menus: "School Year", "Gifted Test", and "Accelerated Placement", each with a "--Select--" option. A red box highlights these three dropdown menus. Below the dropdowns, there is a "Submit" button and a "Close" link, both also highlighted with a red box. The background shows the SIS navigation menu with options like "IBM SIS", "Home", "Student", "See", "Rec", "Mu", and "Exit Enrollment". The top right of the page has links for "Helpful Resources" and "Contact Technical Support".



Gifted and Accelerated

188

Gifted and Accelerated Record successfully updated – select ‘Submit’

The screenshot displays the Illinois State Board of Education (ISBE) SIS interface. At the top, the ISBE logo and name are visible, along with navigation links for 'Helpful Resources' and 'Contact Technical Support'. The main content area shows a modal window titled 'Gifted Test and Accelerated Placement'. A red box highlights a green message: 'Gifted Accelerated Record Inserted Successfully.' Below this message is a form with three dropdown menus: 'School Year' (set to 2023), 'Gifted Test' (set to 'Student tested as gifted'), and 'Accelerated Placement' (set to 'Whole grade acceleration'). A red box highlights the 'Submit' button, which is located next to a 'Close' button.



Gifted and Accelerated

189

View Gifted and Accelerated Data and select 'Edit' to update as needed

The screenshot shows the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options: Home, Student, Search, Request New SID, Multiple SID Merge, and Exit Enrollment. The main content area displays the 'Gifted Test and Accelerated Placement' section for a student with SID 123456879. The student's legal name is Test Student. The data table below shows the student's placement for the 2023 school year, including 'Student tested as gifted' and 'Whole grade acceleration'. The 'Edit' button in the table is circled in red.

Helpful Resources - Contact Technical Support

< Back To Demographic

Gifted Test and Accelerated Placement

SID: 123456879

Legal Last Name: Test Legal First Name: Student Legal Middle Name:

Whole Grade Acceleration: Yes Early Entrant Kindergarten: N/A Early Entrant First Grade: N/A

School Year	Home RCDTS	Entity Name	Gifted Test	Accelerated Placement	
2023	123456789012345	ISBE School	Student tested as gifted	Whole grade acceleration	Edit

Gifted and Accelerated

190

Gifted and Accelerated - Details Report

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains a navigation menu with the following items: Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports (highlighted with a red box), Batch File Processing, and District Data Verification. The main content area shows a list of reports under the 'Demographics and Enrollment' category (also highlighted with a red box). The 'Gifted and Accelerated' report is highlighted with a red box, and its 'Details' link is circled in red.

Report Name	Summary	Details
Demographics	Summary	Details
Demographics by Enrollment	Summary	Details
Enrollments	Summary	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
Student Address	Summary	Details
504 Plan	Summary	Details
Gifted and Accelerated	Summary	Details
Deactivated School Districts (only for deactivated schools)	Summary	Details
Detention Center		Details



Gifted and Accelerated

191

Gifted and Accelerated
Details Report
Criteria page select
Completed 'No'

The screenshot shows the SIS (State Information System) interface for the Illinois State Board of Education. The page is titled "Gifted and Accelerated" and is part of a "Back To Reports" section. The left sidebar contains navigation options: Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area is a configuration form for the "Gifted and Accelerated" report. The form includes several dropdown menus and radio button options. The "Completed" section is highlighted with a red box, showing the "No" option selected. The "Create Report" button is also highlighted with a red box. The form includes the following fields:

- School Year: Active Enrollments Only
- School: All Schools
- Grade: All Grades
- Race/Ethnicity: All Races
- EL Indicator: Both Yes No
- Private School Student Indicator: Both Yes No
- IDEA Services: Both Yes No
- FRL/Low Income Indicator: Both Yes No
- Homeless Indicator: Both Yes No
- Whole Grade Acceleration: Both Yes No
- Early Entrant to Kindergarten: Both Yes No
- Early Entrant to First Grade: Both Yes No
- Accelerated Placement: All
- Gifted Test: All
- Completed: Both Yes No
- Sort By: SID

At the bottom of the form, there is a "PDF" dropdown menu and a "Create Report" button, both highlighted with red boxes.

Gifted and Accelerated

Gifted and Accelerated - Detail Report

Gifted and Accelerated Report (Detail)

SIS Home District: 12345678901 ISBE Test District

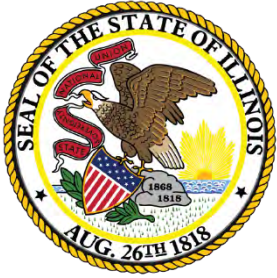
Selection Criteria: Completed = No Sorted By: Student ID

Columns	A	Grade Level	E	Private School Student	I	Whole Grade Acceleration	L	Accelerated Placement**
	B	Gender	F	IDEA Services	J	Early Entrant to Kindergarten	M	Gifted Test***
	C	Race/Ethnicity*	G	FRL/Low Income	K	Early Entrant to First Grade	N	Completed
	D	EL	H	Homeless				

Race/Ethnicity*	Accelerated Placement**	Gifted***
11 Hispanic or Lation	00 Student not in an accelerated program	01 Student tested as gifted
12 American Indian or Alaska Native	01 Student in accelerated for ELA only	02 Student tested as not-gifted
13 Asian	02 Student in accelerated for Math only	03 Student was not tested (District does have an assessment for gifted)
14 Black or African American	03 Student in accelerated for Single Subject other than ELA/Math	04 Student was not tested (District does not have an assessment for gifted)
15 Native Hawaiian or Other Pacific Islander	04 Student in accelerated for Multiple Subject's but not Whole Grade	05 Whole Grade Acceleration
16 White	05 Student in accelerated for Whole Grade	
17 Two or More Races		

Student ID	Student Name	Birth Date	A	B	C	D	E	F	G	H	I	J	K	L	M	N
123456789	Test, Student	07/22/2005	12	M	14	N	N	N	Y	N	N	N	N			N
	Home RCDTS: 123456789012345		Grade: 12													
123456789	Test, Student2	12/14/2005	11	F	14	N	N	N	Y	N	N	N	N			N
	Home RCDTS: 123456789012345		Grade: 11													
123456789	Test, Student3	06/04/2013	4	F	14	N	N	N	Y	N	N	N	N			N
	Home RCDTS: 123456789012345		Grade: 4													





Illinois State Board of Education

**Seal of Biliteracy Awards -
Due September 15, 2023**

Seal of Biliteracy Awards

194

- The Seal of Biliteracy Application and Awards is collected through SIS.
- Only Districts with enrollments in grades 11-12 can apply for the Seal of Biliteracy Application.
- Districts must first complete a Seal of Biliteracy Application to submit student Seal of Biliteracy Awards.

Seal of Biliteracy Awards

195

To add or to update a Seal of Biliteracy Awards record the student must have a valid enrollment record in SIS by the following:

- Enrollment record Home RCDDT matches Seal of Biliteracy Award record's Home RCDDT.
- Enrollment record School Year matches Seal of Biliteracy Award record's School Year.
- Enrollment is not erroneous.
- If updating Seal of Biliteracy Award record that already exists, Seal or Commendation cannot be "99".
- Student must first be exited as Graduated in SIS.



Seal of Biliteracy Awards

196

Search by Student – Demographic tab - to Add/Update Seal of Biliteracy Awards Select ‘View Details’

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options: Home, Student, Search, Request New SID, Multiple SID Merge, and Exit Enrollment. The main content area shows the Demographic tab for a student with SID 123456789. The student's legal name is Test Student, and their date of birth is 09/20/2003. The 'Seal of Biliteracy Awards' section is highlighted with a red box, and the 'View Details' link is visible.

Demographic		Enrollments	Program Indicators	CCRI Information	Services	RTO
SID: 123456789						
Legal Last Name: Test		Legal First Name: Student		Legal Middle Name:		
Date of Birth	09/20/2003	Gender		Female		
Race/Ethnicity	Two or More Races		Student Lineage (Jr, II)			
Birth Place Name			Mother's Maiden Name			
EL Screener		Student Address		View Details		
Seal of Biliteracy Awards		View Details		Gifted and Accelerated		
			View Details			

Seal of Biliteracy Awards

197

Select 'Add New' to update Seal of Biliteracy record

The screenshot shows the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Search, Request New SID, and Multiple SID Merge. The main content area is titled 'Seal of Biliteracy Award' and includes a 'Back To Demographic' link. The student information is displayed as follows:

SID: 123456789	Legal Last Name: Test	Legal First Name: Student	Legal Middle Name:
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An 'Add New' button is highlighted with a red box in the top right corner. A message box in the center states: 'No Seal of Biliteracy Awards Records for Student'.

Seal of Biliteracy Awards

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Enter Seal of Biliteracy data and Select 'Submit'

Illinois State Board of Education

Helpful Resources - Contact Technical Support

Add Seal of Biliteracy Award

Seal Or Commendation

Language of Award

Method of Demonstrating English Proficiency

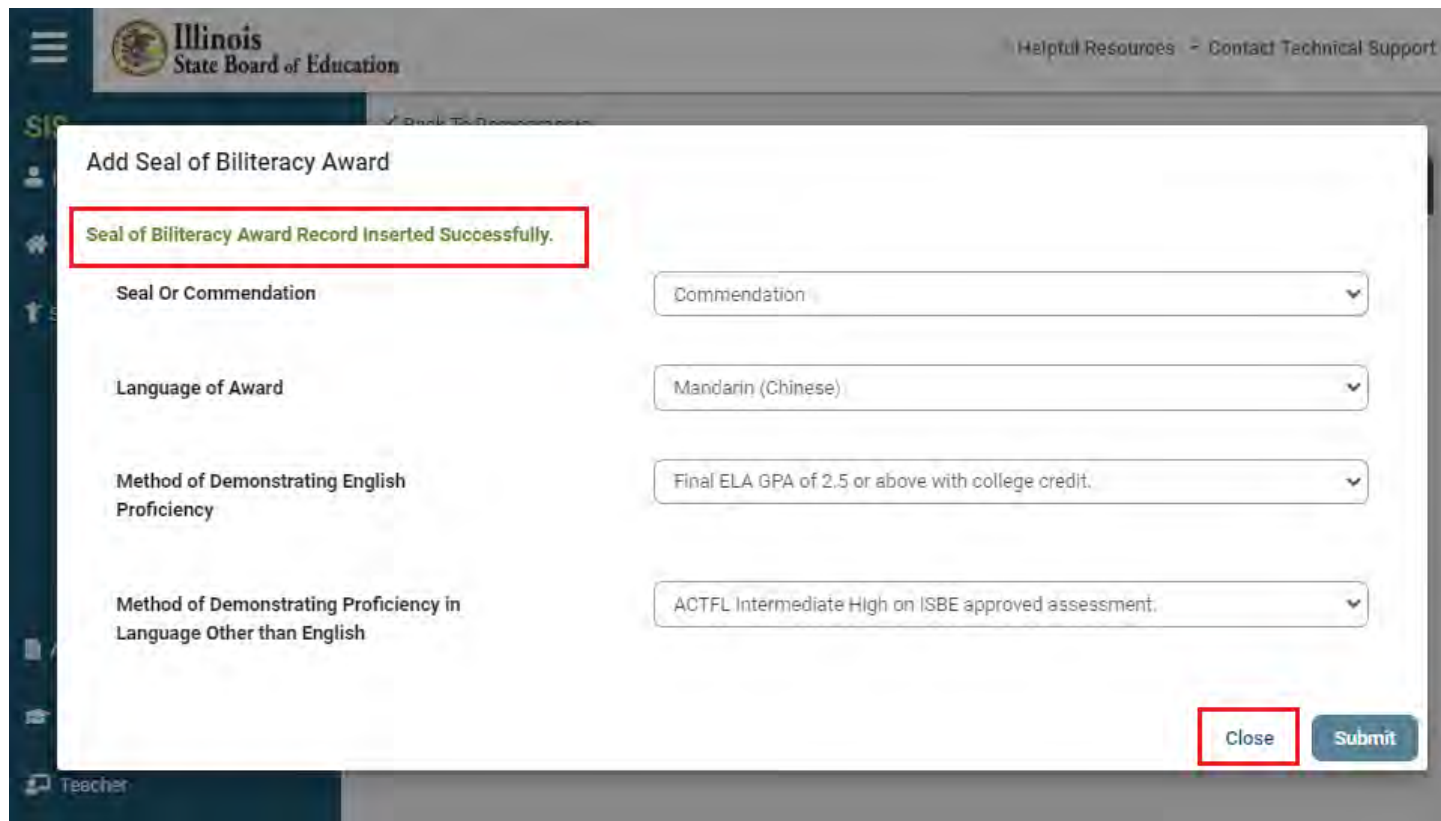
Method of Demonstrating Proficiency in Language Other than English

Close

Seal of Biliteracy Awards

199

Seal of Biliteracy Award Successfully Inserted – Select ‘Close’



The screenshot displays the Illinois State Board of Education (ISBE) SIS portal. At the top, the ISBE logo and name are visible, along with navigation links for 'Helpful Resources' and 'Contact Technical Support'. The main content area is titled 'Add Seal of Biliteracy Award'. A red-bordered box highlights a green confirmation message: 'Seal of Biliteracy Award Record Inserted Successfully.' Below this message are four dropdown menus for award details: 'Seal Or Commendation' (set to 'Commendation'), 'Language of Award' (set to 'Mandarin (Chinese)'), 'Method of Demonstrating English Proficiency' (set to 'Final ELA GPA of 2.5 or above with college credit.'), and 'Method of Demonstrating Proficiency in Language Other than English' (set to 'ACTFL Intermediate High on ISBE approved assessment.'). At the bottom right, a 'Close' button and a 'Submit' button are visible, with the 'Close' button highlighted by a red border.



Seal of Biliteracy Awards

200

Seal of Biliteracy Awards can now be viewed/Deleted

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options: Home, Student, Search, Request New SID, Multiple SID Merge, Exit Enrollment, and Assessment. The main content area shows a 'Seal of Biliteracy Award' record for a student with SID 123456789. The record includes fields for Legal Last Name (Test), Legal First Name (Student), and Legal Middle Name. Below these fields is an 'Add New' button. A table lists the award details, with the first row highlighted in red. The table has columns for SNo, Seal of Biliteracy Award, Language of Award, Method of Demonstrating English Proficiency, and Method of Demonstrating Other Than English Proficiency. The first row contains the following data: SNo: 1, Seal of Biliteracy Award: Commendation, Language of Award: Mandarin (Chinese), Method of Demonstrating English Proficiency: Final ELA GPA of 2.5 or above with college credit, and Method of Demonstrating Other Than English Proficiency: ACTFL Intermediate High on ISBE approved assessment. A 'Delete' button is visible next to this row.

Illinois State Board of Education

Helpful Resources - Contact Technical Support

< Back To Demographic

Seal of Biliteracy Award

SID: 123456789

Legal Last Name: Test Legal First Name: Student Legal Middle Name:

Add New

RCDT for Home: 12345678901

SNo	Seal of Biliteracy Award	Language of Award	Method of Demonstrating English Proficiency	Method of Demonstrating Other Than English Proficiency
1	Commendation	Mandarin (Chinese)	Final ELA GPA of 2.5 or above with college credit.	ACTFL Intermediate High on ISBE approved assessment.

Delete

Seal of Biliteracy Awards

201

Seal of Biliteracy Awards – Details Report

The screenshot displays the SIS (State Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options, with 'Reports' highlighted. The main content area shows a list of reports under the 'Bilingual' category. The 'Seal of Biliteracy Awards' report is selected, and its 'Details' link is circled in red.

Bilingual ▾	
EL Screener	Summary Details
EL	Summary Details
ACCESS WIDA DRC Site File and Testing Waiver	Details
ACCESS Pre-Id	Summary Details
ACCESS Assessment Correction	Summary Details
ACCESS Score	Summary Details
Student EL History	Summary Details
Former EL Students Report	Details
Student ACCESS Scores History	Details
Unassigned Test Results	Details
eGMS EL Program Placement and Services	Summary Details
eGMS Ceiling Calculator Funding Allocations	Summary Details
eGMS EL Attendance Center Enrollment	Summary Details
eGMS Ceiling Calculator Funding (2017 and earlier)	Summary Details
Seal of Biliteracy Application	Details
Seal of Biliteracy Application Statewide	Summary
Seal of Biliteracy Awards	Summary Details

Seal of Biliteracy Awards

202

Seal of Biliteracy Awards- Details Report – Criteria Page

The screenshot displays the SIS (State Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation links: Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area is titled 'Seal of Biliteracy Awards' and features several filter options:

- School Year: 2023
- School: All Schools
- Grade: All Grades
- Race/Ethnicity: All Races
- Gender: All Male Female Non-Binary
- Language of Award: All Languages
- Award: All
- IDEA Services: Both Yes No
- EL: Both Yes No
- Sort By: SID

At the bottom of the filter section, there is a 'PDF' dropdown menu and a 'Create Report' button, both highlighted with a red border.



Seal of Biliteracy Awards

Seal of Biliteracy Awards - Details Report

2023 Seal of Biliteracy Awards (Detail)

SIS Home District: 12345678901 ISBE Test District

Selection Criteria: None Sorted By: None Selected

Columns	
A Grade	E IDEA Services
B Gender	F Method of Demonstrating English Proficiency *
C Race	G Method of Demonstrating Proficiency in Language Other than English **
D EL	

Method of Demonstrating English Proficiency*

- 01 - English learner student meets the state proficient level on the ACCESS for ELs administered in any of grades 9-12.
- 02 - Student achieves a "meets" or "exceeds" level in ELA on the state academic assessment administered at the secondary level.
- 03 - Student obtains a composite score equivalent to Intermediate High or above (ACTFL proficiency levels) on the TOEFL, TOEIC or AAPPL or another standardized assessment meeting the requirements of 1.442(a)(1)(A)(iii) and either subsection (a)(1)(A)(i) or (ii), as applicable (including the ACT or SAT).
- 04 - English learner student meets the state level for part-time TBE placement on the ACCESS for ELs administered in any of grades 9-12.
- 05 - Student obtains a composite score equivalent to Intermediate Low or above (ACTFL proficiency levels) on the TOEFL, TOEIC or AAPPL or another standardized assessment meeting the requirements of 1.442(a)(1)(A)(iii) and either subsection (a)(1)(A)(i) or (ii), as applicable.
- 06 - ACT composite of 21 or above.
- 07 - Final ELA GPA of 3.0 or above with college credit.
- 08 - Final ELA GPA of 2.5 or above with college credit.
- 09 - Score of 5 on the AP English Language and Composition Exam.
- 10 - Score of 4 on AP English Language and Composition Exam.
- 11 - Score of 3 on the AP English Language and Composition Exam.

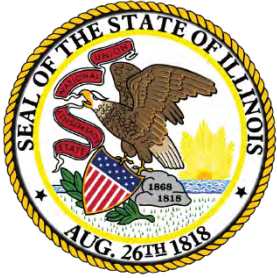
Method of Demonstrating Proficiency in Language Other than English**

- 01 - Student obtains a composite score equivalent to Intermediate High or above (ACTFL proficiency guidelines) on an assessment of reading, writing, listening and speaking in the target language that is accepted by ISBE (or in an assessment of reading in Latin that is accepted by ISBE).
- 02 - Student obtains a score equivalent to ACTFL Intermediate High level (meeting progress indicators for 12th grade set forth in the Standards for Learning American Sign Language (2014)) or above on an assessment of American Sign Language. The assessment must be designed according to research-based national or international standards for educational testing.
- 03 - Student demonstrates proficiency equivalent to ACTFL Intermediate High level or above in reading, writing, listening and speaking through the alternative evidence method.
- 04 - Student obtains a composite score equivalent to Intermediate Low or above (ACTFL proficiency guidelines) on an assessment of reading, writing, listening and speaking in the target language that is accepted by ISBE (or in an assessment of reading in Latin that is accepted by ISBE).
- 05 - Student obtains a score equivalent to ACTFL Intermediate Low or above on an assessment of American Sign Language. The assessment must be designed according to research-based national or international standards for educational testing.
- 06 - Student demonstrates proficiency equivalent to Intermediate Low or above (ACTFL proficiency guidelines) through the alternative evidence method.

ISBE Test High School 123456789012345

Student ID	Name	Birth Date	Award	Language of Award	A	B	C	D	E	F	G
123456789	Test, Student	09/20/2003	Commendation	Arabic	12	F	17	N	N	10	06
123456789	Test, Student2	09/09/2003	Commendation	Arabic	12	N	17	N	N	10	06
123456789	Test, Student3	09/12/2003	Commendation	Arabic	12	N	17	N	N	10	06





Illinois State Board of Education

School Year 2024 Changes

Student Course Catalog Updates

205

- ISBE will be retiring all courses that begin with Subjects 51-73.
- SY 2024 Crosswalk of Changes in the State Course System has been posted.
- Link: <https://www.isbe.net/Pages/Illinois-State-Course-System.aspx>

Home > Other Resources > ISBE Education Data Systems > Illinois State Course System (ISCS)

OTHER RESOURCES
ISBE Education Data Systems

Illinois State Course System (ISCS)

ISBE EDUCATION DATA SYSTEMS ILLINOIS STATE COURSE SYSTEM (ISCS)

The Illinois State Course System was developed to collect and store Illinois State course information. Only two types of users are able to access the system, ISBE Administrators and Employment for Education (EFE) directors. The reports contained in the Illinois State Course System can also be accessed via the [Student Information System \(SIS\)](#). The State Course System is divided into 23 Subject Areas.

Career and Technical Education (CTE) courses are identified by the Education for Employment (EFE) directors in the Illinois State Course System before Student Course Assignments are entered into the Student Information System (SIS). The EFE directors access the course classification System to identify which courses are awarded CTE funding for districts within their region. Once this identification has taken place for the school year, the school districts can access the courses identified by the EFE Directors using the Student Information System Reports. EFE Directors will use the resources listed in the "Course Catalogs" bar below.

Announcements

- [SY 2024 Crosswalk of Changes in the State Course System](#) (Posted 11/30/2022)
- [SY 2023 Changes in the State Course System](#) (Updated 9/13/2022)
- [Webinar and Meeting Archive](#)

Course Catalogs



Teacher Course Assignments

Starting School Year 2024 - SIS will no longer accept EIS Position Codes: 601 – 699

Only EIS Position Codes: (200 – 251) can be submitted in SIS

Position Code	Position Code Description
200	Teacher
201	Reading Teacher
202	Bilingual Education Teacher
203	English as a Second Language Teacher
204	Visiting International Teacher
207	Speech Language Pathology Teacher
208	Career and Technical Educator (CTE)
250	Special Education Teacher
251	Bilingual Special Education Teacher
601	Resource Teacher Arts(Visual Art, Music, Drama, and Theatre)
602	Resource Teacher History
603	Resource Teacher Government/Civics/Political Science
604	Resource Teacher English/Language Arts
605	Resource Teacher Reading
606	Resource Teacher Math
607	Resource Teacher Science (all sciences)
608	Resource Teacher Foreign Language
609	Resource Teacher Economics
610	Resource Teacher Elementary
611	Resource Teacher Other
699	Citywide Resource Teacher





Illinois State Board of Education

Upcoming Key Dates

Upcoming Key Dates

208

<u>Activity</u>	<u>Date</u>
Student Attendance Finalized	July 14 , 2023
Exit all Enrollments when the students leave	July 31, 2023
Student and Teacher Course Assignment data due	
Birth to 3 data submissions finalized	
Caregiver Demographic data (Birth to 3) submissions finalized	
College Course Assignment data submissions finalized	
Early Childhood data submissions finalized	
Early Childhood Outcomes data submissions finalized	
EL data submissions finalized	
Gifted and Accelerated Data finalized	



Upcoming Key Dates

209

<u>Activity</u>	<u>Date</u>
EL Screener data submissions finalized	July 31, 2023
Homeless data submissions finalized	
Immigrant data submissions finalized	
Outside Course Assignments data submissions finalized	
Prenatal data submissions finalized	
Regional Safe Schools Program (RSSP) data submissions finalized	
Service Provider data submissions finalized	
Student Address data submissions finalized	
Student Course Assignment data submissions finalized	
Student Discipline data submissions finalized	
Teacher Course Assignment data submissions finalized	



Upcoming Key Dates

210

<u>Activity</u>	<u>Date</u>
Adjusted Cohort Graduation Rates Data Due	August 15, 2023 4:00 p.m.
College and Career Readiness (CCRI) Data Due	Deadline
Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2023 (ACCESS, IAR, DLM-AA, SAT, and PSAT)	August 25, 2023 4:00 p.m.
Seal of Biliteracy Awards Data Due	September 15, 2023 4:00 p.m.
	Deadline





Illinois State Board of Education

Districts' Next Steps

Districts' Next Steps

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- Run the Assessment Enrollment Verification report for IAR, DLM-AA, SAT and PSAT. Ensure all students who tested have an enrollment.
 - Use Local rosters and Vendor reports to verify counts. Add student enrollments for students that are missing before July 31, 2023
- Review ACCESS, IAR, DLM-AA, SAT and PSAT Assessment Correction and Score data.
 - Update Reason for No Valid Test Attempt codes.
- Run reports and verify ALL student data are accurate and complete!
- Provide all Student Discipline records by 4:00 p.m., on July 31, 2023
- Provide Attendance by July 14, 2023

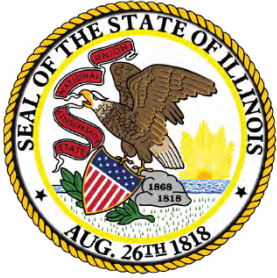


Districts' Next Steps

213

- Exit 2023 School Year enrollments for students not attending summer school by 4:00 p.m., on July 31, 2023
 - Exit remaining students as they leave
- Provide all Student Course Assignment data (Grades K - 12)
- Provide all Teacher Course Assignment data (Grades K - 12)
- Provide Gifted and Accelerated by July 31, 2023
- Provide College and Career Readiness data by August 15, 2023
- Provide Adjusted Cohort Data by August 15, 2023
- Provide Seal Of Biliteracy Awards by September 15, 2023





Illinois State Board of Education

Where to Direct Questions

Where to Direct Questions

215

ISBE Help Desk

- (217) 558-3600 - Option 3
- support@isbe.net
 - SIS Policy Questions will be directed to the proper department at ISBE
 - SIS Technical Questions will be directed to the IBM team



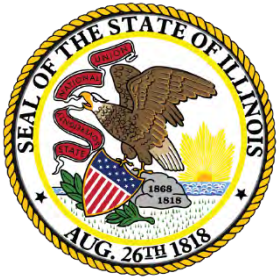
Where to Direct Questions

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Notice – This Webinar is being Recorded

This webinar is being recorded. Please do not provide any Student, Personal, or Vendor information.





Illinois State Board of Education

Questions



Illinois State Board of Education

Thank You!