

Freshman on Track

Attention Administrators of Schools with Students in Grade 9

This message is NOT relevant for schools without Grade 9. If your school does not have Grade 9, please disregard.

To ensure your School Year 2018 data is accurate in the Illinois Report Card on October 31, 2018 and for Summative Designations, review and finalize your Freshman on Track data:

1. Submit all Student Course Assignments **ASAP**. The deadline to submit course assignments is **August 15, 2018 at 4:00 PM**.
2. **Note:** Student Course Assignments MUST have a final letter grade before reviewing Advanced Coursework reports. After you have submitted all student course assignments, review the “**Freshman on Track**” SIS report.
3. You can make adjustments to your course assignment data after running the report and looking for errors.
4. Although the SIS enrollment exit deadline is July 31, 2018, you can still make student course assignment adjustments after that date. You have until **August 15, 2018 at 4:00 PM** to make student course assignment adjustments.

Steps for accessing IWAS and pulling these reports are included at the bottom of this message.

Where does this data come from and who is included in this report?

- This report includes 9th grade students enrolled in an Illinois public school on or before 10/02/2017 and exited on or after 5/01/2018 (and not previously enrolled in Grade 9).
- Metric sources include SIS student enrollment and student course assignment data.

Metric criteria include:

- Sum of 5 Credits or more (any subject/class) = Passing
- **Cannot fail** more than 0.5 credit on core subjects (Reading, Math, Science and Social Science)
- Metric does not include summer school terms
- Final Letter Grades
 - Passing
 - 01 - A+ 05 – B 09 - C- 14 - S (Satisfactory)
 - 02 - A 06 - B- 10 - D+
 - 03 - A- 07 - C+ 11 - D
 - 04 - B+ 08 - C 12 - D-
 - Failing
 - 13 - F
 - 15 - U (Unsatisfactory)

Verifying district Freshman on Track data in SIS

View the **Freshman on Track (Detail)** Report in SIS.

1. Login to SIS via IWAS.
2. Click on **Reports** in the menu on the left.
3. Click on the **Plus Sign (+)** next to **State Reporting** to go to the “Report Card and Accountability Reports” section.
4. Click on **Freshman on Track (Detail)**.
5. Select Report Criteria options are:
 - School
 - Term
 - Show Courses Yes or No
6. Click on **Create PDF Report** button to display report.
7. Verify that the Freshman on Track “Credits Passed” and “Core Course Credits Failed” accurately reflect your local student management records.

For further assistance, contact the ISBE Help Desk at **217-558-3600**, Option 3 and ask for SIS Support.