	Illinois State Board of Education (ISBE) Student Information System (SIS) K-8 Student Course Assignment Training Webinar	
#	**Question**	**Answer**
1.	With the Special Education course level being removed for 2013, would Special Education classes fall under the remedial course level?	The course level should be determined by reviewing the data elements at http://www.isbe.net/sis/html/data_elements.htm and selecting the course level that most closely aligns with the course's content.
2.	For tuition students where the serving school is in another state, does the serving school or the home school district enter the course information?	If the home District is paying for the tuition the student's courses must be reported. If the Student's parents are paying the tuition, the school district is no longer responsible.
3.	Are we required to report summer school course information?	Yes
4.	Can grades be Pass/Fail?	Yes, Please refer to the data Elements found at http://www.isbe.net/sis/html/data_elements.htm.
5.	I am in a special ED district. Do students who are post 12th grade need to have course assignments entered?	Only Grades K-12 are required to report courses. Students that are post 12 grade should not be enrolled in SIS.
6.	Is there a minimum number of courses a student needs to be enrolled in?	No
7.	Can we download the Power Point presentation?	The Presentation can be found at http://www.isbe.net/sis/html/archived_meetings.htm.

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8.	Can you tell us the purpose of the alignment tool? Is this in order to link our courses to the state courses?	A Excel tool for you to map your local course codes to the state course codes. The alignment tool may not be needed if the mapping is completed in a different way.
9.	Do section numbers have to be numerical or is it just a local identifier? In our SIS, we are allowed to use alphanumeric section "numbers" and would like to know if we need to change those to numbers for this purpose.	Alphanumeric are accepted. Section numbers are locally defined. Please be sure to communicate with the serving facilities in regards to section numbers.
10.	What is the recommended procedure for recording course assignments and grades in cases where a student changes teachers (but not the course itself) during the school year? We are referring to courses that are considered year long.	The question is did the student leave the course or did the teacher leave the course? If the teacher left the course they must be exited. If a student left the course, the end data must be included and a new course entered for the student.
11.	Do we have to double enroll students or can a single upload work? (one upload for service school and one for home school).	Home school will enter all student data.
12.	What are schools to do if they have no letter grades, but just a list of standards (outcomes)?	Please enter the all student course assignment data except the credit, course end date and reason for ending the course. Once you exit the students enrollment record, all courses that are missing exit data will be populated according to the student enrollment exit reason code. Example promotion, retention or not reported.
13.	If your summer school is first two weeks of August how do you handle that?	Summer school can either be separated into another term or it can be included in with the full year term.

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14.	How will we report or do we report a Student Teacher?	When entering a teacher course assignment the position type will be a student teacher. They must have an IEIN number before they can be entered.
15.	Do we need to account for every academic minute during the day?	No, there is nothing that collects minutes.
16.	Can a K-1 building wait until 4th quarter to add the classes to avoid all the adds & drops?	Yes
17.	Do we need to include Pre-K and ECE in the course assignments or is it only K-12?	No, only grades K-12 are currently being collected.
18.	Does a match between a student course entry and a staff record have to exist in order to successfully exit the student record?	No.

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19.	Will this student data tie to the teacher accountability?	The Performance Evaluation Reform Act (PERA) (Senate Bill 315; Public Act 96-0861) was passed by the Illinois General Assembly and signed by the Governor in January 2010. In summary, PERA requires, among other things, that: •Upon the implementation date applicable to a school district or other covered entity, performance evaluations of the principals/assistant principals and teachers of that school district or other covered entity must include data and indicators of student growth as a "significant factor". •By September 1, 2012, principals, assistant principals, teachers in contractual continued service (i.e., tenured teachers) and probationary teachers (i.e., nontenured teachers) be evaluated using a four rating category system (Excellent, Proficient, Needs Improvement, and Unsatisfactory). •Anyone undertaking an evaluation after September 1, 2012 must first complete a pre-qualification program provided or approved by the Illinois State Board of Education (ISBE).
20.	Does the user need to have administrative access to SIS for their IWAS account to be able to do everything that will be necessary for the student course assignments?	Yes

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21.	Have you addressed the Early Childhood grading options?	Currently only grade k-12 are reported.
22.	When do we need to have this material entered, considering this is not mandatory until the start of school year 2013	Grade K-8 student course assignments and teacher course assignments are optional for the 2012 school year and mandatory for the 2013 school year. Grades 9-12 student course assignments and teacher course assignments are mandatory for school year 2012 and 2013.
23.	How do we address students transferring out with course assignments, end info?	Student course assignments should be reported by the school where the work is completed or a grade is given on the report card.
24.	Please clarify again how we handle students who are receiving special education services outside of our district.	The home school is responsible for reporting all student data, even if the student served outside of the the district. Teacher data must be reported by the teaching location.
25.	How do we ensure that the course number of the serving school is the same as the home school?	Communication between the home and serving facilities.
26.	Do we need to have all of the mapping done by the end of July 2012 or do we have a year to correct the data? July 2012	Yes, in time to enter data for the 2013 school year.
27.	How do you code multigrade classrooms?	Students of different grades can attend a course.

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28.	How do you handle a student who moves to a new section of a course? Do you put erroneous for the grade in the previous section and upload the new course?	End the student's course assignment and enter a new one with the correct section number.
29.	How will this work with the various student management software programs ? Right now when I upload for start of year enrollment, will these fields now be required for all software programs to have these fields, or will it be a batch file process separate from the enrollment upload? also when exiting...?	Software vendors are aware of the k-8 course collection. Illinois districts have already submitted student course assignments for grades 9-12 in the 2012 school year. Most software vendors developed a solution for the grades 9-12 student course assignments which should work to report all k-8 student course assignments also.
30.	Do we map rotation classes on the middle school level....IE: Electives: Dance, Computers, Music etc...	Only courses that would be put on a report card or a grade are issued.
31.	How would we enter a student who takes 7 classes at our school and one class at the high school? Can we have 2 serving schools?	Yes, the student would have two separate enrollment records in SIS. The student course assignments should be entered on the enrollment record in which they occurred with the correct serving location RCDTS code. The home school will remain the same on both enrollments. FTE should be calculated according to the amount of time at each serving location.
32.	So do we need to know the special location course number that the student is linked too?	If a student is serving at another location the home school must communicate with the serving to determine the right state course code, term and section number.

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33.	Some of our special education students receive extended school year services (ESY). Do we need to report course assignments for instances for students receiving ESY services?	ESY services which are being provided outside of a summer school program would not be reported as student course assignments. Summer school courses should be reported as student course assignments. Further information about the difference between an ESY program and a summer school program can be found at http://www.isbe.net/spec-ed/pdfs/memo_esy_01.pdf ISBE is still in the planning stages of designing the "Educator Student Service" SIS collection to gather data for situations where students are receiving professional services in addition to regular classroom instruction.
34.	We are a K-8 school district… do we need to align all of our course from grades K-8?	Yes.
35.	If for K-8 they only needed to be submitted at the end of the year with a final grade, what about a junior high student who changes classes at the end of each quarter. How would we handle that?	The districts have the choice to submit quarterly, by semester or any other term. The term is distinguished by the course start and end dates.

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36.	For 3rd grade on up, can we use letter grades for ending grades or do we have to use the new codes such as average, above average, etc. They have normal grades so can they be used?	You have the choice to use any of the final letter grade codes or leave the course end fields blank and when the student's enrollment gets exited SIS will automatically populate the Final letter grade based off the exit enrollment type code
37.	If Sarah begins term 1 in Ms. Smith's class and changes in term 2, term 3 and term 4 to Ms. Johnson's class can we only provide the final grade as of Term 4?	The districts have the choice to submit quarterly, by semester or any other term. The term is distinguished by the course start and end dates.
38.	When is this due and why are we doing this? We'll fit this in the middle of RtI, Common Core, SB7, etc...	The reporting window for student course assignment data will be announced soon.
39.	If we have non-certified staff instructing students in the arts, or in computer classes, how do we complete the TCA / SCA?	Only teachers that have an IEIN number can be entered.
40.	We will be inputting all the mapping information into our SIS (Skyward). Do I NEED to do anything with the alignment tool shown today? Do I NEED to submit a document to IWAS, or just need to input into my SIS for batch uploading?	You will most likely only need to upload you SIS student course assignment file. Be sure to check with your local software vendor
41.	Is it mandatory to report student and teacher course assignments for grades k-8 this (2011-2012)school year?	No.
42.	Is the Special Education rigor level being retired for secondary courses as well?	Yes.

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43.	Our middle schools have courses that last a single quarter. How does this translate into Terms 1, 2 or 3?	We are adding terms 4 and 5 to accommodate quarters.
44.	K-5 students: Year long class: How do you code students that move in ability leveled math groups?	Answer is being formalized at ISBE. We will update document when available.
45.	My Superintendent/Elementary Principal does not seem to be aware of this added reporting for next year. Has this been communicated completely? I'm left with trying to inform him of something I seeing 'darkly'.	Yes.
46.	How do we treat "Homeschooled" students?	Homeschooled student should not be enrolled unless they are being sponsored by a public school district.
47.	Our Kindergarten is one class. We do not break them out into math, reading and so forth. How do we handle this?	They must be reported by class. Please refer to the Illinois state course catalog for state course descriptions. http://www.isbe.net/ISCS/html/course_catalog.htm.
48.	Our school runs all year long, from September to August. How do we account for that summer portion and enter the information if we are not the home school?	The summer term courses can either be included in your terms for normal school year or it can be identified as a separate term.
49.	As a serving school, what information are we entering into SIS?	Teacher course assignment entry and exit.

#	Question	Answer
50.	page 7, what is AP and IB courses?	Advanced Placement and International Bachelorette courses.
51.	Please provide clarification on rigor levels for special education: For special education cooperative districts, should we list course codes for the students chronological grade level or the student's functional level? Understanding that the Common Core State Standards expectation is that special education students are to be instructed with grade level curriculum using accommodations and assistive technology, etc. when appropriate? Please give us direction or is this a district decision?	A local decision should be made as to how to best assign and report the grade & course levels for the student course assignments.
52.	Why can't serving schools be responsible to enter information for the students they serve?	Because students' home districts are ultimately accountable, they are assigned responsibility for entering all student information in SIS.
53.	What do we do with classes that combine reading/writing for our kindergarten grade level? What State course code should we use?	Compare the state course code and local course code definitions and determine the best match.

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54.	For some of our special education students, we use the SNU scale, is there a way that we can enter those grades into the system in place of the regular A, B, C, D, etc grades?	Please refer to the definitions of the state final letter grade and find the best fit to your situation. http://www.isbe.net/sis/html/data_elements.htm. If you need help please call us at the help desk 217-558-3600
55.	We collaborate with the classroom teachers for grades and do not give a particular grade for ELLs, does that matter?	No.
56.	Our district does not give letter grades for K-5 instead we give B, beginning, D, developing, strengthening and Progressing so can we put in B,D,P,S?	Please refer to the definitions of the state final letter grade and find the best fit to your situation. If you need help please call us at the help desk 217-558-3600
57.	We have been told that we will need to enter Substitutes. At what point, do you enter them? After a day or after 10 days When?	Answer is being formalized at ISBE. We will update document when available.
58.	We have students with IEPs that do not have letter grades and that only have "Pass" or "Fail". How do we handle that?	Please refer to the definitions of the state final letter grade and find the best fit to your situation. http://www.isbe.net/sis/html/data_elements.htm. If you need help please call us at the help desk 217-558-3600
59.	We use 6-week rotational courses as part of our Middle School. How should those grades be submitted?	Please call the help desk 217-558-3600 and we will require more information to answer the question..
60.	What do we do with a 6 week elective class? Do we provide use start and end dates and put in Term 1 if that is what we are using for all other classes?	Yes.
61.	What is the advantage of entering course data before the term ends?	You can access reports that give you course, teacher and student information.

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62.	What is the time line for re-submitting student course assignment date when there is a grade change for a course? If a student's grade changes for the final grade three weeks after the end of the school year I would certainly change it. What if there is a grade change a year later? Or longer? Does the change still need to be made in the student course assignment? What is the cut-off for that?	Student course assignments can be edited in the past.
63.	What will happen if we have two separate courses that maps to a single rigor? Related to that, what if a teacher is teaching a section of each with the same section #. For example 5th Math Regular ed - Section 1 & 5th Math ELL Section 1 mapped to the rigor to General. Won't we get duplicates in the upload?	If you have two courses that have the same state course code, term but are different rigor levels? The section number would be used to differentiate the two courses. Example section 1A 1B.
64.	Where do the section numbers come from in the course assignment?	The district will work with the serving location to determine the section numbers. They are district defined alpha numeric character.
65.	Which role would you use for a Special Education teacher that regularly is in the regular classroom for support to SPED students. May answer a question from all students, but they are present for the SPED student.	Answer is being formalized at ISBE. We will update document when available.
66.	Who is responsible for inputting grades for students that are out of district?	The superintendent of the school is in charge of reporting data via SIS. Other accounts are created, granted and delegated through sis by the school district superintendent. Duties and responsibilities are also determined by the local district.

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67.	Scheduling is sometimes not completed until 2 week of August how will this affect us meeting the mandatory July 31 deadline?	If you have classes that end after July 31 upload what is available by July 31. Enter all other student data as the students exit.
68.	If a class is exited can a grade still be entered?	Yes.
69.	Will there be future training about how to upload all the information from skyward to SIS?	Future training for SIS and K-8 student course assignments will be offered.
70.	How will Special Education teachers who do full-inclusion team teaching be linked to a class? Can multiple teachers be linked to a single class??	Multiple teachers can be linked to a single class. If the teacher that provides instruction to the entire class, this should be reported as a teacher course assignment Situations where the co-teacher only provides instruction/support to individual students or subgroups of students within a classroom should not be reported at this time. ISBE is still in the planning stages of designing the "Educator Student Service" SIS collection to gather data for situations where students are receiving professional services in addition to regular classroom instruction.
71.	A student who is not promoted or retained is considered "did not complete." Does this refer to a student who has moved?	Yes, any enrollment exit type code other than promotion or retention will be marked ". Exit enrollment type codes can be found here. http://www.isbe.net/sis/html/data_elements.htm. .
72.	Will we be uploading grades such as A, B, C, S, U, etc with this data?	Yes.

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73.	You are saying we need to only upload courses 1 time a year, but we schedule art, technology, music, p.e. for elementary on a quarterly basis. So you are saying we will have to really provide 4 times to reflect courses.	It is the districts decision whether to provide 1 term or 4 terms.