Illinois State Board of Education

Student Information System

End of SY 2024/Planning for SY 2025

Webinar Date: May 1, 2024

#	Question	Answer
Enrollments and Exit Enrollments		
1.	I have a student who has been in the system for three years who needs to change their name due to having it entered backward. I have a copy of the birth certificate, which is from another country. How do I go about changing this student's name?	The first name or the last name can be updated online or through a batch file. Contact the Help Desk for assistance. If the student is enrolled, navigate to the Demographic tab and click "Edit," then make the changes.
2.	We have students ages 19-23 who have not graduated and are in our Transitions program. These students do not take courses with ISBE course codes and do not receive grades. Should these student's enrollments be reported to ISBE? If no, will the staff that is working with these students be flagged as having no classes/students?	Yes, these students must be reported to be claimed in I-Star.
3.	I seem to always question myself regarding the date that I should exit eighth graders. They will graduate on May 10, but our last day of school for all other students is May 24. Do I exit eighth graders on May 10 or May 24? Thank you!	Exit them on the last *full* day they are in the classroom.
4.	In the past we didn't need to enter a grade for K-2; we would just exit the students. Is it the same this year also?	Yes.
5.	We need to withdraw the students attending ESY on the last day of ESY, even if there is a gap between the end of the regular school year and the start of ESY. Is this correct?	Yes, keep them enrolled until ESY is over.

6.	What if students who attend an out-of-district school do not end until August?	Keep only those students enrolled until they exit in August.
Student Attendance		
7.	If we are reporting precise attendance (e.g., 0.832) instead of the full, half, quarter examples, are we still OK with our numbers?	Yes, the system allows up to a three-digit decimal.
8.	How do I correct the errors on Attendance -- Monthly Claimable?	If the current year monthly claimable is correct, you can verify and override the audit in the Data Quality Dashboard. If the current year monthly claimable is incorrect, make corrections to the SIS student attendance data.
9.	We are a vocational school. Students are here for one course each day. Do we need to submit the student attendance or does the home school do this?	You must work with the home school to determine who will submit the attendance.
Student Course Assignments		
10.	Should classes that are taught through our dual enrollment program be flagged as out of district? These are taught at the community college.	Yes, if you offer the students dual credit using the agreement established with the community college.
11.	I found that most of our world language teachers have two different Spanish courses. And most students have the same two courses in their course assignments. Do I need to manually remove each student from the wrong course as erroneous? Same with the teacher course assignment ... remove it as erroneous? Is there a way to do this as a batch? And if I correct it in SIS, will the PowerSchool upload override the corrections when I do a final batch upload?	You can mark these erroneous online or using batch. If you have difficulty or questions regarding how to update to erroneous using the batch process, please contact us at the Help Desk.

12.	Secondary student course assignments for the second semester/trimester appear outside of the expected range. How do I correct this error? Secondary student course credit average is outside the expected range for the second term. I downloaded the report in SIS and it appears all courses are correct with .5 credits for a semester course. How do I correct this error? I don't want my superintendent to sign off with errors unless we are supposed to.	Review the student course assignments and ensure that all your courses are submitted and that the course create has been submitted as one entire class equals one credit.
13.	Are we supposed to submit student course assignments without end date/final grade? I thought we are supposed to submit student course assignments with end date/final grade.	At the end of the year, submit the courses with an end date and final letter grade.
14.	We are still having a hard time matching a new course offered this year to a state number. It is a STEAM class for junior high and we can't find the matching state code.	Please email a science or math consultant for assistance to identify the most appropriate course.
Teacher Course Assignments		
15.	Will teacher course enrollments be ended by SIS or do we need to submit those?	Districts should end teacher course assignments for anything other than "Course Ended." We will populate all open teacher course assignments.
16.	Are resource teachers (EIS codes 600) reported in SIS with students?	No, EIS position codes for resource teachers were removed from SIS and cannot be reported as teaching a course.
17.	We are competency-based and have some teachers who aren't licensed. Therefore, we have a lot of courses without teachers. Is there a way to still document them, or do we just leave them blank?	Unfortunately, you can only submit credentialed teachers. They will continue to reflect in the system as a course with no teacher.

ACCESS and EL		
18.	Did the date for ACCESS preliminary scores to be posted change? It was originally Monday, May 6.	Yes, it changed to May 15, 2024.
Illinois Assessment of Readiness/Illinois Science Assessment		
19.	A student finished Section 1 of ISA testing. Medical issues forced the student to become homebound and could not finish the test. Testing was therefore started, but not finished. How do we report reason for not testing this student?	If the student met the level of "attemptedness," then they will receive a score. However, if they did not, they will require an RNVTA code in place of the score. The RNVTA for a homebound student is a Code 2. The corrections window is open from May 15 – Aug. 23 in IWAS.
20.	How soon can we run report scores for ISA?	Preliminary scores will be posted by July 22, 2024.
21.	When is the due date to have IAR and ISA corrections entered by?	No later than Aug. 23, 2024; however, we ask that you do not wait until the end to do corrections.
SAT/PSAT		
22.	Can you please repeat the steps for SAT/PSAT beginning on May 15?	Provide Reasons for No Valid Test Attempts and correct enrollments to ensure the assessment correction reflects correctly. You can verify this by running the Assessment Correction Reports in SIS.
23.	When should we run the AEV Report for SAT? Now?	Yes, the AEV Report allows you to compare against the vendor data to ensure you have an enrollment for all students who tested.
Early Childhood		
24.	Do we need to exit the prenatal students each year?	No, you can leave them in until the baby arrives.

25.	Are we required to upload pre-K courses?	No, pre-K requires programs and services.
26.	Our district implemented a Preschool for All (PFA) program, which began on Jan. 10. We have students who started in August and then moved to PFA. Would I end date their fall early childhood program and then enter the PFA program beginning their first day of Jan. 10?	You would end the local program on Jan. 9 and enter the PFA program as of Jan. 10.
Student Discipline		
27.	We can only see current school year discipline data; in the future, will we be able to see past school years info? When completing the CRDC Report, prior year information would have been very helpful.	ISBE only keeps one year of student discipline records in SIS.
28.	Is there any information ready to share about an updated process for submitting behavior and discipline?	Information regarding the submission of student discipline data can be found on the SIS Data Elements and Validations webpage, specifically the School Discipline section.
29.	Where do we find what behaviors have to be recorded for a student?	Refer to the SIS Data Elements and Validations webpage, specifically the Student Discipline section.
30.	What behaviors require documentation in SIS?	Refer to the SIS Data Elements and Validations webpage, specifically the Student Discipline section.
Gifted and Accelerated		
31.	Do honors courses count as gifted or accelerated?	A district determines how credit is awarded and what coursework counts as gifted or accelerated. Traditionally, gifted is a specific set of courses taught by a teacher endorsed to teach gifted courses. Only students assessed as gifted should be identified as gifted.

		Only students enrolled in coursework that fits the following definition for acceleration should be identified as accelerated: 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. Accelerated Placement Act Guidance PDF Accelerated Placement Act FAQs Accelerated Placement Act Update PDF Please review the Advanced Learners webpage for further information.
32.	If a course is labeled as gifted, do we mark students taking the course as gifted even if they have not tested as gifted?	No, only students assessed as gifted should be identified as gifted. Note that there is no “gifted” label for coursework in SIS. Please review the Advanced Learners webpage for further information.
33.	Should junior high students taking English I and algebra be marked as gifted/accelerated since they are high school courses?	Any course that is considered above the level of same-age peers would be considered accelerated. Only students assessed as gifted should be coded as gifted. Please review the Advanced Learners webpage for further information.
34.	If a student enters kindergarten early but is not identified as gifted, should they still get marked "early entrant kindergarten" under Gifted and Accelerated?	SIS does not offer “early entrant kindergarten.” Early entry for kindergarten is considered “whole grade acceleration.” Gifted identification should be done through an assessment determined by the district. Only students assessed as gifted should be coded as gifted.

		Any student enrolled in coursework that fits the following definition should identified as accelerated: 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. Please review the Advanced Learners webpage for further information.
35.	When is gifted and accelerated data due, July 31 or Aug. 23?	The gifted and accelerated deadline is July 31, 2024. The Past Webinars and Trainings webpage offers the presentation PDF, which displays the correct date.
36.	What qualifies a student to be marked as receiving gifted or accelerated instruction?	Please review the Advanced Learners webpage for further information.

37.	Trying to get a definition of enrichment vs. acceleration. Should acceleration only be used for the top 5%?	The definitions can be found in the SIS Course Assignment codes. The top 5% definition is not found in current definitions or guidance. Acceleration is related to the level of the course in relation to what is the norm for same-age peers. Only students enrolled in coursework that fits the following definition for acceleration should be identified as accelerated: 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. Accelerated Placement Act Guidance PDF Accelerated Placement Act FAQ Accelerated Placement Act Update PDF Please review the Advanced Learners webpage for further information.
Summer School		
38.	What data do we need to submit for summer school?	Just ensure the student is enrolled. Courses can also be reported for summer school terms.
39.	If we have a student attending summer school, am I correct in saying that I keep them enrolled until the completion of summer school, but I am not required to enter attendance or courses?	Yes. Attendance is not required, but student courses can be reported.
40.	If our summer school starts after July 31, 2024, when should we exit those students attending summer school?	Students attending summer school can exit from SIS once summer school ends.
41.	Is student discipline required for summer school?	Yes.

42.	Should students that attend summer school be reported to ISBE?	Yes.
43.	What is the purpose of keeping students enrolled in SIS for summer programs since you do not collect attendance or course enrollments for students? Is there a reason we can't just exit all students at the end of the traditional school year?	The summer school information is used the same as regular school year data, which means it can impact Report Card metrics. For example, if a student passes algebra 1 in summer school, they can still be included in the eighth graders passing algebra metric. Also, attendance is not collected for summer school because the attendance is used to calculated ADA.
Percent Eighth Graders Taking Algebra 1		
44.	Please confirm how exactly algebra should be coded as a high school course taken by eighth graders. Is there a resource or example I can compare our records to?	It would be the same as any other course. Use the Course Code 02052A000.
45.	Our batch upload created the wrong course assignment instead of algebra. When I run the batch again, will it override the corrections made manually in SIS?	Yes, if the bad courses are uploaded with a final letter grade of "99" erroneous.
46.	If a junior high student is taking algebra, would the course be considered honors?	The school district determines if a class is honors. Typically, this should be coded as acceleration for math. Please see the Gifted and Accelerated Data Elements.
Average Daily Attendance (ADA) Verification		
47.	I think Attendance -- ADA Verification this is corrected after my superintendent signs off. Is this correct?	After regular school year attendance is submitted, the district superintendent can verify the ADA data in SIS.
College and Career Readiness (CCR)		
48.	Is CCR data due Aug. 15 or is it due July 31?	The College and Career Readiness deadline is July 31, 2024. The Past Webinars and Trainings webpage includes the

		presentation PDF, which displays the correct date.
49.	If a data field is not collected for CCR, do I leave that field blank or report it as 02 for no?	Leave the field blank.
Miscellaneous		
50.	I have some errors in our Data Dashboard and I am not sure how to correct them.	The errors have associated descriptions to help understand the problem. Please review those details. For further assistance, contact the support team for the respective system.
51.	Regarding the Data Quality Dashboard: We have several subs, which does not help with the number of courses or students without a teacher. What should we do in this case?	Subs should not be added to SIS or EIS unless they sub for one position for 90 days in a year. If subs are added to SIS and EIS, they will be required to complete professional development to maintain their teaching license. If a class is only taught by subs for fewer than 90 days all year, there will be a DQD audit for a class without teachers.