

SIS School Year 2019 Development Plans

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504 Plan

– Online and Batch

Requirements

- Collect 504 Plans for students Pre-K and Kindergarten – 12.
- Districts are required to report 504 Plans by October 1 and March 1 continuing to keep the 504 Plan up to date throughout the student’s enrollments.
- Upon Creation of the 504 record the following is required:
 - State ID
 - Last Name
 - First Name
 - Home RCDTS
 - Serving RCDTS
 - 504 Plan Start Date
 - Disability Code
- If a 504 Plan Record is created, exiting the student enrollment will populate an 504 Plan End Date with the student’s Enrollment Exit Date.
 - If an 504 Plan End Date has already been provided, it will not be overwritten
 - Districts can update the 504 Plan End Date at any time during the current school year as long the IWAS user ID matches the Home RCDTS of the Enrollment.

Validation Rules

<https://www.isbe.net/Pages/Student-Information-System-Documentation.aspx>

See SIS Validations Document tab, “504 Plan”

- To add or to update a 504 Plan record the student has a valid district enrollment record in SIS by the following:
 - Enrollment record Home RCDTS matches 504 Plan record’s Home RCDTS
 - Enrollment record Serving RCDTS matches 504 Plan record’s Serving RCDTS
 - Enrollment record School Year matches 504 Plan record’s School Year
 - Enrollment Exit/Withdrawal Type code does not equal Code 99 Erroneous Enrollment
- To add or to update the 504 Plan End Date in a record, the date is in one of the following specified ranges:
 - 504 Plan End Date is equal to or greater than the Enrollment Date and the Exit Enrollment Date is Null
 - 504 Plan End Date is equal to or greater than the Enrollment Date and the Exit Enrollment Date is equal to or greater than 504 Plan Date

- To mark a 504 Plan Record in error the Disability Code must be '99' None/Erroneous
- Only Home District can add or update 504 Plan records
- 504 Plan records are specific to Serving School
 - Ex. Student can have split/dual enrollments and have a 504 Plan on one enrollment but not the other
- Only students in grades Pre-K – 12 can have a 504 record entered.
 - Grade Evaluation Students should not require this field
 - Grade Birth to 3 Students should not require this field
- Can only have one 504 Plan at a time
 - Use the primary disability code provided in the plan.

Data Elements

<https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx>

See New Tab, “504 Plan”

New

504 Plan Start Date	Start Date of 504 Plan	char(10)	mm/dd/yyyy	Mandatory
504 Plan End Date	End Date of 504 Plan	Char(10)	mm/dd/yyyy	Mandatory

Existing

Disability Type Codes (uses existing values- no changes to lookup)

File Format

<https://www.isbe.net/Pages/Student-Information-System-Documentation.aspx>

See ISBE SIS File Formats Layouts tab, “504 Plan.”

See new XML schema, “504 Plan”

See New “504 Plan” Templates, Tips and Steps PDFs

Request File: “504 Plan”

Tuition-In Indicator

Tuition-In Students Definition: Students residing in a school district who choose to attend another school district and their parents pay that school district tuition.

Requirements

Scope: Allow entry of the Tuition-In Indicator upon enrollment

- Online
 - Request New SID and Add Enrollment
- Batch
 - Demographic Enrollment
 - Demographic and Early Childhood
 - Requesting A New SID
 - Adding an Enrollment
 - Tuition In should never change during an enrollment.
 - Must be the Same on all active Enrollments (Similar to Private School Student)
 - To change, all enrollments must be exited as '99' Erroneous and the student enrolled correctly.
- “Demographic Enrollment” and “Demographic and Early Childhood” Request Files are available.

Validations

<https://www.isbe.net/Pages/Student-Information-System-Documentation.aspx>

See Enrollment section, “Tuition-In.”

Tuition-In available for only grades: K-12

- “Evaluation” , “Birth to 3” , “Pre-K” (ages 3-5) can NOT be Tuition in “Yes”
- Private School (PSS) Can NOT be Tuition-In

Data Elements

<https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx>

See Enrollment Tab, “Tuition-In.”

File Format

<https://www.isbe.net/Pages/Student-Information-System-Documentation.aspx>

New field: **Tuition-In Indicator:** string, 2-digit, mandatory

Update file: DEMOGRAPHICS AND EARLY CHILDHOOD V2

Update file: Student Demographics Enrollment

See updated XML schemas, “Demographics and Early Childhood V2” and “Student Demographic and Enrollment.”

See updated “Demographics and Early Childhood V2” and “Student Demographic and Enrollment” Templates, and Tips and Steps PDFs.

Request Files available: “Demographics and Early Childhood V2” and “Student Demographic”

Dual Language Data Collection

Requirements

1. Collect on Enrollments for students in grades K-12
 - a. Dual Language should be “03 - Not in a Dual Language Program” for Grades Evaluation and Birth to 3
2. Updates required for Student Demographics Enrollment & Demographics and Early Childhood files.
 - Dual Language
 - 01 – Two-way immersion
 - 02 – One-way immersion
 - 03 – Not in Dual Language Program
 - Language of Instruction
 - Existing Language List
3. Update SIS Admin Tool to enable update of Dual Language values (Dual Language and Language of Instruction).
4. Updates to the EL format.
 - a. EL Services Provided – Remove 01 & 02
 - i. 01 – Dual Language Two Way
 - ii. 02 – Dual Language One Way

Validations

<https://www.isbe.net/Pages/Student-Information-System-Documentation.aspx>

See Enrollment, “Dual Language.”

- **Demographic Enrollment / Demographic and Early Childhood**
 - If Dual Language is “01 - Two Way Immersion” or “02 – One Way Immersion” then Language of Instruction is Mandatory
 - Only the Demographic Enrollment File or the Demographic and Early Childhood file can be used to update Dual Language and Language of Instruction
 - If Dual Language is “03 – Not in a Dual Language Program”, then Language of Instruction is not required and will be ignored if sent
 - Only the Home District can update the Dual Language indicator
 - If Dual Language is updated back to “Not in a Dual Language Program” we remove the Language of instruction.
 - Allow Dual Language updates to student’s active enrollment(s) via batch only (for now).

- **English Learners (EL)**
 - Under EL Services provided, “01- Dual Language Two Way” and “02 - Dual Language One Way” were removed.
 - Do not allow EL Services provided to select Dual Language; it must be set in the enrollment.
 - TBE/TPI: If EL Services provided is “03, 04, 05 or 06” then Dual Language must be marked as “03 - Not a Participant in Dual Language Program” on the Student’s Enrollment and can NOT be updated until the EL Services Provided is changed to “00 - None of the above”.

Data Elements

<https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx>

See Enrollment, “Dual Language”

- Dual Language Programs char(2), 2-digit num, Mandatory
- Language of Instruction char(3), valid language code, Mandatory

See EL - English Learners

- EL Services Provided (removed “01 - Dual Lang – Two way”, “02 - Dual Lang – One Way”)

File Format

<https://www.isbe.net/Pages/Student-Information-System-Documentation.aspx>

See Student Demographic Enrollment & Demographic and Early Childhood, “Dual Language.”

- Dual Language Programs char(2), 2-digit num, Mandatory
 - Two-way immersion
 - One-way immersion
 - Not a participant
- Language of Instruction char(3), valid language code, Mandatory

See updated XML schemas, “Demographics and Early Childhood V2” and “Student Demographic and Enrollment.”

See updated “Demographics and Early Childhood V2” and “Student Demographic and Enrollment” Templates, and Tips and Steps PDFs.

Modified Request Files: “Demographics and Early Childhood V2” and “Student Demographic”

Student Course Assignment Grades 3-8 - Remove Auto-close

Requirements

- Grades 3-12 must now submit Course End Date and Final Letter Grade (online or batch) BEFORE they can be exited if student is being Retained or Promoted. If the student is exiting for any other reason, SIS will continue to automatically close out your courses.
 - Final Letter Grades must be submitted for each term
 - Student Course Assignment Final Letter Grades can be entered as 24 -Promoted or 25 -Retained, ISBE will no longer close automatically upon exit.
 - For all grade Kindergarten to Grade 2 students Year Long courses will still be closed if a student exits as Promoted or Retained

Validations

- If students in Grades 3 – 8 and the enrollment is exited as 05 - Promoted or 12 – Retained Final letter grades will be required.

Updates to “Student Course Assignment.”

Data Elements

Updates to Student Course Assignment and Course Final Letter Grade tabs.

Training Need

- Educate users on change for Grade 3-12 students; must now submit Course End Date and Final Letter Grade (online or batch) **BEFORE** they exit the students.

Indicator 12 - Evaluation Students

Students evaluated in ISBE’s Special Education system (ISTAR) require a State Student ID (SID). Students coming from out of state, private, home and from the 27-month report each require an SID for entry to ISTAR.

SIS currently creates an SID and enrollment for all students through the online process. Students receive an SID to be evaluated. The Evaluation Enrollment is created and exited, immediately, using the same Exit Date as the Enrollment Start Date and providing the Exit Type Code "Retained".

There will be No batch functionality for this collection, it will only be available online.

Requirements

Scope of Scenarios:

- **Students on the 27-month Early Childhood Special Education Transition report (Received monthly from DHS) but not evaluated in ISTAR:** SIS will provide DHS data to the districts and require that they evaluate their students on the report. In addition, account for students that are not evaluated increasing the district's awareness of the 27 Month report.
- **Students are evaluated but do not enroll in an Illinois School:** At time of enrollment collect the following data from districts when requesting the Evaluation Enrollment (new SID enrolled as Grade 22 – Evaluation):
 - Referral by CFC
 - EI Number
 - Collect data from the district for an Evaluation student after the student's evaluation is complete.
 - Eligibility Determination Date
 - IDEA Eligible
 - Delay in Transition
- **Students are not identified as Referred by CFC 'yes' when enrolled in Pre-K and the EI information is not entered:** Connect the 27-month report to enrollment to ensure the Pre-K student is reported correctly.

Solution Requirements

1. Online: Provide the Early Childhood Special Education Transition Report in SIS as a Grid. Require school districts to indicate if the student was not evaluated and why
2. Online only – Local System Vendors be aware that there are no batch requirements at this time.
3. Collect new fields for evaluation students (36 Months or less) as part of the grid. Fields include:
 - CFCID (Provided On DHS File)
 - EI Number(Provided On DHS File)
 - Eligibility Determination Date
 - IDEA Eligible
 - Delay in Transition
 - Update 06 - School District Delay - samples
 - The Referral was made after the school year ended
 - There was a delay due to scheduling difficulties on behalf of the district
 - The family has not provided evidence of residency
 - The Childs Physical was not provided

4. Provide a request file (vendors may or may not ingest the new Indicator 12 request file data).
5. Impose Validations that ensure students listed on the 27 Month report that are enrolled in Pre-K have the required Indicator 12 response information.
6. Educate districts on process and requirements.
7. Support batch upload - TBD

Validations

- Students that have an enrollment or evaluation with the district will be listed on the report with a SID.
- Flag the student on the 27 Month Transition report if they were enrolled as Pre-K and did not provide a Reason for Delay in Transition code.

Data Elements

See Evaluation (0-36 Months) tab, **“EI Number”**, **“Eligibility Determination Date”**, **“IDEA Eligible”**, and **“Reason for Delay”**.

CFCID		Referral by CFC Number	Was the child referred by Early Intervention to the local school district by Child and Family Connections Office for transition to Early Childhood Special Education?	char(6)	M
EI Number		DHS Number	Early Intervention Identification Number	char(6)	M
Eligibility Determination Date	mm/dd/yyyy		The date the child was determined eligible or not eligible for early childhood special education services	char(10)	M
IDEA Eligible	01	Yes	Was the student determined IDEA Eligible?	char(2)	M

	02	No			
Reason for Delay			See Reason for Delay codes.	char(2)	M

File Format

CFCID: Referral by CFC Number char(6) M

EI Number: DHS Number Number char(6) M

Eligibility Determination Date: mm/dd/yyyy char(10) M

IDEA Eligible: 01/02 Yes/No char(2) M

Reason for Delay: char(2) M

3-decimal Place Course Credit Values

Requirements

- Remove the current Course Credit Validations for Student Course Assignment and Outside Course Assignment
 - Credit value change to 3 decimals

Validations

See Student Course Assignment, “Course Credit.”

- Course Credit: 0.000 – 3.000

Data Elements

See Student Course Assignment and Outside Course Assignment tabs, “Course Credit.”

- Student Course Assignment - Course Credit
- Outside Course Assignment - Course Credit

File Format

See “Course Credit” for the following files:

- Student Course Assignment

- Outside Course Assignment
- College Course Assignment

Quarter Terms

Requirements

Student Course Assignments for Grades K- 8 only can now be Quarters.

Data Elements

See Term and Teacher Course Entry tabs, "Term".

Acceptable Values - Course Credit for all of Terms (Y1, Y2, S1, S2, S3, T1, T2, T3, T4, Q1, Q2, Q3, Q4, Q5) must be between 0.001 and 3.00

Validations

Student Course Assignment, "Course Credit."

Role of Professional Alignment with EIS

Requirements

Align the Role of Professional Codes in SIS with Employment Information System (EIS) Position Codes. Migrate SIS Role of Professional (2 digit codes) mapped to EIS Position Codes (3-digit) starting school year 2019.

Education Need: Provide awareness of this change in SIS training.

Remove Procter, Student Teacher, and Substitute Teacher. They will be reported as one of the other offered position codes.

Validations

EIS Position Codes must be 3 digits

Data Elements

EIS Position Code: The specific role of the teacher. Numeric Char (3) Mandatory

For School Year 2019, when assigning a teacher in SIS, new EIS codes will be presented.

Code	Value
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

For historic SIS position codes, the following mapping to EIS codes will be applied.

Code	Value	Total SIS Count by Course	NewCode	NewValue
01	Teacher of Record	8,134,773	200	Teacher
			204	Visiting International Teacher
			250	Special Education Teacher
			601	Resource Teacher Arts(Visual Art, Music, Drama, and Theatre)
			602	Resource Teacher History
			603	Resource Teacher Government/Civics/Political Science
			607	Resource Teacher Science (all sciences)
			609	Resource Teacher Economics
			610	Resource Teacher Elementary
			202	Bilingual Education Teacher
			203	English as a Second Language Teacher
			251	Bilingual Special Education Teacher
02	Professional Contributor	47,235	305	Classroom/Library Aide
03	Student Teacher	4,422	611	Resource Teacher Other
04	Substitute Teacher	27,865	200	Teacher
05	Reading/Math Specialist	4,906	201	Reading Teacher
			605	Resource Teacher Reading
			606	Resource Teacher Math
06	Technology Specialist	1,228	312	Technology Specialist
07	Social Worker/Psychologist/Counselor	2,972	379	School Social Worker
			608	Resource Teacher Foreign Language
			604	Resource Teacher English/Language Arts
08	Speech/Language Pathologist	670	207	Speech Language Pathology Teacher
10	Proctor	16,309	305	Classroom/Library Aide

File Format

See Teacher Course Assignment, “EIS Position Code”

- Role Of Professional becomes EIS Position Code (3 digit code)

EL Screener Code 19- Kindergarten Model Only

Requirements

- For Grades 1-12, EL Screener no longer accepts the Screener Test, “09 – Model.”
 - Note: 1st Semester Grade 1 is accepted

Validations

See EL Screener, “09 – MODEL Screener.”

- Starting School year 2019, only Grade Kindergarten and 1st Semester grade 1 students can be screened with the 09 - Model Screener.

Data Elements

See EL Screener tab, “EL Screener Test Taken.”

Educate Districts and Detention Centers to Properly Exit and Enroll Students

Requirements

- Districts with a Detention Center in their geographical boundary are responsible for educating students sent to the detentions center. Last school year, RCDTS codes were assigned to detention

centers and data was collected through a separate process for Evidence Based Funding (EBF) because districts were not exiting the students to allow the districts that house the detention centers to enroll them.

Training Need

- Provide Awareness to districts that need to Exit students when they go to a detention center. Education for districts that have detention centers, that students attending Detentions centers must be enrolled in SIS to receive funding for them. Detention centers need to communicate with the home school in their boundaries to notify them the students have arrived.

Label LEP change to EL

- This should have no impact on vendors, no file specs should change
 - Result Messages may change from LEP to EL only Online Screen and report labels.