



#### School Year 2021 Assessment Process Update

Student Information System



# Agenda

- Welcome / Introductions
- January 15, 2021 Deadline
  - Fall Student and Teacher Course Assignment data due
- January 25, 2021 Deadline
  - IAR Pre-ID
- January 29, 2021 Deadline
  - SAT, PSAT 10, and PSAT 8/9 Pre-ID
- February 12, 2021 Deadline
  - DLM-AA Pre-ID
- SIS Updates
- Upcoming Key Dates
- Districts' Next Steps
- Where to Direct Questions





# Welcome / Introductions

#### **Presenters**

- Adam Lowery
   IBM SIS Project Manager
- Lindsay DeRosa
   IBM SIS Lead Business Analyst
- Tandi Turner
   ISBE SIS Business Analyst
- Roy Williamson
   ISBE SIS Business Analyst

#### **ISBE Key Team Members**

- William Witkowsky
   Director of Information Systems, Software Solutions
- Sean Clayton
   Director of Assessment
- Rae Clementz
   Director of Accountability

#### Other Members of the SIS Team

- Neli Kelley

  IBM SIS Development Team
- Amsa Easwaran
   IBM SIS Development Team
- Mike Kolwalski
   IBM SIS Development Team
- Mike Pflugmacher
   SIS Development Team
- Preetam Priyadarshy
   IBM SIS Data Analyst
- Don Finch

  ISBE SIS IT Technical Lead
- Koreen Schacht
   ISBE SIS Business Analyst





### **ISBE SIS Resources**

#### Resource documents are readily available:

- Located on the ISBE SIS webpage at <a href="https://www.isbe.net/Pages/Student-Information-System.aspx">https://www.isbe.net/Pages/Student-Information-System.aspx</a>
  - ISBE SIS Announcements
  - User Manual
  - SIS Training Modules
  - Data Elements and Validations Document
  - File Format Layouts
  - Excel Templates
    - Tips for Completing (Data Collection Name) Template
    - Steps for Creating and Uploading (Data Collection Name)
  - Archived Meetings and Presentations
  - Frequently Asked Questions







Fall Student and Teacher Course Assignments Due Deadline: January 15, 2021



#### Student Course Assignment Validations

- 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
- Serving school and Service Provider school can only view/edit courses for students they are serving





#### 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 Validations

- A school can view and edit all Student Course Assignment data for the enrollments where it is identified as the Home School, Serving School or Service Provider School.
- SIS ensures active enrollment can view all Student Course Assignments:
  - Once the student is enrolled, all past assignments can be viewed.
- Student Course Assignment data can only be entered on students in Grades K-12.

#### 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





#### Key Date: January 15, 2021 by 4:00 p.m.

- Submit Fall Student Course Assignments without End Date/Final Grade
- College Course Assignments
- Submit Fall Teacher Course Assignment Entry Records
- Verify Teacher and Student Course Assignments

#### **Student Course Assignment Resources:**

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

Student Course Assignment Catalog (K-12)





#### **Use a Correct Course Code when providing High School Credit:**

- 52052A000 Algebra I
  - If high school credit, use 02052A000
- 52061A000 Integrated Mathematics I (prior-to-secondary)
  - 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





#### 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





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

Code	Definition	Grades K – 8	Grades 9 – 12
02	Transfer to another public school within the district	N (26)	W (17)
03	Transfer to Home Schooled	N (26)	W (17)
04	Transfer to Private School	N (26)	W (17)
05	Promotion	Must be Provided	Must be Provided
06	Graduated		Must be Provided
07	Death	N (26)	W (17)
08	Expulsion	N (26)	W (17)
09	Dropped Out	N (26)	W (17)
10	Transfer to GED program	N (26)	W (17)
11	Moved, not known to be continuing	N (26)	W (17)
12	Retained in same grade or demoted to a lower grade	Must be Provided	Must be Provided
14	Aged Out		W (17)
15	Certificate of Completion		W (17)
16	Victim of a Violent Crime	N (26)	W (17)
17	Change in Serving School or Percent of Day Attended	N (26)	W (17)
18	Moved Out of the United States	N (26)	W (17)
19	Transfer to another public school district out of Illinois	N (26)	W (17)
20	Transfer to another public school district in Illinois	N (26)	W (17)
99	Erroneous enrollment	99	99





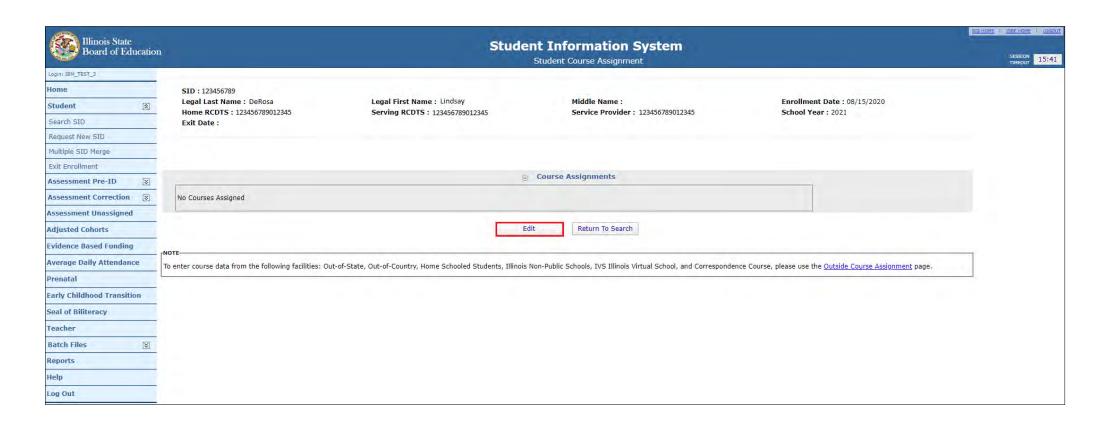
Student Enrollment – Student Course Assignment View Details Link

Illinois State Board of Education	Student Information System  Student Details									
Login: IBM_TEST_3	enrollment has been added for the existing student. Click on the tabs to view the student details. To view School / District Name and contact information, please click on either the Home or Serving School RCDTS numb									
Home	An enrollment has been added for the existing student.	Click on the tabs to view th	ie student details. I	o view School / D	istrict Name and contac	ct information, please click on either the Home or Serving School RCD1S number.				
Student 🖹	SID: 123456789									
Search SID	Legal Last Name: DeRosa	Legal F	First Name: Lindsay			Legal Middle Name:				
Request New SID		S	tudent Demographic	Student Enrollment	Program Indicators					
Multiple SID Merge			Stud	ent Enrollment: Ac	tive					
Exit Enrollment										
Assessment Pre-ID 👿		Re-entry to the same school			ar for Serving	2021				
	RCDTS for Home	123456789012345		RCDTS for	Serving	500821890222038				
Assessment Correction 👿	RCDTS for Service Provider	123456789012345 Edit								
Assessment Unassigned		08/15/2020			Day Attended (PDA)	1.00				
Adjusted Cohorts		Kindergarten		Early Chil	dhood Outcomes	<u>View Details</u>				
	Discipline	View Details								
Evidence Based Funding	Homeless			Regional	Safe School Program					
Average Daily Attendance			Dual Language		uage	Not A Participant in Dual Language Program				
Prenatal	Tuition In	No								
Early Childhood Transition	504 Plan	<u>View Details</u>								
Seal of Biliteracy										
Teacher	Exit Date									
Batch Files	Exit Status			Student A	ttendance	View Details				
Reports	Exit Type									
Help	Student Course Assignment	<u>View Details</u>		Physical F	estraint and Time Out	View Details				
Log Out				1 <u>2</u> <u>3</u>						
				1   3 Add Enrollment						





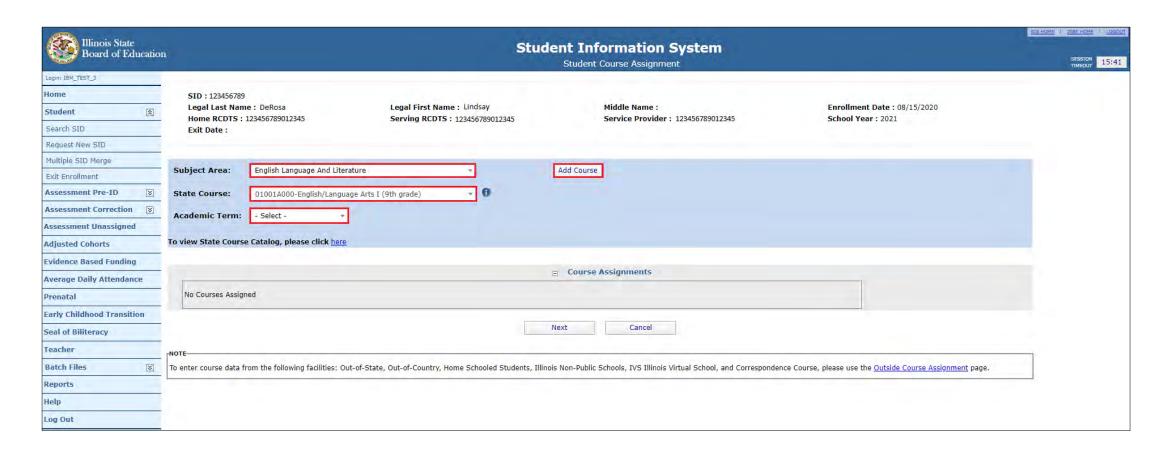
Select Edit to Add Courses







Select Subject Area, State Course Code and Academic Term – Then "Add Course"







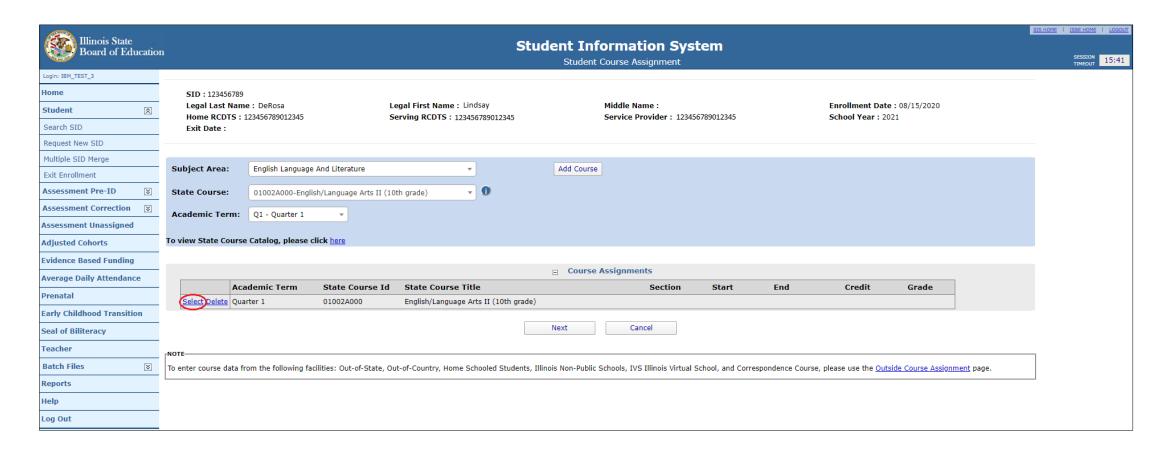
Hover over the Information Icon for a course description.

Illinois State Board of Education	i		Stud	ent Information System Student Course Assignment	
Login: IBM_TEST_3				Student Course Assignment	
Home	SID: 123456789				
Student	Legal Last Name: DeRosa Home RCDTS: 123456789012345		Legal First Name : Lindsay	Middle Name : Service Provider : 123456789012345	Enrollment Date: 08/15/2020 School Year: 2021
Search SID	Exit Date :	123456789012345	Serving RCDTS: 123456789012345	Service Provider: 123456/89012345	School Year: 2021
Request New SID					
Multiple SID Merge	Cubicat Auser	English Language And Libert		***************************************	
Exit Enrollment	Subject Area:	English Language And Litera	^ 4	Add Course	
Assessment Pre-ID	State Course:	01001A000-English/Languag	ge Arts I (9th grade)	ormation Icon to provide detailed descri	ption of the course selected!
Assessment Correction 🔯	Academic Term:	- Select - 🔻			
Assessment Unassigned					
Adjusted Cohorts	To view State Course	Catalog, please click <u>here</u>			
Evidence Based Funding				Course Assistante	
Average Daily Attendance				Course Assignments	
Prenatal	No Courses Assign	ed			
Early Childhood Transition					
Seal of Biliteracy				Next Cancel	
Teacher	-NOTE				
Batch Files 👿	To enter course data fr	om the following facilities: Out	-of-State, Out-of-Country, Home Schooled Students, Illino	ois Non-Public Schools, IVS Illinois Virtual School, and Correspond	lence Course, please use the <u>Outside Course Assignment</u> page.
Reports					
Help					
Log Out					





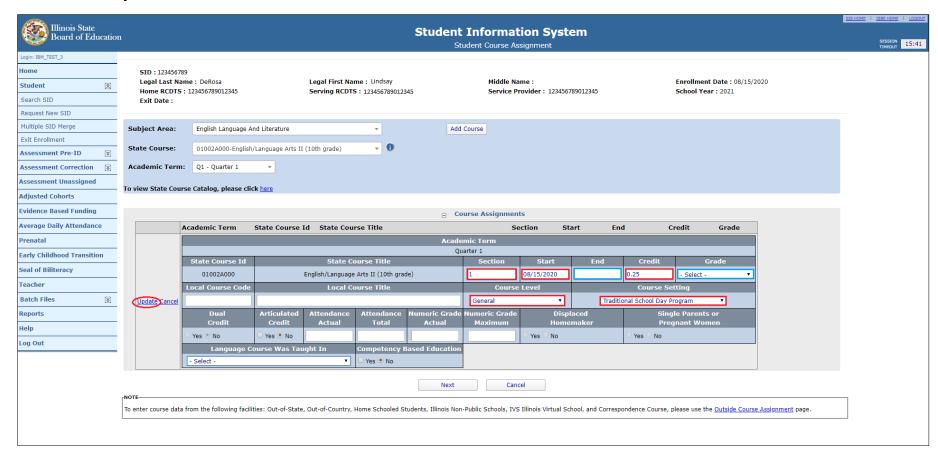
Next "Select" the course.







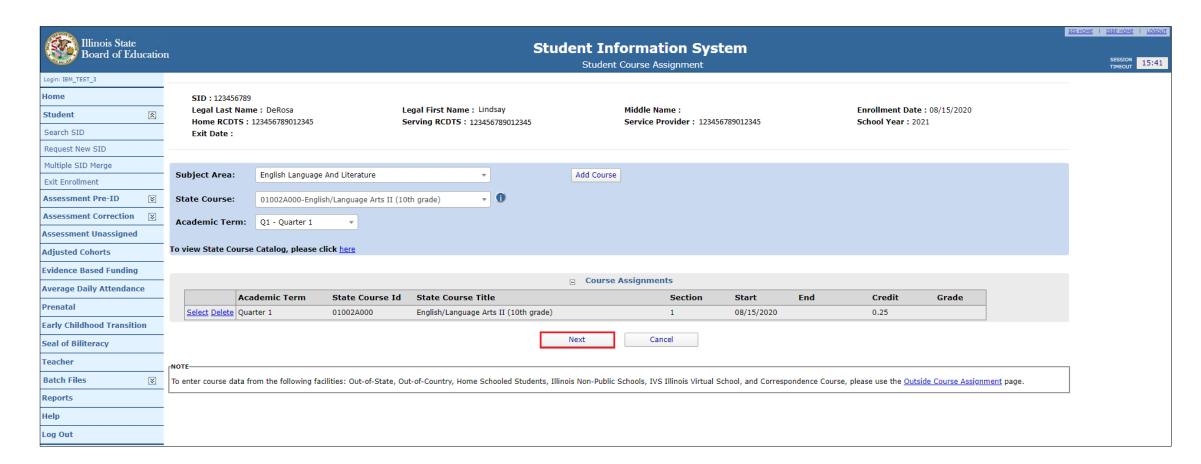
- Enter in the required fields: Section, Start, Credit, Course Level and Course Setting
  - Course End and Grade should NOT be entered until the course has ended!
  - Then select "Update"







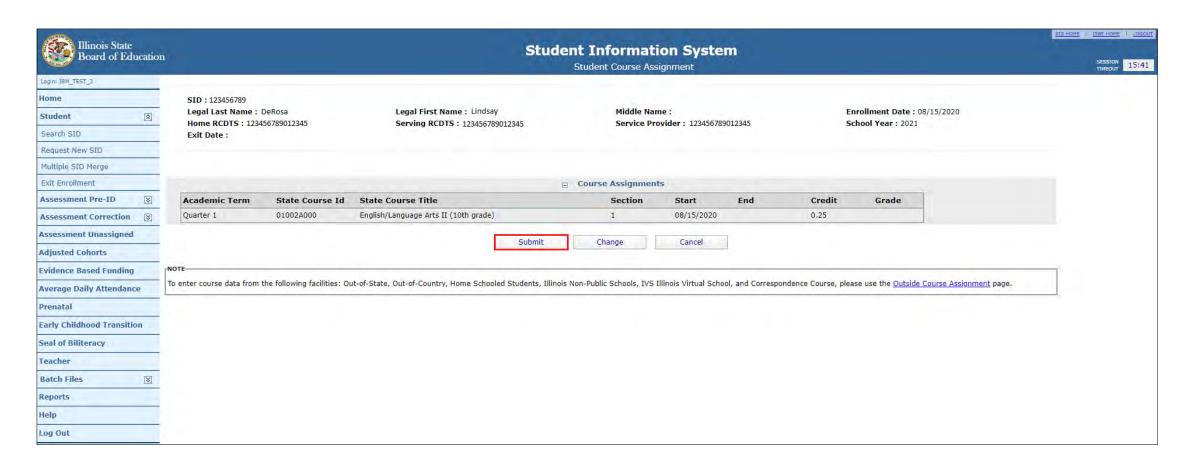
Continue Adding Courses, repeating slides 14 – 19, then Select "Next".







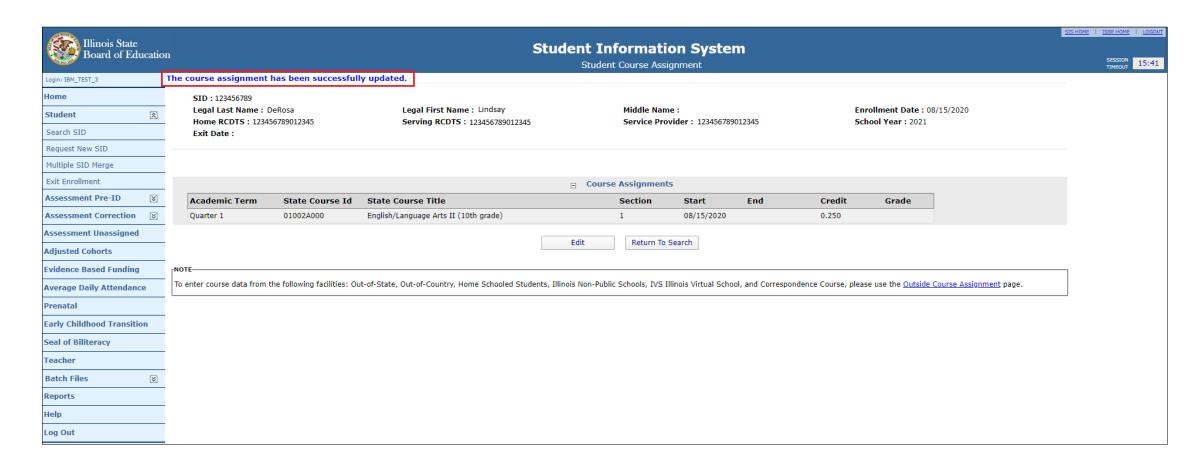
Final Step – Select "Submit" to Save the Courses entered.







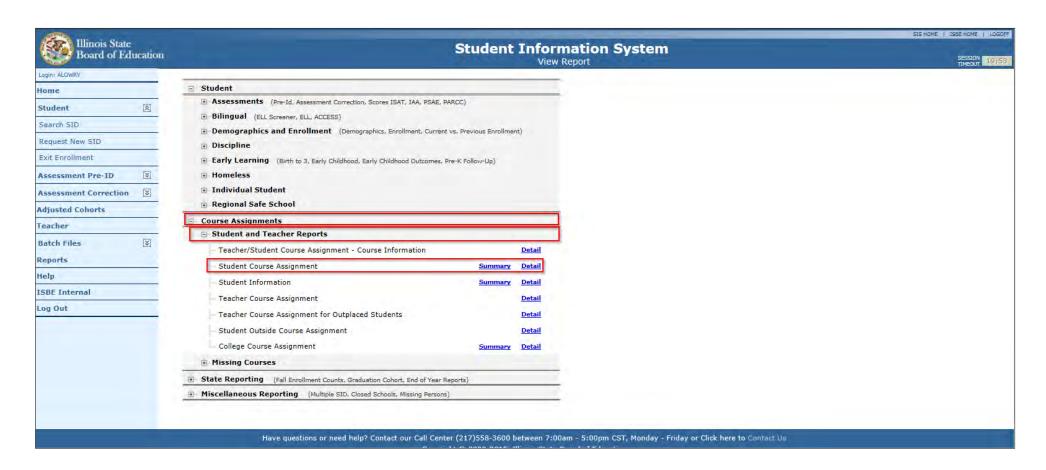
Updated Successfully.







SIS Reports – Student Course Assignment







#### Student Course Assignment Report

#### 6/22/2015 9:55:11AM 2015 Student Course Assignment - Course Information (Detail) SIS Home School: 1234567898012345 ISBE Test District Selection Criteria: State Course Title Term State Course Code Section 51008A000 ESL002 Semester 1 English as a Second Language Grade Attend Serving Student ID Student Name Birth Date Grade Course Level End Date Course Setting Credit Start Date Dual Articulated Final 123456789 Smith Michael 01/01/2000 12345678912345 General Traditional 08/18/2014 No No 12/19/2014 A 123456789 Smith, Michael 01/01/2000 No 12345678912345 Traditional 0.50 08/18/2014 No No 12/19/2014 B+ General 123456789 Smith, Michael 01/01/2000 No 12345678912345 No **General** Traditional 0.50 09/29/2014 12/19/2014 123456789 Smith, Michael 01/01/2000 No 12345678912345 General Traditional 0.50 08/18/2014 No No 12/19/2014 A+ 123456789 Smith, Michael 01/01/2000 No 12345678912345 General Traditional 0.50 10/01/2014 No 12/19/2014 В Total Students In This Section: 5 State Course Title Term State Course Code Section 51008A000 ESL3001 English as a Second Language Semester 1 Grade Attend Private Student ID Student Name Serving Birth Date Grade Course Level Course Setting Credit Start Date Dual End Date Articulated Final 123456789 Jones, Anna 01/01/2000 12345678912345 General Traditional 08/18/2014 12/19/2014 A+ 123456789 Jones, Anna 01/01/2000 12345678912345 General Traditional 0.50 08/18/2014 No No 12/19/2014 В 123456789 | Jones, Anna 12345678912345 No 01/01/2000 General Traditional 09/20/2014 No 12/19/2014 A+ 12345678912345 123456789 Jones, Anna 01/01/2000 General Traditional 12/19/2014





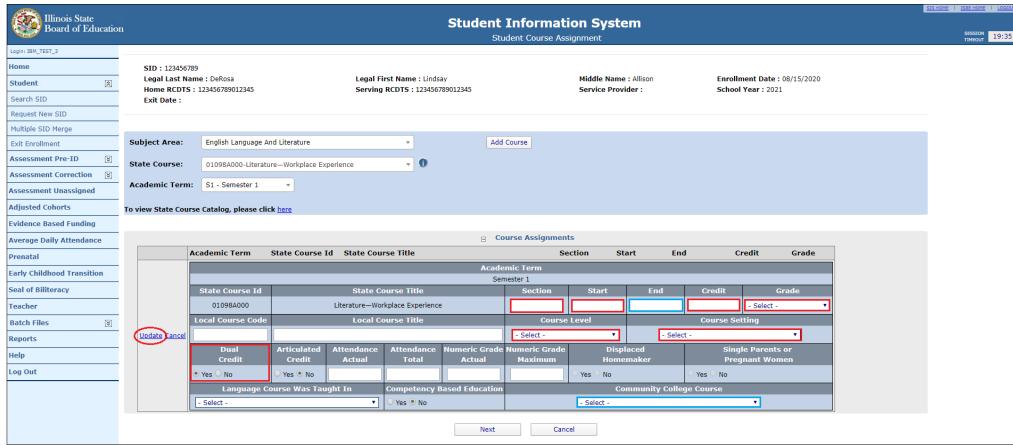


- College Course Assignments can be updated online or through the College Course Assignment Batch File to include the IPEDS number of the College providing the dual credit.
- To comply with Sections 2-3.144, 10-21.4 and 34-8 of the Illinois School Code, high school and unit district superintendents are required to complete and submit to the Illinois State Board of Education an annual survey that documents the number of high school students taking community college courses and the names of the courses taken.
  - http://ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1005&ChapterID=17
- SIS integrated the College Course Assignment data collection (via Student Course Assignment processing) during the 2014 school year.

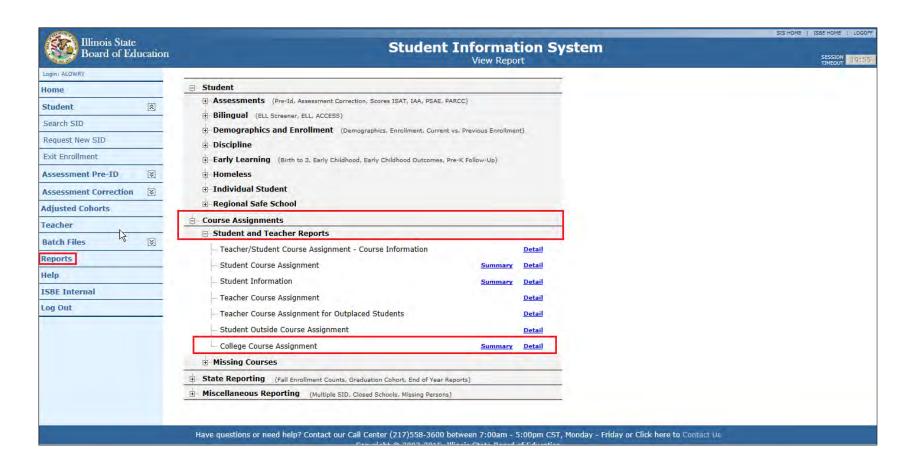




- Edit Course Online Select Dual Credit "Yes" and select the "Community College" that is providing the dual credit.
  - Then select "Update".



College Course Assignment Reports







#### College Course Assignment Report

6/10/2015 11:04:47AM

#### 2015 College Course Assignment - Course Information (Detail)

SIS Home District: 1234567890

ISBE Test District

Selection Criteria:

IPEDS #: 146296 - Joliet Junior College

Term         State Course of Semester 1           01999A00			Section 10111			State Course Title English Language and Literature—Other				_					
Student ID	Student Name	I	Birth Date	Private School		Grade	Course Level	Course Setting	Credit	Start Date	Articulated	End Date	Grade A/T	Attend A/T	Final
123456789	Smith, Michael		01/01/2009	No	012345678912345	12	Honors	Traditional	0.50	08/14/2014	No .	12/19/2014	8/100	/	С
123456789	Smith, Michael	0	01/01/2009	No	012345678912345	12	Honors	Traditional	0.50	08/14/2014	No ·	12/19/2014	5/100	/	В
123456789	Smith, Michael	0	01/01/2009	No	012345678912345	12	Honors	Traditional	0.50	08/14/2014	No .	12/19/2014	8/100	/	С
123456789	Smith, Michael	0	1/01/2009	No	012345678912345	12	Honors	Traditional	0.50	08/14/2014	No ·	12/19/2014	5/100	/	В
123456789	Smith, Michael	0	1/01/2009	No	012345678912345	12	Honors	Traditional	0.50	08/22/2014	No	12/19/2014	2/100	/	A







- 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 Entry Must include:
  - Teacher Course Start Date First day of attendance for the teacher
  - EIS Position Codes (formerly Role of Professional) 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)





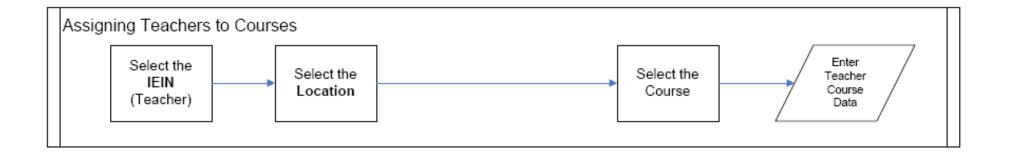
#### EIS Position Codes

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
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





Teacher Course Assignment Online Process







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

Illinois State Board of Education	oni	Student Information System  Teacher Course Assignment - Search Teacher	SESSION 19:27
Login: IBM_TEST_3		26-22-92-3A-97	
Home	Please specify whether you are the Teaching L	cation or the Employer.	
Student	Teaching Location Employer		
Search SID			
Request New SID	Search Criteria		
Multiple SID Merge	*IEIN		
Exit Enrollment		OR	
Assessment Pre-ID	\$100 i i i i i i i i i i i i i i i i i i	*Legal First Name	
Assessment Correction 👿	*Legal Last Name	Legal First Name	
Assessment Unassigned	Date of Birth (mm/dd/yyyy)		
Adjusted Cohorts	_	Fields marked with an asterisk * are required.	
Evidence Based Funding		Search	
Average Daily Attendance		Search	
Prenatal			
Early Childhood Transition			
Seal of Biliteracy			
[eacher]			
Batch Files			
Reports			
Help			
Log Out			





Potential Match Summary Page – "Select" correct Teacher record.

	_				Tuff to		SIS HOME   ISBE HOME   LOG				
Illinois State Board of Education		Student Information System  Teacher Course Assignment - Search Teacher									
Login: IBM_TEST_4				SESSION 19:							
Home	Please specify w	hether you are the Teachin	ng Location or the Employer.								
Student 🖹	Teaching Loca	ation OEmployer									
Search SID											
Request New SID	Search Criteria										
Exit Enrollment	*IEIN										
Assessment Pre-ID	1			OR							
Assessment Correction 🗵	*Legal Last Na	ime	smith	*Legal First	Name Anna						
Adjusted Cohorts	Date of Birth (	mm/dd/yyyy)									
reacher reacher	40.5	Thirt - 124 60 54 10	-	Fields marked with an asterisk * a	re required.						
Batch Files											
Reports				Search							
Help	IEIN	Last Name	First Name	Middle Initial	Date of Birth	Gender	Select				
.og Out	1234567	Smith	Anne	Ĺ	01/01/1956	Female	Select				
	1234567	Smith	Anna	M	01/01/1956	Female	Select				





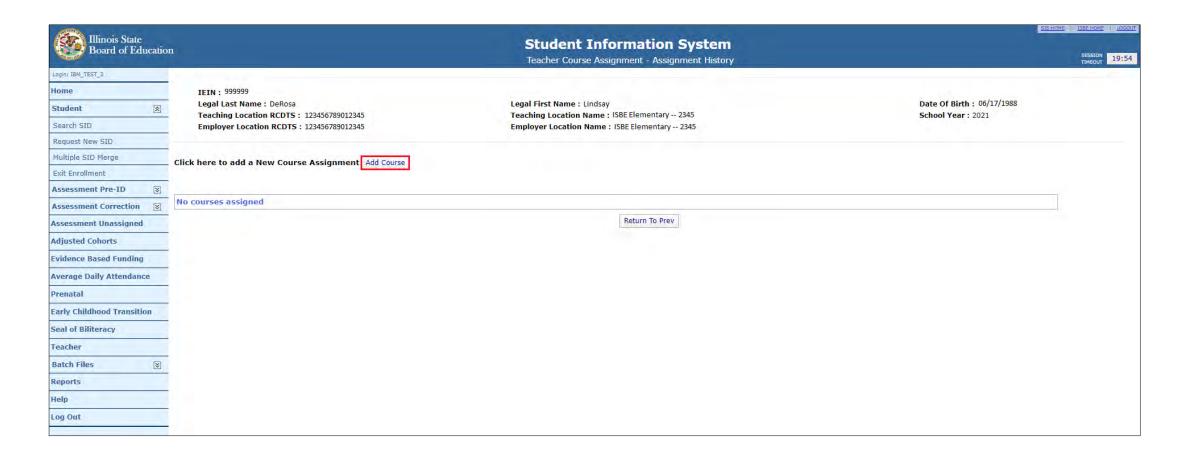
Select Teaching Location or Employer Location

Illinois State Board of Education				formation System signment - Assignment History			SISHOME   ISBEHOME   LOGOUT SESSION TIMEOUT 19:55
Login: IBM_TEST_3							
Home	IEIN: 15432						
Student	<b>Legal Last Name :</b> Page		Legal First Name : Robert		Date Of Birth: 11/03/1955		
Search SID							
Request New SID	Add New Teacher Location—						
Multiple SID Merge							
Exit Enrollment	* School Year	2021 ▼					
Assessment Pre-ID 👿	* Teaching Location						
Assessment Correction 👿	RCDT	50082189022					
Assessment Unassigned	Region	Saint Clair ROE	Category	Public Districts/Schools	District	East St Louis SD 189	
Adjusted Cohorts	School	Annette Officer Elemen	itary 2038	¥			
Evidence Based Funding							
Average Daily Attendance	* Employer						
Prenatal	Same as Teaching Location						
Early Childhood Transition	Enter 15 digit RCDTS Code						
Seal of Biliteracy	Select Region,Category,Dis	strict and School					
Teacher	Region		Select Region				
	Category						
Batch Files	District / Entity						
Reports	School						
Help							
Log Out				Next Cancel			





Edit Teacher Course Assignments







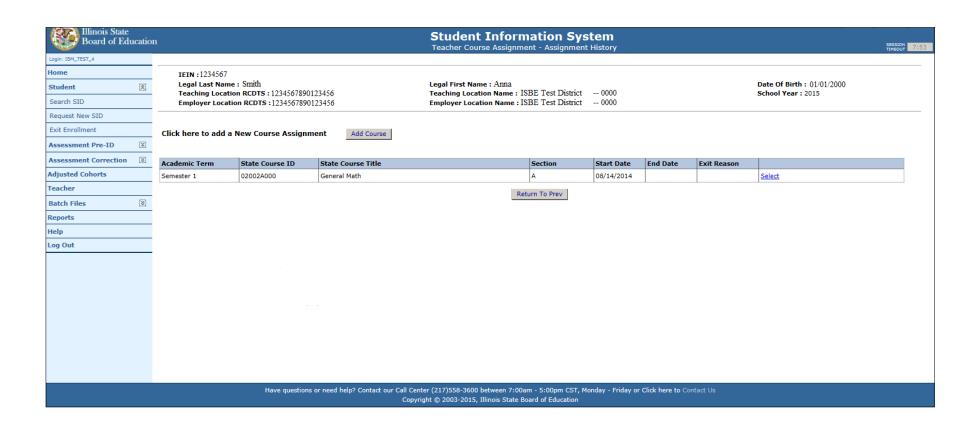
Add Course

Add New Teacher Course Assignment		
Subject Area Select		
State Course	<b>*</b>	
State coarse		
Academic Term	v	
To view State Course Catalog, please click <u>here</u>		
*Required for Teacher Course	Entry ** Required for Teacher Course Exit	
Section Number	*	
Start Date	*	
Local Course Code		
Local Course Title		
EIS Position Code	Select *	
Teacher Commitment	*	
End Date	**	
Exit Reason	Select ▼ **	
Attendance Total		
Attendance Actual		
Submit Close		





Select Course Details







#### Submit Teacher Course Assignments

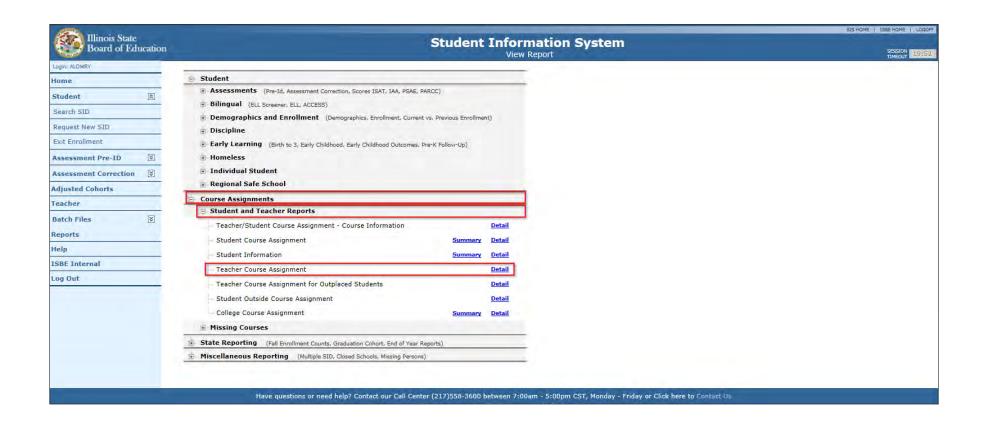
- When Teacher Course Assignment is submitted first, at the end of the school year, the system will automatically exit the Teacher Course Assignment if all the corresponding Student Course Assignments are exited.
- SIS will populate the Teacher Course Assignment "Course End Date" and "Reason for Exit"
  - 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.





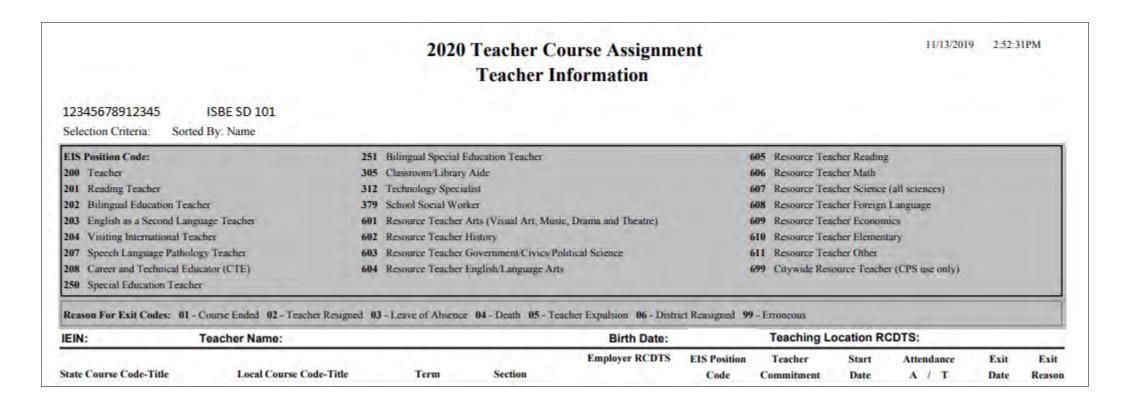
Teacher Course Assignment Report







SIS Reports – Teacher Course Assignment









Verify Teacher/Student Course Assignments

- Linking Teacher Course Assignment to a Student Course Assignment –
   The following items must match:
  - School Year
  - Student Serving School RCDTS matches Teaching Location RCDTS
  - State Course Code
  - Term
  - Section Number
- For data quality purposes, it is very important that the appropriate teacher is matched to the correct students.





#### **Current SIS District Status Panel**

Helps identify courses that are missing or not tied to a Teacher Course Assignment

Course Data Quality	(K-12)
Unique Course Count	0
Courses Missing Students	0
Courses Missing Teachers	0
Students Missing Courses	4624





#### Verify that the Teacher and Student Course Assignments are submitted correctly

- Student Course Assignment Course Information Report (Summary)
  - Total count of classes per student: Review report to ensure students have the correct number of courses.
     All students Grades K-12 should have courses.
    - Add courses if students are missing courses.
- Students with no Course Assignments (Detail)
  - The report displays students with no courses.
- Courses with Students but no Teachers (Detail)
  - The report displays Student Course Assignment records that do not have a corresponding Teacher Course Assignment record.
    - Teachers are missing: add the Teacher Course Assignment using the corresponding School Year, Teaching Location, State Course Code, Term, and Section Number.





#### Courses with Teachers but No Students (Detail)

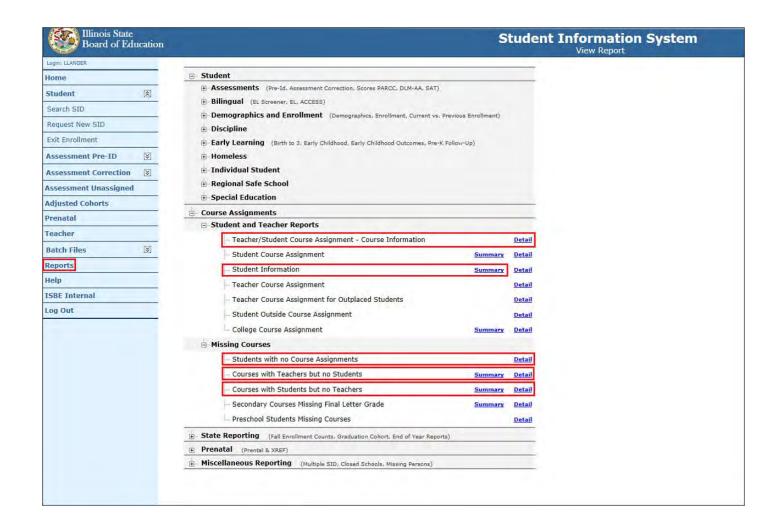
- The report displays Teacher Course Assignment records that do not have a corresponding Student Course Assignment record.
  - Students are missing: Add Student Course Assignments using the corresponding School Year,
     Serving Location, State Course Code, Term, and Section Number.

#### Teacher/Student Course Assignment – Course Information (Detail)

 The report displays course assignments with teachers and students that are correctly matched.











- Fall Data Teacher Course Assignment Grades K-12 is due January 15, 2021
  - Fall Data consists of Terms Y1, S1, T1 (Possibly T2), Q1, and Q2
- Fall Data Student Course Assignment Grades K-12 is due January 15, 2021
  - Fall Data consists of Terms Y1, S1, T1 (Possibly T2), Q1, and Q2

Remaining Student and Teacher Assignment Data is due July 31, 2021







January 25, 2021 Deadline IAR (Illinois Assessment of Readiness) Pre-ID

#### • Pre-ID for Grades 3-8:

- IAR Pre-ID records for both ELA and Mathematics will be created for all Grades 3-8 students who do not have Alternate Assessment: DLM-AA=Yes on Program Indicator's page.
- IAR Accommodations/Accessibility features will NO longer be entered into SIS.
- IAR Accommodations/Accessibility features will be entered directly into Vendor site.
  - This includes Test Format, Session Name, and Class Name.
- The Testing RCDTS and Student Demographics will still be updated in SIS.
- All enrollments need to be added in SIS and then will update in Vendor to create the student registration record.
- The ISBE Assessment Department will be providing more information at a later time on Pre-ID deadline dates.





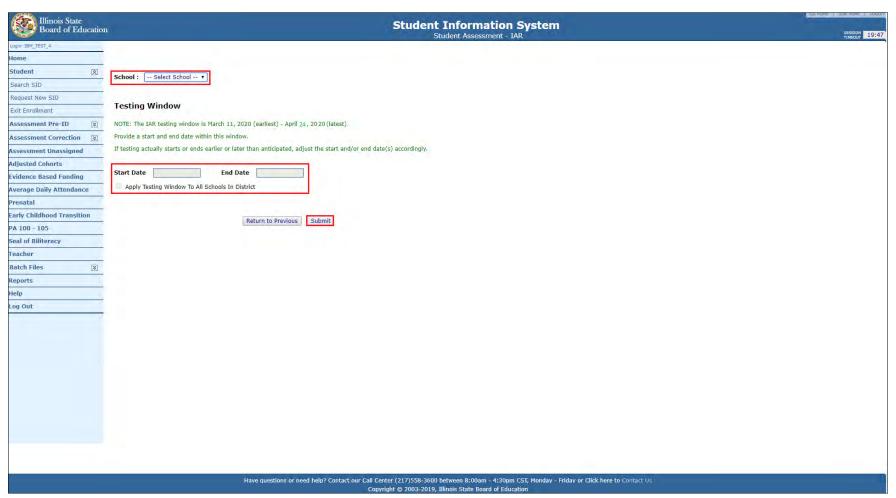
- IAR Pre-ID – Step 1: Define Testing Window

Illinois State Board of Educatio	n	Student Information System Student Assessment - JAR	SIS HOME   ISBE HOME   LOGOFF SESSION 19:54
Login: IBM_TEST_4			
Home			
Student 🖹	1. Select Testing Window by district or school. Select Testing Window		
Search SID	Select resting window		
Request New SID	To adit accomment-enecific fields such as Tost	ing School , you must first select the student, provide the SID and at least one of the followin	a.
Exit Enrollment	2. To edit assessment-specific fields such as Test  Last Name	ing School, you must hist select the student, provide the SLD and at least one of the following	y.
Assessment Pre-ID	First Name     Date of Birth		
ACCESS	Then click the 'Search' button.		
DLM-AA			
IAR	Fields marked with an asterisk * are required.		Assessment Year: 2020
KIDS	Search Criteria—		
SAT/PSAT	*SID		
Assessment Correction 👿		AND AT LEAST ONE BELOW	
Assessment Unassigned	*Legal Last Name	*Legal First Name	
Adjusted Cohorts	*Date of Birth (mm/dd/yyyy)		
Evidence Based Funding			
Average Daily Attendance		Search	
Prenatal			
Early Childhood Transition			
PA 100 - 105			
Seal of Biliteracy			
Teacher			
Batch Files 👿			
Reports			
Help			
Log Out			
	Have questions or need he	elp? Contact our Call Center (217)558-3600 between 8:00am - 4:30pm CST, Monday - Friday or Click he	re to Contact Us





IAR Pre-ID – Step 1: Define Testing Window







### IAR Pre-ID – Step 2

Illinois State	Student Information System	SIS HOME   ISBE HOME   LOGO
Board of Education	ion Student Assessment - IAR	SESSION 19:5
Login: IBM_TEST_4		TANK COOT
Home		
Student	1. Select Testing Window by district or school. Select Testing Window	
Search SID	Select Testing Window	
Request New SID	To edit assessment-specific fields such as Testing School, you must first select the student, provide the SID and at least one of the following:	
Exit Enrollment	2. To edit assessment-specific fields such as Testing School, you must first select the student, provide the SID and at least one of the following:  Last Name	
Assessment Pre-ID	First Name  Date of Birth	
ACCESS	Then click the 'Search' button.	
DLM-AA		
IAR	Fields marked with an asterisk * are required.	Assessment Year: 202
KIDS	— Search Criteria—	
SAT/PSAT	*SID	
Assessment Correction 😵	AND AT LEAST ONE BELOW	
Assessment Unassigned	*Legal Last Name *Legal First Name	
Adjusted Cohorts	*Date of Birth (mm/dd/yyyy)	
Evidence Based Funding		
Average Daily Attendance	Search Search	
Prenatal		
Early Childhood Transition		
PA 100 - 105		
Seal of Biliteracy		
Teacher		
Batch Files 👿		
Reports		
Help		
Log Out		
	Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us  Convirint © 2003-2019 Illinois State Board of Education	





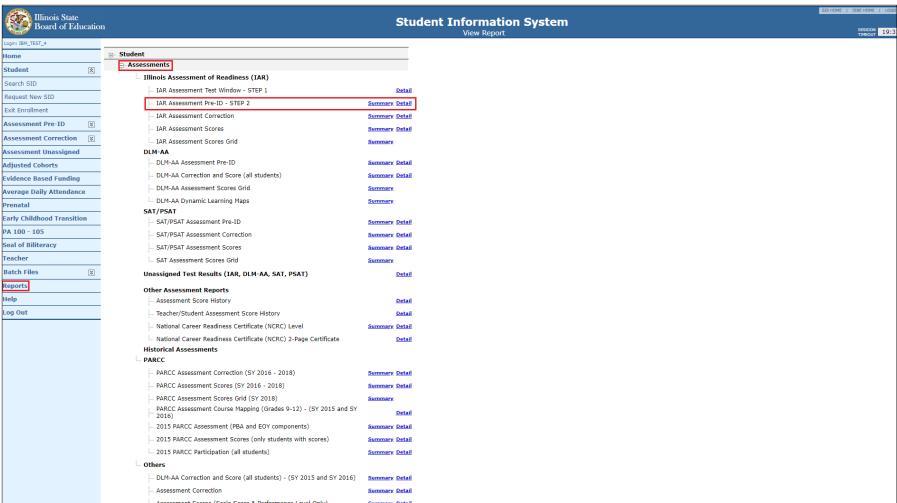
### IAR Pre-ID – Step 2

Illinois State Board of Education	n	Student Info	rmation System ssessment - IAR		SIS HOME   ISBE HOME    SESSION   TIMEOUT
Login: IBM_TEST_4	The information you are providing will update the IAR Pre-Id re				
lome					
Student	SID: 123456789 Legal Last Name: Kelley	Legal First Name : Kharma	Middle Name : Morgan	Grade: 08	
Search SID	Home RCDTS: 123456789012345	Serving RCDTS: 123456789012345	School Year: 2020		
Request New SID					
Exit Enrollment	IAR Grade 8 - MAT08 and ELA08				
Assessment Pre-ID 🗑	Testing School				
Assessment Correction 👿	resulig school				
ssessment Unassigned		_			
djusted Cohorts	Same as Home RCDTS				
vidence Based Funding	Enter the 15 digit RCDTS code				
verage Daily Attendance	<ul> <li>Select Region, Category, District and School</li> </ul>				
renatal	Region : Select a Region	¥			
arly Childhood Transition	Category :	▼			
A 100 - 105	District / Entity :	*			
eal of Biliteracy	School:	*			
eacher	School .	•			
Batch Files 😵	Link to Data Elements				
eports	EL Indicator = No IDEA Services = No	(Indicators are from the student's cur	rrent demographic data)		
lelp					
og Out		Return to Previous Su	bmit		
	Have questions or ne	ed help? Contact our Call Center (217)558-3600 between 8		ontact Us	





#### IAR Pre-ID Report







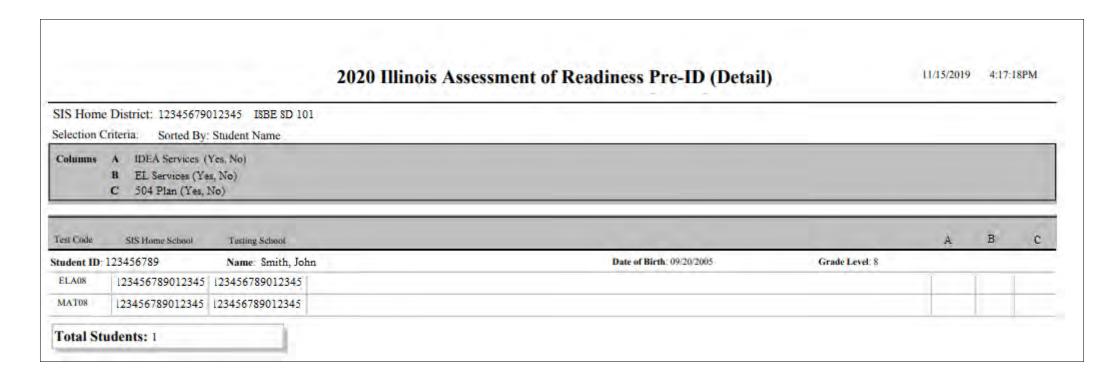
SIS Reports – IAR Pre-ID Summary Report

2020 Illinois Assessment of Readiness (IAR) Pre-ID (Summary)  SIS Home District: 123456789 ISBE SD 101  Selection Criteria: None	
Grade Level: All	Total
Total Students:	2420
Grade Level; 3	452
Grade Level: 4	384
Grade Level: 5	385
Grade Level: 6	402
Grade Level: 7	378
Grade Level: 8	419
Test Code: ELA03 Grade 3 ELA (ELA03)	452
Test Code: ELA04 Grade 4 ELA (ELA04)	384





#### IAR Pre-ID Detail Report









January 29, 2021 Deadline SAT, PSAT 10 & PSAT 8/9 Pre-ID

### Fall 2020 ISBE-Provided SAT with Essay

- Students who were required but unable to take SAT with Essay in spring 2020 were afforded the opportunity to do so in fall 2020. Those grade 12 students who did not opt to test in fall 2020 are required to test in spring 2021 to meet the diploma requirement. Please visit <a href="https://www.isbe.net/Pages/sat-psat.aspx">https://www.isbe.net/Pages/sat-psat.aspx</a> for more details and direct any questions to <a href="mailto:assessment@isbe.net">assessment@isbe.net</a>.
- Currently, all grade 12 students who are required to test are included on the spring 2021 Pre-ID roster in SIS.
- In early December 2020, ISBE is scheduled to receive a "fall 2020 SAT with Essay participation file" from College Board.





### Fall 2020 ISBE-Provided SAT with Essay

- ISBE will apply a new internal "Reason for No Valid Test Attempt" (RNVTA 55) to the spring 2021 Pre-ID record of each grade 12 student who tested in fall 2020.\*
- RNVTA 55 will remove those grade 12 records from the spring 2021 Pre-ID roster.
- Grade 12 students with RNVTA 55 have met the diploma requirement and may not test in spring 2021.
- ISBE anticipates this work will be completed no later than mid-January 2021.

\*IMPORTANT: Please be aware that not all grade 12 records from fall may be able to be matched due to inconsistencies between gridded answer sheet data and SIS data. Pre-ID labels will be produced for any grade 12 records remaining in the spring 2021 Pre-ID as of the January 29, 2021, Pre-ID deadline. School staff may simply discard any spring 2021 Pre-ID label received for a grade 12 student who tested in fall 2020. School staff should write to <a href="mailto:assessment@isbe.net">assessment@isbe.net</a> to request that ISBE staff apply RNVTA 55 to these missed grade 12 students no later than the end of the correction period, as needed.





- The SAT with Essay, PSAT 10, and PSAT 8/9 file sent to College Board for printing Pre-ID labels and determining test booklet and manual quantities will be sent to College Board on Friday, January 29, 2021, 4:00 p.m.
- All students identified in Grades 9, 10, and 11 in SIS are required to be tested, unless DLM-AA is the appropriate state assessment.
- Students in grade 10 must take PSAT 10, and students in grade 9 must take PSAT 8/9.
- SAT will be administered to grade 11 students and to grade 12 students, as required. See the flow chart for details about which grade 12 students will be added automatically to the SAT Pre-ID:
   https://www.isbe.net/Documents/Grade 12 Testers Flow Chart.pdf
- If a student will take DLM-AA instead, update the "Alternate Assessment: DLM-AA" to Yes, located on the Program Indicator's page when you Search SID or through a Demographics and Enrollment file.
- SAT, PSAT 10 & PSAT 8/9 Pre-ID data elements are available in SIS
  - https://www.isbe.net/Pages/Student-Information-System.aspx
- For test dates details, visit <a href="https://www.isbe.net/Documents/State-Assessment-Dates-2020-21.pdf">https://www.isbe.net/Documents/State-Assessment-Dates-2020-21.pdf</a>
- For the Spring 2021 SAT/PSAT General Timeline, see <a href="https://www.isbe.net/Documents/SAT-PSAT-general-timeline-2021.pdf">https://www.isbe.net/Documents/SAT-PSAT-general-timeline-2021.pdf</a>





SAT, PSAT 10 & PSAT 8/9 Pre-ID – Online

Illinois State Board of Education	i .	Student Information System Student Assessment - SAT/PSAT	SIS HOME   ISSE HOME   LOGGE SESSION 19:50
Login: IBM_TEST_4			
Home			
Student 🖹	To edit Assessment-specific fields such as Tes	ting School, you must first select the student,provide SID and at least one of the following :	
Search SID			
Request New SID	Last Name     First Name		
Exit Enrollment	Date of Birth		50-4-73-15-4
Assessment Pre-ID	Then click the 'Search' button.		Assessment Year: 2019
ACCESS	Fields marked with an asterisk * are required.		
DLM-AA	Search Criteria		
IAR	*SID		
KIDS		AND AT LEAST ONE BELOW	
SAT/PSAT	*Legal Last Name	*Legal First Name	
Assessment Correction 👿	*Date of Birth (mm/dd/yyyy)	Legal (III) Home	
Assessment Unassigned	Date of Birth (mm/dd/yyyy)		
Adjusted Cohorts		Search	
Evidence Based Funding			
Prenatal			
Early Childhood Transition			
PA 100 - 105			
Teacher			
Batch Files			
Reports			
Help			
Log Out			





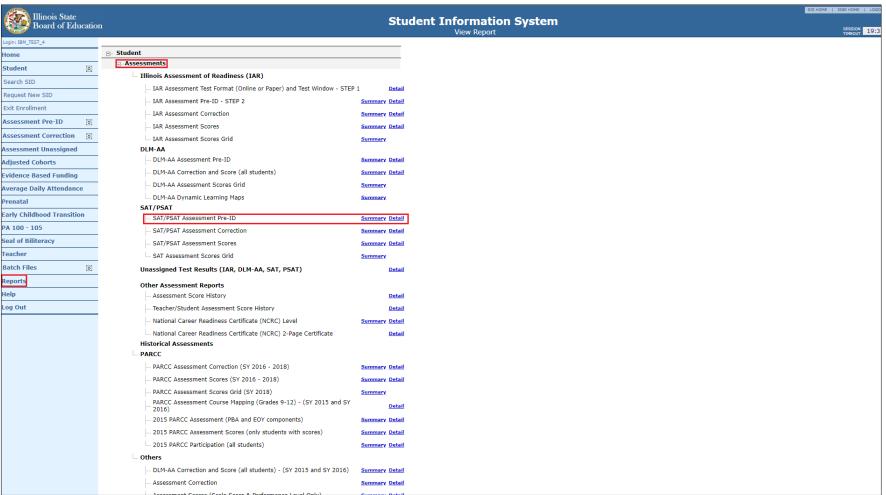
• SAT, PSAT 10 & PSAT 8/9 Pre-ID – Online

Illinois State Board of Education	Student Information System Student Assessment - SAT/PSAT
Login IBM_TEST_4	The information you are providing will update the SAT Pre-Id report.
Home	
Student [2]	SID: 123456789
Search STD	Legal Last Name : SMITH Legal First Name : JOHN Middle Name : D Grade : 10
Request New SID	Home RCDTS: 123456789012345 Serving RCDTS: 123456789012345 School Year: 2019
Exit Enrollment	
Assessment Pre-ID	Could to Total POAT IN
Assessment Correction (8)	Grade: 10 Test: PSAT 10 Testing School
Assessment Unassigned	Note : The Testing RCDTS must be an established SAT/PSAT Test Center.
Adjusted Cohorts	A list of established SAT/PSAT Test Center codes will be posted on www.nbe.net/Pages/sat-psat.asps when available
Evidence Based Funding	● Same as Home RCDTS Same as Serving RCDTS
Prenatal	○ Enter the 15 digit RCDTS code
Early Childhood Transition	Select Region, Category, District and School
PA 100 - 105	Region : Seinct a Region -
Teacher	Category :
Batch Files 🗵	District / Entity :
Reports	School:
itelp	
Log Out	Link to Data Elements
	Et Indicator = No IDEA Services = No (Indicators are from the student's current demographic data)  Return to Previous. Submit





SIS Reports – SAT, PSAT 10 & PSAT 8/9 Pre-ID







SIS Reports – SAT, PSAT 10 & PSAT 8/9 Pre-ID Report

#### Illinois State Board of Education Student Information System

2021 SAT, PSAT 10, and PSAT 8/9 Assessment Pre-ID (Detail)

SIS Home District: 123456789 ISBE SD 101

Selection Criteria: Sorted By: Student Name

Columns

- A Grade from SIS Enrollment
- B Test To Be Taken (Grade 11 or 12 = SAT, Grade 10 = PSAT 10, Grade 9 = PSAT 8/9)
- C IDEA Services (from SIS)
- D EL Indicator (from SIS)
- E Sort Group (Optional for sorting Pre-ID Report)
- F Grade 12 Required to Test\*
- G Error (E) Indicates the Testing RCDTS is not an established SAT/PSAT test site. If not edited, ISBE will send the Home RCDTS to the vendor. The established list for the current school year should be available by December.

#### IMPORTANT:

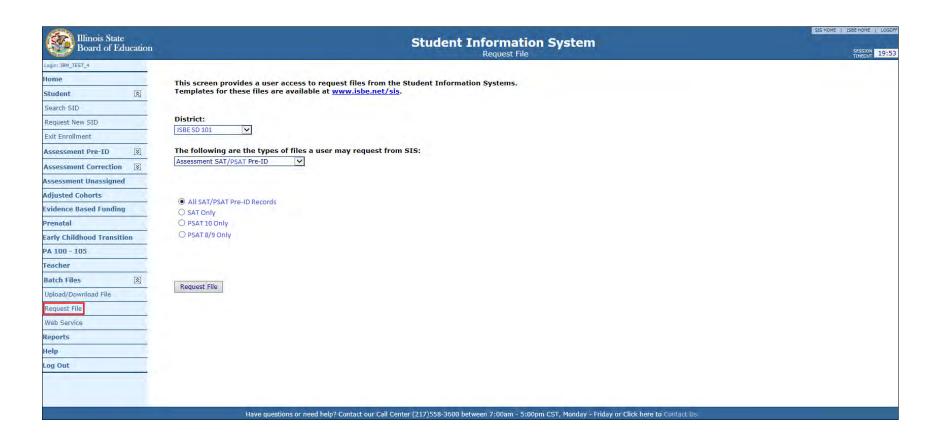
The Testing RCDTS must be an established SAT/PSAT test site. A list of established SAT/PSAT test sites will be posted on www.isbe.net/Pages/sat-psat.aspx.

\* Yes (Y) in this column indicates the grade 12 student must test. Contact assessment@isbe.net for assistance if your district has local evidence that the grade 12 student should not test.





SIS Request File – Select by test code or All SAT/PSAT Pre-ID Records









February 12, 2021 Deadline DLM-AA Pre-ID

- Last SIS Upload sent to DLM-AA Vendor is February 12, 2021 4:00 p.m.
- DLM-AA Data Lockdown is February 10, 2021, 4:00 p.m.
- DLM-AA Test Window is March 10 May 5, 2021
- All student demographic uploads will go through SIS. SIS will send the data to the vendor on a regular schedule.
- For DLM-AA, SIS will upload student data to a system called "Educator Portal," with the exception of the Personal Needs and Preferences (PNP) profile and First Contact Survey information, which must be updated directly into "Educator Portal" on a regular basis.
- For more Information on DLM-AA or the Educator Portal, please see the links below:
  - https://www.isbe.net/Pages/DLM-AA.aspx
  - http://dynamiclearningmaps.org/illinois





#### Accountability Testing Protocol

- ELA and Mathematics: Grades 3-11
  - Grade 12 must test in ELA and Mathematics, as required.
- Science: Grades 5, 8, & 11

#### DLM-AA Pre-ID Data Elements

- RCDTS for Testing School
- Grade 12 Required to Test can be found at the link below:
  - https://www.isbe.net/Documents/Grade 12 Testers Flow Chart.pdf
- SIS Data Elements can be found at the link below:
  - https://www.isbe.net/Documents/dlm-aa-pre-id.pdf





 SIS will load DLM-AA Pre-ID records based on the Testing School indicated in the Pre-ID file.

- SIS will load DLM-AA Pre-ID records for students in grades 3-11 to the DLM-AA vendor following this schedule:
  - SIS will load updates\* to the DLM-AA vendor on a bi-weekly basis (excluding the weeks of December 21st and 28th).
  - SIS will load final updates\* to the DLM-AA vendor on February 12, 2021.
  - \* Updates will be sent only for student records that are new or contain a difference in any field from its original transmission (e.g., Testing School was updated).





#### Creation of DLM-AA Pre-ID for Grades 3-11:

- Students testing DLM-AA must be IDEA Services (IEP) = Yes.
- A DLM-AA Pre-ID record will be created for all students Grades 3-11 who have an IAA or DLM-AA record as their most recent assessment in SIS and are currently IDEA Services (IEP) =Yes.
- Students in Grade 3 will always default to IAR.
- The test can be updated to DLM-AA by selecting "Alternate Assessment: DLM-AA Yes/No" (grades 3-12) on the Program Indicators page in SIS when you Search SID
- The test can also be updated through the **Student Demographics and Enrollment file format**, with "Alternate Assessment Indicator" set to "01" (Yes) or "02" (No).
- DLM-AA students in grades 3-12 may also participate in instructionally embedded assessments and/or field testing (optional). SIS will only load grades 3-11, and grade 12 as required. Contact Pam Hartwig at <a href="mailto:phartwig@isbe.net">phartwig@isbe.net</a> for assistance in loading additional grade 12, if needed.
  - Students who are participating in instructionally embedded assessments and/or field testing need to be enrolled and identified as taking the DLM-AA earlier to begin accessing materials through the Educator Portal.





#### DLM-AA Pre-ID – Online

Illinois State Board of Education		Student Information System	SIS HOME   ISBEHOME   LOGOFI
Board of Education	on .	Student Information System  Student Assessment - DLM-AA	SESSION 19:56
Login: IBM_TEST_4		Quantity And	5.004.91.0
Home			
Student	To edit Assessment-specific fields such as Te	esting School, you must first select the student and at least one of the following :	
Search SID			
Request New SID	Last Name     First Name		
Exit Enrollment	First Name     Date of Birth		
Assessment Pre-ID	Then click the 'Search' button.		Assessment Year: 2020
ACCESS	Fields marked with an asterisk * are required.		
DLM-AA	- Search Criteria		
IAR	*SID		
KIDS	Sib	AND AT LEAST ONE BELOW	
SAT/PSAT	At and think plants		1
Assessment Correction 🔯	*Legal Last Name	*Legal First Name	
Assessment Unassigned	*Date of Birth (mm/dd/yyyy)		
Adjusted Cohorts	*	Search	
Evidence Based Funding			
Average Daily Attendance			
Prenatal			
Early Childhood Transition			
PA 100 - 105			
Seal of Biliteracy			
Teacher			
Batch Files			
Reports			
Help			
Log Out			
	1000	110 m 2 m 1 hand Cartest and Call Cartes (117) FED 2000 below: 0.00 m 1 430 m CCT Marshay Filling at Clark to the Cartest and Call Cartest and Cartest and Call Cartest and Call Cartest and Call Cartest and Cartes	
	Have o	questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us Copyright © 2003-2019, Illinois State Board of Education	



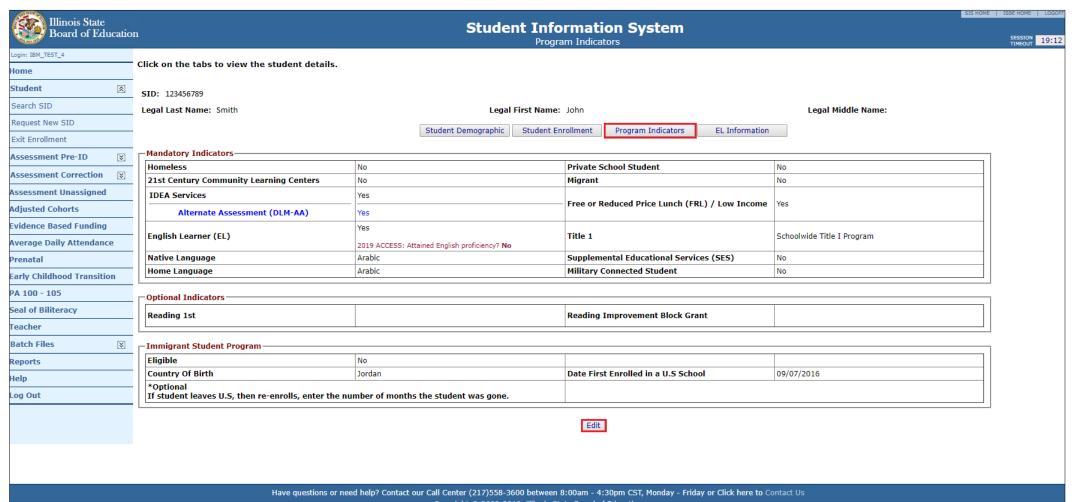


#### DLM-AA Pre-ID – Online

Illinois State Board of Education	Student I	Information nt Assessment - DLI	System M-AA
Login: IBM_TEST_4	The information you are providing will update the DLM-AA Pre-Id report.		
Home	,		
Student (2)	SID: 123456789		
Search SID	Legal Last Name : DeRosa     Legal First Name : Lindsay     Middle N       Home RCDTS : 123456789012345     Serving RCDTS : 123456789012345     School Y	ame: A Grade	<b>de:</b> 05
Request New SID	Home RCD15: 123430769012345 Serving RCD15: 123430769012345 School F	ear: 2020	
Exit Enrollment			
Assessment Pre-ID			
Assessment Correction 👿	Checked indicates the grade 12 student must test.  Contact assessment⊚isbe.net for assistance if your district has local evidence that the grade 12 student should not test.		
Assessment Unassigned	Contact assessment(gisbelnet for assistance if your district has local evidence that the grade 12 student should not test.  Testing School		
Adjusted Cohorts	Same as Home RCDTS		
Evidence Based Funding	© Enter the 15 digit RCDTS code		
Average Daily Attendance			
Prenatal	Select Region, Category, District and School		
Early Childhood Transition	Region: ☐ Select a Region ▼		
PA 100 - 105	Category		
Seal of Biliteracy	District /		
Teacher	Entity:		
Batch Files	School:		
Reports			
Help	Calche Paris Florence		
Log Out	Link to Data Elements		
	EL Indicator = Yes IDEA Services = Yes (Indicators are from the student's current demographic data)		
	Return to Previous Submit		



Alternate Assessment: DLM-AA Online – Program Indicators Page







- Alternate Assessment: DLM-AA Online – Program Indicators Page

Illinois State Board of Education	n	Student Info	ormation System	SIS	S HOME   ISBE HOME   LOG
Login: IBM_TEST_4		Progra	am Indicators		SESSION 19:5
Home					
Student 🙊	SID: 123456789				
Search SID	Legal Last Name: Smith	Legal First Name:	· John	Legal Middle Name:	
Request New SID	Legal Last Name. S.m.	y	30111	Legal Place Hame.	
Exit Enrollment	Mandatory Indicators————————————————————————————————————				$\neg$
Assessment Pre-ID 👿	Homeless	○ Yes ● No	Private School Student	○ Yes ◎ No	$\exists$
Assessment Correction 😵	21st Century Community Learning Centers		Migrant	○ Yes ● No	71
Assessment Unassigned	Zist centary community contrary	○ Yes ● No	riigiunt	TES S NO	
Adjusted Cohorts	IDEA Services	● Yes ○ No	Free or Reduced Price Lunch (FRL) / Low Income	● Yes ◎ No	
Evidence Based Funding	Alternate Assessment (DLM-AA)	● Yes ○ No	Tree of Reduced Frice Luncii (TRE) / Low Ancome	Yes ONO	
Average Daily Attendance					
Prenatal	   English Learner (EL)	● Yes ○ No	Title 1	Schoolwide Title I Program ▼	
Early Childhood Transition		2019 ACCESS: Attained English proficiency? No			
PA 100 - 105				+	-
Seal of Biliteracy	Native Language	Arabic ▼	Supplemental Educational Services (SES)	○ Yes ● No	
Teacher	Home Language	Arabic ▼	Military Connected Student	○ Yes ● No	
Batch Files					
Reports	Optional Indicators				$\neg$
Help	Reading 1st	Yes No	Reading Improvement Block Grant	Yes No	
Log Out					
	Immigrant Student Program				$\neg$
	Country Of Birth	Jordan	Date First Enrolled in a U.S School	09/07/2016	
	*Optional If student leaves U.S, then re-enrolls, enter the nu	umber of months the student was gone.			
			Next Cancel		_





#### SIS Reports – DLM-AA Pre-ID

Illinois State		Stu
Board of Education		Jeu
ogin: IBM_TEST_4		
Home	E Student	
Student	- Assessments	
Search SID	Illinois Assessment of Readiness (IAR)	
Request New SID	IAR Assessment Test Format (Online or Paper) and Test Window - STEP	
Exit Enrollment	IAR Assessment Pre-ID - STEP 2	Summary Detail
Assessment Pre-ID 🗑	- IAR Assessment Correction	Summary Detail
	IAR Assessment Scores	Summary Detail
Polisi I	IAR Assessment Scores Grid	Summary
Assessment Unassigned	DLM-AA	Summer Batail
Adjusted Cohorts	— DLM-AA Assessment Pre-ID	Summary Detail
Evidence Based Funding	DLM-AA Correction and Score (all students)	Summary Detail
Average Daily Attendance	- DLM-AA Assessment Scores Grid	<u>Summary</u>
Prenatal	DLM-AA Dynamic Learning Maps	Summary
Early Childhood Transition	SAT/PSAT  SAT/PSAT Assessment Pre-ID	Summary Detail
PA 100 - 105	SAT/PSAT Assessment Correction	Summary Detail
Seal of Biliteracy	SAT/PSAT Assessment Scores	Summary Detail
Teacher	SAT Assessment Scores Grid	
		<u>Summary</u>
Found	Unassigned Test Results (IAR, DLM-AA, SAT, PSAT)	<u>Detail</u>
Reports	Other Assessment Reports	
Help	- Assessment Score History	<u>Detail</u>
Log Out	Teacher/Student Assessment Score History	<u>Detail</u>
	- National Career Readiness Certificate (NCRC) Level	Summary Detail
	National Career Readiness Certificate (NCRC) 2-Page Certificate	<u>Detail</u>
	Historical Assessments	
	PARCC	
	PARCC Assessment Correction (SY 2016 - 2018)	Summary Detail
	PARCC Assessment Scores (SY 2016 - 2018)	Summary Detail
	PARCC Assessment Scores Grid (SY 2018)	Summary
	PARCC Assessment Course Mapping (Grades 9-12) - (SY 2015 and SY 2016)	<u>Detail</u>
	2015 PARCC Assessment (PBA and EOY components)	Summary Detail
	— 2015 PARCC Assessment Scores (only students with scores)	Summary Detail
	2015 PARCC Participation (all students)	Summary Detail
	Others	
	- DLM-AA Correction and Score (all students) - (SY 2015 and SY 2016)	Summary Detail
	- Assessment Correction	Summary Detail
	Assessment Correct (Scale Corre & Performance Level Only)	Cummen Detail





SIS Reports – DLM-AA Pre-ID Report

#### Illinois State Board of Education Student Information System DLM-AA Assessment Pre-ID (Detail)

SIS Home District: 123456789 ISBE SD 101

Selection Criteria: Sorted By: Student Name

Columns A Grade

B IDEA Services (from SIS)

C Grade 12 Required to Test\*

Error: Student must be IDEA Services - Yes, to take the DLM-AA.

#### IMPORTANT:

Students in grades 5, 8, and 11 must be rostered for and tested in Mathematics, ELA, and Science.

Students in grades 3, 4, 6, 7, 9, 10, and 12 (as applicable) must be rostered for and tested in only Mathematics and ELA.

\*Yes in this column indicates the grade 12 student must test. Contact assessment@isbe.net for assistance if your district has local evidence that the grade 12 student should not test.







#### **County Juvenile Detention Centers**

- If a student goes to a Juvenile Detention Center outside District boundaries, please make sure they are exited correctly as Change in Serving School.
- Districts will need to accurately enroll students in the Serving RCDTS for the Detention Center if one is located within District boundaries.

#### **Added Language Codes**

- 196 Soninke (Sooninkanxanne)
- 197 Awakateko (Aguacatec, Qa'yol)
- 198 Azerbaijani, North (Azerbaijan)
- 199 Dagbani (Dagbanli)





#### **Physical Restraint and Time Out**

- Two new Event Types will be added next week:
  - **04 Prone Physical Restraint** Means a physical restraint in which a student is held face down on the floor or other surface and physical pressure is applied to the student's body to keep the student in the prone position.
  - **05 Supine Physical Restraint** Means a physical restraint in which a student is held face up on the floor or other surface and physical pressure is applied to the student's body to keep the student in the supine position.
- These fields will only be required starting the time they are available in SIS.
- Districts and Schools will not be required to update previously entered PRTO records.





#### **Student Attendance Updates**

- A new format is posted on the SIS website for the 2021 School year. Until districts are able to change to the new format the old format will be accepted.
  - Until Districts are able to report in the new format all Present days will need to be reported under Total Days Present in-Classroom.
- The "Days Present" field is being updated to "In Person Instruction".
- Two additional fields are being collected in the NEW Student Attendance File Format:
  - E-Learning
  - Remote Learning





- The home, serving, and service provider RCDTS can all submit data on students enrolled with them for the school year
- Student Attendance data should be submitted for active and exited enrollments for the year
- The data will be used to populate Best 3 months ADA and 9 month ADA
- Monthly attendance data must be provided for students in grades Pre-K 12 enrollments where your district is the Home, Serving, or Service Provider. Data may be provided at any time
- For a partial month of enrollment, total days cannot exceed days enrolled in that month
- Attendance data (batch) can include multiple past months for the student
- Attendance data is not accepted for Evaluation or Birth to 3 enrollments
- Attendance data is not accepted for an enrollment that was exited erroneously
- Attendance data is optional for Private School Students
- Attendance data cannot be provided for enrollments prior to July 1, 2018
- Attendance should NOT be submitted for Summer School or ESY enrollments





- In ADA reports ISBE uses the PDA (Percent of Day on Enrollment) to determine the percent of day for each of the Attendance fields
- 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 field, ISBE will calculate that the student was present for a quarter of the day
- It's important the school districts report it in this way otherwise the data will be off when ISBE applies the logic for ADA Best 3 Month's, and 9 Month's reports





- To add or update attendance data, student has a valid district enrollment in SIS by following:
  - Enrollment record Home RCDTS matches attendance Home RCDTS
  - Enrollment record Serving RCDTS matches attendance Serving RCDTS
  - SIS Enrollment Date matches the Enrollment Date in the Student Attendance file
  - Enrollment School Year matches the School Year in the Student Attendance file
- 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





- 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





- Year of Attendance: The calendar school year of attendance reporting.
  - Note: This is not necessarily the same as School Year.
  - Ex. Reporting attendance for October 10, 2020. Use 2020 for the calendar school year, NOT the School year it falls in of 2021.
- In Person Instruction (Updated Name on NEW Student Attendance File): The full day or partial days represented as a decimal that the student was present. The precision will be 3 decimal points.
  - Sum of Days Present, Days Absent Excused, Days Absent Unexcused, Days Medically Homebound, and Days Hospitalized must be equal to or less than the number of days in that month (includes weekends)
  - 0's are valid data within any attendance field for counting purposes.





- Absent Excused (Removed the word "Days"): The number of days or partial days represented as a decimal that the student was absent with cause (excused absence) by month. The precision will be 3 decimal points.
  - "Valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family
    emergency, 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
  - Sum of Days Present, Days Absent Excused, Days Absent Unexcused, Days Medically Homebound, and Days Hospitalized must be equal to or less than the number of days in that month (includes weekends)
  - O's are valid data within any attendance field for counting purposes.
- Absent Unexcused (Removed the word "Days"): The number of days or partial days represented as a decimal that the student was absent without a cause by month. The precision will be 3 decimal points.
  - Sum of Days Present, Days Absent Excused, Days Absent Unexcused, Days Medically Homebound, and Days Hospitalized must be equal to or less than the number of days in that month (includes weekends).
  - O's are valid data within any attendance field for counting purposes.





- Medically Homebound (Removed the word "Days"): 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 <a href="https://www.isbe.net/Documents/Home-Hospital QA.pdf">https://www.isbe.net/Documents/Home-Hospital QA.pdf</a> for additional information on the provision of homebound services, and when medically homebound status can apply. The precision will be 3 decimal points.
  - A student who is homebound but NOT receiving home/hospital instructional services is considered as absent, either excused or unexcused according to district policy.
  - Medically Homebound are defined as present, but ISBE is asking districts to count those days separate from days of attendance when the student is present in any other way (in school, on a field trip, etc.)
  - Sum of Days Present, Days Absent Excused, Days Absent Unexcused, Days Medically Homebound, and Days Hospitalized
    must be equal to or less than the number of days in that month (includes weekends).
  - 0's are valid data within any attendance field for counting purposes.
  - No amount of time can be reported as both Present, and Medically Homebound. A day can be broken into portions, such as half-day Present, half-day Medically Homebound, but if the time is marked Medically Homebound, it should NOT be included in the Days Present, Days Absent – Excused, or Days Absent – Unexcused, Student Attendance totals.





- Hospitalized (Removed the word "Days"): An absence where a student was hospitalized because of medical emergencies or procedures (e.g., because of a motor vehicle or other type of accident, surgery, severe illness, psychiatric emergency) 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. The precision will be 3 decimal points.
  - Hospitalized absence is defined as either excused or unexcused according to district policy. ISBE is asking districts to count absences because of hospitalization separate from absences that are Excused or Unexcused for any and all other reasons, in order to be excluded or included as appropriate for various other calculations. For example, for Chronic Truancy, ISBE might treat absences because of hospitalization as excused absences. For Chronic Absenteeism, ISBE will drop them entirely.
  - Sum of Days Present, Days Absent Excused, Days Absent Unexcused, Days Medically Homebound, and Days Hospitalized must be equal to or less than the number of days in that month (includes weekends).
  - O's are valid data within any attendance field for counting purposes.
  - No amount of time can be reported as both Present, and Hospitalized. A day can be broken into portions, such as half-day Present, half-day Hospitalized, but if the time is marked Hospitalized, it should NOT be included in the Days Present, Days Absent – Excused, or Days Absent – Unexcused, Student Attendance totals.





- E-Learning (NEW field on SY2021 Student Attendance File): Pursuant to state law,
  a school district my 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.
  - Additionally, the E-Learning plan must be verified by the applicable regional office of education or intermediate service center.
  - As originally composed, the E-Learning law allowed districts to use an E-Learning day in lieu of an emergency day—and the number of E-learning days used cannot exceed the number of proposed emergency days on a district's school calendar. However, amendatory language due to the pandemic allows a district with an E-Learning plan to use E-Learning days as its form of remote instruction if operating schools remotely. In such cases, there is not a limit to the number of E-Learning Days that may be used, provided they are being used due to the public health emergency.





- Remote Learning (NEW field on SY2021 Student Attendance File): If the Governor has declared a disaster due to a public health emergency pursuant to Section 7 of the Illinois Emergency Management Agency Act, the State Superintendent of Education may declare a requirement to use remote learning days or blended remote learning days for a school district, multiple school districts, a region, or the entire State.
  - During remote learning days, schools shall conduct instruction remotely. A district may meet the requirement of a remote learning day in a number of ways, provided 5 hours of instruction and school work are provided.
  - Further, ISBE strongly recommends that 2.5 hours of the 5 hours be synchronous instruction. See 105 ILCS 5/10-30.





- Medically Homebound and Hospitalized should be used only when the student is NOT receiving educational services.
- If the student is receiving educational services in **ANY SETTING**, than that would fall under **In Person Instruction**, **E-Learning**, **or Remote Learning**.
- Only use Medically Homebound and/or Hospitalized in place of counting a student as In Person Instruction, E-Learning, or Remote Learning.
- This way ISBE can exclude those students from state reporting so the student is not penalized for an excused/unexcused absence.





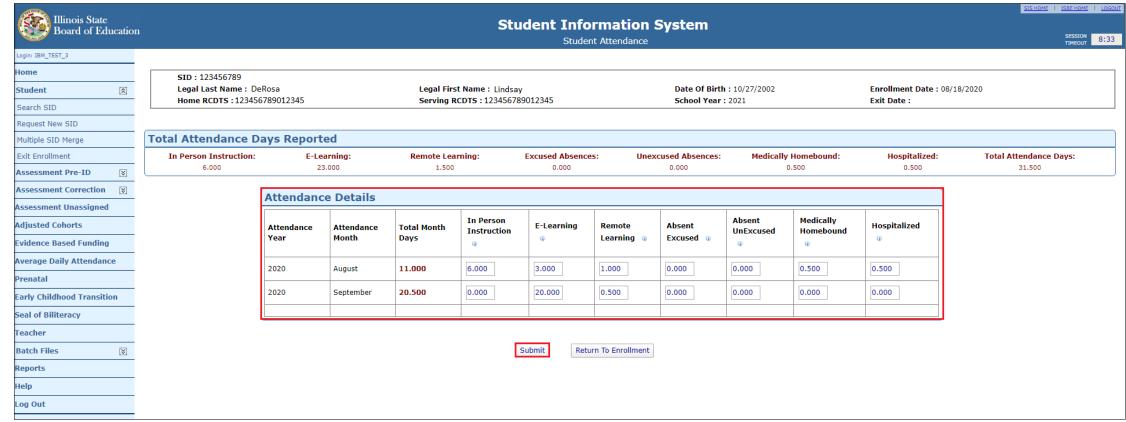
Student Attendance – View Details

Illinois State		Student Info	rmation System	SIS HOME   ISBE HOME   LOGOFF							
Board of Educatio	Student Information System  Student Details										
Login: IBM_TEST_4											
Home	click on the tabs to view the student deta number.	ils. To view School / District Nam	e and contact information, please	click on either the Home or Serving School RCDTS							
Student 🌣											
Search SID	SID: 123456789										
Request New SID	Legal Last Name: SMITH	Legal First Nam	e: JOHN	Legal Middle Name:							
Exit Enrollment		Student Demographic	Student Enrollment Program Indic	ators							
	Student Enrollment: Active										
Assessment Pre-ID											
Assessment Correction 👿	Enrollment Type for Serving	Re-entry to the same school	School Year for Serving	2019							
	RCDTS for Home	123456789012345	RCDTS for Serving	123456789012345							
Assessment Unassigned	Enrollment Date for Serving	08/16/2018	Percent of Day Attended (P	DA) 1.00							
Adjusted Cohorts	Entry/Grade Level for Serving	10 - Grade 10									
_	Discipline Homeless	View Details	Regional Safe School Progra								
Evidence Based Funding	nomeiess			Not A Participant in Dual Language Program							
Prenatal	Tuition In	No	Dual Language	Not A Participant III Dual Language Program							
Early Childhood Transition			Language of Instruction								
PA 100 - 105	504 Plan	<u>View Details</u>									
Teacher	Exit Date										
Batch Files	Exit Status		Student Attendance	View Details							
Reports	Exit Type		Student Attendance	VIEW Decails							
Help	Student Course Assignment	<u>View Details</u>									
Log Out		1	2345678910								
	1   12 Add Enrollment										





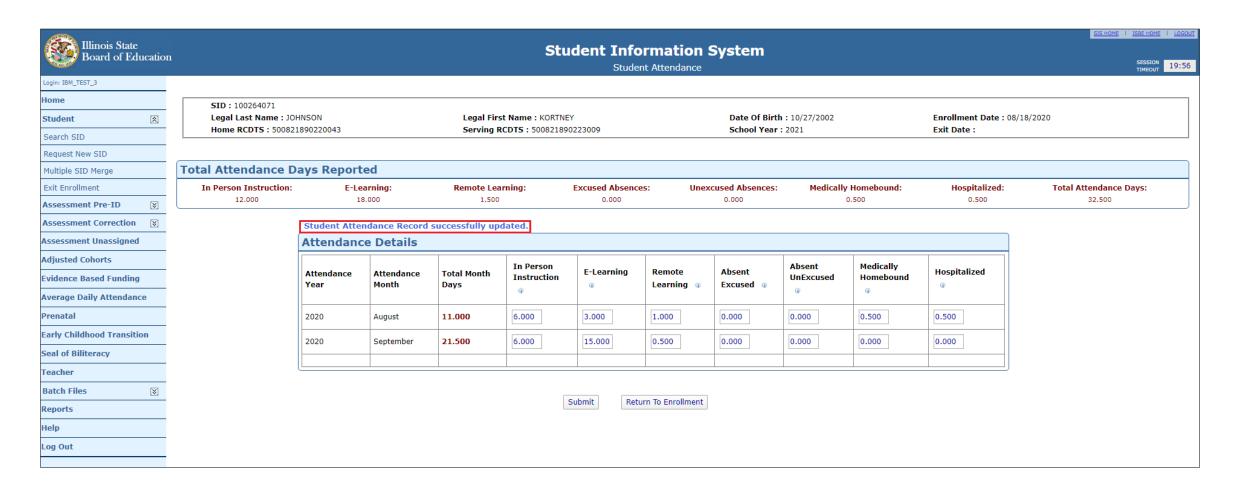
- Enter Student Attendance for Months Provided In Classroom Instruction, E-Learning, Remote Learning, Absent – Excused, Absent – Unexcused, Medically Homebound, or Hospitalized
  - Then select "Submit" button







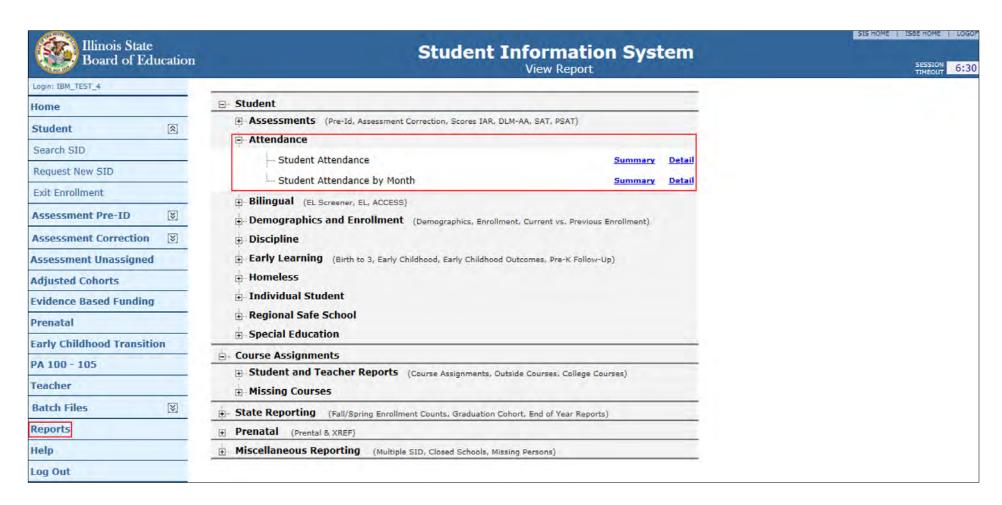
Student Attendance Record successfully updated







SIS Reports - Student Attendance Reports







#### **Total Student Attendance Summary Report**

Shows Total Student Attendance for the School Year by Serving School

#### 2021 Total Student Attendance (Summary)

9/23/2020 8:22 am

SIS Home District: 12345678901

ISBE SD 101

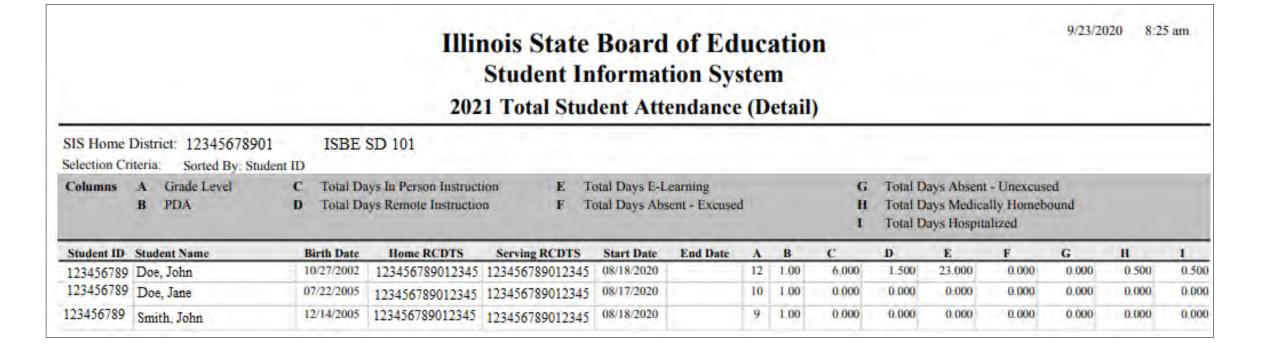
Selection Criteria:

Serving School	RCDTS	Grade	Student Count	Total Days In Person Instruction	Total Days Remote Instruction	Total Days E-Learning	Total Days Absent Excused	Total Days Absent Unexcused	Total Days Medically Homebound	Total Days Hospitalized
SIS Elementary	500821890222038	PK	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
SIS Elementary	500821890222038	K	48	0.000	0.000	0.000	0.000	0.000	0.000	0.000
SIS Elementary	500821890222038	- 1	89	0.000	0.000	0.000	0.000	0,000	0.000	0.000
SIS Elementary	500821890222038	2	81	0.000	0.000	0.000	0.000	0.000	0.000	0.000
SIS Elementary	500821890222038	3	146	0.000	0.000	0.000	0.000	0.000	0.000	0.000
SIS Elementary	500821890222038	4	73	0.000	0.000	0.000	0.000	0.000	0.000	0.000





- Total Student Attendance Detail Report
  - Shows Total Student Attendance for the School Year







- Student Attendance By Month Summary Report

	2021 Studer	nt Att	endance	By N	Ionth (Su	ımmary	)		- 5	0/23/2020	8:59 am
SIS Home District: 12345678901 Selection Criteria: None	ISBE SD 101										
Columns A Grade Level C B Student Count D			erson Instruction			ays E-Learnin ays Absent - I	-	J Total	Days Absent Days Medical Days Hospita	lly Homebour	ıd
Attendance Center	RCDTS	A	B C	D	E	F	G	H	1	J	K
SIS Elementary	123456789012345	PK.	1 08	2020	0.000	0.000	0.000	0.000	0.000	0.000	0.000
SIS Elementary	123456789012345	K	46 08	2020	0.000	0.000	0.000	0.000	0.000	0.000	0,000
SIS Elementary	123456789012345	1	88 08	2020	0.000	0.000	0.000	0.000	0.000	0.000	0.000
SIS Elementary	123456789012345	2	81 08	2020	0.000	0.000	0.000	0.000	0.000	0.000	0.000
SIS Elementary	123456789012345	3-	146 08	2020	0.000	0.000	0.000	0.000	0.000	0.000	0.000





Student Attendance By Month Detail Report

				inois State Student l tudent Atter	nforma	tion S	yst	em						- 1	9/23/202	0 9:09	9 am
SIS Home Selection Cr	District: 1234567890 iteria: Sorted By: St		E SD 101														
Columns	A Grade Level B PDA		Attendance E Attendance F	Total Days In Personal Days Remote		G II				arning nt - Exc	used	J K	Total Day		- Unexcu lly Home lized		
Student ID	Student Name	Birth Date	Home RCDTS	Serving RCDTS	Start Date	End Date	A	В	С	D	E	F	G	н	1	J	K
123456789	DOE, JANE	10/27/2002	123456789012345	123456789012345	08/18/2020		12	1.00	08	2020	6.000	1.000	3.000	0.000	0.000	0.500	0.500
2000	10200000		123456789012345	123456789012345	08/18/2020		12	1.00	09	2020	6.000	0.500	15.000	0.000	0.000	0.000	0.000
123456789	DOE, JOHN LOS	07/22/2005	123456789012345	123456789012345	08/17/2020		10	1.00	08	2020	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	33.00		123456789012345	123456789012345	08/17/2020		10	1.00	09	2020	0.000	0.000	0.000	0.000	0.000	0.000	0.000
123456789	SMITH, JOHN	12/14/2005	123456789012345	123456789012345	08/18/2020		9	1.00	08	2020	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	maich sint		123456789012345	123456789012345	08/18/2020		9	1.00	09	2020	0.000	0.000	0.000	0.000	0.000	0.000	0.000







**Upcoming Key Dates** 

# **Upcoming Key Dates**

Activity	Deadline
Fall of School Year 2021 (2020 - 2021) - Teacher and Student Course Assignment data due	January 15, 2021 4:00 p.m. <b>Deadline</b>
IAR Pre-ID file sent to Vendor (IAR Pre-ID Labels for paper tests, test materials for paper tests, paper manuals quantities and testing windows)	January 25, 2021 4:00 p.m.  Deadline
SAT with Essay, PSAT 10, and PSAT 8/9 file sent to College Board for printing Pre-ID labels and determining test booklet and manual quantities	January 29, 2021 4:00 p.m.  Deadline
DLM-AA Data Lockdown in KITE	February 10, 2021 4:00 p.m.
Last SIS Upload sent to DLM-AA Vendor	February 12, 2021 4:00 p.m.  Deadline





# **Upcoming Key Dates**

#### **Upcoming SIS Webinars**

Activity	Date & Time					
SY 2021 Spring SIS Assessment Update	February 17, 2021 at 1:30 p.m.					
End of SY 2021 and Planning for SY 2022	April 21, 2021 at 1:30 p.m.					
End of Year 2021 Report Card Data Verification	May 19, 2021 at 1:30 p.m.					







# Districts' Next Steps

# Districts' Next Steps

- Enroll all students as soon as possible.
- Include SIDs on all uploaded files.
- Submit Fall Teacher and Student Course Assignments.
- Begin Assessment Pre-ID's and update accordingly.
- Continue submitting Student Attendance monthly.
- Sign up for the February 17, 2021, SY 2021 Spring SIS Assessment Update







#### Where to Direct Questions

#### Where to Direct Questions

#### **ISBE** Help Desk

- (217) 558-3600 Option 3
- help@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

#### Notice - This Webinar is being Recorded

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







### Questions



# Thank You!