

Illinois State Board of Education

Student Information System

SY 2023-24 Spring Update

Webinar Date: February 21, 2024

#	Question	Answer
Student Attendance		
1.	Attendance for a full day is 1.000 and a half day is .005. Is that for all ages?	Full-day attendance is 1.00 and half-day attendance is 0.50.
2.	Can student attendance be reported as actual minutes?	Yes.
3.	How do we report attendance for students in an independent studies course that overlaps regular school year and summer school?	Do not report student attendance for Extended School Year (ESY) or summer school; only submit student attendance for the regular school year.
4.	Can you review attendance for students enrolled part time? They are in school 50% or 25% of the time due to home school or work-based learning. For example, if there are 20 days in a month, our 50% enrollees come up as attending 10 days. Is this correct or do we need to fix their attendance to match those 100% enrolled?	If the student has a percent daily attendance (PDA) in the Student Information System (SIS) as 0.50 and there are 20 days in the month, they should have 20 days for attendance to indicate they attended for the committed time.
5.	Does Homebound still count as Present in the ISBE calculation, even though it is reported separately? Does Hospitalized still not count as Present and not count as Absent?	Yes, Homebound is a present code and Hospitalized is an absent code. Please see the Student Attendance Data Elements for further explanation.
6.	Do pre-k students that attend only in the morning or afternoon get marked as PDA 1.0 or .5?	A half day is 0.50.
7.	How should half days be reported under the attendance code?	If a student only attends half of their scheduled time within a day, the attendance is 0.50.

8.	A scheduled half day is reported as full attendance if they were there full time, correct?	Correct.
9.	ESY and summer school attendance do not get reported through SIS?	Correct.
10.	If kids are in school half day in the morning and there is a teachers institute in the afternoon (half of the day), how should the attendance be entered in for SIS? Should it be 1.00 present?	If the student attends for the full time that they were scheduled to attend in a day, attendance is 1.00.
11.	Do we use Remote or Present attendance code for students who are at home taking asynchronous courses where the teacher checks-in once a week with them?	Use e-learning or remote learning. Please see the Student Attendance Data Elements for further explanation.
Student Enrollment		
12.	If a student is changing schools midweek in the same district (e.g., the last day of school is Feb. 6 and is at the next school on Feb. 7, is the exit date for the first school Feb. 6 or Feb. 7? PowerSchool gives a note saying that exit dates are supposed to be the day after the last day of attendance, so that it doesn't affect the student's attendance.	The exit date for the first school is Feb. 6. It sounds like they are specifically talking about the way these are reported in Power School.
13.	In a previous webinar it was discussed that there is a set rule regarding the number of days students are absent before exiting and re-enrolling them. How long can a student miss school before they must be exited?	According to 105 ILCS 5/26-12a , districts can only remove a student from the roster after 15 consecutive days of absence without valid cause if either the student cannot be located or the student can be located but has been provided all available supportive services and still refuses to return to school. This means that districts cannot remove a student because their family has taken an extended trip, for example, to visit relatives in another country. The district's knowledge that the student is on a trip and plans to return means they do not meet the statutory qualifications to be removed. For further

		information, please review the January 9, 2024 Weekly Message .
14.	If a student is being expelled and is going to the safe school, is the enrollment a withdrawal since they will continue to get services? Or do we withdrawal the student as expelled?	You would exit the student on the last day of attendance with your school with the exit type of change in serving or PDA and then enroll on the first day of attendance with the safe school.
15.	We had a student enrolled 8/21-9/29 however she was absent 9/6-9/29. Should she be exited on 9/6? We received a records request on 9/29.	The last day of attendance with your school should be the exit date.
16.	A student was out of town on vacation the first week of school. Should we use the first day of school or the first day she was present for her enrollment start date?	First date present and in attendance with you.
Dynamic Learning Maps-Alternate Assessment (DLM-AA)		
17.	Do both DLM and IDEA need to be marked as yes for those students to be listed in KITE?	Correct.
18.	Does the Pre-ID for DLM overwrite the manual entry in PAN?	It does not as the two systems don't interact. However, a student in PAN can be unregistered and not appear as an active student.
19.	If a student was moved from SAT to DLM, when will they come off the college board list?	Please call Megan Forness at 217-782-4823 (ISBE Assessment Department).
20.	If a student was incorrectly sent to KITE, how do we remove them from KITE? I have changed the DLM-AA indicator to "NO," but they remain in KITE.	Please call Pam Hartwig at 217-782-4823 (ISBE Assessment Department).
Illinois Assessment of Readiness (IAR)		
21.	Does testing data need to be updated in the corrections section of SIS? Or will updating the Pre-ID data correct both?	The Pre-ID is used to create the correction. Once the correction is created the data needs to be corrected there.

22.	Do we have to transmit the data for all assessments? Will they not be sent automatically to Pearson?	For IAR and ISA, the data is transmitted nightly at the state level. You will only need to do it at the local level if you cannot wait for the nightly upload.
23.	I thought the IAR Pre-ID labels were due by January 26. Can we still submit? And if so, until when?	Correct. The Pre-ID labels were due January 26. However, you can still add accommodations into PAN, but you will need to place an additional order in PAN for those accommodations that require paper materials and allow at least five days for the delivery.
24.	Does the SIS batch file overwrite the manual accommodations in PAN?	No.
25.	Will the SIS uploads overwrite session information that was entered directly into PAN?	No. The nightly SIS uploads only affect new enrollment information in PAN, not the sessions or accommodations that have been previously entered.
26.	Isn't SIS data submitted regularly for IAR/ISA? When do we need to transmit file to PAN manually?	Yes. For IAR and ISA, the update is done nightly. However, you can always do a manual push at any time you need.
27.	Why are new students uploaded to Pearson, not uploaded with IEP (Y) and disability information from SIS?	The programming for the nightly upload does not include this indicator. The upload's purpose is to get the new enrollment over to PAN and allow users to manage the student tests. All accommodations should be directly entered into PAN.

Illinois Science Assessment (ISA)

28.	Why are students listed in the PAN Training site for ISA? We are not able to use any test except 4th grade in the PAN training site.	Please call John Hicks at 217-782-4823 (ISBE Assessment Department).
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SAT/PSAT

29.	Since SAT/PSAT, 10/PSAT is a window, how will a district know if a student tested in a prior district?	Please do not rely on asking the student. Students who have already tested will not appear in SDMS or Test Day Toolkit at the
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	If the student transfers in during the window, do we rely on asking the student?	new school after they have tested. For questions, contact the ISBE .
English Learners (EL)		
30.	I have 4 students who were EL in elementary school and passed ACCESS. They were retested in middle school and marked EL again (which they shouldn't have been). Now they are in my High School district, and I can't mark them as not EL since they have an ACCESS test that wasn't passed. However, they are not EL, so they are not getting services. How do I reconcile the records?	Please email the ISBE Multilingual/Language Development Department for a further review of the student records.
Gifted and Accelerated		
31.	Should our Gifted and Accelerated file be revised to follow the Accelerated Placement criteria?	Yes, there are new codes for acceleration and gifted that align with current statute. Please update the file to include the revised acceleration and gifted codes.
Evidence-Based Funding (EBF)		
32.	When is the earliest that Superintendents can certify enrollment counts?	Superintendents may begin certifying enrollment counts after March 1.
33.	In the past, Superintendents or their designee could approve the fall and spring EBF counts. These slides today just say the Superintendent must approve them, not the designee. Is that now the only option?	The superintendent may have their designee approve these counts.
34.	Wasn't Superintendent verification for Fall Enrollment Count due last fall? Does the Superintendent need to verify again?	If the superintendent has already verified Fall Enrollment counts, they don't need to re-verify them again.
504 Plans		
35.	Can 504 plans be uploaded from Skyward?	They can be uploaded via batch. Contact Skyward for assistance with their software.
Alternative Learning Opportunities Programs (ALOP)		

36.	Any update on ALOP reporting?	Not now.
37.	I have a dozen students that I am serving through Truants Alternative and Optional Education Program (TAOEP), but they are also in my ALOP. How will I report those?	Enroll the students using the correct serving schools.
Restraint, Isolated Time-Out and Time-Out (RTO)		
38.	For the RTO data entry - does it matter if the occurrence happens next to a holiday, weekend or any other time that is a non-traditional workday? Would any non-workday or hour delay the 2-day entry?	No later than 2 school days after any use of isolated time out, time out, or physical restraint, the school district or other entity serving the student shall, in a form and manner prescribed by the State Superintendent, submit the information required under subsection (f)(1) to the State Superintendent.
39.	Is the Restraint and Time Out record entered in the student record in SIS or is it entered in another area as well?	<p>A written record of each episode of isolated time out, time out, or physical restraint shall be maintained in the student's temporary record.</p> <p>A district whose policies allow isolated time out, time out, or physical restraint shall notify parents or guardians on the same day of the RTO event.</p> <p>No later than 2 school days after any use of isolated time out, time out, or physical restraint, the school district or other entity serving the student shall, in a form and manner prescribed by the State Superintendent.</p>
Student Discipline		
40.	Why are we unable to run a discipline report for prior years?	This is so students' records don't follow them around
Detention Center		
41.	Outplaced students and detention center students are different, correct?	If a student is placed in a detention center, they stay enrolled with the school. The Detention Center enters the attendance.

		Please see the Detention Center training module for further information.
42.	Where can I find a list of Detention centers and the associated school districts?	Detention Center entities are available on the Directory webpage under the 'Directory of Educational Entities' dropdown. Open the Excel document and select the '7 Detention Ctr' tab.
Miscellaneous		
43.	When will the landing pages be up to date? I have called a couple times and was told to be patient. Just wondering when we can rely on that data?	Not sure of which landing pages. Please call the SIS Help Desk if it is a SIS webpage.
44.	We had two snow days. Do I need to extend my calendar inside of ISBE?	Please call James Luckey at 217-557-6082 (ISBE ROE/ISC Department).