



Illinois State Board of Education

Student Attendance *Student Information System*

October 18, 2018



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Agenda

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- **Welcome / Introductions**
- **Student Attendance in SIS**
- **Upcoming Key Dates**
- **Districts' Next Steps**
- **Where to Direct Questions**

Welcome / Introductions

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Presenters

- **Adam Lowery**
IBM SIS Project Manager
- **Lindsay DeRosa**
IBM SIS Business Analyst
- **Don Finch**
ISBE SIS IT Technical Lead

ISBE Key Team Members

- **Madan Damodaran**
Division Supervisor, Information Technology
- **Patrick Payne**
Director, Data Strategies and Analytics
- **Robert Wolfe**
chief Financial Officer
- **Debbie Vespa**
Division Administrator, School Business Services
- **Stephanie Jones**
General Counsel

Other Members of the SIS Team

- **Neli Kelley**
IBM SIS Development Team
- **Bhargavi Sujani**
IBM SIS Development Team
- **Amsa Easwaran**
IBM SIS Development Team
- **Ellie Howard**
ISBE SIS Business Analyst
- **Tandi Turner**
ISBE SIS Business Analyst
- **Pavi Shetty**
ISBE SIS Business Analyst

ISBE SIS Resources

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Resource documents are readily available:

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



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Student Attendance in SIS

Student Attendance

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- Attendance Collection Changes for School Year 2019
 - ISBE is combining ALL attendance collections for the SY 2019
- ISBE Attendance calculations will now be derived from one new collection in SIS called “Student Attendance,” including:
 - 3 month ADA (Best 3 months)
 - 9 Month ADA
 - Attendance Rate
 - Chronic Absenteeism
 - Chronic Truancy



Student Attendance

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- Districts' are to have 176 School Days of Attendance in the School Calendar
- Definition of a Full day Grade (Pre-K -12)
 - District defines what counts as a Full Day of Attendance, and Unexcused or Excused Absences
 - A student's day can be partially Present, part Excused, and part Unexcused (3 decimal places)

Student Attendance Example

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- Example district defines full day as 300 min.
- Student has split enrollment:
 - High School PDA = .90 (270 min.)
 - Career Center PDA = .10 (30 min.)

Student Attendance Example

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- Enrolled at High School last month, student attended 23 days, missed 3 days (Excused)
 - Total Days Present = 20
 - Excused Absence = 3
 - Unexcused Absence = 0

- Enrolled at Career Center last month, student attended 23 days, missed 3 days (Excused)
 - Total Days Present = 20
 - Excused Absence = 3
 - Unexcused Absence = 0



Enrollment Guidance

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Guidance for the First Day of Enrollment

- The start date of a student's enrollment would be the first day the school expected that student to attend. If the student did not attend on the expected day due to an excused absence the student should be enrolled on the expected date and the student is marked absence. If the school has no contact with the student or family then the first day of enrollment would be the first day the student attends. Do not submit an enrollment record until the student has attended at least one day.

Guidance for the Last Day of Enrollment

- The last day of enrollment is the last day the student attended school.
 - If the student transfers to another district and delays for a period of time before enrolling the missed school days are not recorded at either school unless the school has knowledge of the situation and knows the student is absent from their school.
 - In any event if the student enrolls at a new school the prior school's enrollment should be exited on the day prior to enrolling in the new school.
 - If a student attends in part of the day the school can enroll them on that day and a new school cannot begin the enrollment until the next day.
- The exit date should be the last FULL day the student was scheduled to receive educational services, regardless of whether the student was in attendance or absent that day



Student Attendance

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- For School Year 2019, Attendance is required for:
 - ALL Pre-K thru 12 grade students
 - Outplaced students
- Attendance is NOT required for Birth to 3 students, Private School Students = “Yes”, or Evaluation students
- Attendance should NOT be submitted for Summer School and Extended School Year(ESY) months
- Attendance is required Year-Round-School
- Serving School Can Enter Attendance
- Home School is responsible for attendance data

Student Attendance Validation

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- Total number of **Total Days Present** must be equal to or less than the total number of days enrolled in that month.
- Sum of **Total Days Present, Excused Absences, and Unexcused Absences** must be equal to number of schools days in that month.
- Student Attendance record must match a SIS enrollment record
 - The following must match
 - Home RCDTS, Serving RCDTS, Enrollment Start Date and School Year
- Student must be enrolled at least one day that month to report attendance
- Provide attendance data by month (after the month has passed)
- Option to correct/update Attendance for any month
- **Note:** Attendance elements are removed from Student Exit file.

Student Attendance

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- Exit File Layout Update – Effective 10/02/2018
 - Removed the following attendance fields and retained as placeholders:
 - Total Days Present
 - Total Unexcused Absences
 - Total Excused Absences
 - Any Attendance data supplied in those fields will be ignored
 - For School Year 2019 attendance will be collected in a new format called “Student Attendance”



Student Attendance

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- Updated Exit Enrollment Layout

Exit Student Enrollment V2	Student Count	Exit_Enrollment_WIN.csv	Current Date	me School								
Student ID	SAP ID	Legal Last Name	Legal First Name	Birth Date	RCDTS for Home School	RCDTS for Serving School	Place Holder	Place Holder	Place Holder	Enrollment Exit Date	Enrollment Exit Status	Enrollment Exit / Withdrawal Typ



Student Attendance

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- Student Attendance can be submitted via online or batch
- Student Attendance will be submitted by student enrollment, by month for the following fields:
 - August Total Days Present
 - August Excused Absences
 - August Unexcused Absences
 - September Total Days Present
 - September Excused Absences
 - September Unexcused Absences
 - Etc...

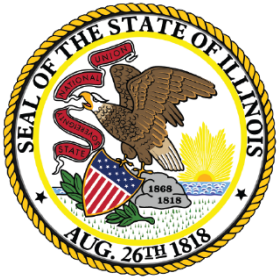
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Student Attendance

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- Final rules and deployment details will be released on January 21, 2019
- Available in production on February 20 , 2019
- This collection is due by July 31, 2019



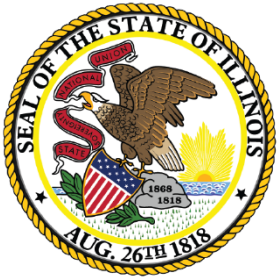
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Upcoming Key Dates

Upcoming Key Dates

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<u>Activity</u>	<u>Dates</u>
Eligible for Immigrant Education Program data due from SIS for funding eligibility and allocation calculations	October 26, 2018 4:00 p.m. Deadline
ACCESS Label File sent to Vendor	November 9, 2018 4:00 p.m. Deadline
DLM-AA Pre-ID Sent to Vendor	
School Year 2019 Fall Enrollment Counts submissions due	November 16, 2018 4:00 p.m. Deadline
Service Provider data due (IDEA Services only)	
Student Addresses due (IDEA Services only)	



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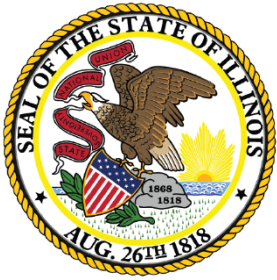
Districts' Next Steps

Districts' Next Steps

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- Verify that all Eligible for Immigrant Program data is accurate and complete.
- Verify that all ACCESS Label data is accurate and complete.
- Run SIS reports to verify the following student data are accurate and complete:
 - Verify Fall Enrollment Counts.
 - Verify Student Service Provider.
 - Verify Student Addresses.
- Sign up for the November 14, 2018 Assessment Process Webinar





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Where to Direct Questions

Where to Direct Questions

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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

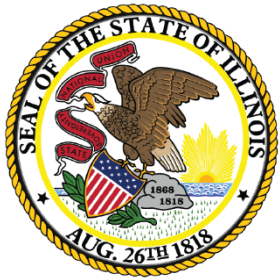
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Questions



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Thank You!