

## Student Rostering for Alternate Survey of Learning Conditions

Purpose: Student in grades 4 to 12 must be rostered to track participation School Accountability. Student Success and School Quality (SSSQ) is 25 percent of the calculation for summative designation; Student participation in a Climate Survey makes up 5 percent for Elementary/Middle School summative designation and 6.67 percent for High School summative designation.

- A. **Number Participated:** The number of student responses received.
- B. **Number to be Surveyed:** The number of students who had an enrollment in a surveyed grade, during the survey window. Excludes students who transferred out prior to the survey window and students who are cognitively unable to access the survey.
- C. **Participation Rate:** (Number participated ÷ Number Surveyed) \* 100

To track student participation each school administering an alternate survey will need to create a roster of the students by their serving school. Serving School is the school where a student attends, course is taught, & teacher(s) assigned. *Please note that participation is the only student level information being collected for accountability. The individual responses to the survey will remain completely anonymous.*

Creating that roster can be done using your local data system or downloading a file from the Student Information System (SIS). You can access SIS via [ISBE's Web Application Security System or IWAS](#), to do so you will need to have a district approved SIS User Access Level.

### **To Create a Roster Using a Local Data System:**

1. Students need to be rostered using their State Student Identification (SID) Numbers.
2. Enrollment should be based off your Enrollment data for grades 4<sup>1</sup> to 12 during the survey window, you locally selected.
3. The file should only include the SID and no other student level data.
4. Compile the SIDs into the Excel Template that was emailed to you.

### **To Create a Roster Using the Student Information System:**

1. Login to IWAS using your district level credentials
2. Access the Student Information System
3. Along the left-hand side of the page click on **Batch Files** and then **Request File**
4. Follow the instructions for requesting a file, making sure to select Serving School and the Student Demographics file type, a file will be created for downloading.
5. Download the [SIS Excel Template](#) for Demographics and Enrollment, instructions for using the template and requested SIS file can be found [here](#).
6. Once the file is created, double check that the students listed for each school are correct and delete all identifiable data but the Student's State ID number.
7. Use the student list to indicate which students participated in the survey and which ones did not, this number should match your participation rates in the data reports provided by your survey entity.

For questions regarding Alternate Survey Participation please contact the Wellness Department at 217-782-5270.

For questions regarding Summative Designation please contact the Accountability Department at 217-782-4823.

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<sup>1</sup> If you are choosing to survey students in grades lower than fourth grade you may include those on your roster as well. We will only use grades 4 through 12 to calculate participation for summative designation.