

**TRUANTS' ALTERNATIVE AND OPTIONAL EDUCATION
PROGRAM (TAOEP)
END-OF-YEAR STUDENT REPORT MANUAL**

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I. Introduction

Truants' Alternative and Optional Education Program (TAOEP) Student Reporting on the Illinois Web Application System (IWAS) - User Guide

Starting in FY 2010, information for each student served by Truants' Alternative and Optional Education program (TAOEP) will be reported on IWAS. The TAOEP system on IWAS is a web-based application, which gives users the following capabilities:

- 1. Web Access to the TAOEP Student Reporting Application**
- 2. Timely Submission of the TAOEP End-of-Year Report to ISBE**

The "User Guide" provides instructions on reporting and submitting the TAOEP End-of-Year report to ISBE. The guide is located on IWAS TAOEP Home Page by clicking on '**Start/Help**' and will be available at:

<http://www.isbe.net/grants/html/taoep.htm>

Enhancements/changes in reporting student data with the new application for FY 2010:

- **Data submission via internet,**
- **The availability of the application anywhere or anytime as long as the user has access to internet,**
- **Ability to preview reports before printing,**
- **More types of reports available,**
- **Increased validity of student record with linkage to SIS (Student Information System),**
- **Active participation of program administrator in ensuring the validity of data submitted to ISBE,**
- **More data elements are pre-populated,**
- **Screens are similar to previous application therefore familiar with many users. '*Achievement Tests*' screen is no longer available in this application.**

II. Getting Started

Before using the 'Truants' Alternative and Optional Education Program' or TAOEP System, you will need an IWAS account.

If you do not have an existing IWAS account, please register for one by accessing the IWAS homepage through the IWAS link at this address: www.isbe.net. Click the IWAS box located at the top of the page. Then click Sign up Now. Once you have an account, you will need to request access for the TAOEP System. Instructions for registering for an IWAS account and obtaining authorization for the Truants' Alternative and Optional Education System are included in the IWAS User Guide which is located on the IWAS homepage <https://sec1.isbe.net/iwas/asp/login.asp?js=true>. Please contact the ISBE Help Desk at 217/558-3600 if you need assistance.

If you have an existing IWAS account, with access to the Truants' Alternative and Optional Education (TAOEP) System, you are already set-up to get to the TAOEP Student Reporting system. The following steps provide guidance on how to access the system:

- A. Login to IWAS (You need a "login" name and password).

IWAS Homepage Screen



- B.** Click on **System Listing** from the left menu of the IWAS Message screen shown below:

IWAS Message Screen



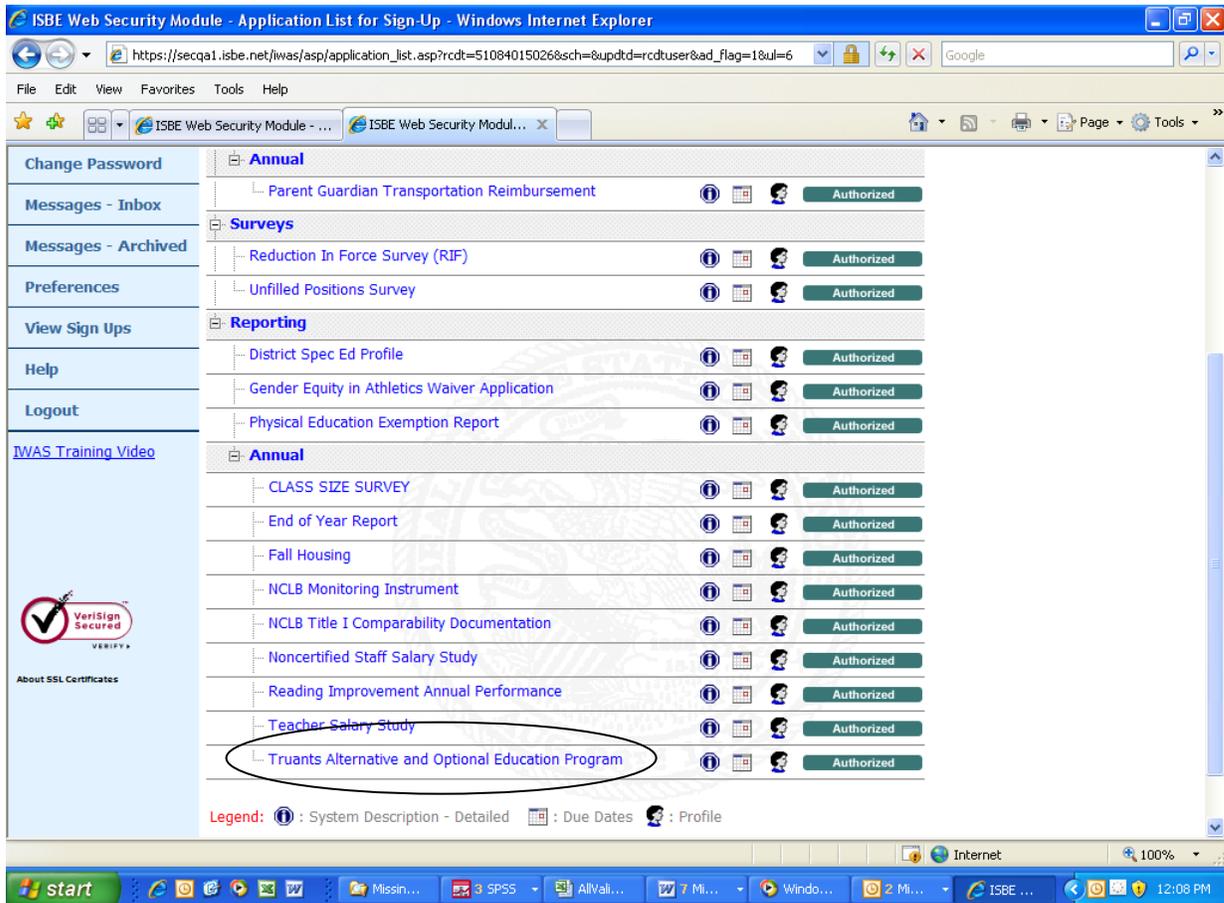
When you click on "System Listing" the "My Systems Screen" will appear.

- C. In the **"My Systems"** screen, click on Truants' Alternative and Optional Education Program which is a subtitle of the "Annual" section under the "Reporting" heading. Clicking on the **"Truants' Alternative and Optional Education Program"** will bring you to the Truants' Alternative and Optional Education Home Page.

Note:

If you do not see the Truants' Alternative and Optional Education Program option, contact the ISBE Help Desk at 217/558-3600.

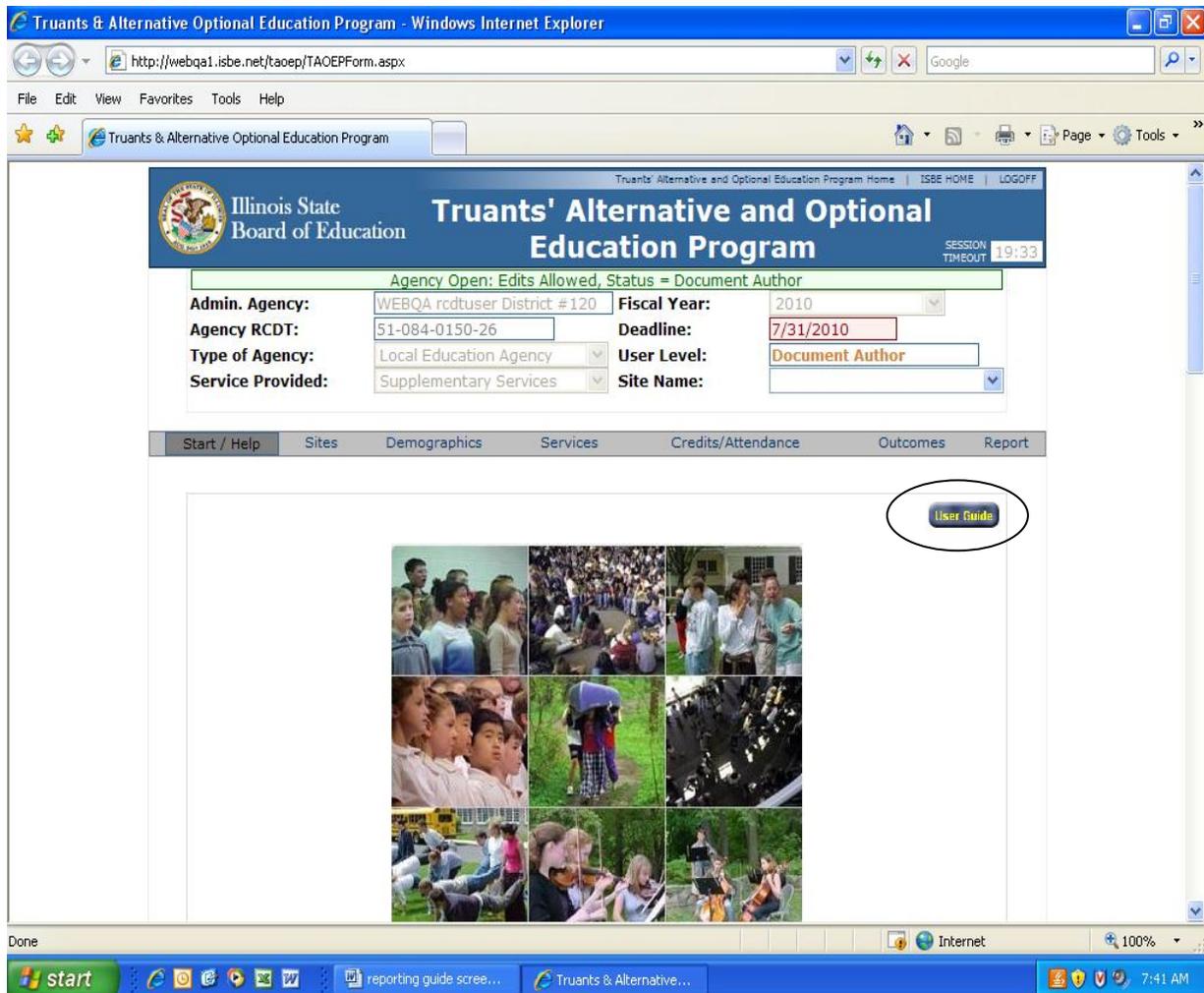
My Systems Screen



III. Truants' Alternative and Optional Education Program

The Truants' Alternative and Optional Education Program (TAOEP) Home Page Screen is shown below. For assistance in navigating the TAOEP system or accessing the instructions for reporting or submitting TAOEP data click on the "User Guide" located on the top right hand-side of the 'Start/Help' tab.

A. Truants' Alternative and Optional Education Program (TAOEP) Home Page Screen



The application has seven tabs or screens:

- Start/Help
- Sites
- Demographics
- Services
- Credits/Attendance
- Outcomes
- Report
- Submit to ISBE (only available for program administrators)



Upon logging in, the following fields are automatically populated:

1. **Admin Agency (Name of Administrative Agency)**
2. **Agency RCDT (Administrative Agency's Region-County-District-Type Code)**
3. **Type of Agency (ROE, Local Educational Agency, or Community College)**
4. **Service Provided (Supplementary, Optional Education, or Both)**
5. **Fiscal Year (Reporting Year)**
6. **Deadline (The last day of submitting the report. The system closes a day after the deadline.)**
7. **User Level (Document Author or Program Administrator)**

ENTERING DATA

Data can be entered by two types of users: Document Author (DA) and Program Administrator (PA). The administrator of the Administrative Agency authorizes the type of user (DA or PA).

Programs can have multiple Document Authors.

Only one user at a time can enter data for a site.

Only the Program Administrator can submit the report to ISBE.

☛ Use the TAB key to move from one screen to the next.

The DOWN arrow or UP arrow can be used to select a variable category and then press ENTER after the selection OR simply click on the down arrow and click on the category.

B. SITE SCREEN

Click on the "Site" Tab. The Site Screen is shown below

The screenshot shows the 'Truants' Alternative and Optional Education Program' interface. At the top, there's a navigation bar with 'ISBE HOME' and 'LOGOFF' buttons. Below that, a form contains the following fields:

- Agency Open: Edits Allowed, Status = Document Author
- Admin. Agency: WEBQA rcdtuser - Both
- Agency RCDT: 51-084-0150-26
- Type of Agency: Local Education Agency
- Service Provided: Supplementary Services
- Fiscal Year: 2010
- Deadline: 7/31/2010
- User Level: Document Author
- Site Name: (empty field)

Below the form is a table with the following data:

Site Name	Students	Completion	Owner	Action
LaSalle	1	<input type="checkbox"/> Incomplete	Program Administrator	Status: Program Administrator

At the bottom of the form, there are three sections for site management:

- Enter New Site Name:** A text input field followed by an 'Add' button.
- Update Site Name:** A dropdown menu, a 'to' label, another text input field, and an 'Update' button.
- Delete Site Name:** A dropdown menu followed by a 'Delete' button.

A 'Clear' button is also present below the delete section.

Enter a name of a site in the ENTER NEW SITE NAME Field.

The availability of multiple sites is an option for program convenience. Programs can have as many sites as they wish for entering data and reporting purposes.

Click ADD button

(If there is more than one site, each time a site is entered type the name then click the ADD button.)

UPDATE or DELETE a site, put the cursor in the function box, select the site that needs updating, then click the appropriate button.

A site name may be selected from the SITE NAME box before clicking on the STUDENT DEMOGRAPHICS Tab or the SITE NAME can be selected on the STUDENT DEMOGRAPHICS page.

To exit the application Click LOGOFF button found at the right-top side of the screen.

C. STUDENT DEMOGRAPHICS SCREEN

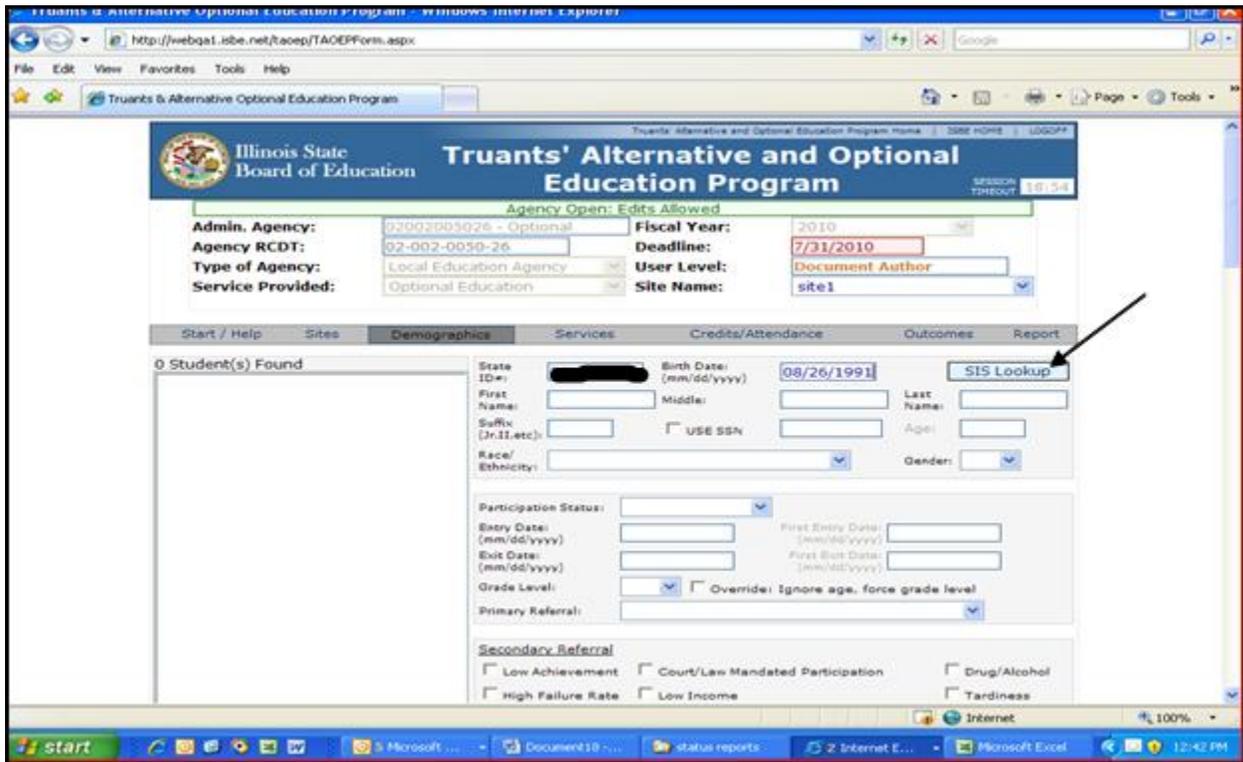


REMINDER: Before entering individual student data read each of the definitions of demographics, services, outcomes, and credits/attendance categories.

To Enter STUDENT DATA

- **New:** Enter the student's STATE ID (*9 numeric digits*)
- Enter the student's BIRTH DATE (*format: mm/dd/yyyy - 2 digits for month, 2 digits for day and 4 digits for year, the application will automatically put in the slashes*) then press the TAB key. The AGE of the student is automatically computed.
- **New:** Click on **SIS LOOKUP**
 - If the state ID entered is valid, the system will show the student's name, birth date, and gender. (*first picture below*)
 - The system will ask to ACCEPT or CANCEL. (*second picture below*)
 - If you accept, the name, birth date, and gender will be populated .
- **IF the student does not have a state ID**, check the use SSN box
 - Enter the student's BIRTHDATE (*format: mm/dd/yyyy*), then press the TAB key
 - Enter the student's FIRST NAME, then press the TAB key
 - Enter the student's MIDDLE INITIAL, then press the TAB key
 - Enter the student's LAST NAME, then press the TAB key
 - Enter the student's Social Security Number then press the TAB key
 - Click the down arrow of GENDER, select the appropriate category from the list below, then press the TAB key
 - Male
 - Female

First Picture



Second picture

Truants & Alternative Optional Education Program - Windows Internet Explorer

http://webqa1.isbe.net/taoep/TACEFForm.aspx

File Edit View Favorites Tools Help

Truants & Alternative Optional Education Program

Truants: Alternative and Optional Education Program Home | ISBE HOME | LOGOFF

Illinois State Board of Education

Truants' Alternative and Optional Education Program

SESSION TIMEOUT 19:56

Agency Open: Edits Allowed

Admin. Agency:	02002005026 - Optional	Fiscal Year:	2010
Agency RCDT:	02-002-0050-26	Deadline:	7/31/2010
Type of Agency:	Local Education Agency	User Level:	Document Author
Service Provided:	Optional Education	Site Name:	site1

Start / Help Sites Demographics Services Credits/Attendance Outcomes Report

0 Student(s) Found

SIS reports the following Student Information for the data you provided

SIS ID: [REDACTED]
Name: [REDACTED]
DOB: 08/26/1991
Gender: F

Cancel Accept

State ID#: [REDACTED] Birth Date: (mm/dd/yyyy) 08/26/1991 SIS Lookup

First Name: Middle: Last Name:

Suffix (Jr, II, etc.): USE SSN: Age: 18

Race: Ethnicity: Gender:

Participation Status:

Entry Date: (mm/dd/yyyy) First Entry Date: (mm/dd/yyyy)

Exit Date: (mm/dd/yyyy) First Exit Date: (mm/dd/yyyy)

Grade Level: Override: ignore age, force grade level

Done Internet 100%

Third picture

Illinois State Board of Education
Truants' Alternative and Optional Education Program

Agency Open: Edits Allowed

Admin. Agency: 02002003026 - Optional
Agency RCDT: 02-002-0050-26
Type of Agency: Local Education Agency
Service Provided: Optional Education

Fiscal Year: 2010
Deadline: 7/31/2010
User Level: Document Author
Site Name: site1

0 Student(s) Found

State ID#: [Redacted] Birth Date: 08/26/1991
First Name: [Redacted] Middle: N Last Name: [Redacted]
Suffix: (Jr, II, etc): [Redacted] USE SSN: [Redacted] Age: 18
Race/Ethnicity: Hispanic Gender: F

Participation Status: [Redacted]
Entry Date: [Redacted] First Entry Date: [Redacted]
Exit Date: [Redacted] First Exit Date: [Redacted]
Grade Level: [Redacted] Override: Ignore age, force grade level
Primary Referral: [Redacted]

Secondary Referral
 Low Achievement Court/Law Mandated Participation Drug/Alcohol
 High Failure Rate Low Income Tardiness

- Click the down arrow of **ETHNICITY**, select the appropriate category from the list below, then press the **TAB** key
 - White, Not of Hispanic Origin
 - Black, Not of Hispanic Origin
 - American Indian or Alaskan Native
 - Asian or Pacific Islander
 - Hispanic
 - Other
- Click the down arrow of **PARTICIPATION STATUS**, select the appropriate category from the list below, then press the **TAB** key

Place the mouse over the **PARTICIPATION STATUS** box and the definitions will appear.

- **New** – a student receiving TAOEP services for the very first time.
- **Continuing** – a student received TAOEP services the prior year and continues to receive services during current year.
- **Re-entering** – a student who previously received TAOEP services exited from the program in prior years and returned during the current year.



If the student is '**Re-Entering**', enter the dates the student first entered and exited the program.

Place the mouse over the ENTRY and EXIT Date boxes and the definitions will appear.

- **Enter the student's ENTRY DATE (2 digits for month, 2 digits for day and 4 digits for year – the application will automatically put in the slashes when page is updated), then press the TAB key**

Entry Date is the date the student began receiving services from TAOEP during the project year.

- **Enter the student's EXIT DATE (2 digits for month, 2 digits for day and 4 digits for year – the application will automatically put in the slashes when the page is updated), then press the TAB key**

Exit Date is the date the student exited from the program. Enter an exit date ONLY IF the student exited the program or discontinued services during the project year. ***If the student is still enrolled in TAOEP at the time the report is completed leave this field BLANK.***

- **Click the down arrow of GRADE LEVEL, select the appropriate category from the list below, then press the TAB KEY**

Place the mouse over the GRADE LEVEL boxes and the definitions for Ungraded and Other will appear.

- **K** – Kindergarten
- **1** – First Grade
- **2** – Second Grade
- **3** – Third Grade
- **4** – Fourth Grade
- **5** – Fifth Grade
- **6** – Sixth Grade
- **7** – Seventh Grade
- **8** – Eighth Grade
- **9** – Ninth Grade
- **10** – Tenth Grade
- **11** – Eleventh Grade
- **12** – Twelfth Grade
- **Ungraded** A student who dropped out and enrolled in a GED program or a student whose grade level could not be determined.
- **Other** – a student whose grade and age do not fit the parameters

- **Click the down arrow of PRIMARY BASIS OF REFERRAL, select the appropriate category from the list below, then press the TAB key**

Place the mouse over the PRIMARY BASIS OF REFERRAL box arrow and abbreviated definitions will appear.

- **Dropout** - any child enrolled in grades 1 through 12 whose name has been removed from the district enrollment roster for any reason other than his death, extended illness, graduation or completion of a program of studies and who has not transferred to another public or private school. (105 ILCS 5/26-2a)
- **Chronic truant or habitual truant** - a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 10% or more of the previous 180 regular school attendance days. (105 ILCS 5/26-2a)
- **Truant** - a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. (105 ILCS 5/26-2a)
- **Potential dropout with attendance problems** - any student subject to compulsory attendance and whose school absences or pattern of school attendance impedes the student's learning or contributes to the student's failure to meet the Illinois Learning Standards and/or district learning standards. ([23 Ill. Adm. Code 205.20\(b\)\(4\)](#))

- **On SECONDARY REFERRAL check all categories listed below that apply to the student, then press the TAB key**

Place the mouse over SECONDARY REFERRAL or SECONDARY REFERRAL box and the definitions will appear.

- **Low Achievement** - a student who falls below the school district mean achievement levels in both reading and mathematics.
 - **High Failure Rate** – a student who failed at least 20% of academic courses in the previous grade reporting period.
 - **Teen Parent** – a student who is a teen parent and who has not received a high school diploma or a GED.
 - **Credit Deficient** - a high school student who has not earned an adequate number of credits for his/her appropriate grade level or toward graduation.
 - **Court/Law Mandated Participation** - a student whose participation in TAOEP has been either recommended or required by a law enforcement agency or a court.
 - **Low Income** - a student coming from a low-income family as indicated by receiving free lunch or public aid assistance.
 - **With Physical or Emotional Health Problems** - a student having physical or emotional health conditions that place him or her at-risk of dropping out of school.
 - **With Drug and/or Alcohol Problems** - a student who has been identified as having drug and/or alcohol problems.
 - **Tardiness** – coming to classes late repetitively.
 - **Other (Identify)**
- **Enter the number of CREDITS needed to graduate from high school. This field is required for all students entered as grades 9, 10, 11 or 12.**
 - **MAJOR Type of Service Received. For programs offering only one type of service the field is automatically populated with supplementary or optional education. Programs that offer both types of services must enter the type of service for each student by clicking on the Type of Service Box and selecting the appropriate service. Then press the TAB KEY**

Place the mouse over the **MAJOR TYPE OF SERVICE RECEIVED** box and the abbreviated definitions will appear.

- **Optional Education** - a modified instruction program that incorporates state academic standards and, as appropriate to the student's needs, work-based learning and career development, and is established by school board policy to serve as a part-time or full-time option in lieu of regular school attendance in conformance with Section 2-3.66 of the School Code. (23 Ill Adm. Code 205.35 © (1))
 - **Supplementary Services** – services that provide students enrolled in the regular school program with supports (e.g., tutoring, mentoring, health services, home visits, counseling) that are needed to increase their attendance rates or prevent them from dropping out of school (Section 2-3.66 of the School Code. (23 Ill Adm. Code 205.35 © (2)). These services may also include retrieval and referral activities.
- **Click "ADD" after all information is entered.** A message will appear that says "(Name of Student) has been successfully added."

The screenshot shows a web browser window with the URL <http://webqa1.sbe.net/taoep/TAOEPForm.aspx>. The page has several tabs: Start / Help, Sites, Demographics, Services, Credits/Attendance, Outcomes, and Report. The 'Services' tab is selected. The form contains the following fields and options:

- State ID#: [Redacted]
- Birth Date: 08/26/1991
- SIS Lookup: [Button]
- First Name: [Redacted]
- Middle: N
- Last Name: [Redacted]
- Suffix (Jr., III, etc.): [Empty]
- use ssn:
- Age: 18
- Race/Ethnicity: Hispanic
- Gender: F
- Participation Status: Continuing
- Entry Date: 08/08/2008
- Exit Date: [Empty]
- Grade Level: 12
- Override: Ignore age, force grade level:
- Primary Referral: Chronic Truant
- Secondary Referral: Low Achievement, High Failure Rate, Teen Parent, Credit Deficient, Court/Law Mandated Participation, Low Income, Physical or Emotional Health Problems, Other [Describe]: [Empty], Drug/Alcohol, Tardiness
- Credits Needed To Graduate From High School (4.00): 12.00
- Major Type Of Service Received: Optional Education

The 'Add' button is circled in red.



This completes adding a student. More students can be added or click on the SERVICES tab to continue to entering information for the student selected.

D. SERVICES SCREEN

The screenshot shows a web browser window titled "Truants & Alternative Optional Education Program - Windows Internet Explorer". The address bar shows "http://webgsl.sbe.net/taoep/TAOEPForm.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's address bar shows "Truants & Alternative Optional Education Program".

The main content area has a navigation bar with tabs: "Start / Help", "Sites", "Demographics", "Services", "Credits/Attendance", "Outcomes", and "Report". The "Services" tab is selected.

Below the navigation bar, there is a "Student Name:" field with a redacted name. Below this, there are three columns of services with checkboxes:

- Academic:**
 - Academic Instruction
 - Academic Counseling
 - GED Instruction
 - Enrolled In Community College Courses
 - Enrolled In Evening School Classes
 - Enrolled In Summer School Classes
 - Tutoring
 - Participation In Credit Recovery Program
- Non-Academic:**
 - Court-Related Services
 - Day Care Service
 - Health-Related Service
 - Home Visits
 - Life Skills Training
 - Mentoring
 - Parenting Classes For Students
 - Personal Counseling
 - Referral for Social/Academic Svcs
 - Monitoring
 - Support Services for Parents/Families
 - Transportation
- Career Related:**
 - Career Service
 - Work Experience
- Other Services:**
 - Other Services [Describe]

An "Update" button is located at the bottom right of the form, circled in red.

At the bottom of the page, there is a footer with contact information: "Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us. Copyright © 2009, Illinois State Board of Education".

Check all Academic Services provided during the project year to the student whose name appears in the STUDENT box. (The student name selected on the Demographics page is the name that appears on the STUDENT box.) Refer to the definition of each academic service below.

Place the mouse over SERVICE or SERVICE check boxes and the definitions will appear.

- **Academic Instruction** - Provision of direct academic instructional services or computer-assisted instructional services or a combination of both.
- **Academic Counseling** - Counseling services related to a student's academic program.
- **GED Instruction** - A formal course of study specifically designed to aid students in successfully passing the General Education Development (GED) examination.
- **Enrollment in Community College Course Classes** - Coursework taken by a student in a community college where credits earned from such course are applied toward high school graduation or GED completion.
- **Enrollment in Evening School Classes** - Enrollment in a non-traditional academic program offered after regular school hours.
- **Enrollment in Summer School Classes** - Enrollment in a non-traditional academic program offered during the summer.

- **Tutoring** - Additional instructional services, usually provided on a one-to-one basis, to supplement regular instruction.
- **Participation in Credit Recovery Program** – Enrollment in course work for credit in addition to the regular school day credits.

Check all Non-Academic Services that the student received during the project year.

Refer to the definition of each non-academic service below.

- **Court-Related Services** – A program service that includes, but is not limited to, referring students to court, preparation of student and/or family for court hearings; contact the major players to such hearings and/or other services related to a student’s appearance in court.
- **Day Care Service** - Custodial care for a student’s child or children as necessary to enable eligible students to attend and participate in TAOEP.
- **Health-Related Service** – A service *provided* by the program to address a student’s health needs, such as vision exams, provision of medication and/or medical/hygiene supplies such as lice treatment, combs, toothbrushes, etc.
- **Home Visits** - Visits to families or homes regarding student’s truancy status, school performance or any issue significantly related to the student’s education.
- **Life Skills Training** - Training in decision-making (critical thinking, problem solving) communication, social skills, cultural awareness, financial management, etc.
- **Mentoring** - Coaching and/or guiding students with their educational/career goals. A mentor can be a peer, an older student, staff member or a community member.
- **Parenting Classes for Students** - Courses and workshops designed to teach parenting skills to students.
- **Personal Counseling** - Counseling services provided by the program to address a student’s social and/or emotional problems.
- **Referral to Social Service/Academic Agencies** - Coordination and referral of services to various local agencies to provide needed services (counseling, medical, legal, etc.) not provided directly by TAOEP.
- **Monitoring** – Contact with students’ school of enrollment to monitor student attendance and confer with school staff about student educational progress and other school issues related to the student meeting Individual Optional Education Program or Service Plan goals.
- **Support Services for Parents/Families of Students** – Any program service that assists parents/families to effectively relate and/or work with their child in support of their child’s education and well-being.
- **Transportation** – Provision of services to transport students to the program site and back.

Check all Career-Related Services/Activities that the student received during the project year. Refer to the definition of each career related service activity below.

- **Career Service** - Activities that include initial career assessment, career exploration, career counseling, work-based learning or speakers which may lead the student to make informed career decisions.
- **Work Experience** – Paid or unpaid placement of a student to a work experience which is part of a cooperative education program.

OTHER service – briefly describe other student services not listed above.

Click the UPDATE button in lower right hand corner of the screen



After entering data on the SERVICES Screen Click on the CREDITS/ATTENDANCE Tab.

E. CREDITS/ATTENDANCE SCREEN

Start / Help Sites Demographics Services Credits/Attendance Outcomes Report

Student Name: [REDACTED]

Number of Credits Attempted: Number of Credits Earned:

Attendance must be reported for all students.

Original Attendance (Days)		Prior Year Attendance (Days)		Current Year Attendance (Days)	
Attendance %		Attendance %		Attendance %	
Excused Absences	<input type="text" value="5"/> 93.75%	Excused Absences	<input type="text" value="5"/> 94.44%	Excused Absences	<input type="text" value="5"/> 95.00%
Unexcused Absences	<input type="text" value="5"/> 93.75%	Unexcused Absences	<input type="text" value="5"/> 94.44%	Unexcused Absences	<input type="text" value="5"/> 95.00%
Days Enrolled	<input type="text" value="80"/>	Days Enrolled	<input type="text" value="90"/>	Days Enrolled	<input type="text" value="100"/>
Total Attendance	87.50%	Total Attendance	88.89%	Total Attendance	90.00%

Report attendance in days using whole numbers

Update

Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us
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The *Number of Credits Attempted* and *Number of Credits Earned* boxes must be populated for **all** students. If the student is in elementary school enter zero for credits attempted and credits earned then proceed to the "Attendance" section. If the student is in high school enter the actual number of credits attempted and earned as defined below.

* If the credits attempted and earned information is not available for students in grades 9, 10, 11 and 12 enter zero (0).

CREDITS – Type number of credits attempted and earned.

Place the mouse over **CREDITS ATTEMPTED** or **CREDITS EARNED** boxes and the definitions will appear.

Number of Credits Attempted – The number of credits a student attempted to earn based on courses enrolled for the semester or for the year, depending on how long the student was enrolled in TAOEP for that project year.

Number of Credits Earned – The number of credits the student actually earned during the semester or the year, depending on how long the student was enrolled in TAOEP for that project year.

ATTENDANCE – Enter days in whole numbers. These are the same as the attendance on the student’s school record.

Place the mouse over **TYPE OF ATTENDANCE, EXCUSED ABSENCES, UNEXCUSED ABSENCES OR DAYS ENROLLED** boxes and the definitions will appear.

 Attendance must be reported for all students

I. Original Attendance - Refers to student’s attendance before entering the program (The attendance for which the referral was made.)

New: Excused Absences (DAYS) - Enter the total number of excused days the student was absent from school before receiving TAOEP services.

New: Unexcused Absences (DAYS) - Enter the total number of unexcused days the student was absent from school before receiving TAOEP services.

Days Enrolled (DAYS) - Enter the number of possible days that would constitute full-attendance during the time period the student was in regular school before receiving TAOEP services.

Original Attendance Rates are automatically computed based on the numbers entered.

II. Prior Attendance – This field is active for Continuing and Returning students. This field is inactive for New students. This refers to student attendance from the previous year when the student was receiving TAOEP services. **After FY 2010 this field will be AUTOMATICALLY POPULATED by carrying over the Current Attendance from the previous year.**

New: Excused Absences (DAYS) - Enter the total number of excused days the student was absent from school the previous year when receiving TAOEP services.

New: Unexcused Absences (DAYS) - Enter the total number of unexcused days the student was absent from school the previous year when receiving TAOEP services.

Days Enrolled (DAYS) - Enter the number of possible days that would constitute full-attendance during the time period the student was in school from the previous year when receiving TAOEP services.

Prior Attendance Rates are automatically computed based on the numbers entered.

III. Current Attendance – This refers to school attendance of the student in the current year after entering the program (Entry Date Demographics page).

New: Excused Absences (DAYS) - Enter the total number of excused days the student was absent from school during the current year of receiving TAOEP services.

New: Unexcused Absences (DAYS) - Enter the total number of unexcused days the student was absent from school TAOEP during current year of receiving TAOEP services.

Days Enrolled (DAYS) - Enter the number of possible days that would constitute full-attendance during the time period the student was in school during current year of receiving TAOEP services.

Current Attendance Rates are automatically computed based on the numbers entered.

Click the UPDATE button in the lower right hand corner of the screen



After entering data on the CREDITS/ATTENDANCE Screen. Click on the OUTCOMES Tab

F.

OUTCOMES SCREEN

Start / Help Sites Demographics Services Credits/Attendance **Outcomes** Report

Student Name: [REDACTED]

Primary Academic Outcomes

- Graduated From High School
- Received GED Certificate
- Promoted To next grade
- Earned Credits

Other Outcomes

- Dropped Out Of School
- Voluntarily Discontinued Program Participation
- Removed From TAOEP
- Moved Out Of The District
- Retained In School
- Reduced Tardiness
- Made Progress In Attendance/Academic REQs., No Longer Receiving Services
- Met Individual Optional Educational Plan Objective
- Returned To Regular School & No Longer In Or Serviced By TAOEP
- Other Outcomes [Describe]

Update

Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or [Click here to Contact Us](#)

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Check all **CURRICULAR OUTCOMES** that the student achieved during the project year. Refer to the definition of each curricular outcome below.

Place the mouse over **OUTCOMES** or **OUTCOMES boxes** and the definitions will appear.

- **Graduated From High School (self-explanatory)**
- **Received GED Certificate (self-explanatory)**
- **Promoted to the next grade** – Applies to an elementary student (K-8) who was promoted within the elementary grade range.
- **Earned Credit** - If Credits Earned is reported in the CREDITS/ATTENDANCE screen, the 'Earned Credits' outcome category is automatically checked. (See picture with the arrow above).

Check all OTHER OUTCOMES that the student achieved during the project year. Refer to the definition of each Other Outcome below.

- **Dropped Out of School** – The student dropped out in the regular school where he/she was enrolled.
- **Voluntarily Discontinued Program Participation**– The student voluntarily left TAOEP.
- **Removed from TAOEP** – A student is removed from TAOEP enrollment or service roster because of expulsion or not meeting program requirements.
- **Moved Out of the District (self-explanatory)**
- **Retained in School** – A student was not promoted to the next grade.
- **Reduced Tardiness** – Fewer number of times the student is considered late by the school.
- **Made progress in attendance/academic requirements - no longer receiving services** - The student increased attendance and/or achievement or passed courses and TAOEP services are no longer needed.
- **Met individual Optional educational plan objective** – A student met at least one of the educational objectives listed in his/her IOEP.
- **Returned to regular school and no longer enrolled in or serviced by TAOEP services** - Applies to a student enrolled in an optional education program and returned to the regular school because TAOEP-IOEP has been completed.

Type in any Other Outcome not listed above for example:

- **Completed a program of training** - Applies to completion of special courses designed to meet a student's specific need, such as parenting course, work program, internships, etc.
- **Employment** (curriculum related) – The student receives high school academic credit for employment.

Click the UPDATE button in the lower right hand side of the screen



After entering data on the OUTCOMES Screen the REPORTS may be previewed and/or print by clicking on the REPORTS Tab

G.

REPORT SCREEN

The screenshot displays a web browser window titled "Truants & Alternative Optional Education Program - Windows Internet Explorer". The address bar shows the URL "http://webqa1.isbe.net/taoep/TAOEPForm.aspx". The page content includes a header for "Board of Education" and "Education Program" with a "SESSION TIMEOUT 19:40" indicator. A form section titled "Agency Open: Edits Allowed" contains the following fields:

Admin. Agency:	02002005026 - Optional	Fiscal Year:	2010
Agency RCDT:	02-002-0050-26	Deadline:	7/31/2010
Type of Agency:	Local Education Agency	User Level:	Document Author
Service Provided:	Optional Education	Site Name:	site1

Below the form is a navigation menu with tabs: Start / Help, Sites, Demographics, Services, Credits/Attendance, Outcomes, and Report. A message box states: "Please check browser popup blocker and security messages." Below this, there are dropdown menus for "Report Year: 2010" and "Site Name: site1". A list of report options is provided, each with a "Print / Preview" button:

- Summary Report of Students Served: Print / Preview
- Student Demographics Report: Print / Preview
- Students Services Report: Print / Preview
- Student Credits and Attendance Report: Print / Preview
- Student Outcomes Report: Print / Preview
- Credits and/or Attendance Summary Report: Print / Preview
- Data Extract: Create

At the bottom of the page, a footer contains contact information: "Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us" and "Copyright © 2009, Illinois State Board of Education". The Windows taskbar at the bottom shows the time as 12:53 PM.

There are six reports available for preview and printing by the user:

Place the mouse over PRINT/PREVIEW boxes and the definitions will appear.

- a. **Summary Report of Students Served** – includes totals of demographics, services, and outcomes information on students served.
- b. **Student Demographics Report** – includes list of students with their demographics information.
- c. **Student Services Report** – includes list of students with their services information.
- d. **Student Credits/Attendance Report** – includes list of students with their credits/attendance information.
- e. **Student Outcomes Report** – includes list of students with their outcomes information.
- f. **Credits and/or Attendance Summary Report** – includes average credits attempted and credits earned of students served by the program. It also includes average attendance (for original, prior and current attendance) by type of primary referral (potential dropout, truant, chronic truant, and dropout) for students served by the program.

The system also allows programs to extract ALL data reported. The data can be used for further internal analysis by programs.

H. SUBMIT TO ISBE

INTERACTION BETWEEN DOCUMENT AUTHOR AND PROGRAM ADMINISTRATOR



There are two types of users:

Document author (DA)

Program administrator (PA)

Only one person at a time can enter data for a site.

When the DA is entering data the PA can view but not modify data.

After the data is entered by the DA it is ready for PA review.

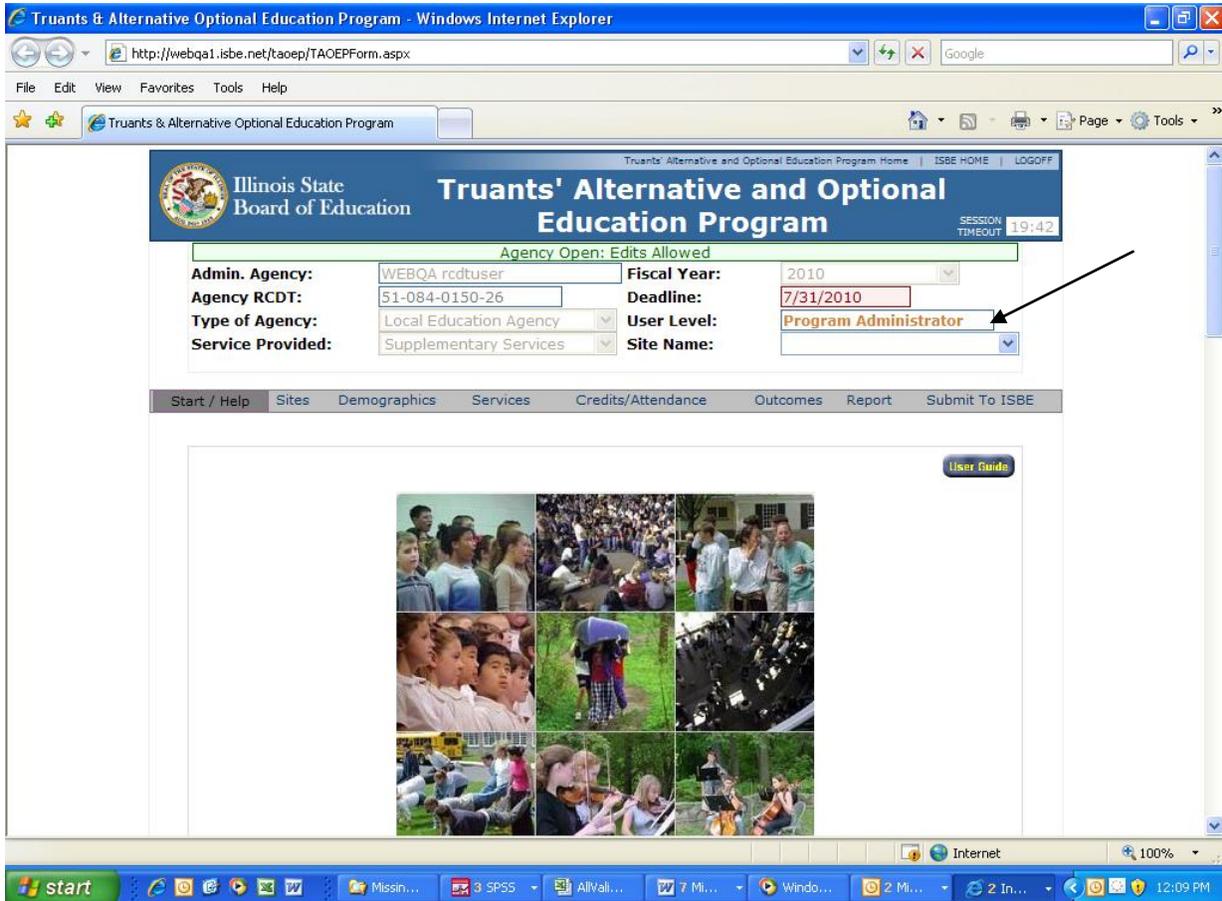
Upon review the PA can send it back to the DA for corrections etc., or the PA can make corrections themselves.

When the data is correct and ready for submission only the PA can submit it to ISBE.

In the picture below the arrow points to the user authorized for the program.

If the DA is the user the PA is locked out of entering or changing data.

If the PA is the user the DA is locked out of entering or changing data.



The arrowed line shows site name, number of students, owner, and action. The DA or PA selects the available action for the user.

The screenshot displays the 'Truants' Alternative and Optional Education Program' interface. At the top, there is a navigation bar with 'Truants' Alternative and Optional Education Program Home', 'ISBE HOME', and 'LOGOFF'. Below this is a session timeout indicator showing '19:55'.

The main content area features a form for site management with the following fields:

- Agency Open:** Edits Allowed
- Admin. Agency:** WEBQA rcdtuser
- Agency RCDT:** 51-084-0150-26
- Type of Agency:** Local Education Agency
- Service Provided:** Supplementary Services
- Fiscal Year:** 2010
- Deadline:** 7/31/2010
- User Level:** Program Administrator
- Site Name:** NewSiteTest

Below the form is a navigation menu with options: Start / Help, Sites, Demographics, Services, Credits/Attendance, Outcomes, Report, and Submit To ISBE.

A table lists the sites:

Site Name	Students	Completion	Owner	Action
NewSiteTest	1	<input type="checkbox"/> Complete	Program Administrator	Return to Document Author

Below the table are form fields for site management:

- Enter New Site Name:** [Text Input] [Add]
- Update Site Name:** [Dropdown] to [Text Input] [Update]
- Delete Site Name:** [Dropdown] [Delete]
- [Clear]

At the bottom, there is a footer with contact information: 'Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us' and 'Copyright © 2009, Illinois State Board of Education'.

When all site reports are complete and accurate the PA can submit the report to ISBE. Once the report is submitted to ISBE, the users can no longer make changes but have the ability to view and print the reports.

Truants' Alternative and Optional Education Program Home | ISBE HOME | LOGOFF

Illinois State Board of Education

Truants' Alternative and Optional Education Program

SESSION TIMEOUT 19:48

Agency Open: Edits Allowed

Admin. Agency: WEBQA rcdtuser **Fiscal Year:** 2010
Agency RCDT: 51-084-0150-26 **Deadline:** 7/31/2010
Type of Agency: Local Education Agency **User Level:** Program Administrator
Service Provided: Supplementary Services **Site Name:** (All Sites)

Site [NewSiteTest]: Closed and marked as Complete

Start / Help Sites Demographics Services Credits/Attendance Outcomes Report Submit To ISBE

Submit To ISBE Requirements

At least one site defined for the agency	<input checked="" type="checkbox"/>	OK
All sites have students	<input checked="" type="checkbox"/>	OK
All sites marked as complete	<input checked="" type="checkbox"/>	OK
All sites submitted for program admin review	<input checked="" type="checkbox"/>	OK
All site/student warning messages addressed	<input checked="" type="checkbox"/>	OK
All site/student error messages addressed	<input checked="" type="checkbox"/>	OK

Site Name	Students	Completion	Owner	Action
NewSiteTest	1	<input checked="" type="checkbox"/> Complete	Program Administrator	Return to Document Author

[Submit To ISBE](#)