

Illinois State Board of Education

Teacher Course Assignment

SIS School Year at a Glance

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- **January 14, 2022 by 4:00 p.m.**
 - Fall Student Course Assignments due without End Date/Final Grade
 - **Fall Teacher Course Assignment Entry Records**
 - Verify Teacher and Student Course Assignments
 - Career and Technical Education (CTE) Courses
 - College Course Assignments
 - Outside Course Assignments



Teacher Course Assignment

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- 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

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Teacher Course Assignment Entry

- **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)



Teacher Course Assignment

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

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Teacher Course Assignment Exit

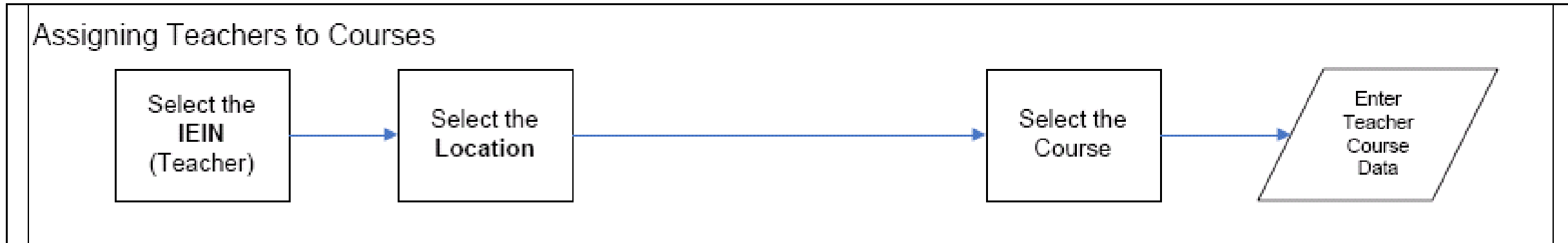
- **Actual Attendance (Classes) (Optional)**- Actual number of class periods of attendance teacher attended per course during the term
- **Total Attendance (Classes) (Optional)** - Total number of class periods of attendance available for the teacher for this course during the term
- **Teacher Course End Date** - Last day of attendance for the teacher
- **Reason for Exit** - Reason why teacher exited the course
 - 01 Course Ended
 - 02 Teacher Resigned/Reassigned/Terminated
 - 03 Leave of Absence
 - 04 Death
 - 05 Teacher Expulsion
 - 99 Erroneous Course Assignment



Teacher Course Assignment

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- **Teacher Course Assignment Online Process**



Teacher Course Assignment

- **SIS District Status Panel**

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[Helpful Resources](#)
▼
[Contact Technical Support](#)
▼

🔊 The ISBE SIS system will be unavailable due to System Maintenance starting at 10pm 07/31/2021 until updates are complete!

SIS Key Dates

Sep 03, 2021	IAR (Spring) Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2021 IAR (Spring) Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2021
Sep 03, 2021	SAT (Spring) Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2021
Sep 15, 2021	College and Career Readiness Indicator submissions finalized for SY 2021
Sep 17, 2021	Last day of ACCESS Testing (Fall)
Sep 24, 2021	Last day of IAR Testing – Paper (Fall)
Sep 30, 2021	Last Day of DLM-AA Testing (Fall)

District Status as of 08/31/2021 09:03 AM

School: All Schools ● Home ○ Serving

District Metrics Early Childhood Metrics

Current Collection Completion Status	Required	Complete	Percent
Prenatal	3	3	100%
Birth To Three Student Programs	0	0	-
Birth To Three Program Providers	0	0	-
Birth To Three Caregivers	0	0	-
Early Childhood Outcomes (ECO) Ratings	0	0	-
Early Childhood Student Programs	2	0	0%
Early Childhood Program Providers	0	0	-
English Learner (EL)	2	2	100%
EL Screener	12	11	91%
Homeless	9	9	100%
Eligible for Immigrant Student Program	26	26	100%
Student Address for NEW IDEA students	1	1	100%
Regional Safe Schools Program (RSSP)	0	0	-
Student Discipline	NA	2	NA
504 Plan	NA	0	NA
Grades 3-12 Missing Final Letter Grade	2	0	0%

Current Enrollments & Program Indicators

Current Enrollment
 EL
 IDEA
 Homeless
 FRL
 Refresh

Next SIS Webinar
 END OF SY 2021 AND PLANNING FOR SY 2022 WEBINAR - APRIL 21, 2021, 1:30 P.M.
[Click here to Register!](#)

Teacher Course Assignment

- **Teacher Search**

The screenshot shows the 'Teacher Course Assignment - Search Teacher' interface. On the left is a dark blue navigation sidebar with the following items: 'SIS', 'IBM SIS Test User', 'Home', 'Student', 'Assessment', 'Adjusted Cohort', 'Teacher', 'Early Childhood Transition', 'Prenatal', and 'Reports'. The top right of the page contains links for 'Helpful Resources' and 'Contact Technical Support'. The main content area has a dark blue header with the title 'Teacher Course Assignment - Search Teacher'. Below the header, there are search options: 'Search By' with radio buttons for 'Teaching Location' (selected) and 'Employer'. The search fields include: 'IEIN' (a single text box), 'OR' (a separator), 'Legal Last Name' (a text box), 'Legal First Name' (a text box), and 'Date of Birth (mm/dd/yyyy) - Optional' (a text box). A 'Search' button is located in the bottom right corner of the search area. Red boxes highlight the IEIN, Legal Last Name, Legal First Name, Date of Birth, and Search buttons.

Teacher Course Assignment

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- Potential Match Summary Page

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Helpful Resources | Contact Technical Support

Teacher Course Assignment - Search Teacher

Search By Teaching Location Employer

IEIN

OR

Legal Last Name Legal First Name

Date of Birth (mm/dd/yyyy) - Optional

Search Teacher Results

IEIN	Last Name	First Name	Middle Initial	Date of Birth	Gender	Action
123456	Teacher	Test	T	01/01/1980	Female	<input type="button" value="Select"/>

Teacher Course Assignment

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- Select Teaching Location

Illinois State Board of Education | Helpful Resources | Contact Technical Support

SIS | IBM SIS Test User | Home | Student | Assessment | Adjusted Cohort | **Teacher** | Early Childhood Transition | Prenatal | Reports | Batch File Processing | District Data Verification | Seal of Biliteracy Application

< Back To Search

Teacher Course Assignment - Assignment History

IEIN: 123456
Legal Last Name: Teacher | Legal First Name: Test | Date Of Birth: 01/01/1980

School Year	Employer Name	Employer RCDTS	Teaching Location	Teaching RCDTS	Action
2012	ABC CUSD 100	123456789010000	ISBE Test High School	123456789010000	Select
2017	ABC CUSD 100	123456789010000	ISBE Test High School	123456789010000	Select
2018	ABC CUSD 100	123456789010000	ISBE Test High School	123456789010000	Select
2019	ABC CUSD 100	123456789010000	ISBE Test High School	123456789010000	Select
2020	ABC CUSD 100	123456789010000	ISBE Test High School	123456789010000	Select
2021	ABC CUSD 100	123456789010000	ISBE Test High School	123456789010000	Select

Add New Teacher Location

School Year: 2022

Teaching Location

RCDT: 50082189022

Region: Saint Clair ROE | Category: Public Districts/Schools | District: East St Louis SD 189

Employer

Same as Teaching Location

Enter 15 digit RCDTS Code

Select Region, Category, District and School

Region: -- Select Region --

Category: -- Select Category --

District / Entity: -- Select District / Entity --

School: -- Select School --

Add

Teacher Course Assignment

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- Edit Teacher Course Assignments

The screenshot displays the SIS (State Information System) interface for the Illinois State Board of Education. On the left is a dark blue navigation sidebar with a hamburger menu icon at the top. The sidebar contains the following items: 'SIS' (highlighted in green), 'IBM SIS Test User' (with a dropdown arrow), 'Home' (with a house icon), 'Student' (with a dropdown arrow), 'Assessment' (with a dropdown arrow), 'Adjusted Cohort' (with a graduation cap icon), and 'Teacher' (with a teacher icon). The main content area has a light gray header with the Illinois State Board of Education logo and name on the left, and 'Helpful Resources' and 'Contact Technical Support' (both with dropdown arrows) on the right. Below the header is a dark blue bar with the text '< Back To Teacher History'. The main content area is titled 'Teacher Course Assignment - Assignment History' in a dark blue bar. Below this title, there is a grid of teacher information: IEIN: 123456, Legal Last Name: Teacher, Legal First Name: Test, Date Of Birth: 01/01/1980, Teaching Location RCDTS: 123456879010000, Teaching Location Name: ISBE Test District, School Year: 2022, and Employer Location RCDTS: 123456879010000, Employer Location Name: ISBE Test District. A red-bordered box highlights a blue 'Add Course' button in the bottom right corner. At the bottom of the main content area, it says 'No courses assigned'.

Teacher Course Assignment

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- Add Course

Add New Teacher Course Assignment

Subject Area	<input type="text" value="-- Select --"/>
State Course	<input type="text"/>
Academic Term	<input type="text"/>

[View State Course Catalog](#)

Section Number	<input type="text"/>
Start Date	<input type="text"/>
Local Course Code - Optional	<input type="text"/>
Local Course Title - Optional	<input type="text"/>

EIS Position Code	<input type="text" value="-- Select --"/>
Teacher Commitment	<input type="text"/>

End Date - Optional until exit or previous school year	<input type="text"/>
End Reason - Optional until exit or previous school year	<input type="text" value="-- Select --"/>

Attendance Total - Optional	<input type="text"/>
Attendance Actual - Optional	<input type="text"/>

Close



Teacher Course Assignment

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- **Select Course Details**

The screenshot displays the SIS interface for the Illinois State Board of Education. The top navigation bar includes the logo and the text "Illinois State Board of Education" on the left, and "Helpful Resources" and "Contact Technical Support" on the right. A left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, and Early Childhood Transition. The main content area is titled "Teacher Course Assignment - Assignment History" and includes a "Back To Teacher History" link. Below the title, there is a summary of teacher information: IEIN: 123456, Legal Last Name: Teacher, Legal First Name: Test, Date Of Birth: 01/01/1980, Teaching Location RCDTS: 123456789010000, Teaching Location Name: ISBE Test District, School Year: 2022, Employer Location RCDTS: 123456789010000, and Employer Location Name: ISBE Test District. An "Add Course" button is located in the bottom right corner of the summary section. Below this is a table with the following data:

Academic Term	State Course ID	State Course Title	Section	Start Date	End Date	Exit Reason	Action
Semester 1	03002A000	Geology	A	08/11/2021			Select

Teacher Course Assignment

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- **Submit Teacher Course Assignments**

- When Teacher Course Assignment is submitted first, a new system enhancement will automatically exit the Teacher Course Assignment when all the corresponding Student Course Assignments are exited.
- When all Student Course Assignments for a **Section** have received a Final Letter Grade, SIS will populate the Teacher Course Assignment “Course End Date” and “Reason for Exit” via an overnight process.
 - 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

- **Teacher Course Assignment Report**

The screenshot shows the SIS Reports interface. The left sidebar contains a navigation menu with 'Reports' highlighted. The main content area shows a list of reports under the 'Course Assignments' and 'Student and Teacher Reports' categories. The 'Teacher Course Assignment' report is highlighted in red.

Report Name	Summary	Details
Teacher/Student Course Assignment - Course Information		Details
Student Course Assignment	Summary	Details
Student Information	Summary	Details
Teacher Course Assignment		Details
Teacher Course Assignment for Outplaced Students		Details
Student Outside Course Assignment		Details
College Course Assignment	Summary	Details
Competency Based Education Student Course Assignment	Summary	Details
Missing Courses		

Teacher Course Assignment

- SIS Reports – Teacher Course Assignment

2022 Teacher Course Assignment Teacher Information

8/31/2021 9:31:19AM

123456789010000 ISBE Test School
Selection Criteria: Sorted By: Name

EIS Position Code:	251 Bilingual Special Education Teacher	605 Resource Teacher Reading
200 Teacher	305 Classroom/Library Aide	606 Resource Teacher Math
201 Reading Teacher	312 Technology Specialist	607 Resource Teacher Science (all sciences)
202 Bilingual Education Teacher	379 School Social Worker	608 Resource Teacher Foreign Language
203 English as a Second Language Teacher	601 Resource Teacher Arts (Visual Art, Music, Drama and Theatre)	609 Resource Teacher Economics
204 Visiting International Teacher	602 Resource Teacher History	610 Resource Teacher Elementary
207 Speech Language Pathology Teacher	603 Resource Teacher Government/Civics/Political Science	611 Resource Teacher Other
208 Career and Technical Educator (CTE)	604 Resource Teacher English/Language Arts	699 Citywide Resource Teacher (CPS use only)
250 Special Education Teacher		

Reason For Exit Codes: 01 - Course Ended 02 - Teacher Resigned 03 - Leave of Absence 04 - Death 05 - Teacher Expulsion 06 - District Reassigned 99 - Erroneous

IEIN: 123456 **Teacher Name:** Teacher, Test **Birth Date:** 01/01/1980 **Teaching Location RCDTS:** 123456789010000

State Course Code-Title	Local Course Code-Title	Term	Section	Employer RCDTS	EIS Position Code	Teacher Commitment	Start Date	Attendance A / T	Exit Date	Exit Reason
22151A002-Secondary Transitional Experience Program	-	Y1	12345	500821890220043	200	1.00	08/01/2021			

Total Course Assignments: 1

Total Unique Teachers: 1

