Illinois State Board of Education

Verify Teacher/Student Course Assignments

SIS School Year at a Glance

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

Verifying Student/Teacher Course Assignments

- **Linking Teacher Course Assignment to a Student Course Assignment – The following items must match:**
  - School Year
  - Student Serving School RCDTS matches Teaching Location RCDTS
  - State Course Code
  - Term
  - Section Number

- **For data quality purposes, it is very important that the appropriate teacher is matched to the correct students**.

Verifying Student/Teacher Course Assignments

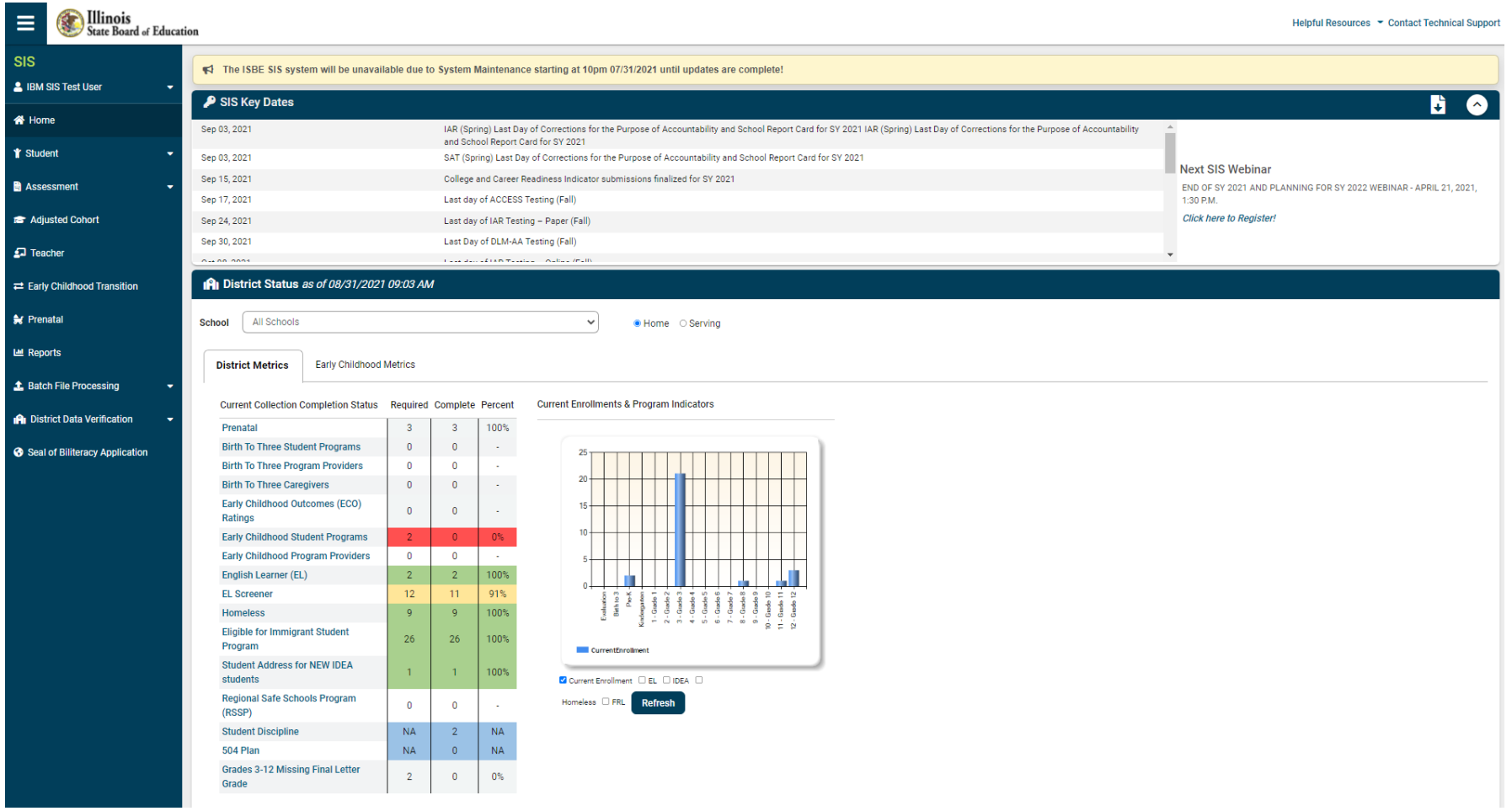
Student Information	Teacher Information
Student ID	IEIN
SAP ID	Local Teacher ID
Student Last Name	Teacher Last Name
Student First Name	Teacher First Name
Birth Date	Teacher Birth Date
Location / Course	**Location / Course**
Home RCDTS	Employer RCDTS
Serving School	Teaching Location RCDTS
School Year	School Year
State Course Code	State Course Code
Term (Semester)	Term (Semester)
Section Number	Section Number
Course Information	**Course Information**
Local Course ID	Local Course ID
Local Course Title	Local Course Title
Student Course Start Date	Teacher Course Start Date
Course Level	Role of Professional
Course Credit	Teacher Commitment
Articulated Credit	Actual Attendance
Dual Credit	Total Attendance
Course Setting	Teacher Course End Date
Actual Attendance	Reason for Exit
Total Attendance	
Single Parent including Single Pregnant Woman	
Displaced Homemaker	
Course Numeric Grade	
Maximum Numeric Grade	
Student Course End Date	
Course Final Letter Grade/ Completion Status	

These 5 elements link a Teacher Course Assignment to a Student Course Assignment.

- Student Serving RCDTS = Teaching Location RCDTS
- School Year
- State Course Code
- Term
- Section Number

Verifying Student/Teacher Course Assignments

- **Current SIS District Status Panel**



Verifying Student/Teacher Course Assignments

- **Current SIS District Status Panel**

Course Data Quality (K-12)

Unique Course Count	1
Courses Missing Students	1
Courses Missing Teachers	0
Students Missing Courses	29

Verifying Student/Teacher Course Assignments

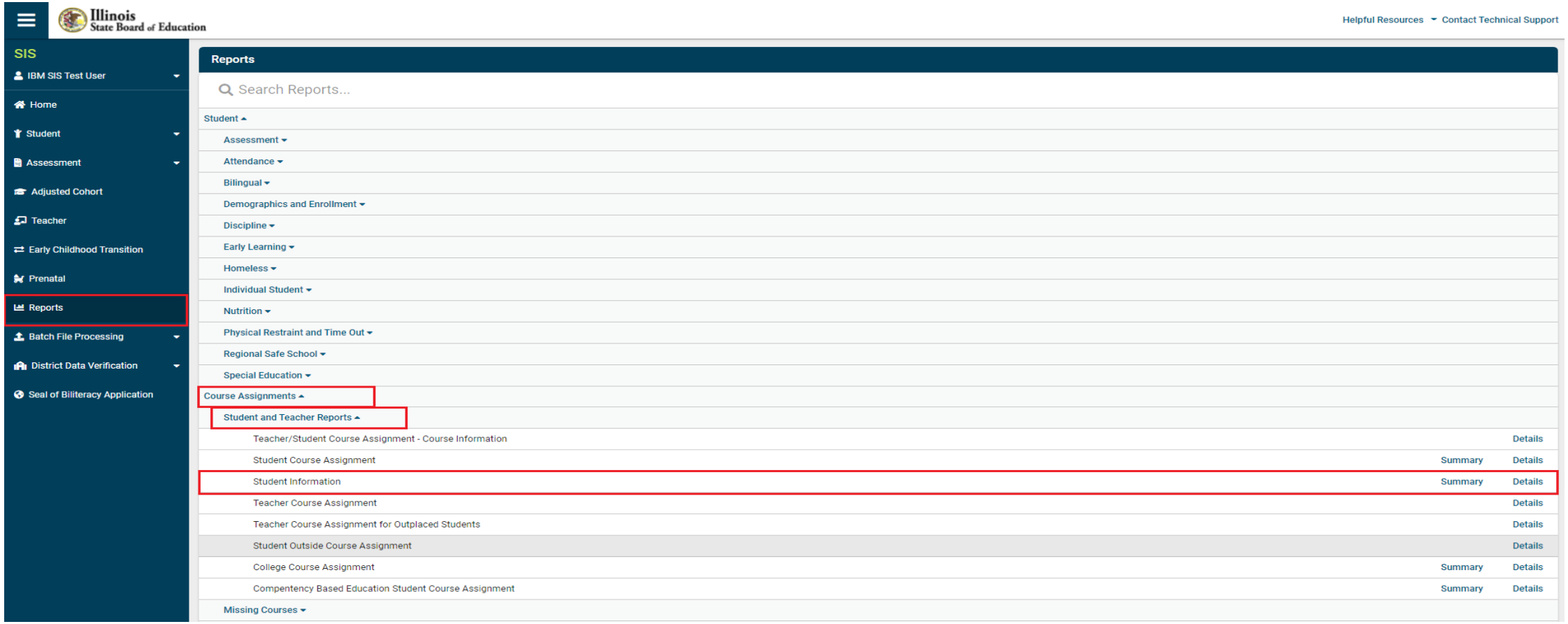
- **Verify that the Teacher and Student Course Assignments are submitted correctly.**
  - **Student Course Information – Student Information Report (Summary)**
    - Total count of classes per student: Review report to ensure students have the correct number of courses. All students Grades K-12 should have courses.
      - Add courses if students are missing courses.
  - **Students with no Course Assignments (Detail)**
    - The report displays students with no courses.
  - **Courses with Students but no Teachers (Detail)**
    - The report displays Student Course Assignment records that do not have a corresponding Teacher Course Assignment record.
      - Teachers are missing: add the Teacher Course Assignment using the corresponding School Year, Teaching Location, State Course Code, Term, and Section Number.

Verifying Student/Teacher Course Assignments

- **Courses with Teachers but No Students (Detail)**
  - The report displays Teacher Course Assignment records that do not have a corresponding Student Course Assignment record.
    - Students are missing: Add Student Course Assignments using the corresponding School Year, Serving Location, State Course Code, Term, and Section Number.
- **Teacher/Student Course Assignment – Course Information (Detail)**
  - The report displays course assignments with teachers and students that are correctly matched.

Verifying Student/Teacher Course Assignments

- **Student Course Information – Student Information Report (Summary)**



Verifying Student/Teacher Course Assignments

- **Student Course Information – Student Information Report (Summary)**
  - Course count is zero: Add student course assignments for student(s).

2022 Student Course Assignment - Student Information Report (Summary) 8/31/2021 11:16:31AM

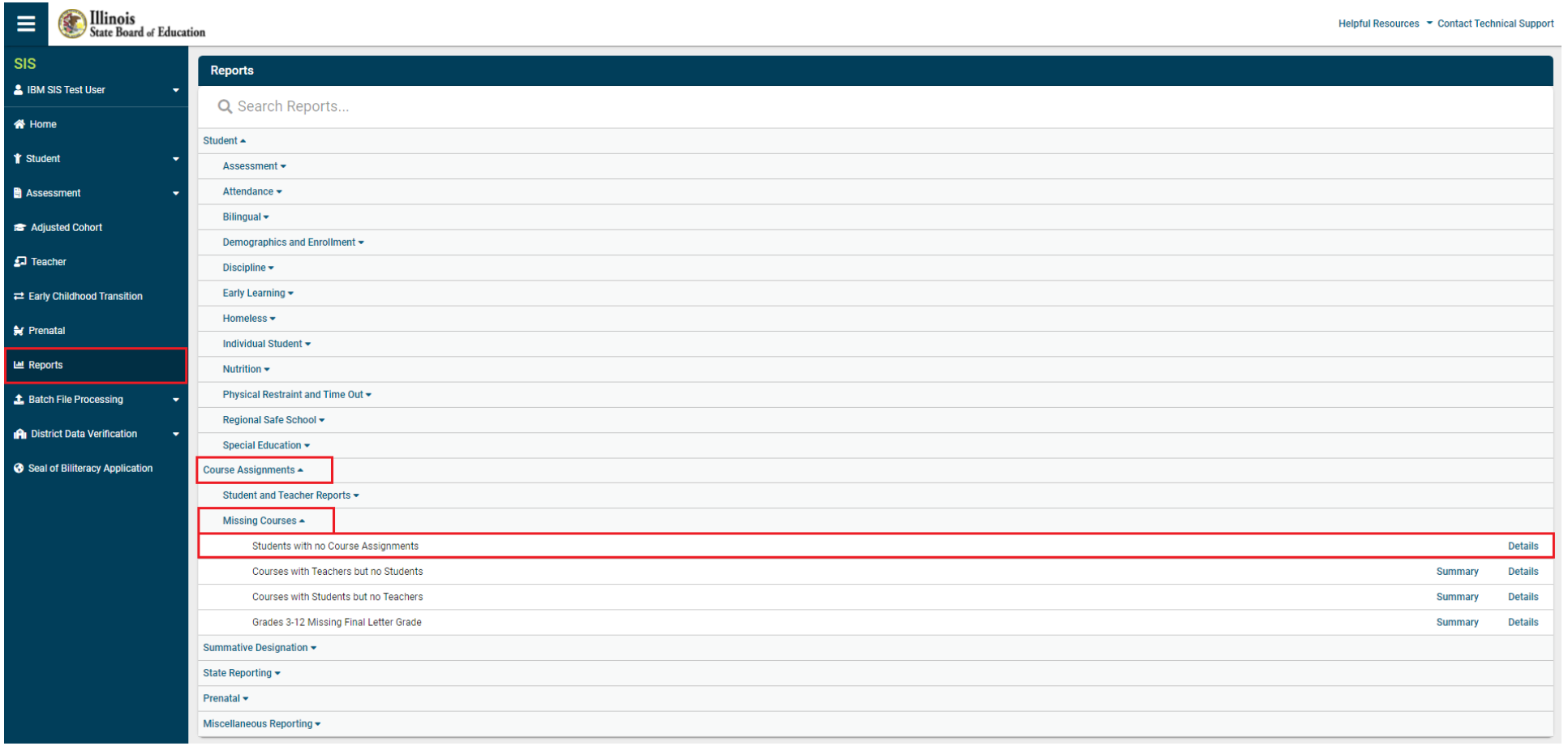
SIS Home District: 123456789012345 ISBE Test District

Selection Criteria: None Sorted By: Student ID

Student ID	Student Name	Birth Date	Grade	Home RCDTS	Serving RCDTS	Service Provider	Exit Date	Course Count
123456789	Test, Student	07/22/2005	10	123456789012345	123456789012345			0
123456789	Test, Student	12/14/2005	9	123456789012345	123456789012345			0
123456789	Test, Student	06/04/2013	2	123456789012345	123456789012345			0
123456789	Test, Student	03/29/2004	10	123456789012345	123456789012345			0
123456789	Test, Student	10/05/2003	11	123456789012345	123456789012345			0
123456789	Test, Student	10/25/2006	9	123456789012345	123456789012345			0
123456789	Test, Student	04/05/2008	7	123456789012345	123456789012345	123456789012345		0
123456789	Test, Student	06/11/2004	11	123456789012345	123456789012345			0
123456789	Test, Student	12/21/2005	9	123456789012345	123456789012345			0
123456789	Test, Student	03/06/2014	1	123456789012345	123456789012345	123456789012345		0
123456789	Test, Student	08/30/2012	3	123456789012345	123456789012345			0
123456789	Test, Student	11/30/2005	9	123456789012345	123456789012345			0
123456789	Test, Student	08/24/2014	1	123456789012345	123456789012345			0
123456789	Test, Student	09/18/2014	K	123456789012345	123456789012345			0
123456789	Test, Student	09/08/2014	1	123456789012345	123456789012345			0
123456789	Test, Student	05/29/2004	9	123456789012345	123456789012345			0

Verifying Student/Teacher Course Assignments

- **Students with No Course Assignments (Detail)**



Verifying Student/Teacher Course Assignments

- **Students with No Course Assignments (Detail)**

2022 Students with No Courses (Detail)

8/31/2021 11:21:17AM

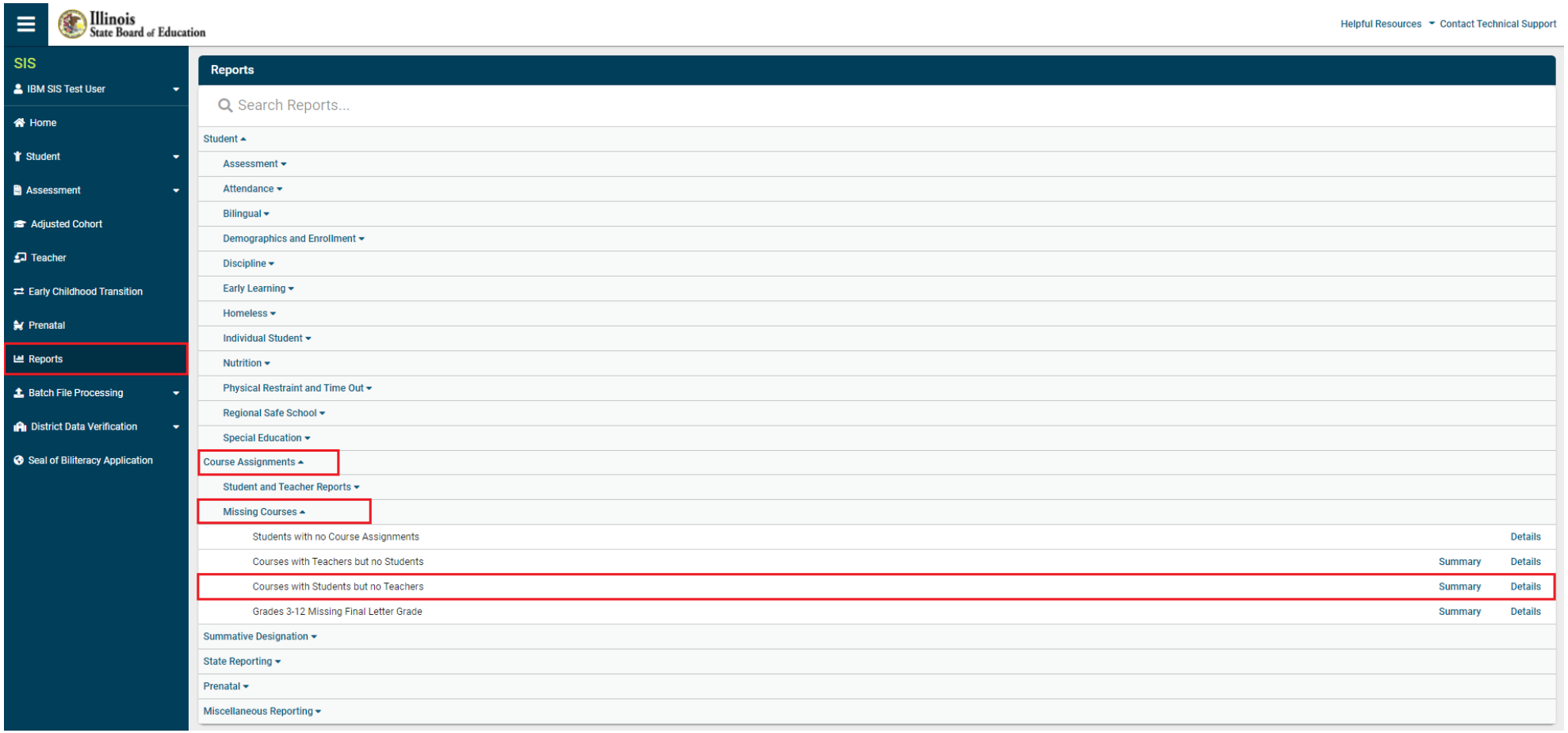
SIS Home District: 123456789012345 ISBE Test District

Selection Criteria: Sorted By: Student ID

Student ID	Student Name	Birth Date	Grade	Home RCDTS	Serving RCDTS	Provider RCDTS	Start Date	Exit Date	Course Count
123456789	Test, Student	07/22/2005	10	123456789012345	123456879012345		08/02/2021		0
123456789	Test, Student	12/14/2005	9	123456789012345	123456879012345		08/02/2021		0
123456789	Test, Student	06/04/2013	2	123456789012345	123456879012345		08/02/2021		0
123456789	Test, Student	03/29/2004	10	123456789012345	123456879012345		08/02/2021		0
123456789	Test, Student	10/05/2003	11	123456789012345	123456879012345		08/02/2021		0
123456789	Test, Student	10/25/2006	9	123456789012345	123456879012345		08/02/2021		0
123456789	Test, Student	04/05/2008	7	123456789012345	123456879012345		08/02/2021		0
123456789	Test, Student	06/11/2004	11	123456789012345	123456879012345		08/02/2021		0

Verifying Student/Teacher Course Assignments

- **Courses with Students but no Teachers (Detail)**



Verifying Student/Teacher Course Assignments

- **Courses with Students but No Teacher: Add any missing Teacher Course Assignments using the corresponding School Year, Teaching Location, State Course Code, Term, and Section Number.**

2021 Courses with Students but no Teachers - (Detail)

8/31/2021 11:25:38AM

SIS Home District: 123456789 ISBE Test District

Selection Criteria: Sorted By: Student Name

Term	State Course Code	Section	State Course Title	Home School
Semester 1	01001A000	51929	English/Language Arts I (9th grade)	123456789012345

Student ID	Student Name	Birth Date	Serving	Grade	Course Level	Course Setting	Credit	Start Date	Dual	Articulated	End Date	Grade A/T	Attend A/T	Final
123456789	Test, Student	02/09/2006	123456789012345	9	General	Traditional	0.50	08/17/2020	No	No	08/18/2020	/	/	W

Total Students In This Section: 1

Term	State Course Code	Section	State Course Title	Home School
Semester 1	01001A000	55662	English/Language Arts I (9th grade)	123456789012345

Student ID	Student Name	Birth Date	Serving	Grade	Course Level	Course Setting	Credit	Start Date	Dual	Articulated	End Date	Grade A/T	Attend A/T	Final
123456789	Test, Student	05/29/2005	123456789012345	9	General	Traditional	0.50	08/14/2020	No	No	12/18/2020	/	/	C
123456789	Test, Student	03/28/2005	123456789012345	9	General	Traditional	0.50	08/17/2020	No	No	06/04/2021	/	/	W

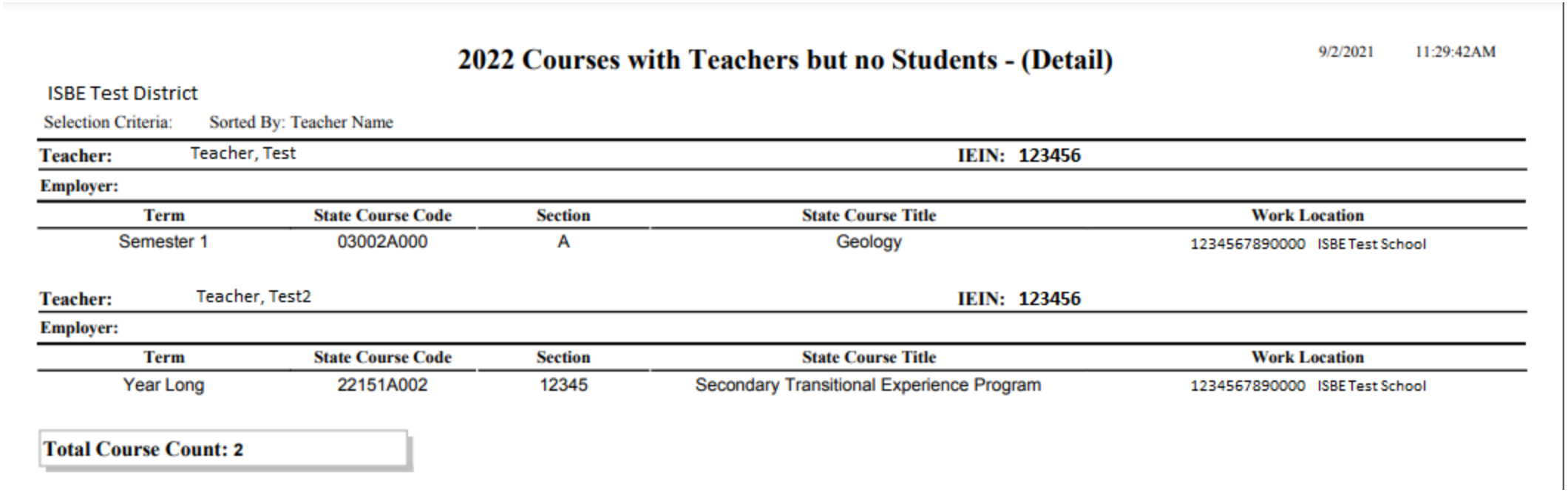
Total Students In This Section: 2

Verifying Student/Teacher Course Assignments

- **Courses with Teachers but No Students (Detail)**

Verifying Student/Teacher Course Assignments

- Courses with Teachers but No Student: Add any missing Student Course Assignments using the corresponding School Year, Serving Location, State Course Code, Term, and Section Number.



2022 Courses with Teachers but no Students - (Detail) 9/2/2021 11:29:42AM

ISBE Test District

Selection Criteria: Sorted By: Teacher Name

Teacher: Teacher, Test **IEIN: 123456**

Employer:

Term	State Course Code	Section	State Course Title	Work Location
Semester 1	03002A000	A	Geology	1234567890000 ISBE Test School

Teacher: Teacher, Test2 **IEIN: 123456**

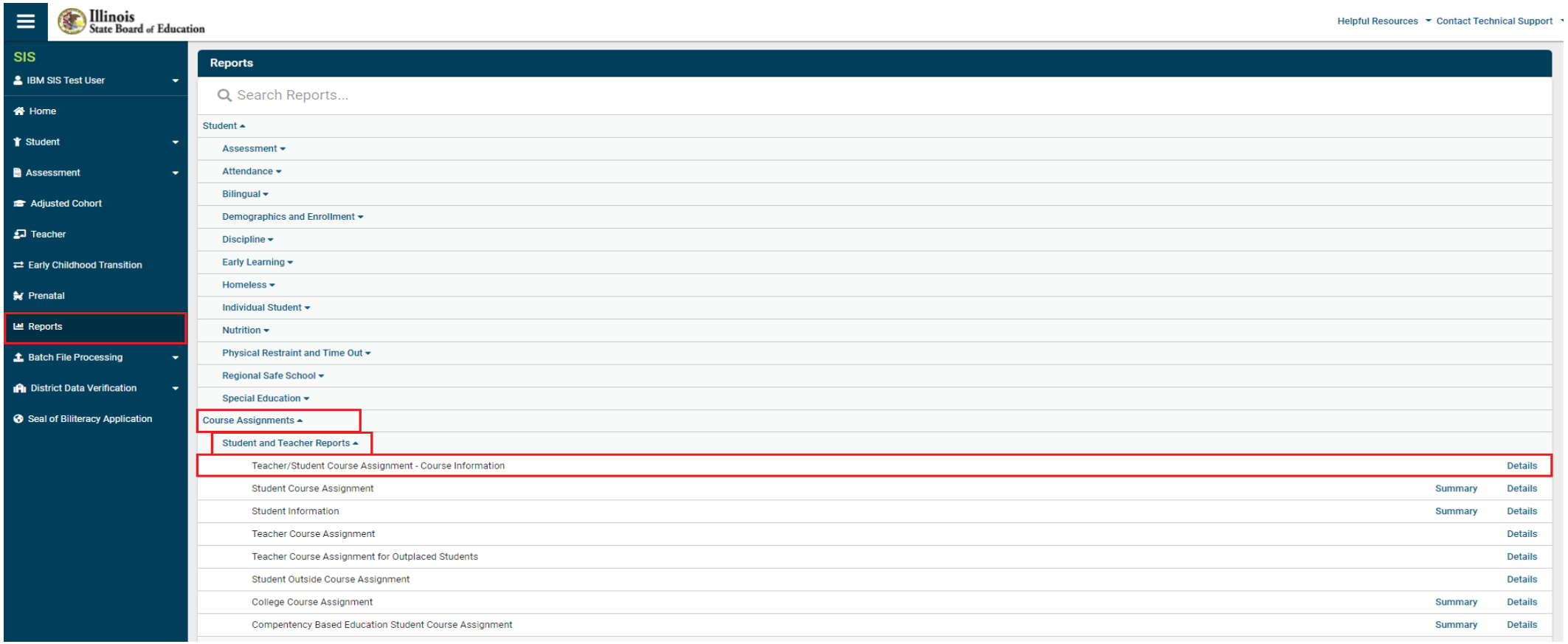
Employer:

Term	State Course Code	Section	State Course Title	Work Location
Year Long	22151A002	12345	Secondary Transitional Experience Program	1234567890000 ISBE Test School

Total Course Count: 2

Verifying Student/Teacher Course Assignments

- **Teacher / Student Course Assignment – Course Information (Detail)**



Verifying Student/Teacher Course Assignments

- **The sample report displays teacher and student courses correctly aligned.**

2021 Teacher/Student Course Assignment - Course Information (Detail) 9/2/2021 11:34:18AM

SIS Home District: 123456789012345 ISBE Test District
Selection Criteria: None

Teacher: Teacher, Test **IEIN: 123456**

Term	State Course Code	Section	State Course Title	Home School
Semester 1	19101A001	86319001	Cosmetology I	123456789012345

Student ID	Student Name	Birth Date	Private School	Serving	Grade	Course Level	Course Setting	Credit	Start Date	Dual	Articulated	End Date	Grade A/T	Attend A/T	Final	CBE	Lang. Taught In
123456789	Student, Test	07/07/2004	No	123456789012345	10	General	Traditional	1.000	08/17/2020	No	No	12/18/2020	/	/	C-	No	000
123456789	Student, Test	05/14/2004	No	123456789012345	10	General	Traditional	1.000	08/17/2020	No	No	12/18/2020	/	/	A+	No	000
123456789	Student, Test	05/12/2005	No	123456789012345	10	General	Traditional	1.000	08/17/2020	No	No	09/08/2020	/	/	W	No	000
123456789	Student, Test	12/30/2003	No	123456789012345	9	General	Traditional	1.000	08/17/2020	No	No	12/18/2020	/	/	A+	No	000
123456789	Student, Test	01/12/2004	No	123456789012345	10	General	Traditional	1.000	08/17/2020	No	No	12/18/2020	/	/	A+	No	000
123456789	Student, Test	08/29/2005	No	123456789012345	10	General	Traditional	1.000	08/17/2020	No	No	12/18/2020	/	/	A+	No	000
123456789	Student, Test	11/29/2004	No	123456789012345	10	General	Traditional	1.000	08/17/2020	No	No	09/04/2020	/	/	W	No	000
123456789	Student, Test	02/14/2004	No	123456789012345	10	General	Traditional	1.000	08/17/2020	No	No	12/18/2020	/	/	A+	No	000
123456789	Student, Test	07/17/2005	No	123456789012345	10	General	Traditional	1.000	08/17/2020	No	No	12/18/2020	/	/	A+	No	000
123456789	Student, Test	07/31/2005	No	123456789012345	10	General	Traditional	1.000	08/18/2020	No	No	12/18/2020	/	/	C+	No	000
123456789	Student, Test	02/14/2005	No	123456789012345	10	General	Traditional	1.000	08/17/2020	No	No	12/18/2020	/	/	A+	No	000
123456789	Student, Test	06/06/2005	No	123456789012345	10	General	Traditional	1.000	08/17/2020	No	No	12/18/2020	/	/	A+	No	000

Total Students In This Section: 12

Term	State Course Code	Section	State Course Title	Home School
Semester 1	19101A002	86331001	Cosmetology II	123456789012345

Student ID	Student Name	Birth Date	Private School	Serving	Grade	Course Level	Course Setting	Credit	Start Date	Dual	Articulated	End Date	Grade A/T	Attend A/T	Final	CBE	Lang. Taught In
123456789	Student, Test	03/17/2004	No	123456789012345	11	General	Traditional	1.000	08/17/2020	No	No	08/27/2020	/	/	W	No	000

Verifying Student/Teacher Course Assignments

- **SIS Reports - Secondary Courses Missing Final Letter Grade**

Verifying Student/Teacher Course Assignments

- **Secondary Courses Missing Final Letter Grade Report**

2022 Grades 3-12 Missing Final Letter Grade (Detail)

9/2/2021 11:39:30AM

SIS Home District: 12345678901 ISBE Test District

Selection Criteria:

Student ID	Student Name	Birth Date	Grade	Private School
123456789	Student, Test	04/26/1999	12	No

Serving School: 123456789012345

State Course Code-Title	Local Course Code-Title	Term	Section	Course Level	Course Setting	Credit	Start Date	Dual	Articulated	End Date	Final
02153A000 Technical Mathematics		Semester 1	ABC	General	Online	1.00	08/11/2021	No	No		
22151A002 Secondary Transitional Experience Program	123456 STEP	Semester 1	QWERTY	General	Traditional	1.00	08/03/2021	No	No		

Total Unique Students: 1

Total Course Count: 2

Verifying Student/Teacher Course Assignments

- **Deadlines for 2021 School Year Student and Teacher Course Assignments:**

  - **Fall Data - Teacher Course Assignment Grades K-12 is due January 14, 2022**
    - Fall Data consists of Terms Q1, Q2, Y1, S1 and T1 (Possibly T2)

  - **Fall Data - Student Course Assignment Grades K-12 is due January 14, 2022**
    - Fall Data consists of Terms Q1, Q2, Y1, S1 and T1 (Possibly T2)

  - **Remaining Student and Teacher Assignment Data is due July 31, 2022**
    - Remaining data consists of terms Q3, Q4, Y2, S2, S3, T2 and T3