

Illinois State Board of Education

Verify Teacher/Student Course
Assignments

SIS School Year at a Glance

2

- **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

3

- **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

4

<u>Student Information</u> Student ID SAP ID Student Last Name Student First Name Birth Date	<u>Teacher Information</u> IEIN Local Teacher ID Teacher Last Name Teacher First Name Teacher Birth Date
<u>Location / Course</u> Home RCDTS Serving School School Year State Course Code Term (Semester) Section Number	<u>Location / Course</u> Employer RCDTS Teaching Location RCDTS School Year State Course Code Term (Semester) Section Number
<u>Course Information</u> Local Course ID Local Course Title Student Course Start Date Course Level Course Credit Articulated Credit Dual Credit Course Setting Actual Attendance 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	<u>Course Information</u> Local Course ID Local Course Title Teacher Course Start Date Role of Professional Teacher Commitment Actual Attendance Total Attendance Teacher Course End Date Reason for Exit

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

5

- Current SIS District Status Panel

The screenshot displays the SIS District Status Panel. The sidebar on the left contains navigation links: Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area features a yellow warning banner about system maintenance, a table of SIS Key Dates, and a District Status summary as of 08/31/2021 09:03 AM. The summary includes a table of Current Collection Completion Status and a bar chart of Current Enrollments & Program Indicators.

SIS Key Dates

Date	Event
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

District 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

Bar chart showing Current Enrollment by grade level. The x-axis lists grades from Pre-K to 12. The y-axis shows enrollment counts from 0 to 25. The highest enrollment is in Grade 3, with approximately 22 students.

Legend: ☒ Current Enrollment ☐ EL ☐ IDEA ☐ Homeless ☐ FRL

Refresh



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Verifying Student/Teacher Course Assignments

6

- **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

7

- **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

8

- **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

9

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

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains a navigation menu with the following items: Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports (highlighted), Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area is titled 'Reports' and features a search bar. Below the search bar, a list of reports is displayed under the 'Student' category. The reports include: Assessment, Attendance, Bilingual, Demographics and Enrollment, Discipline, Early Learning, Homeless, Individual Student, Nutrition, Physical Restraint and Time Out, Regional Safe School, Special Education, Course Assignments (highlighted), and Student and Teacher Reports (highlighted). The 'Course Assignments' report is expanded, showing a list of reports: Teacher/Student Course Assignment - Course Information, Student Course Assignment, Student Information (highlighted), Teacher Course Assignment, Teacher Course Assignment for Outplaced Students, Student Outside Course Assignment, College Course Assignment, Competency Based Education Student Course Assignment, and Missing Courses. The 'Student Information' report is selected, showing a 'Summary' and 'Details' link.

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		



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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


<u>Student ID</u>	<u>Student Name</u>	<u>Birth Date</u>	<u>Grade</u>	<u>Home RCDTS</u>	<u>Serving RCDTS</u>	<u>Service Provider</u>	<u>Exit Date</u>	<u>Course Count</u>
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

11

- Students with No Course Assignments (Detail)



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

Reports

Search Reports...

Student ▾

Assessment ▾

Attendance ▾

Bilingual ▾

Demographics and Enrollment ▾

Discipline ▾

Early Learning ▾

Homeless ▾

Individual Student ▾

Nutrition ▾

Physical Restraint and Time Out ▾

Regional Safe School ▾

Special Education ▾

Course Assignments ▾

Student and Teacher Reports ▾

Missing Courses ▾

Students with no Course Assignments

Courses with Teachers but no Students

Courses with Students but no Teachers

Grades 3-12 Missing Final Letter Grade

Summative Designation ▾

State Reporting ▾

Prenatal ▾

Miscellaneous Reporting ▾

Students with no Course Assignments	Details
Courses with Teachers but no Students	Summary Details
Courses with Students but no Teachers	Summary Details
Grades 3-12 Missing Final Letter Grade	Summary Details



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

<u>Student ID</u>	<u>Student Name</u>	<u>Birth Date</u>	<u>Grade</u>	<u>Home RCDTS</u>	<u>Serving RCDTS</u>	<u>Provider RCDTS</u>	<u>Start Date</u>	<u>Exit Date</u>	<u>Course Count</u>
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

13

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

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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

Search Reports...

Student

Assessment

Attendance

Bilingual

Demographics and Enrollment

Discipline

Early Learning

Homeless

Individual Student

Nutrition

Physical Restraint and Time Out

Regional Safe School

Special Education

Course Assignments

Student and Teacher Reports

Missing Courses

Students with no Course Assignments		Details
Courses with Teachers but no Students	Summary	Details
Courses with Students but no Teachers	Summary	Details
Grades 3-12 Missing Final Letter Grade	Summary	Details

Summative Designation

State Reporting

Prenatal

Miscellaneous Reporting



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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

15

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

Illinois State Board of Education

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

Helpful Resources Contact Technical Support

Reports

Search Reports...

Student

Assessment

Attendance

Bilingual

Demographics and Enrollment

Discipline

Early Learning

Homeless

Individual Student

Nutrition

Physical Restraint and Time Out

Regional Safe School

Special Education

Course Assignments

Student and Teacher Reports

Missing Courses

Students with no Course Assignments	Details
Courses with Teachers but no Students	Summary Details
Courses with Students but no Teachers	Summary Details
Grades 3-12 Missing Final Letter Grade	Summary Details

Summative Designation

State Reporting

Prenatal

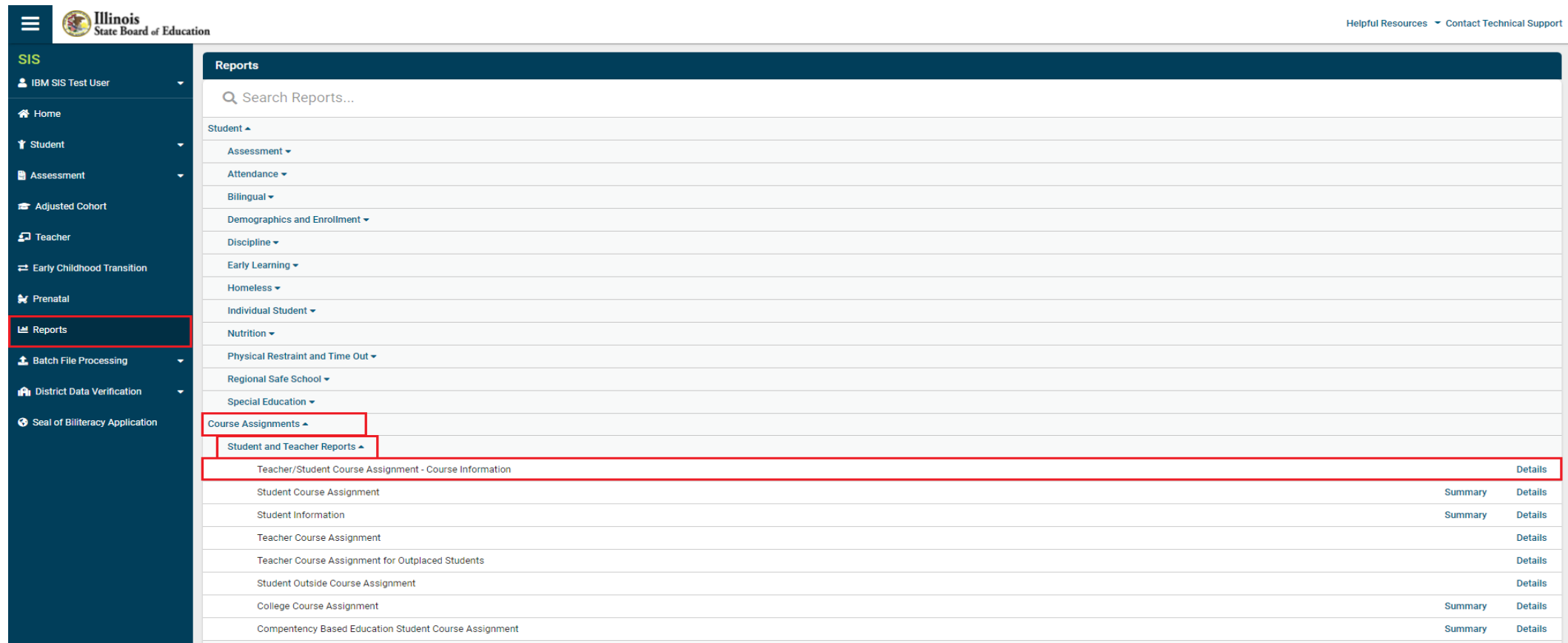
Miscellaneous Reporting



Verifying Student/Teacher Course Assignments

17

■ Teacher / Student Course Assignment – Course Information (Detail)



The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains a navigation menu with the following items: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports (highlighted), Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area is titled 'Reports' and features a search bar. Below the search bar, there is a list of report categories: Student, Course Assignments, and Student and Teacher Reports. The 'Course Assignments' category is expanded, showing a list of reports. The report 'Teacher/Student Course Assignment - Course Information' is selected, and its details are displayed in a table.

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



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Verifying Student/Teacher Course Assignments

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

2021 Teacher/Student Course Assignment - Course Information (Detail)

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

19

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



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

Reports

Search Reports...

Student ▾

Assessment ▾

Attendance ▾

Bilingual ▾

Demographics and Enrollment ▾

Discipline ▾

Early Learning ▾

Homeless ▾

Individual Student ▾

Nutrition ▾

Physical Restraint and Time Out ▾

Regional Safe School ▾

Special Education ▾

Course Assignments ▾

Student and Teacher Reports ▾

Missing Courses ▾

Students with no Course Assignments

Courses with Teachers but no Students

Courses with Students but no Teachers

Grades 3-12 Missing Final Letter Grade

Summative Designation ▾

Details

Summary

Details

Summary

Details

Summary

Details



Verifying Student/Teacher Course Assignments

20

- 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

