

**Illinois State Board of Education (ISBE)
Student Information System (SIS)
Student and Teacher Course Assignments K - 12**

#	Question	Answer
1.	<p>Deadlines</p> <p>What are the deadlines (dates) this information will need to be uploaded by next year?</p> <p>If we do not meet the optional requirements this year for 2012, when would the first deadline be for next school year?</p>	<p>Grades K-8 Student and Teacher Course Assignments are optional for the 2012 school year.</p> <p>Grades 9-12 Student and Teacher Course Assignments will remain mandatory for the 2012 school year.</p> <p>It's strongly suggested that Teacher and Student Course Assignments are better managed if submitted by semester; however, all data is due by July 31 of each school year.</p>
2.	<p>I did not understand the overriding of email notification forwarding. Please clarify.</p>	<p>In IWAS when selecting the "Student Information System - Statewide" link from your System Listings page there is a icon of a person's head on the right side of the link. Select the icon and it will take you to your profile. In the profile there is a setting that allows you to forward all IWAS SIS generated emails to an external email. In the past ISBE has forced it to the users email in the profile even if that box was not checked. In the future ISBE will only send it to those that have indicated they wish to have it forwarded.</p>
3.	<p>Have all Illinois serving schools been invited to webinars?</p>	<p>Yes</p>

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4.	<p>I have a student that previously attended a Parochial / Private school, do I need to report Student Course Assignments for the time the student attended the Parochial/Private?</p> <p>I have a student who my district has placed in a nonpublic private Special Education facility. What are my district's responsibilities for reporting? What are the nonpublic Private Special Education Facilities responsibilities for reporting?</p> <p>Who is responsible for entering date for Student Course Assignments and Teacher Course Assignments?</p>	<p>No. Currently Parochial / Private Student Course Assignments can only be entered by a public school district as outside courses, if the courses were completed prior to the student's current enrollment.</p> <p>If a student is placed at a nonpublic private Special Education facility, Special Education Cooperative, Area Career Center, Regional Program or other placement facilities, the Home School is responsible for submitting all Student Course Assignment data to ISBE. Teacher Course Assignment data is submitted by the Teaching Location. (e.g. a nonpublic private Special Education facility)</p> <p>The Home School is responsible for submitting Student Course Assignments in SIS. The Teaching location is responsible for submitting Teacher Course Assignments in SIS. The Home School and the Serving School (Teaching Location) must communicate to ensure when reporting Courses on Teachers and Students the State Course Code, Term and Section Number must match.</p>
5.	<p>Training</p>	<p>I am completely lost. Is there to be a basic training on this? Being K-8, we have NOT been involved in this and this is a lot of information to digest.</p> <p>For the people in K-8 just starting this process, will there be formal training available to teach this process?</p>

Training for K-8 Student and Teacher Course assignments will be announced in the near future.

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6.	Do the state course numbers actually have to be on the high school transcripts?	No
7.	How often should we submit if we are a high mobility district (over 50%)?	You may submit as many times as needed. If your mobility rate is high, more frequent submissions would be required to ensure students are enrolled and exited in a timely manner.
8.	How many of the reports shown will be available to Education for Employment directors (EFE)?	All reports shown are available to the EFE's for students in CTE courses.
9.	I am the SIS coordinator for the entire district. How do I begin to enter this data? Is it all entered on an individual school, or is there a batch file I can download?	This data can be entered online by searching the student or via batch file process. Templates, Tips, Steps and File Format Layouts are located at www.isbe.net/sis .
10.	Will this data be put into the Longitudinal Data System Project?	Yes
11.	What methods do you see the home school to communicate with the serving schools?	We understand it is a challenge with the school districts, but it is important that the communication occurs. You as a school district should have data sharing agreement and process already in place with the serving location.

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12.	What is the Goal of the Student Course Assignment and Teacher Course Assignment?	<ul style="list-style-type: none"> • The student teacher link is needed to support the evaluation of teacher preparation programs, an activity ISBE is required to support as part of the P-20 Act. The link enables ISBE to attribute student growth to teachers, and student growth is a key indicator of how effective teachers are. • Support for the calculation of student growth and the use of growth as part of the teacher evaluation and principal evaluation conversations. The evaluation act now requires the use of student growth as part of the evaluation discussion. While some districts are capable of producing a growth calculation (some already do calculate student growth and include it as part of teacher evaluations), ISBE may need to provide growth data for districts that are not able to generate this data locally. • SFSF Reporting requirements – ISBE is required by the SFSF grant to report teacher impact data, for both current students and for the previous year’s students. In order to generate this data the student teacher link is required. • Meeting the Data Quality Campaign and America Competes requirements that the SEA collects the data necessary to establish the link between students and teachers. • The ESEA waiver (NCLB waiver) will include the use of student growth data. The student teacher link will be needed for this.
13.	I am very concerned with the legal ramifications of the Special Education student's course being identified by their instructional level.	ISBE is removing the Special Education Rigor Level for school year 2013.

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#	Question	Answer
14.		Answer is being formalized at ISBE. We will update document when available.
	Are substitute teachers required to be included?	
	How do we handle substitutes and course selections?	
	How long does a substitute teacher have to be teaching a class before we have to report them in the role of professional?	
	Teacher maternity leave - does the sub have to be entered and full time teacher as leave of absence?	
	Do we have to enter all of our substitute teachers for every different class they cover on specific dates, how does that work?	
	Regarding the Teacher Course Assignment: Under the "Role of Professional" I notice that Substitute is listed, are you referring to long term subbing? Or do we need to address when teachers call in sick for a day or two and enter who subbed for those days?	
Will substitute teacher information be required for K-8 in year 12-13?		

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	<p>Teacher Course assignment, Role of Professional. The Substitute Teacher, when do you want the Substitute reported?</p> <p>How does one deal with long term subs for teacher course assignments?</p> <p>How should we post for changes in "role of Professional" in regard to short and long-term subs as well as student teachers?</p> <p>If we have a teacher who is on medical leave and they have a long term sub for their class, do we use the teacher or the sub as the teacher? (For example, a teacher out for an entire semester for maternity leave or out for an entire school year for cancer treatments.</p>	
15.	<p>Teacher IEIN Numbers</p> <p>Do student teachers have IEIN numbers?</p> <p>Where do I get the IEIN numbers for all my teachers in my district?</p> <p>Not all charter school teachers have an IEIN. What should be sent instead?</p>	Currently only teachers with IEIN numbers can be entered into SIS

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	<p>If a teacher has no IEIN, the course does not need to be reported.</p> <p>If the teacher does not have an IEIN how do we submit?</p> <p>We have courses taught by College adjunct teachers and ROTC (Navy) staff that do not have IEIN numbers. What happens to those teacher course assignments?</p> <p>Educator certification system is part of ISBE. It shows the teacher, their certification and IEIN, why can't ISBE pull the data into teacher course assignment?</p> <p>To student teacher question, all have IEIN numbers generated by taking the certification tests.</p> <p>Do all private special education schools teachers have IEIN numbers?</p> <p>Do we need to add IEIN numbers and teachers for alternative (serving schools) to our uploads? (Private Spec Ed schools and public ones)</p>	
16.	Teacher Roles	For the Role of the Professional listing of options do you provide definitions for those roles?
		Answer is being formalized at ISBE. We will update document when available.

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	<p>What Teacher Roles are required to be uploaded?</p>	
	<p>What is the role of the ESL teacher and the courses?</p>	
	<p>We have a title one program at our school, how or would that teacher fall into this new system, she does not assign grade at all , just spends time one on one or in groups for reading recovery.</p>	
	<p>If you have a resource teacher who isn't assigned to a particular classroom do you need to assign them to a course? (example a special education teacher who is co-teaching)</p>	
	<p>How do we record Special Ed teachers within a course? In our elementary school, the special education teacher may come into the room and collaborate for a short time. Do we record both teachers, or just primary teacher? They may only be teaching certain students in the class, not all.</p>	
	<p>If no students are assigned to a teacher, does that teacher need to be added to the teacher assignment course? Example, social worker.</p>	

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17.	If you have a resource teacher who isn't assigned to a particular classroom do you need to assign them to a course? (example a special education teacher who is co-teaching)	<p>Three different types of resource Teachers:</p> <ul style="list-style-type: none"> • Resource Teacher that Educates or provides consult to the Teacher of Record - No reported • Resource Teacher that provides instruction to the entire class - Student Course Assignment • Resource Teacher that provides instruction to Individual students or groups of students within a classroom. - Educator to Student Services
18.	<p>College Instructors</p> <p>What should we put in on Teachers Course Assignment for College teachers who come into the school and for distance learning through the College?</p> <p>Career center courses, does the teacher from the career center need to be entered? Also Community College teacher (dual credit)?</p> <p>Do we have to have each teacher assigned to each course at the career center vs. just the director as the instructor for each class?</p>	The Area Career Center or Regional program will enter their own teacher information. Community College professors may not have an IEIN. A Teacher should only be reported if they have an IEIN.
19.	<p>Multiple Teachers</p> <p>Can we assign multiple teachers to the same section?</p> <p>Can we assign more than 2 teachers to a course?</p>	Yes

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20.	<p>We are the home and serving school for one student but her teacher is employed by a special education coop not by our district. Who is responsible for uploading the teachers' information?</p> <p>We have special ed teachers in our district that are actually employed by a special ed co-op, how do we handle them?</p> <p>For Special Ed Coop paid teachers who teach at the school which is a home school for the students, who inputs the teacher information for both funding and enrollment purposes?</p>	<p>The Teaching Location is responsible for uploading the Teacher Course Assignments into SIS. The Special Education Cooperative in this case would be the Employer RCDTS.</p>
21.	<p>If a teacher is terminated or leaves half way through a semester or in our case quarter. Is there anything special that has to get done?</p>	<p>Exit the Teacher Course Assignment with the correct Date and Exit Reason Type Code.</p>
22.	<p>In our Vocational Department, we have an Instructor who does not have a teaching degree and, therefore, no IEIN. What should I put in the IEIN field for him?</p>	<p>Only Teachers with an IEIN number can be entered.</p>

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23.	<p>Do we have to provide / enter personal teacher's attendance - such as their sick days??</p> <p>Is teacher attendance data mandatory?</p>	Attendance for Teachers is Optional.
24.	If we have a teacher from another district teaching one course at our school, what do we have to report for her or her classes?	There should be a Teacher Course Assignment with you identified as the Teaching Location RCDTS and the other District Identified as the Employer RCDTS.
25.	I have a special ed teacher that I added to SIS incorrectly. She is technically employed by ISEA but is currently teaching here. I tried to modify her employee information, but the SIS system would not allow us to correct this info. Has that issue been resolved? If yes, can I go back into the system and insert her course assignments accordingly?	Once you have added a record, the records can not be deleted. Instead they must be identified as erroneous to complete the audit trail. To identify a Teacher Course Assignment record as erroneous the Teacher Course Exit record must be sent with a Teacher Exit Reason of "99" or Erroneous.
26.	<p>As a Special Ed Coop, should the teaching location be the Coop RCDTS or the RCDTS of the school building of where the class is housed?</p> <p>We house Special Education programs here at our school. Who should report the teacher course assignments?</p>	The Serving location for the student and the Teaching Location for the Teacher must be the same and must be the physical location of the administration of the course.
27.	Do I understand it that the teachers will now have to enter this info into SIS themselves?	No, it is the District's Superintendent or Administrator's responsibility to approve access and assign duties in SIS.

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28.	Is the only way to enter in the teacher course assignment information by entering it in online or is there a batch option also available?	You may enter Teacher Course Assignments online or via batch files. The Teacher Course Entry and Exit Templates, Steps, Tips and File Format Layouts are located at the www.isbe.net/sis website.
29.	For elementary teachers are they only assigned as 1 term because it is a full year class?	If you are assigning a year long Term, enter Term 01 and provide the accurate start and end dates for the course.
30.	We have teachers who teach a general level course and an honors course; for instance, English I and English I Honors. Both have different local codes, but use the same state code, but with different rigor levels. The problem is that these two classes have the same section number. When entering the teacher course assignments, it will not allow us to enter the second course saying that it is a repeated course.	The Section Number needs to be different when reporting to ISBE to show its two separate courses.
31.	On the Teacher Course Assignment in a Unit District is the School or the Unit the Employer?	Either code would be accepted.
32.	In grades K-5, a homeroom teacher teaches multiple subjects throughout the day. For example, reading, math, science, and social studies. In this example, would the FTE for each course be listed as .25 for a given teacher or 1.0 for each subject?	Teachers Commitment to the Course, if the Teacher is committing 100% of their time to each course the FTE would be 1.0 for each. A teacher can be 100% committed to all courses he or she teaches.
33.	Can you have honors English and a general English course do we use the section number to differentiate?	Yes

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34.	Co-Teaching at our school, with two teachers in a classroom. Do both Teachers need to be assigned to the class and how do you do that?	Yes, multiple teachers can be reported for the same course. Both teachers can have 100% (1.0) committed to the course or they can be split with 50% (.5) commitment each. ISBE is assuming both teachers are instructing all students within the course, not just a subgroup of students. A mechanism for reporting a subgroup of students is coming in the future.
35.	In regards to the teacher Information, is there going to be a file we can request that will already have our entire teacher Information that we can request and enter the course information?	The School districts should have all IEIN; currently in SIS we do not have the ability to request a file unless the data has already been entered into SIS.
36.	We have Teachers that may teach different classes each Quarter, do I keep them entered or do I have to enter them three times?	You must enter them for all three courses and identify the Quarter within the semester with different section numbers.
37.	Do we only enter current year teacher data?	Yes
38.	How do we code the teacher role for online courses? Similarly students who are on home study, who are instructed in multiple subject areas. The teacher in either of these situations would not be highly qualified.	If the district is paying for the course it is the districts responsibility to report the Student Course Assignments and the Teacher Course Assignments to SIS. If the District is not paying for the course but is accepting the credit for the student; the student's course may be reported using the Outside Course Assignment in SIS and a Teacher will not be reported.
39.	03 is the exit code for leave of absence for a teacher - what constitutes a leave of absence and is it only relevant for the end of a term?	Answer is being formalized at ISBE. We will update document when available.

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40.	Would reduction in Force (RIF) of teachers be 02 or 05?	Answer is being formalized at ISBE. We will update document when available.
41.	Due to staffing issues, what if you have courses on trimesters? How many times do you have to report? 1 or 3?	You will report three separate Course Assignment Records for each teacher and student to capture and entire year of trimesters.
42.	Where is the batch file excel template located for uploading Teacher and Student course assignments?	http://www.isbe.net/sis/html/data_elements.htm
43.	Will serving schools have the availability of running the teacher/student reports, even though it is the home school that enters student enrollment?	Yes
44.	Will students and teachers need to be uploaded for summer school- and what year is it assigned to (current or next)	Yes, summer school will always follow the previous school year. You may wish to use Term 3 when reporting summer school.
45.	Do you have a recommendation about the order in which we submit teacher-transcript vs. student-transcript files?	The order the reports are sent does not matter.
46.	I am a serving school, would it be smart to have the Home School send me an Excel Spreadsheet of all there courses?	You should provide the Home School with a listing of your State Course Codes along with the Term and Section number.
47.	For a K-12 district entering Teacher/Student Course information, the teacher Employer RCDTS code. Is that the District Office or the School itself?	It could be either the District RCDTS code or a school.

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48.	We are a Regional Safe School. We need to define all of our classes and Teachers correct?	The district must submit Teacher Course Assignment and the district must provide the State Course Code, Term and Section Number to the Home School so that they can report the Students in the Correct Student Course Assignments.
49.	What is the earliest we can submit for the 2013 school year?	August 1 st , 2012, we would suggest getting your students enrolled and submitting sometime in September.
50.	We are a Serving School, Special Education Program; currently we have multiple course codes for the same class because of a mixed classroom. How do we report?	If you have a mixed classroom the Teacher must have a course record entered for each subject they are teaching. The Students must also be enrolled in each subject as an individual course.
51.	We service students that may only stay with us 10 to 45 days, is it required those students information be submitted by us as a short term placement?	This is a local decision. Districts need to have policy in place to determine when records are reported to maintain consistency in reporting.
52.	Can we change course data that has already been submitted to the state?	Student Course Assignments that have been reported to SIS can be updated at any time.
53.	Is it still possible to submit Student course information for SY10-11?	Yes

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#	Question	Answer
54.	K-8 Final Letter Grade	<p>We have added the following Final Letter Grades:</p> <ul style="list-style-type: none"> • 21 Above Average - Student's performance exceeds standards. (Grades K-8 only) • 22 Average - Student's performance meets expectations. (Grades K-8 only) • 23 Below Average - Student's performance was below expectations. (Grades K-8 only) • 24 P - Student was promoted at end of term. (Grades K-8 only) • 25 R - Student was retained at end of term. (Grades K-8 only) • 26 N - Student did not complete the term. (Grades K-8 only) <p>If the student is in grades K-8 and taking K-8 Courses (subjects 51-72) the following fields are required and need to be submitted by SIS users.</p> <ul style="list-style-type: none"> • Term (Semester) • State Course Code • Student Course Start Date • Section Number • Course Level • Articulated Credit • Dual Credit • Course Setting <p>If the student is in grades K-8 and taking K-8 Courses (subjects 51-72) the following fields will be populated automatically upon exiting a student's enrollment. If these fields have been provided by a SIS user in the Course Assignment, we will not overwrite data already submitted.</p> <ul style="list-style-type: none"> • Course End Date • Credit • Final Letter Grade <p>These fields will be populated upon exiting however they can be updated by submitting another Student Course Assignment file if needed, even after the student has been exited. ISBE will populate them based off the reported Enrollment Exit Data. The Final Letter Grade will be derived from the Enrollment Exit Type Code as a code 24, 25 or 26 as seen above, the Course End date will be set to the Enrollment Exit Date, and the Credit will be set to Zero. All 3 indicators will be able to be updated.</p> <p>More details will be provided in the End of Year webinar which will be held on May 8, 2012.</p>

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55.	Do you have to enter individual classes for Kindergarten through 5th grade students who are not on a bell schedule?	Yes
56.	Do students that are in grades 9-12 and are taking courses that do not receive credit need be reported (e.g. Study Hall)?	No, courses for Grades 9-12 only that do not receive credit should not be reported.
57.	Does the home school enter the final grade on Special Education students who are served in another school?	Yes
58.	How do you submit for a K-8 all year course? You showed how to do terms, but do you have to keep repeating the entire entry after term 1. Wouldn't it be easier for K-8 to have a toggle that indicates full year course?	Term 1 should be used.
59.	If a student is in a math class and changes sections but is really the same class does this change need to be recorded with start and end dates?	Yes, if the student changes to a different section, the course, must be ended and a new course created with the new section number.
60.	How is enrollment handled when a student is in a voc-ed or alternative school, then returns mid term to the home school? Does the student remain flagged with separate home and serving school RCDT codes?	Both enrollments should be exited and the student entered with one enrollment at 1.0 FTE with the Serving School identified as the Home School.
61.	We only award credit at the semester in our high school. If a student leaves before the end of the semester, that student receives no credit, no grade. So, I assume we do not have to upload those students.	For students in grades 9-12 you only have to report the course if the student received credit they must be reported and it is a local district decision if partial. If the course entry data has been reported to SIS the record may be made erroneous or given a Final Letter Grade code.
62.	How do we handle 8th grade students taking 9th grade algebra? Do the 8th graders have to be enrolled in the high school? If so I assume that they would need different home and serving school RCTDS codes?	No, 8 th grade students can take courses in grades 9-12 (Subjects 01-22) For more information please refer to the Illinois State Course System website located at http://www.isbe.net/ISCS/default.htm .

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63.	Do outside courses (home school, out of state, private/parochial school, etc.) do not have to be recorded or uploaded?	Outside Course Assignments should only be submitted for Grades 9-12.
64.	If we enter our 1st semester grades into SIS and then for one reason or another, have a grade change, must we manually make the change or can we re-submit the batch file?	Either method of updating, online or batch, will work.
65.	If we enter student course assignments early, but a student moves to a different section of the same course before final grades need to be reported, can the first course assignment be deleted?	Enter the Final Letter Grade that completes the situation. In this case the student would be withdrawn code "17".
66.	In an elementary district, language arts is the overall course. Do we need to link every student to a language, a reading, and a writing course or do we select one and link all students to that course only?	The Prior to Secondary Course catalog contains Language Arts courses by grade. Please refer to the Prior to Secondary Course Catalog located at http://www.isbe.net/ISCS/html/course_catalog.htm .
67.	We have 3 grading periods per year. How would we enter those?	Enter Courses in Term 1, Term 2 and Term 3.
68.	Is there any discussion about having the serving schools be able to submit student course information instead of the home school?	Not at this time.
69.	Is uploading Outside Course Assignments optional this year for the High School?	Yes, It is always been optional.
70.	When we upload student course assignments that are taught at other schools, what elements must match in their system and ours- course name, course code, section number, etc?	Student SID, State Course Code, Term and Section Number.
71.	No Credit Awarded	For k-4 we have 0 credits for classes now we will have to give credit to these classes is this correct?
		This is a local decision. Districts need to have policy in place to determine when records are reported to maintain consistency in reporting.

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72.	Do we have to send in for classes in which students do not get credited?	Answer is being formalized at ISBE. We will update document when available.
73.	Our 5th graders only do computers or Art for a 5 week pd. And they do not get credit for classes do we have to send up this data?	Answer is being formalized at ISBE. We will update document when available.
74.	Our full year classes are worth 1.0 credit. This year we moved to a three trimester school year. When we submit trimester credits to ISBE do we enter them equally as .33 or do we enter them as two trimesters worth .33 and the third is worth .34?	Further details are needed to give a correct answer, please call the help desk at 217-558-3600.
75.	Please define "articulated" credit as it applies to K-8?	Articulated Credit and Dual Credit should both be set to "No" for K - 8.
76.	Our school has 4 terms at the elementary school and doesn't use semesters at all. How do we submit that since the student course upload is semester based?	ISBE is looking at a solution to accommodate this situation for the 2013 school year.
77.	We don't use a student package, is this going to be possible to do without the student package?	Yes. Use our templates found at http://www.isbe.net/sis/html/excel_templates.htm .

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78.	We had a student exit in December, before final grades for first term were posted. That student is now enrolled in another district. We did not get course assignments posted to his data before he was enrolled with the other district. How do we go about getting our course assignments submitted from our courses?	If the student has an enrollment record in the system for the time they were at your district, the student course information can be entered. Course start and end dates must be within the student's enrollment dates and the Home RCDTS and the Serving RCDTS must match.
79.	We have a student in 1st grade and one in 4th grade attending an alternate school in Iowa. How do I report them?	If the alternate school has an RCDTS code, use that code. If no code exists for the alternate school the Serving RCDTS should be defaulted to the Home School. To lookup RCDTS codes please use the RCDTS lookup located at http://www.isbe.net/sis/html/rcdts.html .
80.	What's the procedure if a child switches courses mid year? K-8?	The student must switch to a different course Section. To do this you must end the current Student Course Assignment and enter a new Student Course Assignment with the new Section number.
81.	When a special ed child in 8th grade turns 15, that child is then the responsibility of the high school district. Does the High School then enter the child as the home school and serving is just us and we provide them the course information or do we keep the child as ours for the remainder of the year, even though the high school is responsible?	<p>The High school district must enroll the student with the Home RCDTS as the High School. The Serving RCDTS can be set to where the student is being educated. The Home School is responsible for submitting Student Course Assignments in SIS. The Teaching location is responsible for submitting Teacher Course Assignments in SIS.</p> <p>The Home School and the Serving School (Teaching Location) must communicate to ensure when reporting Courses on Teachers and Students the State Course Code, Term and Section Number must match.</p>
82.	Where is the list of grade codes?	The grade codes are located in the SIS Data Elements http://www.isbe.net/sis/html/data_elements.htm .
83.	For Instructional Classroom setting at the K-3 level, we have multiple grades in one class, how is that reported.	Students of different grade levels can take the same course.

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#	Question	Answer
84.	For our Junior High music program, the students drop towards the end of the course. How are these students reported?	You can enter the course, the actual drop date and the credit for that student.
85.	Students that have not taken a PSAE or an IAA but are listed as a senior, if they have not taken the test they should not be listed as a senior?	In the system if a student does not have a valid IAA score, PSAE score, or a valid excuse for not taking an Assessment, they can not be grade 12. Please refer to the Assessment Website for more information. http://www.isbe.net/assessment/default.htm .
86.	We have students that go to serving schools out of state. Do we need to enter Teachers for them?	No, the teacher must have an IEIN.
87.	When we do semester grades you only need the final grade correct?	Yes, you can submit each semester or once at the end of the year.
88.	Can we have students of different rigor levels in the same class?	Each Student Course Assignment can be reported with its own rigor level
89.	If we have students of different rigor and grade level, sitting next to each other in the same class. Are we able to report the data reflect that situation?	Yes
90.	We have pre-k in the district, is entry of pre-k required with this as well?	No
91.	Where can we find the list of student courses on the ISBE website?	The Illinois State Course Code Catalogs can be found on the Illinois State Course System Website at www.isbe.net/ISCS .
92.	Do we need to change our course ID numbers to match the state numbers?	No

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#	Question	Answer
93.	What about non-graded course (study hall)?	Courses that do not receive a grade or credit can be reported at the districts discretion.
94.	Are there going to be separate course descriptions for elementary/junior high self contained special education courses?	No
95.	For section information - are there any characters that will not be accepted....such as / or - we like to use those along with letters and numbers?	Section Number only allows one Hyphen and must be alpha numeric.
96.	How are summer term data entered?	Summer should be submitted as Term 3.
97.	How are honors indicated? Is it under course level?	Course Rigor Level
98.	How do we report "classes" that are once a week or twice a week science labs?	Student Course Assignments are reported by Term. It does not matter how many days a week the course occurs.
99.	What are outside course assignment numbers?	Outside Course Assignments are not mandatory and are the same course numbers submitted for Student Course Assignments.
100.	Do all grades/courses have to be reported by semester and/or trimester?	Grades K-8 can submit Course Assignments for the entire year or by Term. Grades 9-12 must submit by Term.
101.	How should we enter a course if we find that it is not listed in the course catalog?	All courses must map to a State Course code.
102.	Use term 1 for year long course?	Yes

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#	Question	Answer
103.	What do you do if a course such as Intro to Family Consumer Science is in two subject areas such as Hospitality and Tourism and Human Services?	The district must make a decision.
104.	Is the section number self assigned?	The Teacher Course Assignment records and the Student Course Assignment records must match of the State Course Code, Term and Section number. The Serving location of the student must assign the Section number.
105.	We have courses where Language Arts and Reading are combined, how do I handle that?	Please look at the course posted on http://www.isbe.net/ISCS/html/course_catalog.htm and as a district, determine which State course fits the class the best.
106.	What is the Course Alignment tool?	The Course Alignment Tool is used to create a mapping of your Local Course Code to the State Course Code. The Course Alignment tool can be downloaded from the ISCS website located at http://www.isbe.net/ISCS/html/course_alignment.htm .
107.	Are the Local SIS Vendors aware of these new requirements such as Skyward and Powerschool? Were they made aware of these new requirements so that their systems can generate the necessary data?	Yes