

5Essentials

| Question | Answer |
|---|--|
| My district did not participate in 5Essentials Survey in SY 16, but will be in SY 17. What needs to be done in EIS for 5Essentials Survey requirements? | Everything you currently submit with the addition of the e-mail addresses. |
| | |
| | |

| Ed360 | |
|--|---|
| Question | Answer |
| How do we know if our district is going to pilot the Ed360 Program? | Check with your District Superintendent to determine if your district is planning to participate in the Ed360 pilot. |
| How will the ROE receive user access to Ed360-- e-mail or mail? | ISBE plans to provide single sign on (SSO) access to Ed360. |
| Who notifies educators that they have access to Ed360? | School District Administrators will determine when educators will have access to Ed360. |
| Do we need to authorize any APIs in Google Apps for Ed360? | At this time there is no need to authorize any Google APIs. |
| Do Ed360 and Google Apps for Education relate to special education cooperatives? | ISBE is planning for Special Education Cooperatives to have access to Ed360. |
| Will the teachers lose Ed360 access each year based on their position end date (not employment end date) and then gain access again when the new school year data is received? | Employed teachers will continue to have basic access to Ed360 but will require an active teacher EIS position to access student data. Basic access to Ed360 provides teachers with an educator profile that will include the educator's demographics and license information. |
| Do you need a position end date, if the educator/administrator is returning to that same position for the next year? When you put a position end date in, will it take away their access to Ed360 for next year? | Position end dates are required annually each time salary data is entered into EIS. At the beginning of the school year, position start dates are required but not the position end date; that is not required until salary data is required again. |
| What is a Google Apps for Education email address? | Learn more about Google Apps for Education by visiting: https://support.google.com/a/answer/139019?hl=en . |

| Employment | |
|---|--|
| Question | Answer |
| Will we be able to change Employment End Dates? | Districts still cannot change the Employment End Date. |

| Evaluations | |
|--|---|
| Question | Answer |
| As a larger district, we have capability to submit evaluation data by batch file with our software. If EIS will not accept Evaluation data by batch file, will you look into changing this in the future? | EIS Currently does allow Evaluation entry by batch; the batch template is located at http://www.isbe.net/EIS/templates/default.htm . |
| Can the evaluation information be batch uploaded? Our district used Power Evals and off-site evaluation software so if the eval results can be obtained via of an excel spreadsheet can it be uploaded as our position and salary date is? | EIS Currently does allow Evaluation entry by batch; the batch template is located at http://www.isbe.net/EIS/templates/default.htm . |
| How will a school district know if it is one of the districts required to enter the evaluation information on the EIS system by 8/1/2016? | Please call ISBE at (217) 782-3950 to see if your school district is required to submit SY2016 Evaluation data. |
| How have you determined which districts need to submit educator evaluation ratings? | The EIS team did not make this determination. |
| What is the purpose for collecting teacher evaluation information? Why is this data that ISBE needs to collect? | ISBE is required to collect by the following statute: Performance Evaluation Reform Act (PERA) (Senate Bill 315; Public Act 96-0861). |
| Are evaluation ratings make public? If so, where can the public see them? | Evaluations data will not be made public. By 105 ILCS 5/24A-7.1: "Teacher, principal, and superintendent performance evaluations. Except as otherwise provided under this Act, disclosure of public school teacher, principal, and superintendent performance evaluations is prohibited." |
| When is it necessary to report evaluations? | Evaluations are due August 1, 2016, for required districts. |
| My understanding is that we are required to submit evaluations in general but not by individual. Please advise. | No, you are required to submit a summative rating per individual Teachers/Principals who were evaluated in SY2016. |
| What do we do with evals completed by administrators that hadn't completed Module 5? | Those evaluators must complete Module 5; otherwise, EIS will not accept the evaluation and you will have missing evaluation data. |
| My understanding is that the actual specs require general information related to evaluations (how many received excellent, etc.). Did ISBE change this to individual? | School districts are required to submit a summative rating per individual Teachers/Principals who were evaluated in SY2016. |

| | |
|--|---|
| <p>If we are required to provide evaluations, how am I to know if someone who is doing evaluations has completed all 5 modules?</p> | <p>ISBE will provide an Evaluator report beginning in SY2017. If you need access to this report in SY2016, please contact ISBE at (217) 782-3950.</p> |
| <p>Can evaluations be used by employers when hiring educators?</p> | <p>Contact your local school district legal department.</p> |
| <p>Are evaluations a separate data collection?</p> | <p>Employee Evaluations is a separate data collection within EIS with its own due date of August 1 annually.</p> |
| <p>Where is the list of districts which must submit evaluations?</p> | <p>Please call ISBE at (217) 782-3950 to see if your school district is required to submit SY2016 Evaluation data.</p> |
| <p></p> | <p></p> |

| FTE | |
|---|--|
| Question | Answer |
| To clarify, if we have a teacher who is working part-time (.5 FTE) for the whole year, do we put her in as .5 FTE or 1.0 FTE? | FTE is based on the amount of time worked in the entire school year. For example, if the school year is 180 days and the teacher worked half days the entire year, the FTE would be 0.5. |
| If a teacher is 1.0 FTE for the Regular School Year, are we required to add their Summer School FTE as well? | Yes. Use FTE for the Regular School Year time frame and FTE for the Night/Summer time frame. |
| Since the definition of FTE changed from time worked to time paid, are we required to correct back to 2013 forward? | No, you do not need to correct past data unless it affects the educator's years of experience. |
| Do administrators need to have one or the other-- Module 1-5-- or both? | Evaluators are required to have Modules 1-5. |
| Can you please clarify summer school FTE and how to calculate it? | If the regular school year is 180 days and summer is 18 days, FTE would be 0.1. If your summer school duration is less than a 0.1, report the FTE as 0.1. |
| What if FTE is already 1.0 and an extra course is taught; is there no way to report that? | No, we do not want extra duty reported. |

| Position Codes | |
|--|--|
| Question | Answer |
| Do we need to change the position codes for previous years? Or just going forward? | Position codes can be changed for previous years. However, they only need to be if it is affecting their years of experience, etc. |

| Salary and Benefits | |
|--|---|
| Question | Answer |
| Where can I find the full explanation of the salary and benefits that should be reported? | They are located at http://www.isbe.net/EIS/data-elements/salary.pdf . |
| Is Summer School salary a part of the final salary upload? Or, is the salary upload for school year salary only? | Summer school upload will require that the employment and positions have already been loaded into EIS. Only then can the salaries for summer school be included in the final salary upload. |
| What is base salary? What is included in base salary? | Please see the full description for base salary at http://www.isbe.net/eis/data-elements/salary.pdf . |
| If retiring, should it include bump? | Yes. |
| How do we report extended contracts when teachers pick up extra duty? | Do not report extra duty or stipends in the base salary. |
| How do we report base salary if a stipend included in the contract? | Stipends are not included in any Salary information. |
| How to report if overload included in the contract? | Stipends are not included in any Salary information. |

| Summer School | |
|--|---|
| Question | Answer |
| Are districts REQUIRED to report summer school staff? | Yes. |
| If your summer school is paid as hourly, not as a contract, does it have to be reported? | Yes. |
| We have June and July ESY sessions. Do we enter the July 2015 and June 2016 ESY sessions together, since they are in the same fiscal year? | Report summer school in the year that it begins. For summer school beginning in June, report it in the current year. For summer school starting in July, report it in the next fiscal year. |
| Regarding summer school, how do you calculate the FTE if there was a session in July 2015 and a session in June 2016? | Report summer school in the year that it begins. For summer school beginning in June, report it in the current year. For summer school starting in July, report it in the next fiscal year. |
| What should we put as a start date for summer school (if start is June SY 2016, if start in July SY 2017)? | Report summer school in the year that it begins. For summer school beginning in June, report it in the current year. For summer school starting in July, report it in the next fiscal year. |
| What is the max FTE for summer school? | The max FTE for summer school is 0.5. However, the majority of summer school FTE's are generally closer to 0.1. |
| Do we count summer FTE towards years of experience? | No. |
| Is there a definition for summer school? | Yes. From School Code 105 ILCS 5/10-22.33A: "During that period of the calendar year not embraced within the regular school term to provide and conduct courses in subject matters normally embraced in the program of the schools during the regular school term ... and to give regular school credit for satisfactory completion by the student of such courses as may be approved for credit by the State Board of Education." |

| Years of Experience | |
|---|---|
| Question | Answer |
| Just to clarify: we must go into each teacher's record and report their out-of-state experience; is that correct? | Only if they have added or have new out-of-state experience since 2012. |
| Can we get Years of Experience data downloaded into a spreadsheet? | Yes. |
| For teachers employed before 1991, we do not update the years in the 2012 field; is this correct? | No, you will not be required to update data prior to 1991. |
| For the years of experience, the cumulative total will be shown as 2012, correct ? | Yes, 2012 is the aggregated teacher years of expereince from 1991 through 2012. |
| I'm a little confused. Has ISBE already populated the years of experience fields for us? I understand we can edit the info. | Yes, ISBE has pre-populated teaching years of experience. We're asking school district to update if necessary. |
| How do we verify out of state experience for this report? | ISBE does not have an official process; you may reference the teacher's resume or use teacher interviews to determine out of state experience. |
| Is multiple year correction required? | Yes, if correction is required for multiple years you can make corrections beginning in 2012 and moving forward. If 2012 is inaccurate supply us the correct number. From 2013 forward, to correct, update the FTE. |
| There is still no date to update/enter years of experience; is this correct? | Yes. |
| Is there a report? | Yes, there is a Years of Experience report available in EIS Report tab. |
| Will teachers be able to view this data, and if so where-- EIS? ELIS? | At the moment, teachers cannot view this data. However, the plan is to eventually give teachers access once we confident the data has been confirmed by the school district. |
| How do we match years of experience in EIS with TRS experience? | Not sure if you mean TRS or TSR...if you mean TRS, you do not need to match with TRS. |
| Should we submit a report to staff for the validation? | That is up to the discesion of each school district. |

| Miscellaneous | |
|---|---|
| Question | Answer |
| Hi, you stated the Key Dates for 2017 will be available at the ISBE /EIS website? If so, where? | Key Dates for the remainder of 2015-2016 and projected for 2016-2017 are available at http://www.isbe.net/eis/html/key-dates.htm . |
| You stated that collection of this data is mandated by School Code. Where is it in School Code? | Evaluations: Senate Bill 315; Public Act 96-0861, which states in section 105 ILCS 5/24A-5 |
| ACT: What is the procedure of changing teacher's name? | Send LICENSURE UPDATE REQUEST located at http://www.isbe.net/licensure/pdf/73-71-licensure-update.pdf |
| ACT: How EIS demo info is connected with ELIS? | Internal ISBE process. |
| ACT: ISBE needs to have a process to reconcile name change? | Internal ISBE process. |