

5Essentials Survey		
No.	Questions	Answers
1	If a district is not taking the 5Essentials survey, will they still need to provide email addresses?	No. Only districts participating need to provide email addresses. If your district is participating, we will email you the template to fill with email addresses.
2	Isn't the 5 Essentials Survey supposed to be confidential?	5Essentials is confidential. The rosters collected will not be shared externally.
3	We cannot click on the "click here" link on the 5 essentials survey slide. What is the web address?	The 5Essentials website is at: http://www.isbe.net/5essentials/ .
4	How do we submit the e-mails addresses for EIS and when?	You will receive an email with a template to fill out along with a corresponding deadline.
5	Personal email address or School District email addresses?	Please provide the school district emails.
6	Is there a seperate due date for those who are part of the 5Essentials survey?	Only districts participating in 5Essentials need to roster teachers. We will explain more in the upcoming email.

Attendance		
No.	Questions	Answers
1	Do we need to report teacher attendance this year?	We don't collect "attendance" in EIS. The closest data we collect is the FTE, or full-time equivalent, which is the number of days paid divided by the number of days which makes that position full-time.

Batch files		
No.	Questions	Answers
1	Are there any changes to the spreadsheet on the EIS website that districts use to upload information into EIS?	There are no changes to the Employment/Position and Salary Batch file templates.

Data Elements		
No.	Questions	Answers
1	Where can I find the updated position codes?	You may find them on the Data Elements webpage at http://www.isbe.net/eis/data-elements/default.htm under "Employment."

End dates		
No.	Questions	Answers
1	Is the 2014-2015 EIS still open for putting in end dates for existing certified staff?	You can enter Employment End Dates and Employment End Reason Codes beginning on November 9, 2015.
2	When will EIS open up so we can add employment end date & reason for an employee who resigned before this school year started?	You can enter Employment End Dates and Employment End Reason codes beginning November 9, 2015.
3	He's asking what the end date would be. Then where and when do we put in the end date?	The Employment End Date can be anytime on or after the Position End Date.

Evaluations		
No.	Questions	Answers
1	What about the tab in EIS called "Employee Evaluations?" Will we be putting teacher evaluation info into that section this year?	We will offer a targeted webinar on Evaluations in the following months with more details and will contact participating districts in the appropriate time frame. This tab will apply to certain districts for school year 2015-2016.

Licensure		
No.	Questions	Answers
1	How are the degrees teachers earn being collected?	Currently they are collected in ELIS.

Noncertified		
No.	Questions	Answers
1	Is there a guideline for determining which administrators/positions fall under non-certified aggregate counts?	Yes, the administrators/positions that fall under non-certified aggregate counts are positions that do not require a license through the ELIS program. A list of these positions can be found at the following location on our website: http://www.isbe.net/EIS/data-elements/non-certified.pdf .

Paraprofessionals		
No.	Questions	Answers
1	Do we enter paraprofessionals individually, similar to teachers?	Yes. Use Position Code 310.

Position		
No.	Questions	Answers
1	Are assistant principals coded as principals?	Use Position Code "104: Assistant Principal."
2	I'm confused on how to enter data for Pre-K. Will they just be listed as teacher - 200?	Use Position Codes 200-251 and Grade Level Assignment "01: Pre-Kindergarten."
3	How about Long Term Subs?	A "Long term sub" must be a fully certified teacher on a teacher salary scale hired to specifically take over the class from another fully-certified teacher.
4	Regarding the question for a paraprofessional and the license - Aren't you supposed to put in the information on the position?	If the position requires a paraprofessional license, then submit them as "Paraprofessional: 310."
5	If a person works in a paraprofessional position but has a sub or PEL License do we code them as a paraprofessional?	Yes; if a person is working as a paraprofessional they should be coded as that.
6	How would FTE be submitted for a teacher that works summer school (July 2015) and is a regular, full-time teacher (2015-2016)?	You would code them as both a teacher for the regular school year with Time Frame "01-Regular School Year" with a maximum FTE of 1.0. Then, code the summer school teaching with Time Frame "02-Summer or Night School" with a minimum FTE of .10 to a maximum FTE of .50 (note a FTE of .50 for summer school is high and uncommon).
7	If I need to make location corrections on last year's report, will the system allow me to update?	No, once EIS closes for a SY it is no longer available for location corrections. You can edit employment data but you cannot edit salary or position data once a school year closes. This is because employment data is not tied to a specific school year, but is tied to a specific employee.
8	Previously, Regional Superintendents and Regional Assistant Superintendents didn't need to be entered because they are paid by the state; but now they need to be entered? How will this work for merged ROEs? Will our employees be listed for both ROEs when we access EIS in IWAS?	Even though Regional and Assistant Regional Superintendents are paid by the state we're still being asked internally and externally to collect their data due to reasons besides their salary. Only employees for the remaining ROE will be listed, therefore if you have any employees joining the remaining ROE, you will need to add their employment information.

Reports		
No.	Questions	Answers
1	Is there a way to get more options to pull reports on EIS? For example, if I want to pull a report by position code(s).	The reports currently available allow a user to view high level information; there's not a current report organized by position codes. However, we appreciate the suggestion and will consider implementing it for future updates.

Salary		
No.	Questions	Answers
1	Please clarify how to accurately report salary when a teacher has a contract, but also receives a stipend for additional work, such as mentoring. Should the stipend be included in the total salary?	The stipend should not be included in the total salary, since it is considered an extra duty.
2	When we will be able to begin entering salary and benefits amounts?	Salary and benefits data can be entered once a position indicates an end date.

Miscellaneous		
No.	Questions	Answers
1	Where can we find a list of all the things ISBE is using our EIS data for?	The data gathered in EIS is utilized for a variety of state (ie, State Report Card) and federal (ie, USDE) reports that ISBE is required to generate and provide.