

# SIS School Year 2020 Processing at a Glance

## Student Starts Attending School

- Submit Student Demographics Enrollment Data
  - Birth to 3
  - K-12
- Submit Student Demographics, Enrollment and Early Childhood Data
  - Pre-K
- Submit College and Career Readiness Indicator Data (9-12 only)
- Submit Early Childhood Outcomes Entry Rating for Pre-K students with IEPs
- Submit EL Screener Data
- Submit EL Data
- Submit Homeless Data
- Submit Immigrant Data
- Submit Student Outside Course Assignments (9-12 only)
- Review and correct Assessment Pre-ID data for students in grades 3 – 8, & 11
- Submit Prenatal Data
- Submit Service Provider (Students receiving IDEA Services only)
- Submit Student Address (Students receiving IDEA Services only)
- Submit Student Attendance Monthly (Pre-K – 12)
- Submit Student Course Assignments without End Date/Final Grade (Pre-K-12)
- Submit Teacher Course Assignment Entry Records (Pre-K – 12)

## Student Stops Attending School

- Submit Birth to 3 Data
- Submit Caregiver Demographic Data (Birth to 3 students)
- Submit College and Career Readiness Indicator Data (9-12 only)
- Submit Early Childhood Outcomes Progress Rating for students that are Pre-K IEP and do not have a rating between February 1 and July 31
- Submit EL Information

- Submit EL Screener Data
- Submit Homeless Data
- Submit Immigrant Data
- Submit Outside Course Assignments (9-12 only)
- Submit Prenatal Data
- Submit completed Student Course Assignments
- Submit Teacher Course Assignment Exit Records
- Submit Student Address (IDEA Services only)
- Submit Student Attendance Data (Pre-K – 12)
- Submit Student Discipline Data
- Submit RSSP Data
- Verify accuracy of:
  - Adjusted Cohort Graduation Rate Data
  - Advanced Coursework Data
  - Birth to 3 Data
  - Caregiver Demographic Data (Birth to 3)
  - Chronic Absenteeism
  - Chronic Truancy
  - College Course Assignments
  - College and Career Readiness Indicator Data (9-12 only)
  - Early Childhood Data
  - Early Childhood Outcomes Entry and Progress Rating for Pre-K students with IEPs
  - EL Information
  - EL Screener Data
  - Freshman On Track
  - Homeless Data
  - Immigrant Data
  - Outside Course Assignments (9-12 only)
  - Percent 8<sup>th</sup> Graders Taking Algebra I
  - Prenatal Data
  - Regional Safe School Program (RSSP) Data

- Seal of Biliteracy Awards data (Graduated Students only)
- Service Provider Data (Students receiving IDEA Services only)
- Student Address Data (Students receiving IDEA Services only)
- Student Attendance Data (Pre-K – 12)
- Student Course Assignments (Pre-K – 12)
- Student Mobility
- Teacher Course Assignments (Pre-K – 12)
- Submit Exit Enrollment

### Beginning and End of Term

- 1st Day of Term
  - Submit Student Course Assignments without End Date/Final Grade
  - Submit Teacher Course Assignment Entry Records
- End of Term
  - Submit completed Student Course Assignments
  - Submit Teacher Course Assignment Exit Records

### Sample School Year

- Students Registration
  - Parents Complete Home Language Survey
- 1st Day of School – Fall Term
- Enroll students into SIS
  - Submit Student Demographics Enrollment data
    - Birth to 3
    - Pre-K
      - Submit Early Childhood Outcomes Entry Rating for Pre-K students with IEP's
    - K-12
- Fall Key Dates
  - **August 15, 2019**

- Adjusted Cohort Graduation Rates Finalized**
- Advanced Coursework (IB, AP, and Dual Credit) Finalized**
- Chronic Absenteeism Finalized**
- Chronic Truancy Finalized**
- Freshman on Track Finalized**
- Percent 8<sup>th</sup> Graders Taking Algebra I Finalized**
- Student Attendance Finalized**
- Student Mobility Finalized**
- **August 16, 2019**
  - ACCESS Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2019**
  - DLM-AA Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2019**
  - SAT/PSAT Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2019**
  - IAR Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2019**
- **September 13, 2019**
  - DLM-AA Pre-ID file sent to Vendor**
- **September 27, 2019**
  - ACCESS Site File and Testing Window due**
- **October 1, 2019**
  - Seal of Biliteracy Award Data for SY 2019 due**
  - Seal of Biliteracy Application for SY 2020 due**
- **October 25, 2019 by 4:00 p.m.**
  - Eligible for Immigrant Education Program data due and Extracted from SIS for funding eligibility and allocation calculations**
- **November 8, 2019 by 4:00 p.m.**
  - ACCESS Label File sent to Vendor**
- **November 15, 2019 by 4:00 p.m.**
  - School Year 2020 Fall Enrollment Counts submissions due**
  - Service Provider data due (Students receiving IDEA Services only)**

- Student Addresses due (Students receiving IDEA Services only)**
- End of Fall Term
  - Submit any completed Fall Student Course Assignments
  - Submit any completed Fall Teacher Course Assignment Exit Records
- 1st day of Spring Term
  - Submit any new Student Course Assignments without End Date/Final Grade
  - Submit any new Teacher Course Assignment Entry Records
- Spring Key Dates
  - **January 17, 2020 by 4:00 p.m.**
    - Fall Student Course Assignments due without End Date/Final Grade**
    - Fall Teacher Course Assignment Entry Records due**
  - **January 31, 2020**
    - PSAT 8/9 and 10 file sent to Vendor for printing labels and determining test booklet and manual quantities**
    - SAT file sent to Vendor for printing labels and determining test booklet and manual quantities**
  - **February 12, 2020**
    - DLM-AA Data Lockdown in KITE**
  - **February 14, 2020 by 4:00 p.m.**
    - Last SIS Upload sent to DLM-AA Vendor**
  - **March 3, 2020**
    - Last Day of ACCESS Testing**
  - **March 4, 2020**
    - First Day of ACCESS Correction Window (No Test Results)**
  - **March 11, 2020**
    - DLM-AA Testing – Earliest Start Date**
  - **March 31, 2020 by 4:00 p.m.**
    - EL Data due for the Population of the eGMS Ceiling Calculator**
  - **April 14, 2020**

- SAT Initial Test Date**
- **April 14, 15, or 16, 2020**
  - PSAT 8/9 and 10 Initial Test Date**
- **April 15, 2020**
  - First Day of SAT/PSAT Correction Window (No Test Results)**
- **April 16, 2020**
  - School Year 2020 Spring Enrollment Counts Deadline**
  - 504 Plan Submissions due**
- **May 6, 2020**
  - DLM-AA Testing – Latest End Date**
- **May 7, 2020**
  - First Day of DLM-AA Correction Window (No Test Results)**
  - ACCESS Preliminary Scores Posted in SIS**
- **May 27, 2020**
  - Last Day of ACCESS Preliminary Data Review**
- End of Spring Term**
  - Submit completed Student Course Assignments**
  - Submit Teacher Course Assignment Exit Records**
- Submit data and verify accuracy of:**
  - Adjusted Cohort Graduation Rate Data**
  - Advanced Coursework Data**
  - Birth to 3 Data**
  - Caregiver Demographic Data (Birth to 3)**
  - Chronic Absenteeism**
  - Chronic Truancy**
  - College Course Assignments**
  - College and Career Readiness Indicator Data**
  - Early Childhood Data**
  - Early Childhood Outcomes Entry and Progress Rating for Pre-K students with IEPs**
  - EL Information**
  - EL Screener Data**
  - Freshman On Track**

- Homeless Data
- Immigrant Data
- Outside Course Assignments (9-12 only)
- Percent 8<sup>th</sup> Graders Taking Algebra I
- Prenatal Data
- Regional Safe School Program (RSSP) Data
- Seal of Biliteracy Awards (Graduated Students only)
- Service Provider Data (Students receiving IDEA Services only)
- Student Address Data (Students receiving IDEA Services only)
- Student Attendance Data (Pre-K – 12)
- Student Course Assignments (Pre-K – 12)
- Student Mobility
- Teacher Course Assignments (Pre-K – 12)
- Submit Exit Enrollment if not attending Summer School
  
- 1st day of Term 3 (Summer School)
  - Submit Student Course Assignments without End Date/Final Grade
  - Submit Teacher Course Assignment Entry Records
  - Summer Key Dates
- End of Term 3 (Summer School)
  - Submit completed Student Course Assignments
  - Submit completed Teacher Course Assignment Exit Records
  - Exit All Enrollments for 2019 School Year/Finalize Records
    - Early June 2020**
      - **Posting of Final DLM-AA results in SIS**
      - **Posting of Final IAR Scores in SIS**
    - Early July**
      - **Posting of Final SAT/PSAT Scores in SIS**
    - July 31, 2020**
      - **Winter/Spring/Summer – Student and Teacher Course Assignments data due**
      - **ACCESS Final Scores posted in SIS**

- July 31, 2020 - Exit Enrollments for 2020 School Year**
  - **Birth to 3 data submissions**
  - **Caregiver Demographics (Birth to 3) data submissions**
  - **College Course Assignment data submissions**
  - **College and Career Readiness Indicator submissions**
  - **Early Childhood Outcomes data submissions**
  - **Early Childhood**
  - **EL data submissions**
  - **EL Screener data submissions**
  - **Homeless data submissions**
  - **Immigrant data submissions**
  - **Outside Course Assignments data submissions**
  - **Prenatal data submissions**
  - **RSSP data submissions**
  - **Service Provider data submissions**
  - **Student Address data submissions**
  - **Student Course Assignments data submissions**
  - **Student Discipline data submissions**
  - **Teacher Course Assignments data submissions**
- Review 2020 Report Card and Accountability Reports**
  - August 14, 2020 by 4:00 p.m. Deadline**
    - **Adjusted Cohort Graduation Rates due**
    - **Advanced Coursework data Finalized**
    - **Chronic Absenteeism data Finalized**
    - **Chronic Truancy data Finalized**
    - **Freshman on Track data Finalized**
    - **Percent 8th Graders Taking Algebra I data Finalized**
    - **Student Attendance data Finalized**
    - **Student Mobility data Finalized**
    - **ACCESS Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2020**



- **DLM-AA Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2020**
- **IAR Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2020**
- **SAT/PSAT Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2020**