Illinois State Board of Education

Student Information System (SIS) 2013 Assessment Process



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Agenda

- SIS Data Quality
- Enhancement to Teacher Data Collection
- ELL Screener
- ACCESS
- Assessment ISAT, IAA, and PSAE
- Assessment
 - ACT's WorkKeys® Locating Information
 - ACT's National Career Readiness Certificate (NCRC[™])
- New Reports
- Key Dates
- Districts Next Steps
- ISBE SIS Resources
- ISBE Contact Information
- Questions & Answers

Welcome / Introductions

ISBE Key Team Members

- Don Evans Chief Operating Officer and Director of Human Resources Scott Norton Division Administrator/Director, Information Technology
- John Shake Division Supervisor/Information Systems Manager
- Brent Engelman
- Division Supervisor/Information Systems Manager

SIS Key Team Members

- Howard Hammel **Project Manager**
- Adam Lowery
- Jeremy Schoen
- Keith Goeckner

- Support Team
 - Support Team
 - Support Team

Increased Importance of Providing Accurate Student Enrollment Data!

- Enrollment Start and End Dates
- Grade Level
- Home School RCDTS (School for the area where the student resides)
- Serving School RCDTS (School where the student attends, the course is being taught, and the teacher is assigned)
- Student can have only one Home school RCDTS but multiple Serving schools (Area Career Centers, Special Education Private Facilities, Regional Safe Schools, etc.)

Why?

- Student Course Assignment
- Teacher Course Assignment
- Vocational Funding
- Regional Safe School Program Accountability
- Student Discipline



Importance of Data Accuracy

- Fall Enrollment Counts data used for calculations of school district funding. This includes:
 - Demographic
 - Enrollment
 - Program Indicator
 - Early Childhood
 - ELL
 - Homeless
 - Prevention Initiative Participant Demographic

School Performance

- ACCESS Scores
- AYP
- School Report Card

Adjusted Cohort Graduation Rates

End Of Year

- Demographic
- Enrollment
 - Graduation Rate
 - Drop Out
- Program Indicator
- Birth to 3
- Early Childhood
- Student Discipline
 - Suspensions
 - Expulsions
- Student Course Assignment
- Teacher Course Assignment

Demographic Validations

- Date of Birth
 - Students must be between 1 day and 22 years old.
 - Birth to 3 students Student must be less than 3 years of age and must be born on or before the enrollment date.
 - Early Childhood Students (Pre-K Students)
 - Must be at least 3 years of age on the enrollment date.
 - Non-IEP Student must be less than 6 years old on the first day of class.
 - IEP Student must be less than 7 years old on the first day of class.

Out-Placed Students Receiving Services

- If students reside in your district but are being served outside of your district, ensure you are communicating with the school where the student is being educated (serving school). All information regarding a student is reported by the home district to SIS.
- Serving locations such as Regional Safe schools, Area Career Centers, Public and Non-Public Special Education Centers (etc.) <u>must</u> communicate with the home district to report student information to ISBE by the requested deadlines. Failure to do so could impact funding.

Preventing Multiple SIDs

- Once a State ID is assigned to a student, the SID must be included in all future submissions to SIS.
- If you obtain a State ID online or from another district, enter the SID into your local Software Administrative Package.
- If you need to update one or more of the Student Demographic fields, include the State ID in the batch file to prevent creation of a new SID for the student.

Preventing Multiple SIDs

- Identify the SID to Keep and the SID to Delete.
- Exit all enrollments associated with SID to Delete. SID to Keep must be actively enrolled by the district submitting the Multiple SID Template.
- Download the Multiple SID template, Tips, and Steps from the <u>www.isbe.net/sis</u> website and enter mandatory data into the template.
- Upload the Multiple SID .csv file to SIS.
- The Multiple SID file will be returned to the user's SIS "Download File" link with result codes and result messages appended to the individual student records.

- Employer's can now submit Teacher Course Assignment data.
 - Online
 - Batch
- This allows the employer of the teacher to add Teacher Course Assignments even if they are not the teaching location.
 - Examples
 - Special Ed Coops
 - Area Career Centers
 - Regional Safe Schools
- If you are both the Teaching Location and the Employer, leave the default which is Teaching Location.

Select "Teaching Location" radio button.

Board of Edu	cation Student Information System Teacher Course Assignment - Search Teac	cher Session 16:1
Login: IBM_TEST_4 Home Student Search SID Request New SID Exit Enrollment Assessment Adjusted Cohorts Teacher Batch Files Reports	Teacher Course Assignment - Search Teac Please specify whether you are the Teaching Location or the Employer. • Teaching Location © Employer Search Criteria *IEIN OR *Legal Last Name Date of Birth (mm/dd/yyyy) Fields marked with an asterisk * are required	cher TIMEOUT 16:1
Help Log Out		

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Teacher Location section is available.

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Select "Employer" radio button.

Illinois State		Student Information System	SIS HOME ISBE HOME LOGOF
Board of Educ	ation	Teacher Course Assignment - Search Teacher	SESSION 19:52
Login: IBM_TEST_4	Carbon action and strain		
Home	Please specify whether you are the	e Teaching Location or the Employer.	
Student 🕅	C Teaching Location Employer		
Search SID			
Request New SID	Search Criteria		
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Assessment 🗵		OR	
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Teacher	Date of Birth (mm/dd/yyyy)		-
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The Employer section is available.

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	Dist	ict / Entity		2	
		School			

- Starting August 1, 2013 (SY 2014) the ELL Screener data will be mandatory for all students who fit the following criteria:
 - Student IDs created after August 1, 2013
 - Home Language or Native Language is something other than English (000)
 - Grade Level is Kindergarten Grade 12
- A student is required to have at least one valid ELL Screener record before the enrollment can be exited.
- The benefit of this collection is, this information is available to all school districts before the student is enrolled in the new school district.
 Please provide all ELL Screener records to ISBE SIS.

- ELL screener data collected
 - Online
 - Batch
- Screener data will be collected for LEP and Non-LEP students.
- Student must be enrolled in your district to provide the Screener data in SIS; student can take the screening test prior to start of school.
- School districts receiving a transfer student will be able to review the Screener data prior to enrollment.
- This will include the W-APT, MODEL, PRE-LAS, ELPTS Pre-IPT, Other Test, Other Process, Interview, Observation, Checklist, and Erroneous.

Mandatory

- Grade Level At Time Of Screener
- Semester
- ELL Screener Test Taken
- Date ELL Screener Test Taken
- Final Determination of LEP Status

Optional

- Listening Raw Score / Level
- Listening Proficiency Level
- Speaking Raw Score / Level
- Speaking Proficiency Level

Optional

- Reading Raw Score / Level
- Reading Proficiency Level
- Writing Raw Score / Level
- Writing Proficiency Level
- Literacy Proficiency Level
- Oral Proficiency Level
- Overall or Composite Proficiency Level

ELL Screener – Search SID

Illinois State Board of Edu	ucation	Stude	ent Information S Search SID - Student Detai	ystem		23 HONE DEE HONE LOGOV 1945004 17733
Login: FCDT432	click on the table to show the sta	dans datalla				
Home	Click on the tabs to view the stur	dent details.				
Student (3)	SID: 123456789					
Search SID	Legal Last Name: Smith	Legal	First Name: John	1	Legal Middle Name:	
Request New SID		stupient Gemage	Student Enroiment	Program Indicators		
Exit Enrollment	and the first state of the					
Assessment	Student Demographic					
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Help	1		Return To Prev			
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	Have guestions or need	help? Contact our Call Center (217)558	3600 between 7:00am - 4:30pm C	ST, Monday - Friday or Click	here to Contact Us	

ELL Screener – View

Board of Ed	lucation	Student	Information Sy ELL Screener Data	stem	Resident 19:55
ogier RCD7432	SID: 123456789				
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ELL Screener – Edit

Illinois State Board of Edu	ration	Student	Information Sy	stem		25 FORE (1925 FORE) 1027
Login: RCDT432 Home	SID: 123456789 Legal Last Name : Smith	Legal First Name : John	Date Of Birth :	Home RCDTS : 5008	20900041003	
Student (2) Search StD	Screener Test W-APT Test Date 08/27/2011	Grade Tested	• 11 - Grade 11 •	Tested Home RCDTS Semester	500820900041003	ľ
Request New SID Exit Enrollment						
Assessment Adjusted Cohorts	Listeni Raw Score / Level	ng Speaking Reading Wr	iting Composite Literac	y Composite Oral	Overall	
Teacher	Proficiency Level 1.0	1.0 1.0 1.0	1.0	1.0	1.0	
Reports	Was the student determined LE	P? Ryes No				
Help Log Out		Next	Cancel			
	Have questions or need	help? Contact our Call Center (217)558-3600 b	etween 7:00am - 4:30pm CST,	Monday - Friday or Click her	re to Contact Us	

ELL Screener – Review

tome Student Review	nd : 123456789 gal Last Name : Sm	th			CLL Scree	ner Data			9250 Tinto
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Student 🛞 Review	w ELL Screener Tes	Let T	Legal First Name	: John	Dat	e Of Birth : Hom	e RCDTS : 500820900041	003	
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lequest New SID	Test Date	08/27/2011	Grade Tested	11 - Gra	ade 11	Semester	Semester 1		
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elp				Submit	Chang	e Cancel	1		
og Out									

ELL Screener – Update Successful

Legal Last Name: 5 sinth Legal First Name: john Date Of Birth: Home RCDTS: 500820900041003 Student © ELL Screemer record added successfully Screemer Test: WAPT Tested Home RCDTS: 500820900041003 Saarch SLD Screemer Test: W.4PT Tested Home RCDTS: 500820900041003 Somester 1 Saarch SLD Screemer Test: W.4PT Tested 11-Grade 11 Semester 1 Request New SLD ELL Screemer Test: 09/27/2011 Grade Tested 11-Grade 11 Semester 1 Sassessment Mark Score / Level 3 3 Mark Score / Level Overall Reader Files Barch Files 1.0 1.0 1.0 1.0 1.0 Barch Files Barch Files Score / Level 3 3 Mark Score / Level 1.0 Idga New SLD ELL Scoremer Level 3 3 3 Mark Score / Level 0.0 Reader 1.0 1.0 1.0 1.0 1.0 1.0 1.0 Reader Files Scoremer Level Add New Edd Cancel 1 Log Out 1 Scoremer Level 1 1 1	Illinois State Board of Educ	alion		3	Studer		nation System			SESSOR
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acher Proficiency Level 1.0 1.0 1.0 1.0 1.0 1.0 1.0 was the student determined LEP? Yes Add New Edit Cancel	justed Cohorts	Raw Score / Level	3	3	3	3	********	NA		
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ACCESS

- All Grade K 12 students identified as LEP will take an ACCESS test.
- All Grade K 12 students identified as LEP and enrolled on November 9, 2012 will receive an ACCESS label.
- If a student exits the district before the ACCESS test is given, the label should be destroyed.

If a grade 3 – 8, or 11 student is enrolled in a District, the student is automatically added to the Pre-ID.

If any student is exited from a District, the student is automatically removed from the Pre-ID.

If a student exits the district before the test is given, the label should be destroyed.

- The following Pre-ID values will be pre-populated based on the most recent assessment correction record.
 - First Year in United States = 02 (No)
 - Year in Any Illinois Approved TBE/TPI Program = adjusted accordingly
 - Year Since Exited TBE/TPI Program = adjusted accordingly
 - Enrolled in Home School On or Before May 1 = 01 (Yes)
 - Enrolled in Home District On or Before May 1 = 01 (Yes)
 - Test to Be Taken is same as last year
 - Set Testing School to Serving School

- If an Assessment Correction record was not found in the Assessment Correction table from a previous year, the following Pre-ID values will be set:
 - First Year in United States = 02 (No)
 - Year in Any Illinois Approved TBE/TPI Program = 07 (Not in TBE/TPI Program)
 - Year Since Exited TBE/TPI Program = 03 (Not in TBE/TPI Program)
 - Enrolled in Home School On or Before May 1 = 01 (Yes)
 - Enrolled in Home District On or Before May 1 = 01 (Yes)
 - Grades 3 to 8 = 01 (ISAT)
 - Grade 11 = 02 (PSAE)
 - Set Testing School to Serving School

Pre-ID labels

- ISAT are printed and mailed according to what is listed in the Testing School field of the Pre-ID file as of January 4, 2013.
- PSAE are printed and mailed to the school listed in the Testing School field of the Pre-ID file as of February 22, 2013. PSAE labels will be printed only if the Testing School listed is an established PSAE test site. Established PSAE test sites will be available on the PSAE website <u>www.isbe.net/assessment/psae.htm</u>.
- There are no Pre-ID labels for IAA. Testing School field determines where materials are shipped and where student records are populated in the online scoring system. The Pre-ID file is sent to the IAA vendor on January 4, 2013.

Main Report Screen – Assessment Pre-ID Summary

A			SIS HOME ISBE HOME)
Board	State of Education	Student Information System	SESSION
No. No. of Concession, Name		view Report	TIMEOUT
ogin: JSCHOEN	⊡्र Student		
lome	- Assessments		
earch SID	Assessment Pre-Id	Summary Detail	
	- Assessment Correction	Summary Detail	
Request New SID	- Assessment Scores (Scale Score & Performance Level Only)	Summary Detail	
Assessment	- Assessment Subscores (Detailed Scores by Subject Area)	Summary Detail	
Exit Enrollment	Assessment Score History	Detail	
inschor	- Unassigned Test Results	Detail	
leacher	Plan and Explore Score	Detail	
Jpload File	Bilingual (ELL Screener, ELL, ACCESS)		
ownload File	E Course Assignment (Student Information, Course Information, Stud	ent Outside Courses)	
Penoite	Demographics and Enrollment (Demographics, Enrollment, Current	: vs. Previous Enrollment)	
	🖶 Discipline		
lequest File	Early Learning (Birth to 3, Early Childhood, Early Childhood Outcome	s, Pre-K Follow-Up)	
Help	• Homeless		
SRE Internal	individual Student		
SUC Internal	Teacher (Course Assignment)		
.og Out	E- State Reporting (Fall Enrollment Counts, End of Year Reports)		
2	Miscellaneous Reporting (Multiple SID, Closed Schools, Graduation Co	hort, Missing Persons)	

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Select Test (Summary)

Tilinois State		SIS HOME ISBE HOME LOGOFF
Board of Education	Student Information System	SESSION 19:54
Login: JSCHOEN		
Home		
Search SID	Select Test :	
Request New SID	○ ISAT ○ PSAE	
Assessment	O IMAGE	
Exit Enrollment	O No Test Provided	
Teacher	⊙ All	
Upload File	Next	
Download File		
Reports		
Request File		
Help		
ISBE Internal		
Log Out		
Have quest	ons or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday -	Friday or Click here to Contact Us

Selection Criteria (Summary Report)

Illinois State Board of Education	1	Student Info View Assessment	rmation System Pre-ID Report (Summary)	SESSION 1915
Login: JSCHOEN				
Home	According to D Doport (Summary)			
Student 🕅	Assessment Pre-ID Report (Summary)			
Search SID	School Year	2013		
Request New SID	School	All Schools		
Exit Enrollment		● Home ○ Serving ○ Testing ○	Home But Not Serving O Serving But Not Home	
Assessment 🗵	Valid Grade At Time of Testing	All Grades	M	
Adjusted Cohorts	IEP Indicator	⊙Both ◯Yes ◯No		
Teacher	Years in IL-Approved TBE TPI Prog.	All	V	
Batch Files	Years Since Exited IL-Approved TBE TPI Prog.	All	×	
Reports	First Year In US	⊙ Both ○ Yes ○ No		
Heln	Enr. in Home Sch. (o/b May 1)	Both ○ Yes ○ No No		
ISBE Internal	Enr. in Home Dist. (o/b May 1)	⊙ Both ○ Yes ○ No		
Lon Out	Label To Be Printed	⊙ Both ○ Yes ○ No		
		View Report or Create PDF	Report	

Summary Assessment Pre-ID Report

20	13 Assessm
SIS Home District: 99999999999 Test District Selection Criteria: None	
Grade of Test Taken: All	Total
Total Students:	1275
Enrollment Grade: 3 - Grade 3	166
Enrollment Grade: 4 - Grade 4	178
Enrollment Grade: 5 - Grade 5	202
Enrollment Grade: 6 - Grade 6	195
Enrollment Grade: 7 - Grade 7	185
Enrollment Grade: 8 - Grade 8	184
Enrollment Grade: 11 - Grade 11	165
IEP: Yes	155
IEP: No	1120
Test: IAA	5
Test: ISAT	1105
Test: PSAE	165
First Year In US: Yes	0
First Year In US: No	1275
First Year In US: Not Provided	0
Years in TBE\TPI: 04	1
Years in TBE\TPI: 06	1
Years in TBE\TPI: 07	1273
Years Since Exit TBE/TPI: 02	1
Years Since Exit TBE/TPI: 03	1274
Enrolled in Home School by May 1st: Yes	1255
Enrolled in Home School by May 1st: No	20
Enrolled in Home School by May 1st: Not Provided	0
Enrolled in Home District by May 1st: Yes	1275
Enrolled in Home District by May 1st: No	0
Enrolled in Home District by May 1st: Not Provided	0
Label to be Printed: Yes	1275
Label to be Printed: No	0

Main Report Screen – Assessment Pre-ID Detail

Illinois St			
Board of	Tate	Student Information System	SESSION
Part 1	e and the second	view Report	TIMEOUT 18:41
Login: JSCHOEN	⊟ Student		
Home			
Search SID	- Assessment Pre-Id	Summary Detail	
ordinal bio	- Assessment Correction	Summary Detail	
Request New SID	- Assessment Scores (Scale Score & Performance Level Only)	Summary Detail	
Assessment	Assessment Subscores (Detailed Scores by Subject Area)	Summary Detail	
Exit Enrollment	Assessment Score History	Detail	
Teacher	- Unassigned Test Results	Detail	
Teacher	In Plan and Explore Score	Detail	
Upload File	Bilingual (ELL Screener, ELL, ACCESS)		
Download File	🗄 Course Assignment (Student Information, Course Information, Stude	ant Outside Courses)	
Reports	Demographics and Enrollment (Demographics, Enrollment, Current	vs. Previous Enrollment)	
<u>Reports</u>	⊡ Discipline		
Request File	Early Learning (Birth to 3, Early Childhood, Early Childhood Outcomes	s, Pre-K Follow-Up)	
Help			
	individual Student		
ISBE Internal	Teacher (Course Assignment)		
Log Out	: State Reporting (Fall Enrollment Counts, End of Year Reports)		
1	. Miscellaneous Reporting (Multiple SID, Closed Schools, Graduation Co	hort, Missing Persons)	

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Select Test - Detail

Minois State	and the second s	SIS HOME ISBE HOME LOGOFF
Board of Education	Student Information System	SESSION TIMEOUT 19:54
Login: JSCHOEN		
Home		
Search SID	Select Test :	
Request New SID	○ ISAT ○ PSAE	
Assessment	○ IMAGE	
Exit Enrollment	O IAA O No Test Provided	
Teacher		
Upload File	Next	
Download File		
Reports		
Request File		
Help		
ISBE Internal		
Log Out		
Have quest	ons or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - F	riday or Click here to Contact Us

Selection Criteria (Detail Report)

on		rmation System	
	View Assessment		TIMEUDI ASSISS
territoria de la contra de la			
Assessment Pre-ID Report (Detail)			
School Year	2013		
School	All Schools	×	
	● Home ○ Serving ○ Testing ○	Home But Not Serving ${\mathbb O}$ Serving But Not Home	
Valid Grade At Time of Testing	All Grades		
IEP Indicator	Both ○Yes ○No No		
Years in IL-Approved TBE TPI Prog.	All		
Years Since Exited IL-Approved TBE TPI Prog.	All	V	
First Year In US	Both ○ Yes ○ No No		
Enr. in Home Sch. (o/b May 1)	⊙ Both ○ Yes ○ No		
Enr. in Home Dist. (o/b May 1)	● Both ○ Yes ○ No		
Label To Be Printed	Both ○Yes ○No		
Sort By	Name	×	
	View Report or Create PDF F	Report	
	Assessment Pre-ID Report (Detail) School Year School Valid Grade At Time of Testing IEP Indicator Years in IL-Approved TBE TPI Prog. Years Since Exited IL-Approved TBE TPI Prog. First Year In US Enr. in Home Sch. (o/b May 1) Enr. in Home Dist. (o/b May 1) Label To Be Printed Sort By	Assessment Pre-ID Report (Detail) School Year 2013 School Year 2013 School All Schools \oplus Home \bigcirc Serving \bigcirc Testing Karsessment Pre-ID Report (Detail) School Year School Year School All Schools \oplus Home \bigcirc Serving \bigcirc Testing IEP Indicator \oplus Both \bigcirc Yes \bigcirc No Years Since Exited IL-Approved TBE TPI Prog. All First Year In US \bigcirc Both \bigcirc Yes \bigcirc No Enr. in Home Sch. (o/b May 1) \bigcirc Both \bigcirc Yes \bigcirc No Label To Be Printed \bigcirc Both \bigcirc Yes \bigcirc No Sort By Name	Basessment Pre-ID Report (Detail) School Year School Year O Home O Serving O Testing O Home But Not Serving But Not Home Add Grade At Time of Testing All Grades Te Indicator O Both O Yes O No Years in IL-Approved TBE TPI Prog. All O Both O Yes O No First Year In US O Both O Yes O No Home O School O Yes O No School O Years in Home Dist. (o/b May 1) O Both O Yes O No Label To Be Printed O Both O Yes O No Sort By View Report View Report Preprese

Detail Assessment Pre-ID Report

2013 Assessment Pre-ID Report

SIS Home District: 99999999999 Test District Selection Criteria:

None Sorted By: Student Name

Columns	A Valid Grade at Time of Testing B First Year in U.S.	C Years in TBE/TPI D Years Since Exited TBE/TPI	E Enrolled in School By May 1st F Enrolled in District By May 1st	G Test to be Taken H IEP	I	L	ibel to	be Printe	d
Student ID	Student Name	Buth Date	Home RCDTS Serving RCD1	S Testing RCDTS A I	вс	D	EF	G	HI
999999999	Johnson, Robert	07/28/2000	9999999999999999 999999999999	99 999999999999999 06 1	N 07	7 03	Y Y	ISAT	Y Y
9999999999	Johnson, Robert	04/06/1998	9999999999999999999999999999999	30 000000000000000000000000000000000000	N 07	7 03	ΥY	ISAT	ΥY
9999999999	Johnson, Robert	12/17/2002	9999999999999999999999999999999	999999999999999999999 03 1	N 07	7 03	Y Y	ISAT	N Y
999999999	Johnson, Robert	12/20/2000	9999999999999999999999999999999	999 9999999999999999 05 1	N 07	03	YY	ISAT	NY
9999999999	Johnson, Robert	10/12/2001	999999999999999 9999999999999	999 9999999999999999 04 1	N 07	03	YY	ISAT	NY
999999999	Johnson, Robert	12/09/1998	999999999999999999999999999999	999 9999999999999999 07 1	N 07	7 03	YY	ISAT	NY
999999999	Johnson, Robert	08/29/1994	999999999999999999999999999999	999 999999999999999 11 1	N 07	03	YY	PSAE	NY
999999999	Johnson, Robert	11/11/1999	9999999999999999999999999999999	999 9999999999999999 06 1	N 07	03	YY	ISAT	NY
9999999999	Johnson, Robert	12/06/2001	999999999999999 999999999999	99 99999999999999 04 1	N 07	03	YY	ISAT	NY
999999999	Johnson, Robert	08/30/2000	999999999999999 999999999999	999 9999999999999999 of 1	N 07	03	YY	ISAT	Y Y
9999999999	Johnson, Robert	10/19/1998	999999999999999 9999999999999	999 9999999999999999 07 1	N 07	03	YY	ISAT	NY
9999999999	Johnson, Robert	06/29/1998	9999999999999999 999999999999	99 9999999999999999 08 1	N 07	03	YY	ISAT	NY
9999999999	Johnson, Robert	08/19/2000	9999999999999999999999999999999	999 9999999999999999 05 1	N 07	03	YY	ISAT	NY
9999999999	Johnson, Robert	12/13/1994	999999999999999 999999999999	999 999999999999999 11 1	N 07	03	YY	PSAE	NY
999999999	Johnson, Robert	03/12/2000	999999999999999 9999999999999	999999999999999999999 06 1	N 07	03	YY	ISAT	NY
9999999999	Johnson, Robert	01/10/2002	999999999999999 999999999999	999 9999999999999999 04 1	N 07	03	YY	ISAT	NY
9999999999	Johnson, Robert	11/20/1994	9999999999999999 999999999999	999 9999999999999999 11 1	N 07	03	YY	PSAE	NY
9999999999	Johnson, Robert	11/22/1999	9999999999999999999999999999999	99 9999999999999999 06 1	N 07	03	YY	ISAT	NY

Assessment Record Search

THE LOLA					SIS HOME ISBE	HOME LOGOFF
	e ducation	Student Information System				SESSION 19:52
Login: IBM_TEST_4		Judent Assessment				MEOUT
Home	To Search for Student Assessment data, ple	ase provide student SID, the Assessment Year and at least one of the foll	lowing :			
Student 3	<u>a</u>				Lost Day of	Last Day of
Search SID	Last Name First Name First Name		Test	Grade	Testing Window	Assessment
Request New SID	• Date or Birth Then click the 'Search' button		ISAT	3,4,5,6,7,8	03/15/2013	06/17/2013
Exit Enrollment	_ Then click the Search button.		IAA	3,4,5,6,7,8,	11 03/22/2013	06/17/2013
Assessment	3		Assess	ment Year: 2	013	
ISAT, IAA, and PSAE	 Fields marked with an asterisk * are required. 					
KIDS	Search Criteria					
Adjusted Cohorts						
Teacher	- *SID					
Batch Files		AND AT LEAST ONE BELOW				
Reports	*Legal Last Name	*Legal First Name				
Help	*Date of Birth (mm/dd/yyyy)					
Log Out		Search				
	Have questions or need help? Conta	ct our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday o	or Click here to Co	ntact Us		
		Copyright © 2003-2012, Illinois State Board of Education				

Assessment Record – Search Student

	ut.						SIS HOME ISBE	HOME LOGOFF
Board of F	te Edu	ration	Student In	formation System				
	Alu	auon	Stu	dent Assessment			2 T	IMEOUT 19:24
Login: IBM_TEST_4								
Home	Т	o Search for Student Assessment (data, please provide student SI	D, the Assessment Year and at lea	st one of t	he following	:	
Student 2	~	Last Name			Test	Grade	Last Day of	Last Day of Assessment
Search SID		 First Name Date of Birth 						Correction
Request New SID		hen click the 'Search' button			ISAT DSAF	3,4,5,6,7,8	03/15/2013	05/1//2013
Exit Enrollment		nen cick the Search Dutton.			IAA	3,4,5,6,7,8,1	11 03/22/2013	06/17/2013
Assessment	*				Assessi	nent Year: 2	013	
Adjusted Cohorts	F	ields marked with an asterisk $ st $ are r	required.					
Teacher		Search Criteria						
Batch Files	×	*SID	123456789					
Reports			ANI	O AT LEAST ONE BELOW				
Help		*Logal Last Namo	Smith	*Logal Eirst Namo	lobr			
Log Out					1001	•		
		*Date of Birth (mm/dd/yyyy)	01/01/2005					
				Search				
		Have questions or need help? Contact	our Call Center (217)558-3 <u>600 bet</u> w	een 7:00am - 4:30pm CST, Monday - Fri	iday or Clicl	k here to Conta	act Us	
			Copyright © 2003-2012, Illinois	s State Board of Education				

Assessment Record Test/Grade Information

	State of Educ	cation	Stud	ent Information System		SESSION 19:1
Login: IBM_TEST_4						TIPEOUT
Home		Please enter the student's asse	essment information.			
Student	*	Fields marked with an aste	risk * are required.			
Search SID			100.000	10 M 10 T	6	
Request New SID	-	Student ID (SID)	123456789	Student SAP ID		
Exit Enrollment		*Legal Last Name	Smith	*Legal First Name	John	
Assessment	×	*Legal Middle Name	Test	*Date of Birth (mm/dd/yyyy)	01/01/2005	
Adjusted Cohorts		* Test Name	ISAT		3 - Grade 3	
Teacher						
Batch Files	*					
Reports				Next		
Help						
Log Out						

Assessment Record Pre-ID Information

Illinois Sta Board of I	ate Educa	ation Student Information System Student Assessment	SIS HOME	SESSION 19:44
Login: IBM_TEST_4				
Home		The information you are providing will update the Assessment Pre-ID Report.		
Student	*	Fields marked with an asterisk * are required.		
Search SID				
Request New SID		*Home School RCDTS		
Exit Enrollment		Region : St Clair ROE Category : Public Districts/Schools District / Entity : SD 1/	2345	
Assessment	*	School : Grade School	¥	
Adjusted Cohorts		*Serving School RCDTS ************************************		
Teacher		© Same as Home RCDTS Same as Servi	ing RCDTS	
Batch Files	8	© Enter the 15 digit RCDTS code		
Boports	1.1.1	© Select Region, Category, District and School	lool	
Reports		Region : Select a Region		·
Help		District /		
Log Out		Entity :		
		School : School :		~
		Enrolled in Home School On or Before May 1 • Yes O No Enrolled in Home District On or Before May 1	€ Yes € No	
		Year in Any Illinois-Approved TBE/TPI Program First Year In U.S.	C Yes No 	
		Year Since Exited TBE/TPI Program Not in TBE/TPI Program		
		Next	SonFret He	,

Assessment Record Pre-ID Submit Screen

	И.,				SIS HOME ISBE HOME LOGO
	ue Educatio	on	Student Inform Student Assessn	ation System	SESSION 19:5
Login: IBM_TEST_4					
Home	-	Please review the information b	efore submitting your request.		
Student	*	• If you need to correct any	information, press CHANGE button in t	he appropriate section.	
Search SID		 If you are ready to submit 	your request, press SUBMIT button.		
Request New SID		Student ID (SID)	123456789	Student SAP ID	
Exit Enrollment		Legal Last Name	Smith	Legal First Name	John
Assessment	¥	Legal Middle Name	Fest	Date of Birth (mm/dd/yyyy)	01/01/2005
Adjusted Cohorts		Test Taken	ISAT	Valid Grade When Testing	3 - Grade 3
Teacher			Ch	ange	· · · · · · · · · · · · · · · · · · ·
Batch Files	≽				
Reports		Home School RCDTS	123456789012345 - Grade School 0050	Serving School RCDTS	123456789012345 - Grade School 0050
Help		Testing School RCDTS	123456789012345 - Grade School		
Log Out			0050		
		Enroll in Home School On or Before May	Yes	Enroll in Home District On or Before May	Yes
		Year in Any IL-Approved TBE/TF Program	1 07-Not in TBE/TPI Program	First Year In U.S.	No
		Year Since Exited TBE/TPI Program	03-Not in TBE/TPI Program		
			C	nange	
		[] τ			1



Assessment Record Updated Successful

			SIS HOME ISBE HOME LOGOFF
Board of	ate Stue	dent Information System	CERCITON I
and a second		Student Assessment - Result	TIMEOUT 19:55
Login: IBM_TEST_4		-	
Home	Your Student Assessment update was successful.		
Student	You may review these changes on the Assessment Pre-ID Report	rt.	
Search SID			
Request New SID			
Exit Enrollment			
Assessment	$\overline{\mathbb{S}}$		
Adjusted Cohorts			
Teacher			
Batch Files	$\overline{\mathbf{x}}$		
Reports			
Help			
Log Out			
1			
	Have questions or need help? Contact our Call Center (217)5.	58-3600 between 7:00am - 4:30pm CST, Monday - <u>Friday or Click he</u>	ere to Contact Us
	Copyright © 2003	3-2012. Illinois State Board of Education	

- How do I request my District's Pre-ID file?
 - Login to ISBE SIS via IWAS.
 - Click the Request File link on the ISBE SIS Home Page.
 - Select the grade level to be included in the file (3-8, 11, or all grades).
 - The Pre-ID file will be available for download via the ISBE SIS Download File link.
 - A user may only place one request for each file type within a one hour time frame.

Request File

		SIS HOME ISBE HOME LOGOFF
Board of Educ	Student Information System	CECTION
and the second sec	Illinois State Board of Education (ISBE) Student Information System (SIS)	TIMEOUT 19:50
Login: IBM_TEST_4	The available facilities of ISBE SIS are listed below :	
Home	- Orangh far a Student ID	
Student 🕅	Request a Student ID	
Search SID	Correct an Assessment Record Exit an Enrollment	
Request New SID	 Upload a File Download a File 	
Exit Enrollment	View Reports Boguest a Elle	
Assessment 🗵	Request a File Help	
Adjusted Cohorts		
Teacher		
Batch Files		
Upload File		
Download File		
Request File		
Web Service		
Reports		
Help		
Log Out		
	Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact	Us

Request File

123		SIS HOME ISBE HOME LOGOFF
Board of Educa	ation Student Information System	CREETON I
	Request File	TIMEOUT 19:33
Login: IBM_TEST_4		
Home	This screen provides a user access to request files from the Student Information Systems.	
Student 🖄	Templates for these files are available at <u>www.isbe.net/sis</u> .	
Search SID		
Request New SID	District:	
Exit Enrollment	School District 500	
Assessment 🗵	The following are the types of files a user may request from SIS:	
Adjusted Cohorts	Assessment Pre-ID	
Teacher	Use the Pre-ID file to update data only <u>prior</u> to the end of your testing window.	
Batch Files	Grade 11	
Reports	C Grade 12	
Help	Grades ALL	
Log Out		
	\frown	
	Request File	
H	ave questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Co Convright © 2003-2012, Illippie State Roard of Education	ontact Us

Request File

	SIS HOME ISBE HOME LOGOR
Illinois State	Student Information System
Board of Ext	Request File Session 19:2
Login: IBM_TEST_4	Your request has been successfully submitted. Your request for a district assessment pre-ID file will be processed overnight. The file may be downloaded from the Download File screen once it is ready.
Home	
Student 🕅	Templates for these files are available at <u>www.isbe.net/sis</u> .
Search SID	
Request New SID	District:
Exit Enrollment	East St Louis SD 189
Assessment 🗵	The following are the types of files a user may request from SIS:
Adjusted Cohorts	Select File
Teacher	
Batch Files 🗵	
Reports	
Help	
Log Out	
	Request File

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- My SIS package can generate a Pre-ID file. Am I allowed to submit that file instead of using the ISBE SIS generated file?
 - Yes, ISBE SIS will accept Pre-ID files generated from local SIS packages
 - However, students may only be added/removed to/from the ISBE SIS Pre-ID file by Enrolling or Exiting the student from the District records in ISBE SIS
- What file formats are supported?
 - XML
 - Text (Comma Delimited)
 - Excel spreadsheet converted into a Comma Separated Value(s) (CSV format)
 - Note: An Assessment Pre-ID Excel template and tip sheet are available on the SIS website <u>www.isbe.net/sis</u>

- What are the Result Codes that will be returned in the Assessment Pre-ID file?
 - P1 Record Not Accepted for Assessment Pre-ID Generation: No Current Enrollment Exists for Student
 - **P2 -** Updated Assessment Pre-ID information
 - **P6** Assessment Record Not Updated: Correction record cannot be updated until after the last day of testing. Please update the student's Pre-ID record instead.
 - P7 Assessment Pre-ID Record Not Updated: Pre-ID record cannot be updated after the last day of testing. Please update the students Correction record instead.
 - I SID does not exist or SID and First Name, Last Name, or DOB do not match existing record
 - **F** Missing or Invalid Data

Note: Records assigned a Result Code of "I" and "F" will not generate a Pre-ID label and require resolution.

Assessment

- ACT's WorkKeys[®] Locating Information
 - All established PSAE test sites will automatically receive the WorkKeys Locating Information test materials based on their PSAE Day 2 orders.
 - Administering Locating Information is not a requirement in Spring 2013 and is not part of any PSAE reporting. Home districts who choose not to administer Locating Information are expected to communicate this decision to all stakeholders.
 - ACT will mail a hard copy of the Locating Information score data to the high school principal of the school where the student tested. Data will also be available via SIS.
 - See <u>www.isbe.net/assessment/pdfs/2013/2013_Grade_11_Testing_Update.pdf</u> for more details.

Assessment

- ACT's National Career Readiness Certificate (NCRC[™])
 - Students who earn qualifying scores on three of ACT's WorkKeys assessments: Reading for Information, Applied Mathematics, and Locating Information are eligible to receive ACT's NCRC. Reading for Information and Applied Mathematics are part of PSAE Day 2.
 - The NCRC is an industry-recognized, portable, evidence-based credential that certifies essential skills needed for workplace success. Visit ACT's website <u>http://www.act.org/certificate/about.html</u> for more details.
 - NCRC certificates are scheduled to be available for printing via SIS. If students would like employers to see their results, they must register themselves in ACT's National Registry to activate their information using information provided on the back of the NCRC.

New Reports

- Update to the Reports page layout and added the following new reports:
 - Student Assessment
 - Locating Information Score Summary and Detail
 - National Career Readiness Certificate (NCRC) 2-page certificates
 - Individual Student
 - Student Profile
 - National Career Readiness Certificate (NCRC) 2-page certificates
 - Student Transfer Form

New Reports

Assessments

Illinois State	Student Inform	natio	n Svs
Board of Educ	ation View F	Report	
Login: IBM_TEST_4			
Home	⊡ Student		
Student 🖄	□ Assessments		
Search SID	Assessment Pre-Id	<u>Summary</u>	<u>Detail</u>
Request New SID	Assessment Correction	<u>Summary</u>	<u>Detail</u>
Request New SID	Assessment Scores (Scale Score & Performance Level Only)	<u>Summary</u>	<u>Detail</u>
Exit Enrollment	Assessment Subscores (Detailed Scores by Subject Area)	Summary	Detail
Assessment 🗵	Assessment Score History		Detail
Adjusted Cohorts			Detail
Teacher	EXPLORE and PLAN Score		Detail
Batch Files 🛛	- Locating Information Score	Summary	Detail
Reports	- National Career Readiness Certificate (NCRC) Level	Summary	Detail
Help	- National Career Readiness Certificate (NCRC) 2-page certificates		<u>Detail</u>
Lon Out	Bilingual (ELL Screener, ELL, ACCESS)		
	• Course Assignment (Student Information, Course Information, Student Outs	ide Course	s)
	Demographics and Enrollment (Demographics, Enrollment, Current vs. Prev	vious Enroll	ment)
	Discipline		
	Early Learning (Birth to 3, Early Childhood, Early Childhood Outcomes, Pre-K	Follow-Up)	
	Homeless		
	State Reporting (Fall Enrollment Counts, Graduation Cohort, End of Year Report	.s)	

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New Reports

Individual Student Reports

				SIS HOME ISBE HOME U
Roard	State of Education		Student Information System	
Doard	of Education		View Individual Student Reports	SESSION TIMEOUT 10
Login: IBM_TEST_4				
Home		- P. Hand Charles Brownie		
Student		Individual Student Reports		
Search SID			Student must be actively enrolled in your district.	
Request New SID		Enter SID :		
Exit Enrollment			Search	
Assessment	(¥)			
Adjusted Cohorts			SID : 123456789	
Teacher			Last Name : Smith	
Batch Files	[¥]		First Name : John	
Reports			Date Of Birth: 01/01/2005	
Help			Select Report Type :	
Log Out			Comographics and Enrollment	
			C Assessment Data and Scores	
			C Course Assignment	
			C Outside Course Assignment	
			C Student Profile	
			C National Career Readiness Certificate (NCRC)	
			C Student Transfer Form	
			View Report or Create PDF Report	
	Have qu	lestions or need help? Contact our	Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact I	Js
			Copyright © 2003-2012, minors state Board of Education	

New Reports – Student Transfer Form

Example of the Student Transfer Form

ILLINOIS STATE BOARD OF EDUCATION General Counsel Division Public School and Recognition		STUDEN	STUDENT IDENTIFICATION NUMBER (9-digits) 919344199	
100 N Spring	100 North First Street, E-310 Springfield, Illinois 62777-0001			
STUDE	T TRANSFER FORM			
In accordance with Section 2-3.13a of the School Code, all public school district to verify whether or not the student is "in good stan defined in Section 2-3.13a. "In good standing" means that the stu entitled to attend classes, as of the date of this form. No public so form from the student's previous Illinois public school district. <u>This</u> be sent directly to the student's new school they will be attent	school districts are to provide this forr ding" and, whether or not their medical dent is not being disciplined by an out- shool district is required to admit a new s form is not to be returned to the III nding.	n to any student I records are up of-school suspe student unless inois State Boa	t who is moving out of the -to-date and complete as ension or expulsion, and is they can produce this and of Education. It is to	
NAME OF STUDENT (Last, First, Middle)	BIRTHDATE (Month, Day, Year)	GENDER	GRADE LEVEL	
Sample, Student	01/01/2000	F	09	
NAME OF PARENT OR GUARDIAN	PARENT/GUARDIAN TELEPHON	NE (Include Area)	Code)	
ADDRESS OF PARENT OR GUARDIAN (Street, City, State, Zip Code)		1.27	67.11	
DISTRICT NAME AND NUMBER TRANSFERRING TO	NEW DISTRICT ADDRESS (Street, City, State, Zip Code)			
NAME OF SCHOOL STUDENT WILL BE TRANSFERRING TO	NAME OF PRINCIPAL AT NEW SCHOOL			
Please check (√) the appropriate box.				
L harshy attact that the shave student is "is used standing	g" and that all medical records for the a	above student a	re up-to-date and comple	
as of the date of this form.				

New Reports – Student Transfer Form

Example of the Student Transfer Form (continued)

	I hereby attest that the above s from	tudent is <u>not</u> "in good standing until 3a (105 ILCS 5/2-3.13a), unless spended or expelled for any res of the suspension or expulsion alternative school program est	T due to a current suspension and/o s the receiving district has, pursuan ason from any public or private scho before being admitted into the scho ablished under Article 13A of this C	to expulsion ; but is entitled to transfer in t to Section 2-3.13a, adopted a policy bool in this or any other state, the student bool district. This policy may allow ode, if available, for the remainder of the	
	I hereby attest that the above s from	or expulsion and is <u>not</u> eligible for in the Gun Free Schools Act (20 U.S.C. ounds a controlled substance or			
	OF PRINCIPAL Wills	SCHOOL PH 618-628-	IONE (Include Area Code) 0090	COUNTY Saint Clair	
DISTRICT NAME AND NUMBER			DISTRICT ADDRESS (Street, City,	RESS (Street, City, State, Zip Code)	
O Fallon CCSD 90		50082090004	118 E Washington St, O Fa	llon, IL, 62269	
	_	Date	Signature of Pr	incipal	

Activity	Date
ACCESS File to Vendor for Printing Labels	11/09/2012 4:00 p.m.
ELL Data Due for Population of eGMS Ceiling Calculator	01/04/2013 4:00 p.m.
ISAT File to Vendor for Printing Labels	01/04/2013
IAA File to Vendor	4:00 p.m.
ACCESS Last Day of Testing	02/15/2013 4:00 p.m.
PSAE File to Vendor for Printing Labels	02/22/2013 4:00 p.m.
Eligible for Immigrant Education Program Data Extracted from SIS	03/01/2013 4:00 p.m.

Activity	Date
ISAT Last Day of Testing (Regular Window)	03/15/2013
ISAT First Day of Assessment Corrections	03/18/2013
IAA Last Day of Testing	03/22/2013
IAA First Day of Assessment Corrections	03/25/2013
ACCESS Scores Posted on SIS	04/29/2013
PSAE Last Day of Testing	05/08/2013
PSAE First Day of Assessment Corrections	05/09/2013
ACCESS Last Day of Assessment Corrections	05/24/2013 4:00 p.m.

Activity	Date
ISAT and IAA Scores Posted on SIS	06/03/2013
ISAT and IAA Last Day of Assessment Corrections	06/17/2013 4:00 p.m.
PSAE Scores Posted on SIS	07/09/2013
PSAE Last Day of Assessment Corrections	07/16/2013 4:00 p.m.
ACCESS Posting of Final Scores	Mid – July 2013
IAA and ISAT Posting of Final Scores	07/22/2013

Activity Last Day to Exit Enrollments for 2013 School Year **ELL Data due** Birth to 3 Data Due Participant Demographic (Birth to 3) data due Early Childhood data due Early Childhood Outcomes Data due **Homeless Data Due Student Discipline Data due** Student Course Assignments data due **Teacher Course Assignments data due**

PSAE Posting of Final Scores

Adjusted Cohort Graduation Rates

<u>Date</u>

07/31/2013 4:00 p.m.

08/02/2013

08/16/2013

Districts Next Steps

- ELL data due for population of eGMS Ceiling Calculator on January 4, 2013, 4:00 p.m. deadline.
- Ensure ISAT/IAA Pre-ID data are complete and accurate by the January 4, 2013, 4:00 p.m. deadline.
- Ensure PSAE Pre-ID data are complete and accurate by the February 22, 2013, 4:00 p.m. deadline.
- Always keep your student demographic information up to date and accurate.

ISBE SIS Resources

ISBE SIS Resource Materials

- Located on the ISBE SIS webpage at <u>www.isbe.net/sis/</u>
 - ISBE SIS Announcements
 - User Manual
 - File Format Layouts
 - Excel Templates
 - Tips for Completing (Data Collection Name) Template
 - Steps for Creating and Uploading (Data Collection Name)
 - Data Elements
 - Archived Meetings and Presentations
 - Frequently Asked Questions

ISBE Contact Information

ISBE Help Desk

- (217) 558-3600
- <u>help@isbe.net</u>
 - SIS Policy Questions will be directed to the Standards and Assessment Center.
 - SIS Technical Questions will be directed to the IBM team.
- ISBE SIS Information Website
 - www.isbe.net/sis

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Discussion/Questions