

Illinois State Board of Education

**The Importance of Accurate 2014
Student/Teacher Data in the Student
Information System (SIS)**



Notice – This Webinar Is Being Recorded!

This call is being recorded.

Please do not provide any Student, Personal or Vendor information.

Webinar Tips

▪ **Tips for Listening**

- Computer speakers
- Headset connected to a computer
- Telephone

▪ **Tips for Speaking**

- Make sure you have a microphone plugged in or the computer you are using has a microphone before raising your hand.
- Make sure all audio settings in the computer are un-muted and speakers are turned down before talking.

▪ **Question & Answer**

- Question & Answer Session will be held at the end of the Webinar.
- Raise your hand to ask a question.
- All text messages are logged.
- Text questions will be posted in a Q & A document after the Webinar.
- If you are using a telephone, the audio pin number must be typed in correctly before you can talk.

▪ **Troubleshooting**

- If you are disconnected from the Webinar at any time, you can click the link that was provided to you in your email or you can re-register for the Webinar to gain access.
- If you are listening via telephone and close out of the Webinar on your computer, you will be disconnected .

Agenda

- **Welcome and Introductions**
- **Importance of Student and Teacher Course Assignment**
 - **Serving School Submitting Courses**
 - **Submitting Student Course and Teacher Course Assignment Data for 2014**
 - **Elementary (K – 8)**
 - **High School (9 – 12)**
- **Data Quality Reports from SIS**
 - **Enhancements to the SIS Dashboard**
 - **SIS Data Quality Reports**
- **Districts Next Steps**
- **ISBE SIS Resources and ISBE Contact Information**
- **Questions & Answers**

Welcome/Introductions

■ ISBE Key Team Members

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

- Peter Godard Chief Performance Officer
- David Smalley Division Administrator, Data Analysis and Accountability
- Shuwan Chiu Principal Consultant, Data Analysis and Accountability
- Bob O'Keefe Senior Consultant, Data Analysis and Accountability

■ Presenters

- Howard Hammel SIS Project Manager
- Adam Lowery SIS Business Analyst
- Lindsay Langer SIS Help Desk Analyst

Importance of Student and Teacher Course Assignment

- **Analysis of Student and Teacher Course Assignment**
 - High quality data is essential for the allocating funding, compiling the Report Card data and other analytical purposes at ISBE.

- **Uses of data:**
 - Career and Technical Education (CTE) funding
 - Bilingual Ceiling Calculator (eGMS grant)
 - PARCC Assessment
 - Report Card:
 - Pupil / Teacher Ratio
 - Course Listing
 - Highly Qualified Teacher

- ISBE needs transcript level course data for High School grades 9-12

- ISBE needs teachers linked to K-12 students

Importance of Student and Teacher Course Assignment

Serving School Submitting Courses

- Enhancements to assist districts with data submission
 - Previously, only home schools submitted Student Course Assignments.

- Serving Schools can now submit Student Course Assignments.
 - Home schools should review any data submitted by serving schools and continue to work together as needed, with attention to key fields such as State Course Code, Term, and Section Number.
 - Serving school should communicate with the home school to ensure both the Student Course Assignments and Teacher Course Assignments are completed accurately.
 - If Serving school submits the entry part of a course the Home School will not be able to exit the student until the course is ended.
 - Data quality will improve because Student and Teacher Course Assignments are submitted by same school.


Importance of Student and Teacher Course Assignment

▪ Student Course Assignment Validations

- Student Course Assignment can be added or updated via the following:
 - Online
 - Batch
- Student does NOT need to be actively enrolled at the time of submission
- No student course assignments prior to school year 2011 (Earliest Student Course Start Date 07/01/2010)
- Serving school can only enter and view courses on students for which they are serving
- Student Course Assignment data can only be entered on students in grades K-12

Importance of Student and Teacher Course Assignment

- Student Enrollment - Student Course Assignment



Student Information System

Student Details

SIS HOME | ISBE HOME | LOGOFF

SESSION TIMEOUT 19:41

Login: ALOWRY

Home

Student

Search SID

Request New SID

Exit Enrollment

Assessment

Adjusted Cohorts

Teacher

Batch Files

Reports

Help

ISBE Internal

Log Out

Click on the tabs to view the student details. To view School / District Name and contact information, please click on either the Home or Serving School RCDTS number.

SID: 123456789

Legal Last Name: Smith **Legal First Name:** John **Legal Middle Name:** Michael

Student Demographic
Student Enrollment
Program Indicators
ELL Information

Student Enrollment: Active

Enrollment Type for Serving	Re-entry to the same school	School Year for Serving	2013
RCDTS for Home	010750120261001	RCDTS for Serving	010750120261001
Enrollment Date for Serving	08/07/2012	FTE for Serving	1.00
Entry/Grade Level for Serving		Early Childhood Outcomes	View Details
Discipline	View Details	Regional Safe Schools Program	View Details
Homeless	View Details		
	Birth to 3 View/Edit Birth to 3		
	Pre-K View/Edit Early Childhood		
Exit Date		Exit Status	Permanent
Exit Type			
Student Course Assignment	View Details		

1 | 3

Add Enrollment

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](#)

Copyright © 2003-2013, Illinois State Board of Education

Importance of Student and Teacher Course Assignment

Student Course Assignment – View Courses

The screenshot displays the 'Student Information System' interface for 'Student Course Assignment'. The header includes the Illinois State Board of Education logo and navigation links. A left sidebar contains menu items such as Home, Student, Assessment, Adjusted Cohorts, Teacher, Batch Files, Reports, Help, and Log Out. The main content area shows student details for SID 442645654, Legal Last Name 'Smith', and Legal First Name 'John'. The 'Home RCDS' and 'Serving RCDS' fields are highlighted with red boxes. Below this, five terms (Term 1 to Term 5) are listed, each with a 'No Courses Assigned' status. At the bottom, an 'Edit' button is circled in red, and a 'Return To Search' button is visible. A 'NOTE' at the bottom provides instructions for entering course data from various facilities.

Illinois State Board of Education Student Information System
Student Course Assignment

Log in: RCDF432

Home
Student [X]
Search SID
Request New SID
Exit Enrollment
Assessment
Adjusted Cohorts
Teacher
Batch Files [X]
Reports
Help
Log Out

SID : 442645654
Legal Last Name : Smith
Home RCDS : 500820900041003
Legal First Name : John
Serving RCDS : 500820900041003
Middle Name :
School Year : 2012
Enrollment Date : 08/27/2011
Exit Date :

Term 1
No Courses Assigned

Term 2
No Courses Assigned

Term 3
No Courses Assigned

Term 4
No Courses Assigned

Term 5
No Courses Assigned

Edit **Return To Search**

NOTE
To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the [Outside Course Assignment](#) page.

Importance of Student and Teacher Course Assignment

■ Student Course Assignment – Add Course

Illinois State Board of Education **Student Information System** Student Course Assignment SIS HOME | ISS HOME | LOGOFF SESSION TIMEOUT 19:55

Login: RCDT432

Home
Student
Search SID
Request New SID
Exit Enrollment
Assessment
Adjusted Cohorts
Teacher
Batch Files
Reports
Help
Log Out

SID : 442645654
Legal Last Name : Smith
Home RCDTS : 500820900041003

Legal First Name : John
Serving RCDTS : 500820900041003

Middle Name :
School Year : 2012

Enrollment Date : 08/27/2011
Exit Date :

Catalog Type: Prior to Secondary Courses Secondary
Subject Area: 02 - Mathematics
State Course: 02052A000-Algebra I
Semester: Term 1 Term 2 Term 3 Term 4 Term 5

Add Course

Term 1
No Courses Assigned

Term 2
No Courses Assigned

Term 3
No Courses Assigned

Term 4
No Courses Assigned

Importance of Student and Teacher Course Assignment

Student Course Assignment – View Course

Illinois State Board of Education Student Information System Student Course Assignment

SID : 442645654 Legal Last Name : Smith Legal First Name : John Middle Name : Enrollment Date : 08/27/2011
Home RCDTS : 500820900041003 Serving RCDTS : 500820900041003 School Year : 2012 Exit Date :

Catalog Type: Prior to Secondary Courses Secondary
Subject Area: 02 - Mathematics Add Course
State Course: 02001A000-Informal Mathematics
Semester: Term 1 Term 2 Term 3 Term 4 Term 5

Term	State Course Id	State Course Title	Section	Start	End	Credit	Grade
Term 1	02052A000	Algebra I					
Term 2	No Courses Assigned						
Term 3	No Courses Assigned						
Term 4	No Courses Assigned						

Importance of Student and Teacher Course Assignment

- Student Course Assignment – Edit Course

Illinois State Board of Education

Student Information System

Student Course Assignment

[SIS HOME](#) | [ISBE HOME](#) | [LOGOUT](#)

SESSION TIMEOUT 19:35

Login: RCDT432

SID : 442645654

Legal Last Name : Smith
Home RCDTS : 500820900041003

Legal First Name : John
Serving RCDTS : 500820900041003

Middle Name :
School Year : 2012

Enrollment Date : 08/27/2011
Exit Date :

Catalog Type: Prior to Secondary Courses Secondary

Subject Area: 02 - Mathematics

State Course: 02001A000-Informal Mathematics [Add Course](#)

Semester: Term 1 Term 2 Term 3 Term 4 Term 5

Term 1

State Course Id	State Course Title	Section	Start	End	Credit	Grade
02052A000	Algebra I	101	08/27/2011	12/21/2011	1.00	B
Local Course Code		Local Course Title		Course Level		Course Setting
		General				Traditional School Day Program
Dual Credit	Articulated Credit	Attendance Actual	Attendance Total	Numeric Grade Actual	Numeric Grade Maximum	Displaced Homemaker
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

[Update](#) [Cancel](#)

Term 2

No Courses Assigned

Term 3

No Courses Assigned

Importance of Student and Teacher Course Assignment

- Student Course Assignment – View Courses

The screenshot shows the 'Student Information System' interface for 'Student Course Assignment'. The header includes the Illinois State Board of Education logo and the system title. A navigation menu on the left lists options like Home, Student, Search SID, Request New SID, Exit Enrollment, Assessment, Adjusted Cohorts, Teacher, Batch Files, Reports, Help, and Log Out. The main content area displays student information: SID: 442645654, Legal Last Name: Smith, Legal First Name: John, Middle Name, Enrollment Date: 08/27/2011, Home RCDTS: 500820900041003, Serving RCDTS: 500820900041003, School Year: 2012, and Exit Date. Below this, there are filters for Catalog Type (Secondary selected), Subject Area (02 - Mathematics), State Course (02001A000-Informal Mathematics), and Semester (Term 1-5). An 'Add Course' button is present. A table shows the course assignment for Term 1, with columns for State Course Id, State Course Title, Section, Start, End, Credit, and Grade. The entry is 02052A000 Algebra I, Section 101, starting 08/27/2011 and ending 12/21/2011, with 1.00 credit and a grade of B. Terms 2 through 5 show 'No Courses Assigned'. At the bottom, 'Next' and 'Cancel' buttons are visible, with 'Next' circled in red. A note at the bottom explains how to enter course data from various facilities.

Illinois State Board of Education Student Information System
Student Course Assignment

Log In: RCDT032

Home
Student [X]
Search SID
Request New SID
Exit Enrollment
Assessment
Adjusted Cohorts
Teacher
Batch Files [X]
Reports
Help
Log Out

SID : 442645654
Legal Last Name : Smith **Legal First Name : John** **Middle Name :** **Enrollment Date : 08/27/2011**
Home RCDTS : 500820900041003 **Serving RCDTS : 500820900041003** **School Year : 2012** **Exit Date :**

Catalog Type : Prior to Secondary Courses Secondary
Subject Area : 02 - Mathematics
State Course : 02001A000-Informal Mathematics
Semester : Term 1 Term 2 Term 3 Term 4 Term 5

Term 1						
State Course Id	State Course Title	Section	Start	End	Credit	Grade
Select Delete 02052A000	Algebra I	101	08/27/2011	12/21/2011	1.00	B

Term 2
No Courses Assigned

Term 3
No Courses Assigned

Term 4
No Courses Assigned

Term 5
No Courses Assigned

NOTE
To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the [Outside Course Assignment](#) page.

Importance of Student and Teacher Course Assignment

- Student Course Assignment – Review Courses

The screenshot displays the 'Student Information System' interface for 'Student Course Assignment'. The header includes the Illinois State Board of Education logo and the system title. A left-hand navigation menu lists various options such as Home, Student, Search SID, Request New SID, Exit Enrollment, Assessment, Adjusted Cohorts, Teacher, Batch Files, Reports, Help, and Log Out. The main content area shows student details: SID: 442645654, Legal Last Name: Smith, Home RCDTS: 500820900041003, Legal First Name: John, Serving RCDTS: 500820900041003, Middle Name, School Year: 2012, Enrollment Date: 08/27/2011, and Exit Date. Below this, a table for 'Term 1' lists one assigned course: State Course Id 02052A000, State Course Title Algebra I, Section 101, Start 08/27/2011, End 12/21/2011, Credit 1.00, and Grade B. Terms 2 through 5 are listed as 'No Courses Assigned'. At the bottom, there are buttons for 'Submit', 'Change', and 'Cancel', with the 'Submit' button circled in red.

Illinois State Board of Education
Student Information System
Student Course Assignment

Login: RCDT432

Home
Student
Search SID
Request New SID
Exit Enrollment
Assessment
Adjusted Cohorts
Teacher
Batch Files
Reports
Help
Log Out

SID : 442645654
Legal Last Name : Smith
Home RCDTS : 500820900041003
Legal First Name : John
Serving RCDTS : 500820900041003
Middle Name :
School Year : 2012
Enrollment Date : 08/27/2011
Exit Date :

State Course Id	State Course Title	Section	Start	End	Credit	Grade
02052A000	Algebra I	101	08/27/2011	12/21/2011	1.00	B

Term 2
No Courses Assigned

Term 3
No Courses Assigned

Term 4
No Courses Assigned

Term 5
No Courses Assigned

Submit Change Cancel

Importance of Student and Teacher Course Assignment

- Student Course Assignment – Update Successful

The screenshot displays the Illinois State Board of Education Student Information System interface. At the top, the system title is "Student Information System" with the subtitle "Student Course Assignment". A red-bordered message box at the top left states: "The course assignment has been successfully updated." Below this, the student's profile information is shown:

- SID :** 442645654
- Legal Last Name :** Smith
- Legal First Name :** John
- Middle Name :**
- Enrollment Date :** 08/27/2011
- Home RCDTS :** 500820900041003
- Serving RCDTS :** 500820900041003
- School Year :** 2012
- Exit Date :**

The course assignment section is organized by term. Term 1 shows a single course assignment:

State Course Id	State Course Title	Section	Start	End	Credit	Grade
02052A000	Algebra I	101	08/27/2011	12/21/2011	1.00	B

Terms 2, 3, 4, and 5 all show "No Courses Assigned". At the bottom of the page, there are two buttons: "Edit" and "Return To Search".

Importance of Student and Teacher Course Assignment

Submitting Student Course and Teacher Course Assignment Data for 2014

■ Grades K–8 - Prior to Secondary Courses (Subject Area 51-72)

- Primary goal is to link the Teacher Course Assignments to the Student Course Assignments.
 - If data are submitted and teachers are correctly linked to their students, no further action is required.

■ Grades K – 8 only

- Courses may be entered as year long courses, using only one Term (“1”).
- For K-8 Courses (subjects 51-72) the following fields will be populated automatically upon exiting a student’s enrollment:
 - Course End Date
 - Credit
 - Final Letter Grade
 - Promotion - Student was promoted at end of term. (Grades K – 8 only)
 - Retention- Student was retained at end of term. (Grades K – 8 only)
 - Not Complete - Student did not complete the term. (Grades K – 8 only)

Note: If these fields have been provided by a SIS user in the Course Assignment prior to exiting the student, we will not overwrite data.

Importance of Student and Teacher Course Assignment

If you have **NOT** submitted grades K - 8 Student Course Assignments for the 2014 school year, here are the guidelines:

-Term definitions:

- Term 01 = Fall Semester (For year long classes this is the only record needed)
- Term 02 = Spring Semester
- Term 03 = Summer
- Term 04 = Winter

If you have a unique scenario that does not fit this definition, please contact us at the ISBE Help Desk - SIS 217-558-3600 or text in your information into the webinar now.

Importance of Student and Teacher Course Assignment

For grades 9-12 Teacher and Student Course Assignments for the 2014 school year, here are the guidelines:

▪ **Grades 9-12 - Secondary Courses (Subject Area 01-22)**

- Primary goal is to link the Teacher Course Assignments to the Student Course Assignments **AND** collect complete transcript level course data.
 - If data are submitted and teachers are correctly linked to their students, no further action is required.
- Term guidelines:
 - Term 01 = Fall Semester
 - Term 02 = Spring Semester
 - Term 03 = Summer Semester
 - Term 04 = Winter Semester (for Trimesters only)
 - Term 05 = Not used
- Acceptable Values for Credit [For General Courses – excluding Career and Technical Education (CTE) courses]
 - .25
 - .33
 - .50
 - 1.0

If you have a unique scenario that does not fit this definition, please contact us at the ISBE Help Desk - SIS 217-558-3600 or text in your information into the webinar now.

Importance of Student and Teacher Course Assignment

- **Teachers entered in the Employment Information System (EIS) for the following positions, **can** have a Teacher Course Assignment **entered into SIS.****
 - Teacher Position Codes:
 - 200 Teacher
 - 201 Reading Teacher
 - 202 Bilingual Education Teacher
 - 203 English as a Second Language Teacher
 - 204 Visiting International Teacher
 - 207 Speech Language Pathology Teacher

Importance of Student and Teacher Course Assignment

- **What links a Teacher Course Assignment to a Student Course Assignment?**
 - School Year
 - Student Serving RCDTS / Teacher Location RCDTS
 - Term
 - State Course Code
 - Section Number
- **This is very important for data quality, we want to insure that the appropriate teacher is being matched to the correct students.**

Importance of Student and Teacher Course Assignment

<p><u>Student Information</u> Student ID SAP ID Student Last Name Student First Name Birth Date</p>	<p><u>Teacher Information</u> IEIN Local Teacher ID Teacher Last Name Teacher First Name Teacher Birth Date</p>
<p><u>Location / Course</u> Home RCDTS Serving School School Year State Course Code Term (Semester) Section Number</p>	<p><u>Location / Course</u> Employer RCDTS Teaching Location RCDTS School Year State Course Code Term (Semester) Section Number</p>
<p><u>Course Information</u> Local Course ID Local Course Title Student Course Start Date Course Level Course Credit Articulated Credit Dual Credit Course Setting Actual Attendance Total Attendance Single Parent including Single Pregnant Woman Displaced Homemaker Course Numeric Grade Maximum Numeric Grade Student Course End Date Course Final Letter Grade/ Completion Status</p>	<p><u>Course Information</u> Local Course ID Local Course Title Teacher Course Start Date Role of Professional Teacher Commitment Actual Attendance Total Attendance Teacher Course End Date Reason for Exit</p>

These 5 elements link a Teacher Course Assignment to a Student Course Assignment.

- Student Serving RCDTS / Teacher Location RCDTS
- School Year
- State Course Code
- Term (Semester)
- Section Number

Importance of Student and Teacher Course Assignment

■ Submit Teacher Course Assignments

- If you submit the Teacher Course Assignment first, the system will automatically exit the Teacher Course Assignments when all the corresponding Student Course Assignments are exited.
 - When all Student Course Assignments for a **Section** have received a Final Letter Grade, SIS will populate the Teacher Course Assignment “Course End Date” and “Reason for Exit” via an overnight process.
 - Teacher Course End Date will be set to the last Student Course End Date
 - Reason for Exit will be set to 01- Course Ended

Note: School districts can still update course data after course completion data has been submitted.

Importance of Student and Teacher Course Assignment

- **How do I make my Teacher Course Assignments appear with Student Counts in the Employment Information System (EIS)?**
 - Enter employees into EIS.
 - Enter teacher course assignments into SIS.
 - SIS will populate the courses in EIS, based on the IEIN and the employer RCDTS.
 - Enroll students and enter the student course assignments into SIS.
 - SIS will also populate the student count for the courses displayed in EIS, provided the student course assignments are entered into SIS correctly.

Importance of Student and Teacher Course Assignment

Illinois State Board of Education
Gery J. Chico, Chairman Christopher A. Koch, State Superintendent

I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

Login: ALLOWRY

My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
Reporting	
Employment Information System (EIS)	Authorized
Monthly	
Student Information System - Statewide	Authorized
Annual	

Data Quality Reports from SIS

Current SIS Dashboard

Illinois State Board of Education (ISBE) Student Information System (SIS)

Please sign up for the upcoming Webinars : April 30th : The Importance of Accurate 2014 Student/Teacher Data in the Student Information System (SIS). May 8th : End of School Year 2014 and Planning for School Year 2015

Home

Student

Search SID

Request New SID

Exit Enrollment

Assessment

Adjusted Cohorts

Teacher

Batch Files

Reports

Help

ISBE Internal

Log Out

School: -- All Schools -- Home Serving

*Reflects data as of Apr 30 2014 07:07 AM

Current Enrollments & Program Indicators*

Grade Level	Current Enrollment
Birth to 3	100
Pre-K	150
Kindergarten	160
1 - Grade 1	165
2 - Grade 2	150
3 - Grade 3	165
4 - Grade 4	160
5 - Grade 5	155
6 - Grade 6	165
7 - Grade 7	145
8 - Grade 8	160
9 - Grade 9	150
10 - Grade 10	155
11 - Grade 11	145
12 - Grade 12	145

Current Enrollment LEP IEP Homeless FRL [Refresh](#)

Upcoming Key Dates

Activity	Date
ACCESS Scores Posted on SIS	05/05/2014
PSAE Last Day of Testing	05/08/2014
PSAE First Day of Assessment Correction	05/09/2014
ACCESS Last Day of Assessment Correction	05/23/2014
ISAT Scores Posted on SIS	06/02/2014
ISAT Last Day for Assessment Correction	06/16/2014
IAA Scores Posted on SIS	07/01/2014
PSAE Scores Posted on SIS	07/10/2014
ACCESS Final Scores Posted	07/14/2014
IAA Last Day for Assessment Correction	07/15/2014

Current Enrollment Data Completion Status*

Collection	Total Required	Complete	% Complete
Birth To 3	0	0	-
Birth To 3 Caregiver Demographics	0	0	-
Early Childhood Outcomes(ECO) Entry	36	34	94%
Early Childhood Outcomes(ECO) Progress	25	0	0%
English Language Learners(ELL)	3	3	100%
ELL Screener	1	1	100%
Homeless	59	59	100%
Regional Safe Schools Program (RSSP)	4	0	0%
Secondary Courses Missing Final Letter Grade	3557	0	0%

Average Classroom Size(K-12)

Serving Location :

Student Enrollment Count	2151
Student Enrollment Count With Courses	1817
Student Enrollment Count Missing Courses	334
Unique Teacher Count	37
Average Classroom Size	49

Data Quality Reports from SIS

- **Verify that the Teacher and Student Course Assignments are submitted correctly.**
 - **Student Course Information – Student Information Report (Summary)**
 - Total count of classes per student: review this report to ensure your students have the correct number of courses. (All students grades K-12 should have courses.)
 - If students are missing courses, add courses.
 - **Students with no Course Assignments (Detail)**
 - The report displays students with no courses.
 - **Courses with Students but no Teachers (Detail)**
 - The report displays Student Course Assignment records that do not have a corresponding Teacher Course Assignment record.
 - If teachers are missing, add Teacher Course Assignments with corresponding student's school year, Teaching/Serving location, State Course Code, Term and Section Number.

Data Quality Reports from SIS

- **Courses with Teachers but No Students (Detail)**
 - The report displays Teacher course records that do not have any corresponding student course records.
 - If student are missing, add student course assignments with corresponding teacher's School Year, Teaching/Serving Location, State Course Code, Term and Section Number.
- **Teacher / Student Course Assignment – Course Information (Detail)**
 - The report displays course assignments with teacher and students that correctly align

Data Quality Reports from SIS

- Student Course Information – Student Information Report (Summary)

The screenshot shows the Illinois State Board of Education Student Information System (SIS) interface. The top navigation bar includes the logo, the text "Illinois State Board of Education", and "Student Information System View Report". The left sidebar contains a menu with options like Home, Student, Search SID, Request New SID, Exit Enrollment, Assessment, Adjusted Cohorts, Teacher, Batch Files, Reports (highlighted), Help, and Log Out. The main content area displays a tree view of report categories. Under the "Student" category, there are sub-categories: Assessments, Bilingual, Demographics and Enrollment, Discipline, Early Learning, Homeless, Individual Student, and Regional Safe School. Under the "Course Assignments" category, there are sub-categories: Student and Teacher Reports, Teacher/Student Course Assignment - Course Information, Student Course Assignment, Teacher Course Assignment, Student Information (highlighted with a red box), Student Outside Course Assignment, and College Course Assignment. The "Student Information" report has a "Summary" link highlighted with a red box.

Data Quality Reports from SIS

- Select School and Home or Serving

The screenshot displays the 'Student Information System' interface. The header includes the Illinois State Board of Education logo and the text 'Student Information System' and 'View Student Course Assignment - Student Information (Summary)'. The left sidebar contains navigation links such as 'Home', 'Student', 'Search SID', 'Request New SID', 'Exit Enrollment', 'Assessment', 'Adjusted Cohorts', 'Teacher', 'Batch Files', 'Reports', 'Help', and 'Log Out'. The main content area is titled 'Student Course Assignment - Student Information (Summary)' and contains the following filters:

- School Year:** 2014
- School:** All Schools
- Home or Serving:** Home Serving Home But Not Serving Serving But Not Home
- Grade:** All Grades
- Subject Area:** All Subject Areas
- Academic Term:** All Academic Terms
- Course Setting:** All Course Settings
- Course Level:** All Course Levels
- Articulated Credit:** Both Yes No
- Dual Credit:** Both Yes No
- Private School Student Indicator:** Both Yes No
- Sort By:** SID

At the bottom of the filter section, there are two buttons: 'View Report' and 'Create PDF Report', with the latter being highlighted with a red box.

Data Quality Reports from SIS

Student Course Information – Student Information Report (Summary)

- If course count is zero, add student course assignments for student.

2014 Student Course Assignment - Student Information Report (Summary)

4/18/2014 11:48:21AM

SIS Serving District: 999999999999 ISBE School
 Selection Criteria: Sorted By: Student Course Count, Name

<u>Student ID</u>	<u>Student Name</u>	<u>Birth Date</u>	<u>Grade</u>	<u>Home RCDTS</u>	<u>Serving RCDTS</u>	<u>Exit Date</u>	<u>Course Count</u>
999999999	Smith, John	01/04/2007	01	999999999999999	999999999999999		0
999999999	Smith, John	06/27/2008	K	999999999999999	999999999999999		0
999999999	Smith, John	12/15/2002	05	999999999999999	999999999999999		0
999999999	Smith, John	07/24/1998	10	999999999999999	999999999999999		0
999999999	Smith, John	12/07/2007	K	999999999999999	999999999999999	01/08/2014	0
999999999	Smith, John	10/21/2005	02	999999999999999	999999999999999	01/31/2014	0
999999999	Smith, John	11/05/2006	01	999999999999999	999999999999999	01/31/2014	0
999999999	Smith, John	05/29/2002	06	999999999999999	999999999999999	02/02/2014	0
999999999	Smith, John	09/12/2005	02	999999999999999	999999999999999	02/04/2014	0
999999999	Smith, John	06/27/2002	05	999999999999999	999999999999999	02/04/2014	0
999999999	Smith, John	02/23/2005	03	999999999999999	999999999999999	09/09/2013	0
999999999	Smith, John	11/26/2002	05	999999999999999	999999999999999	10/18/2013	0
999999999	Smith, John	02/10/2005	03	999999999999999	999999999999999	11/25/2013	0
999999999	Smith, John	07/04/2007	01	999999999999999	999999999999999	12/18/2013	0
999999999	Smith, John	11/04/1996	11	999999999999999	999999999999999		2
999999999	Smith, John	12/01/1994	12	999999999999999	999999999999999		2
999999999	Smith, John	08/06/1996	12	999999999999999	999999999999999	12/20/2013	2
999999999	Smith, John	06/13/1996	12	999999999999999	999999999999999		3
999999999	Smith, John	04/30/2008	K	999999999999999	999999999999999		3

Data Quality Reports from SIS

- Students with No Course Assignments (Detail)

Illinois State Board of Education

Student Information System
View Report

Login: IBM_TEST_3

SIS HOME | ISBE HOME | LOGOFF

SESSION TIMEOUT 38:20

Home

Student

Search SID

Request New SID

Exit Enrollment

Assessment

Adjusted Cohorts

Teacher

Batch Files

Reports

Help

Log Out

Student

- Assessments (Pre-Id, Assessment Correction, Scores ISAT, IAA, PSAE, PARCC)
- Bilingual (ELL Screener, ELL, ACCESS)
- Demographics and Enrollment (Demographics, Enrollment, Current vs. Previous Enrollment)
- Discipline
- Early Learning (Birth to 3, Early Childhood, Early Childhood Outcomes, Pre-K Follow-Up)
- Homeless
- Individual Student
- Regional Safe School

Course Assignments

- Student and Teacher Reports (Course Assignments, Outside Courses, College Courses)
- Missing Courses
 - Students with no Course Assignments** [Detail](#)
 - Courses with Teachers but no Students [Detail](#)
 - Courses with Students but no Teachers [Detail](#)

State Reporting (Fall Enrollment Counts, Graduation Cohort, End of Year Reports)

Miscellaneous Reporting (Multiple SID, Closed Schools, Missing Persons)

Data Quality Reports from SIS

- Students with No Course Assignments (Detail)

The screenshot displays the Illinois State Board of Education's Student Information System (SIS) interface. The header includes the logo and name of the Illinois State Board of Education, the title 'Student Information System', and the subtitle 'View Student with no Course Assignment (Detail)'. The user is logged in as 'IBM_TEST_3'. A sidebar on the left contains navigation links: Home, Student, Search SID, Request New SID, Exit Enrollment, Assessment, Adjusted Cohorts, Teacher, Batch Files, Reports, Help, and Log Out. The main content area is titled 'Student with no Course Assignment (Detail)' and contains several filter options: School Year (2014), School (All Schools), Grade (All Grades), Private School Student Indicator (Both), and Sort By (SID). The 'Serving' radio button is selected. At the bottom, there are buttons for 'View Report' and 'Create PDF Report'.

Illinois State Board of Education

Student Information System
View Student with no Course Assignment (Detail)

Login: IBM_TEST_3

Home

Student

Search SID

Request New SID

Exit Enrollment

Assessment

Adjusted Cohorts

Teacher

Batch Files

Reports

Help

Log Out

Student with no Course Assignment (Detail)

School Year: 2014

School: All Schools

Home Serving Home But Not Serving Serving But Not Home

Grade: All Grades

Private School Student Indicator: Both Yes No

Sort By: SID

View Report or Create PDF Report

Data Quality Reports from SIS

- Students with No Course Assignments (Detail)

2014 Students with No Courses (Detail)							4/28/2014	9:22:42AM	
SIS Serving District: 9999999999		ISBE SD							
Selection Criteria:		Sorted By: Student ID							
Student ID	Student Name	Birth Date	Grade	Home RCDTS	Serving RCDTS	Exit Date	Course Count		
999999999	EXAMPLE, STUDENT	04/05/2001	07	999999999999999	999999999999999		0		
999999999	EXAMPLE, STUDENT	09/19/2001	05	999999999999999	999999999999999	12/16/2013	0		
999999999	EXAMPLE, STUDENT	12/04/2001	05	999999999999999	999999999999999	10/14/2013	0		
999999999	EXAMPLE, STUDENT	07/03/2002	06	999999999999999	999999999999999	09/30/2013	0		
999999999	EXAMPLE, STUDENT	01/17/2007	01	999999999999999	999999999999999		0		
999999999	EXAMPLE, STUDENT	03/04/1998	10	999999999999999	999999999999999	01/23/2014	0		
999999999	EXAMPLE, STUDENT	03/01/2005	03	999999999999999	999999999999999	11/18/2013	0		
999999999	EXAMPLE, STUDENT	08/23/2002	05	999999999999999	999999999999999	09/27/2013	0		
999999999	EXAMPLE, STUDENT	11/20/2003	04	999999999999999	999999999999999	09/13/2013	0		
999999999	EXAMPLE, STUDENT	09/27/1994	11	999999999999999	999999999999999	10/30/2013	0		

Total Unique Students: 10

Total Enrollments: 10

Data Quality Reports from SIS

- Courses with Students but No Teachers (Detail)

Illinois State Board of Education

Student Information System
View Report

Session TIMEOUT 19:24

Login: IBM_TEST_3

Home

Student

Search SID

Request New SID

Exit Enrollment

Assessment

Adjusted Cohorts

Teacher

Batch Files

Reports

Help

Log Out

Student

- Assessments (Pre-Id, Assessment Correction, Scores ISAT, IAA, PSAE, PARCC)
- Bilingual (ELL Screener, ELL ACCESS)
- Demographics and Enrollment (Demographics, Enrollment, Current vs. Previous Enrollment)
- Discipline
- Early Learning (Birth to 3, Early Childhood, Early Childhood Outcomes, Pre-K Follow-Up)
- Homeless
- Individual Student
- Regional Safe School

Course Assignments

- Student and Teacher Reports (Course Assignments, Outside Courses, College Courses)
 - Missing Courses**
 - Students with no Course Assignments [Detail](#)
 - Courses with Teachers but no Students [Detail](#)
 - Courses with Students but no Teachers** [Detail](#)

State Reporting (Fall Enrollment Counts, Graduation Cohort, End of Year Reports)

Miscellaneous Reporting (Multiple SID, Closed Schools, Missing Persons)

Have questions or need help? Contact our Call Center (312)559-3600 between 9:00am - 5:00pm CST, Monday - Friday or [Click here to Contact Us](#)

Data Quality Reports from SIS

- Select School and Home or Serving

The screenshot displays the SIS interface for generating a report. The header includes the Illinois State Board of Education logo and the title 'Student Information System' with the subtitle 'View Courses with Students but no Teachers (Detail)'. The left sidebar contains navigation options such as Home, Student, Search SID, Request New SID, Exit Enrollment, Assessment, Adjusted Cohorts, Teacher, Batch Files, Reports, Help, and Log Out. The main content area is titled 'Courses with Students but no Teachers (Detail)' and features several filter sections: School Year (2014), School (All Schools), Grade (All Grades), Subject Area (All Subject Areas), State Course Code (All State Courses for selected Subject), Academic Term (All Academic Terms), Course Setting (All Course Settings), Course Level (All Course Levels), Articulated Credit (Both selected), Dual Credit (Both selected), and CTE Course (Both selected). The 'Sort By' dropdown is set to 'Name'. At the bottom, there are two buttons: 'View Report' and 'Create PDF Report', with the latter highlighted in red.

Data Quality Reports from SIS

- For courses with students but No teachers, add Teacher Course Assignments with corresponding student's school year, teacher/serving location, state course code, term and section number

2014 Courses with Students but no Teachers - (Detail)
4/18/2014 12:11:45PM

SIS Home District: 9999999999 ISBE School

Selection Criteria: Sorted By: Student Name

Term	State Course Code	Section	State Course Title				Home School			
Term 1	01067A000	00079911	Assisted Reading				999999999999999			

Student ID	Student Name	Birth Date	Serving	Grade	Course Level	Course Setting	Credit	Start Date	Dual	Articulated	End Date	Grade A/T	Attend A/T	Final
999999999	Smith, John	10/06/2001	999999999999999	06	Remedial	Traditional	0.00	08/14/2013	No	No	12/20/2013	76/100	87/87	B

Total Students In This Section: 1

Term	State Course Code	Section	State Course Title				Home School			
Term 1	02052A000	00079061	Algebra I				999999999999999			

Student ID	Student Name	Birth Date	Serving	Grade	Course Level	Course Setting	Credit	Start Date	Dual	Articulated	End Date	Grade A/T	Attend A/T	Final
999999999	Smith, John	05/28/1999	999999999999999	09	General	Traditional	0.25	08/14/2013	No	No	12/20/2013	72/100	87/87	C+
999999999	Smith, John	05/28/1999	999999999999999	09	General	Traditional	0.25	08/14/2013	No	No	12/20/2013	72/100	87/87	C+

Total Students In This Section: 2

Data Quality Reports from SIS

- Courses with Teachers but No Students (Detail)

Illinois State Board of Education

Student Information System
View Report

SIS HOME | ISBE HOME | LOGOFF

SESSION TIMEOUT 19:56

Login: IBM_TEST_3

Home

Student

Search SID

Request New SID

Exit Enrollment

Assessment

Adjusted Cohorts

Teacher

Batch Files

Reports

Help

Log Out

Student

- Assessments (Pre-Id, Assessment Correction, Scores ISAT, IAA, PSAE, PARCC)
- Bilingual (ELL Screener, ELL ACCESS)
- Demographics and Enrollment (Demographics, Enrollment, Current vs. Previous Enrollment)
- Discipline
- Early Learning (Birth to 3, Early Childhood, Early Childhood Outcomes, Pre-K Follow-Up)
- Homeless
- Individual Student
- Regional Safe School

Course Assignments

- Student and Teacher Reports (Course Assignments, Outside Courses, College Courses)
- Missing Courses
 - Students with no Course Assignments [Detail](#)
 - Courses with Teachers but no Students [Detail](#)
 - Courses with Students but no Teachers [Detail](#)

State Reporting (Fall Enrollment Counts, Graduation Cohort, End of Year Reports)

Miscellaneous Reporting (Multiple SID, Closed Schools, Missing Persons)

Data Quality Reports from SIS

- Select School

The screenshot displays the Student Information System (SIS) interface. The header includes the Illinois State Board of Education logo and the text "Student Information System" with a subtitle "View Courses with Teachers but no Students (Detail)". The navigation menu on the left lists options such as Home, Student, Search SID, Request New SID, Exit Enrollment, Assessment, Adjusted Cohorts, Teacher, Batch Files, Reports, Help, and Log Out. The main content area is titled "Courses with Teachers but no Students (Detail)" and contains several filter fields: School Year (2014), School (highlighted in red), Subject Area (All Subject Areas), Academic Term (All Academic Terms), CTE Course (Both selected), IEIN (Illinois Educator Identifying Number), and Sort By (Name). At the bottom of the filter section, there are two buttons: "View Report" and "Create PDF Report" (highlighted in red).

Data Quality Reports from SIS

- For Courses with Teachers but No Students, add Student Course Assignments with corresponding student's School Year, Teacher/Serving Location, State Course Code, Term and Section Number.

2014 Courses with Teachers but no Students - (Detail)

4/18/2014 12:31:17PM

ISBE School

Selection Criteria: Sorted By: Teacher Name

Teacher: Smith, John IEIN: 999999

Employer: 9999999999999999 ISBE School District

Term	State Course Code	Section	State Course Title	Work Location
1	55130A000	0008151002	Music (kindergarten)	9999999999999999 ISBE School
1	55130A000	0008151004	Music (kindergarten)	9999999999999999 ISBE School

Teacher: Doe, Jane IEIN: 999999

Employer: 9999999999999999 ISBE School District

Term	State Course Code	Section	State Course Title	Work Location
1	58035A000	000815701	Physical Education (grade 5)	9999999999999999 ISBE School

Total Course Count: 3

Data Quality Reports from SIS

- Teacher / Student Course Assignment – Course Information (Detail)

The screenshot shows the Illinois State Board of Education Student Information System (SIS) interface. The top navigation bar includes the logo, the text "Illinois State Board of Education", and "Student Information System View Report". The left sidebar contains a menu with items like Home, Student, Search SID, Request New SID, Exit Enrollment, Assessment, Adjusted Cohorts, Teacher, Batch Files, Reports (highlighted), Help, and Log Out. The main content area shows a tree view of reports under "Course Assignments". The "Student and Teacher Reports" folder is expanded, and "Teacher/Student Course Assignment - Course Information" is selected, with a "Detail" link next to it. Other reports listed include "Student Course Assignment", "Teacher Course Assignment", "Student Information", "Student Outside Course Assignment", and "College Course Assignment".

Data Quality Reports from SIS

- Select School and Home or Serving.

The screenshot displays the Illinois State Board of Education Student Information System (SIS) interface. The page title is "Student Information System" with the subtitle "View Teacher/Student Course Assignment - Course Information (Detail)". The user is logged in as "LLANGER". The left sidebar contains navigation links: Home, Student, Search SID, Request New SID, Exit Enrollment, Assessment, Adjusted Cohorts, Teacher, Batch Files, Reports, Help, ISBE Internal, and Log Out. The main content area is titled "Teacher/Student Course Assignment - Course Information (Detail)" and contains the following form fields:

- School Year:** 2014
- School:** All Schools
- Grade:** All Grades
- Subject Area:** All Subject Areas
- State Course Code:** All State Courses for selected Subject
- Academic Term:** All Academic Terms
- Course Setting:** All Course Settings
- Course Level:** All Course Levels
- Articulated Credit:** Both Yes No
- Dual Credit:** Both Yes No
- CTE Course:** Both Yes No
- Private School Student Indicator:** Both Yes No
- IEIN:** (Illinois Educator Identifying Number)

At the bottom of the form, there are two buttons: "View Report" and "Create PDF Report". The "Create PDF Report" button is highlighted with a red box. The page footer contains the text: "Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us".

Data Quality Reports from SIS

- The report below displays teacher and student courses **correctly aligned**.

2014 Teacher/Student Course Assignment - Course Information (Detail)

4/18/2014 1:20:16PM

SIS Serving District: 9999999999 ISBE School District

Selection Criteria:

Teacher: Doe, Jane

IEIN: 999999

Term	State Course Code	Section	State Course Title	Serving School
Term 1	05154A000	00077381	Creative Art—Comprehensive	9999999999999999

Student ID	Student Name	Birth Date	Private School	Home	Grade	Course Level	Course Setting	Credit	Start Date	Dual	Articulated	End Date	Grade A/T	Attend A/T	Final
9999999999	Smith, John	08/02/1996	No	9999999999999999	12	Honors	Traditional	0.25	08/14/2013	No	No	12/20/2013	74/100	87/87	B-
9999999999	Smith, John	01/17/1996	No	9999999999999999	12	Honors	Traditional	0.25	08/14/2013	No	No	12/20/2013	63/100	87/87	D
9999999999	Smith, John	10/27/1995	No	9999999999999999	12	Honors	Traditional	0.25	08/14/2013	No	No	12/20/2013	72/100	87/87	C+
9999999999	Smith, John	04/24/1996	No	9999999999999999	12	Honors	Traditional	0.25	08/14/2013	No	No	12/20/2013	82/100	87/87	A
9999999999	Smith, John	10/29/1995	No	9999999999999999	12	Honors	Traditional	0.25	08/14/2013	No	No	12/20/2013	76/100	87/87	B
9999999999	Smith, John	04/18/1996	No	9999999999999999	12	Honors	Traditional	0.25	08/14/2013	No	No	12/20/2013	79/100	87/87	B+


Total Students In This Section: 6

Term	State Course Code	Section	State Course Title	Serving School
Term 1	05154A000	00077382	Creative Art—Comprehensive	9999999999999999

Student ID	Student Name	Birth Date	Private School	Home	Grade	Course Level	Course Setting	Credit	Start Date	Dual	Articulated	End Date	Grade A/T	Attend A/T	Final
9999999999	Smith, John	11/30/1995	No	9999999999999999	12	Honors	Traditional	0.25	08/14/2013	No	No	12/20/2013	77/100	87/87	B

Total Students In This Section: 1

Data Quality Reports from SIS



Illinois State Board of Education

Student Information System

Illinois State Board of Education (ISBE) Student Information System (SIS)

SIS HOME | ISBE HOME | LOGOFF

SESSION TIMEOUT 17:47

Please sign up for the upcoming Webinars : April 30th : The Importance of Accurate 2014 Student/Teacher Data in the Student Information System (SIS). May 8th : End of School Year 2014 and Planning for School Year 2015

Home

Student

Search SID

Request New SID

Exit Enrollment

Assessment

Adjusted Cohorts

Teacher

Batch Files

Reports

Help

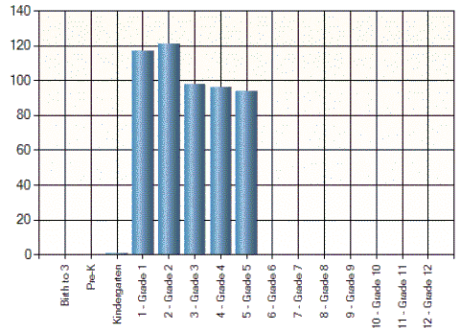
Log Out

School :

Home Serving

*Reflects data as of Apr 29 2014 03:05 PM

Current Enrollments & Program Indicators*



Current Enrollment
 LEP
 IEP
 Homeless
 FRL
 [Refresh](#)

Course Data Quality (K-12) Serving Location :

Unique Student Count	567
Unique Teacher Count	0
Student Teacher Ratio	0
Unique Course Count	224
Courses Missing Students	0
Courses Missing Teachers	224
Students Missing Courses	37

Upcoming Key Dates

Activity	Date
ACCESS Scores Posted on SIS	05/05/2014
PSAE Last Day of Testing	05/08/2014
PSAE First Day of Assessment Correction	05/09/2014
ACCESS Last Day of Assessment Correction	05/23/2014
ISAT Scores Posted on SIS	06/02/2014
ISAT Last Day for Assessment Correction	06/16/2014
IAA Scores Posted on SIS	07/01/2014
PSAE Scores Posted on SIS	07/10/2014
ACCESS Final Scores Posted	07/14/2014
IAA Last Day for Assessment Correction	07/15/2014

Current Enrollment Data Completion Status*

Collection	Total Required	Complete	% Complete
Birth To 3	0	0	-
Birth To 3 Caregiver Demographics	0	0	-
Early Childhood Outcomes(ECO) Entry	0	0	-
Early Childhood Outcomes(ECO) Progress	0	0	-
English Language Learners(ELL)	1	0	0%
ELL Screener	1	0	0%
Homeless	25	24	96%
Regional Safe Schools Program (RSSP)	0	0	-
Secondary Courses Missing Final Letter Grade	0	0	-

Data Quality Reports from SIS

Course Data Quality (K-12)		Serving Location :
Unique Student Count	567	
Unique Teacher Count	0	
Student Teacher Ratio	0	
Unique Course Count	224	
Courses Missing Students	0	
Courses Missing Teachers	224	
Students Missing Courses	37	

Districts' Next Steps - Immediately

Fall 2014 Student and Teacher Course data due May 31, 2014

- Enter/verify **that all 2014 School Year (2013-2014) Fall** Teacher Course Assignments have been submitted.
- Enter/verify **that all 2014 School Year (2013-2014) Fall** Student Course Assignments have been submitted.
 - For High School, verify grade and credit have been correctly submitted.
- Use SIS Reports to verify that all Teachers and Students courses have been linked correctly.
- Corrections for student and teacher course assignments can be made at any time for any school year.

Districts' Next Steps – End of Term

Spring / Summer 2014 Student and Teacher Course data due July 31, 2014

- Enter/verify **Spring/Summer 2014** Teacher Course Assignments have been submitted.
- Enter/verify all **Spring/Summer 2014** Student Course Assignments have been submitted
 - For High School, verify grade and credit have been correctly submitted.
- Use SIS reports to verify that all Teachers and Students courses have been linked correctly

Upcoming Key Dates

- **SIS Webinar** - End of School Year 2014 and Planning for School Year 2015 - May 8, 2014
- Attend Summer SIS training

ISBE SIS Resources

■ ISBE SIS Resource Materials

- Located on the ISBE SIS webpage at www.isbe.net/sis/
 - 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

- help@isbe.net

- **SIS Policy Questions** will be directed to the ISBE Center for Performance.

- **SIS Technical Questions** will be directed to the ISBE SIS team.

- **ISBE SIS Information Website**

- www.isbe.net/sis

Notice – This Webinar Is Being Recorded!

This call is being recorded.

Please do not provide any Student, Personal or Vendor information.

Questions & Answers

Discussion/Questions