

# Mid-Year Data Collection FAQs

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# Mid-Year Data Collection Basics

## What is this, and why is it important?

At the close of every semester, schools will have to submit a set of data to the Office of I&I for transmission to the Illinois State Board of Education. The state then uses this data to produce the annual State School Report Cards, as it is collected and reported under the P-20 Longitudinal Education Data System Act (105 ILCS 13/). The CPS School Quality and Measurement team also utilizes applicable pieces of the data set to calculate the annual School Quality Rating Policy (SQRP) scores for all schools. This data is to be directly entered into a secure template within the CPS Google Drive, which is built out to automatically flag data quality errors.

## What is the time commitment for this data collection?

Due to the fact that schools have varying methods of entering and storing student data, it's difficult to determine how long it will take for your school to complete the data entry. However, after the initial entry, data liaisons are responsible for checking and resolving errors on a ***daily basis for the entirety of the clean-up period***. This period typically lasts 2 weeks.

Please note that the IT department will be communicating with your school about your data and its errors via the data liaison. ***It is important that your data liaison is checking their emails, (both CPS and their work email) and responding to requests in a timely manner.***

## Accessing the Data

### Who is responsible for completing this for my school?



Earlier in the data collection process, we asked our charter school contacts for the name and CPS email of one data 'liaison' that would manage the data collection process. If you'd like to check to see who was nominated at your school/campus, please reach out to I&I.

### How do I receive access to the data entry folder/template?

Earlier in the data collection process, we asked our charter school contacts for the name and CPS email of one data 'liaison' that would manage the data collection process. When we created rosters, we shared the Google Drive folders with that CPS email address for the purpose of this submission, so please make sure the right contact information was submitted! If you would like to add additional cps.edu emails to the Google Drive folder, you may easily share them yourself as described above in this section.

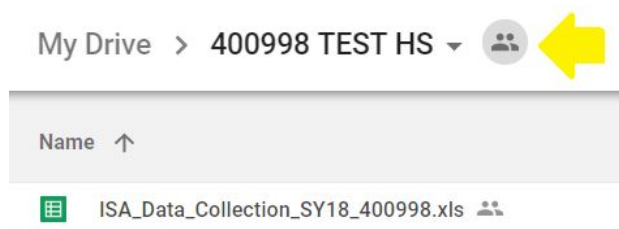
Note that if the deadline has passed to select a data liaison, the invitation may go to your main school contact or other school contact.

My Drive > ISBE > 400009 - SY20 Course Assignment ▾

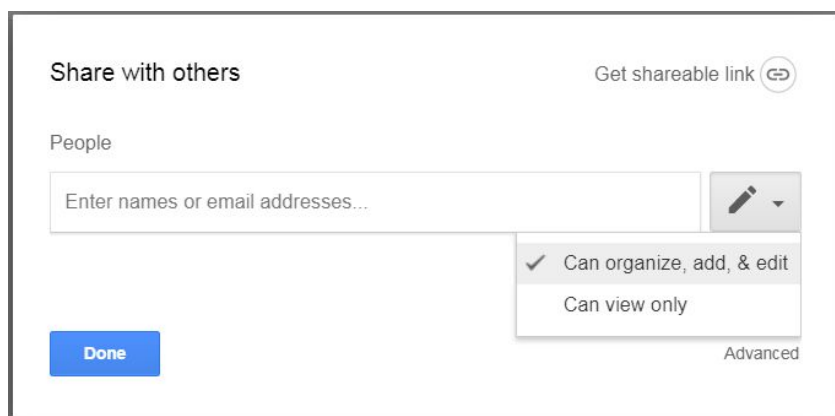
Name	Owner	Last modified	↓
 Instructions - 2020 Course Assignment	me	10:01 AM	me
 400009_CourseAssignment2019_01.xls	me	10:01 AM	me

## May I share the folder with my coworkers?

Yes! You can do so by navigating to the Google Folder link emailed to you, and then clicking on the Share icon in the grey circle:



Next, type in your coworker's cps.edu email address and choose between giving them edit access (they will be able to do everything you can do) or view only access (they can only view the roster).



*Note: Please share the entire folder. If you share the file instead of the folder, then they may not be able to view future revised versions of the roster!*

## Why can't I share the folder with my non-CPS email?

Starting in summer 2017, ITS implemented a policy that only allows student information on Google Drive to be shared with cps.edu email accounts. If anyone adds access with someone outside the cps.edu domain, an ITS script will automatically remove the access. For this reason, we will only share student-level data with your CPS email address.

## Entering the Data

### Where do I get the codes needed to complete this submission?

This submission requires the use of ISBE Student Information System (SIS) codes. You can find the appropriate codes for the Mid-Year Data Collection under the 'Student Course Entry' and the 'Teacher Course Entry' sections on [ISBE's data elements webpage](#). Codes are also available in tabs on the instructions Google sheet within your folder.

*Note: There will be a sample row of data to guide you and provide the formatting rule for each column. **Please remember to remove this row of data after you enter your data set; if you do not, your data submission will fail.***

### What data do I include in this submission?

The Mid-Year Collection requires you to submit data about the courses taken by students and taught by teachers in your school between the start of school and January 31st. There should be a separate row for every course that a student has taken in that time period. If you've only had one semester since the start of school, you'll report these courses with a term value of "S1". However, if you report courses on a quarterly basis, you'll need to report for both Q1 and Q2. For example, if a student took 5 courses in Semester 1, then they should have 5 rows of course data with the corresponding teacher information. If a student started the school year but left prior to Jan 31, you'll still have to add them, and enter the date they transferred out via the "student course end date" field.

*Full instructions are on the first tab of your Google sheet - please read them in their entirety.*

### My school only has year-long courses; students do not receive grades until EOY. How do I report for the Mid-Year Collection?

Please report these courses using the code "Y1" in the term field. For these rows, enter the course data, but leave the final grade and course end date blank. You will complete these entries during the End-of-Year Data Collection.

**Note: ISBE does not accept Y1 courses for students enrolled in high school grades.**

## **My school is on a trimester schedule. How do I report for the Mid-Year Collection?**

Please report the courses for the first trimester only - "T1". Data for "T2" and "T3" will be collected via the End-of-Year Data Collection.

## **My school uses Competency-Based Education/Standards-Based Grading. How do I communicate the final letter grade?**

ISBE has created final letter grade codes to better reflect student progress at points in time. Please utilize the following codes:

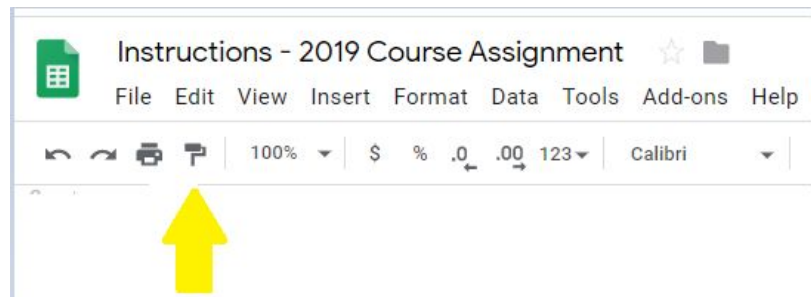
- **27** - Exceptional (Exceeds Expectations)
  - Student demonstrates the skill or understands the concepts at a level exceeding expectations for the reporting period.
- **28** - Meets Standard (Developing Appropriately)
  - Student usually demonstrates the skill or understands the concepts and meets expectations for the reporting period.
- **29** - Approaching Standard (Beginning to Develop)
  - Student sometimes demonstrates the skill or understands the concepts and meets some expectations for the reporting period.
- **30** - Below Standard (Needs to Develop)
  - Student seldom demonstrates the skill or understands the concepts and is not meeting expectations for the reporting period.

## **What is a RCDTS code, and how do I find the code for my school?**

The Region County District Type Schools (RCDTS) code is a unique identifier assigned by ISBE to all schools/campuses. The full list of campus-specific RCDTS codes are on the tab titled "RCDTS Codes" within the data entry Google sheet.

## How do I easily format the cells to the required format (e.g. mm/dd/yyyy; 01 vs 1)?

The paint format tool is a quick and sure-fire way to apply formatting across cells. To use this tool, highlight the cell that contains the wanted format (you can use the sample row of data), click the paint format tool, and highlight all of the cells that you wish to share the same format.



## Which fields are required?

The following table indicates which data entry fields are required:

<b>Term (Semester)</b>	Mandatory
<b>State Course Code</b>	Mandatory
<b>Local Course ID</b>	Optional
<b>Local Course Title</b>	Optional
<b>Student Course Start Date</b>	Mandatory
<b>Section Number</b>	Mandatory
<b>Course Level</b>	Mandatory
<b>Course Credit</b>	Mandatory
<b>Articulated Credit</b>	Mandatory
<b>Dual Credit</b>	Mandatory
<b>Course Setting</b>	Mandatory
<b>Actual Attendance</b>	Optional
<b>Total Attendance</b>	Optional
<b>Single Parent Including a Single Pregnant Woman</b>	Optional
<b>Displaced Homemaker</b>	Optional
<b>Course Numeric Grade</b>	Optional

<b>Maximum Numeric Grade</b>	Optional
<b>Student Course End Date</b>	Mandatory for all courses except Y1 courses
<b>Course Final Letter Grade</b>	Mandatory for all courses except Y1 courses
<b>Language Course was Taught In</b>	Optional
<b>Competency Based Education</b>	Mandatory
<b>Outside Course School Year (if applicable)</b>	Mandatory
<b>Outside Course Grade Level (if applicable)</b>	Mandatory
<b>Outside Course Facility Type (if applicable)</b>	Mandatory
<b>Outside Course Facility Name (if applicable)</b>	Optional
<b>IPEDS (if applicable)</b>	Optional
<b>Teacher IEIN</b>	Mandatory
<b>Local Teacher ID</b>	Mandatory
<b>Teacher First Name</b>	Mandatory
<b>Teacher Last Name</b>	Mandatory
<b>Teacher Birth Date</b>	Mandatory
<b>Teacher Serving Location RCDTS</b>	Mandatory
<b>Employer RCDTS</b>	Mandatory
<b>Teacher Course Start Date</b>	Mandatory
<b>EIS Position Code</b>	Mandatory
<b>Teacher Commitment</b>	Mandatory
<b>Actual Attendance</b>	Optional
<b>Total Attendance</b>	Optional
<b>Teacher Course End Date</b>	Mandatory for all courses except Y1 courses
<b>Reason for Exit</b>	Mandatory for all courses except Y1 courses

## How do we report AP/IB/JROTC courses?

ISBE has specific course codes for these courses; please ensure that you are using the correct state course code for these types of courses.

Note: The SQRP team pulls course data for the ECCC metric from the course codes utilized in this submission, so it is vital to ensure that you are using the correct course codes!

# Validating the Data

## How do I know that my data was entered properly?

On a daily basis between 12 and 2pm, the data that was entered within the data entry Google sheet is validated. ***Please do not enter any data in this timeframe, as data entered at that time will be deleted.*** After the validation runs, error messages will populate in the “errors” column within the data entry sheet. This column is the last column to the right of the data entry fields. It is important to rectify all errors that are identified - ***if errors exist in your data set, it will not be properly transmitted to ISBE.***

## My data disappeared! What happened?

If you don't see rows of data previously entered when you return to your sheet, the following may have occurred:

1. The file was split. Any files exceeding 10,000 rows will automatically be split into separate files during the automated validation process. Please go back to the main folder to check for the additional sheets.
2. The data was entered during the validation window (12-2pm daily). ***Any data entered within that time-frame is subject to deletion.*** Please re-enter the data during the allowable time-frame.

## I have text in the Errors column. How do I correct the error(s)?

Typically, the text in the error column will clearly inform you as to what needs to be changed. However, below are the most commonly occurring errors with information on how to resolve them.

Error Message	Resolution
"Duplicate records identified for the student for the same course and term"	Dedup your list. You cannot have more than one record per student/course/term.
"Incorrect date format for Teacher_Birth_Date should be in MM/DD/YYYY format"	All dates must have 2 digits for the month, 2 for the day, and 4 for the year. Utilize the paint format tool to assist you.
"Please provide a valid all numeric IEIN"	The Illinois Educator Identification Number (IEIN) is required for all teachers being submitted through this data collection. Even if your teachers are not licensed, they need to obtain an IEIN.



	Please have the teacher <a href="#">create an IWAS account</a> - it only takes about 5 minutes. Upon account creation, the teacher will see their IEIN. <i>It is imperative for your HR records that you are aware of the IEIN for all of your staff members.</i>
"EIS Position Codes/Role of Professional must be one of the following: 200, 201, 202, 203, 204, 207, 208, 250, 251, 310, 601, 602, 603, 604, 604, 606, 607, 608, 609, 610, 611, 699"	ISBE only accepts teacher records for the aforementioned list of position codes. Please ensure that you're entering one of the allowable position codes for your teaching staff. The full list of ISBE EIS Position Codes can be located <a href="#">here</a> .
"Acceptable Values for Course Credit are between 0.001 and 3.000"	ISBE has a maximum course credit value of 3.00
"Student Course Final Letter Grade must be one of the following: 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 99"	"Final Letter Grade" is a field that requires ISBE numerical codes. Please do not enter letter grades in this field; locate the corresponding grade code for the desired letter grade. The full list of ISBE final grade codes can be located <a href="#">here</a> .
"Incorrect date format for Teacher_Course_End_Date should be in MM/DD/YYYY format"	All dates must have 2 digits for the month, 2 for the day, and 4 for the year. Utilize the paint format tool to assist you.
"Teacher Location RCDTS Code must be based on CPS School ID number on folder"	Please ensure that you are using the correct RCDTS code. Codes are listed in the "RCDTS Codes" tab within the Google instructions sheet.
"Teacher Commitment must be between 0.01 and 1.00, inclusive"	<p>The Teacher Commitment field is looking for the staff member's Full Time Equivalence (FTE).</p> <p>FTE = Total number of days worked divided by the total number of days in school.</p> <p>Round this value to the second decimal place. This number should not exceed 1.00.</p>
"Student Course Start [End] Date must be equal to or in between Enrollment Date and Enrollment Termination Date"	A student's course start or end date must align with their enrollment record in Aspen. For example, if a student enrolled on October 1st, the course start date would be 10/01, not the first day of school. This also applies for students who have transferred out.
"State Course Code does not match list of valid courses from ISBE"	<p>Please ensure that you are using the correct course code that is appropriate for your grade levels.</p> <ul style="list-style-type: none"> <li>• Primary (Elementary) codes are <a href="#">here</a></li> <li>• Secondary (High School) codes are <a href="#">here</a></li> </ul> <p>These codes also exist in tabs within the instructions Google sheet within your data folder.</p>

## How do I know that I'm finished with the process?

As previously stated, on a daily basis, the data within data entry Google sheet is validated. If you enter/correct data on Day 1, and you return on Day 2 with no data errors within the errors column, then your data has been accepted by ISBE's validation rule. Please check for a clean data set for at least two consecutive days before you deem your data final. We will reach out to data liaisons if errors remain and the user has not returned to the file to correct these errors.