

Illinois State Board of Education

Assessment Enrollment Verification Report Guidelines for Assessments

This document outlines the steps and dates for district/school staff to ensure the accuracy of spring 2025 assessment data for the **Illinois Assessment of Readiness (IAR), Illinois Science Assessment (ISA), ACT with Writing, PreACT Secure, PreACT 9 Secure, and Dynamic Learning Maps Alternate Assessment (DLM-AA)**.

- Score matching issues are largely due to **missing or incorrect enrollments** in ISBE’s Student Information System (SIS).
- The deadline for districts to add and correct school year 2024-25 SIS enrollment data is **July 31, 2025**.
- Review **the Assessment Enrollment Verification Report** to ensure accurate SIS enrollments exist before scores are posted.

Action Needed by District/School Staff

Review the **Assessment Enrollment Verification Report**. This report identifies students enrolled in SIS during the testing windows, the assessment type, and home school.

- Verify that report counts match your local assessment roster and the students who tested:
 - Appear on the report (i.e., enrolled in SIS during the test window).
 - Show the correct grade level at the time of testing.
 - Show the appropriate **Test to Be Taken**. (IDEA Indicator and Alternate Assessment DLM-AA Indicator must both be “Yes” for DLM-AA.)
 - Show accurate **First Year in U.S. School** indicator (from the EL Information tab in SIS enrollment).

Review Assessment Scores and Unassigned Reports. Scores are anticipated to be posted Monday, July 14, 2025, for IAR, ISA, ACT with Writing, PreACT Secure, PreACT 9 Secure, and DLM-AA.

- Ensure scores are matched for all students who tested or partially tested, as applicable.
- Review and account for all unassigned test records.
- Resolve report errors. (For example, student score data are expected but missing. Apply Reason for No Valid Test Attempt ([RNVTA](#)) for students without scores.)
 - If a student transferred out of your school before testing, use [RNVTA 07](#).
 - If a student transferred into your school after testing, use [RNVTA 08](#).
 - If no listed RNVTA code applies, use [RNVTA 10](#).
 - If Private School Student is exempt from testing, use [RNVTA 16](#). (Must meet [PSS definition](#).)

Assessment Department Staff Contacts

Illinois Assessment of Readiness (IAR) main contact: Victoria Henderson vhenders@isbe.net

Illinois Science Assessment (ISA) main contact: John Hicks jhicks@isbe.net

ACT with Writing, PreACT Secure, PreACT 9 Secure main contact: Megan Forness mforness@isbe.net

Dynamic Learning Maps Alternate Assessment (DLM-AA) main contact: Pam Hartwig phartwig@isbe.net

Assessment Department: 1-866-317-6034 or assessment@isbe.net

For technical assistance in SIS, contact the SIS Helpdesk at 217-558-3600, option 3 or sis@isbe.net.

Date	Activity
Now	Assessment Enrollment Verification Report is available in SIS for IAR, ISA, DLM-AA, ACT with Writing, PreACT Secure, and PreACT 9 Secure. District and school staff should compare this report with local records to verify all tested students are reported correctly. The report highlights students with multiple enrollments during the window. If student is not in a report, <u>enroll student in SIS during the testing window immediately</u> . To access this report, log in to SIS, choose Reports on the left, then Student , then Assessment , then Assessment Enrollment Verification , and Details .
Deadline July 31, 2025	Districts verify that all enrollments in SIS are accurate. Enrollments cannot be adjusted after 4 p.m. on Thursday, July 31, 2025.
May 12, 2025	Assessment Correction Report is available in SIS for IAR, ISA, DLM-AA, ACT with Writing, PreACT Secure, and PreACT 9 Secure. District/school staff may enter RNVTA codes based on local testing rosters. To access this report, log in to SIS, choose Reports on the left, then Student , then Assessment , open the desired assessment, click the Correction report, and choose Details .
Anticipated: Monday, July 14, 2025 (IAR, ISA, DLM-AA, ACT with Writing, PreACT Secure, and PreACT 9 Secure.)	Assessment Scores Report is available (score data available) in SIS for IAR, ISA, DLM-AA, ACT with Writing, PreACT Secure, and PreACT 9 Secure. District/school staff may continue to enter RNVTA codes, review/resolve unassigned test results, and clear reported error codes. To access this report, log in to SIS, choose Reports on the left, then Student , then Assessment , open the desired assessment, click the Scores report, and choose Details .
August 22, 2025	Final day to review assessment data, match unassigned test records, resolve any errors, and enter RNVTA codes for IAR, ISA, DLM-AA, ACT with Writing, PreACT Secure, and PreACT 9 Secure.