Reporting SLT Results in CIS

STEP 1: Complete Exclusion from Results Form

1. Login to Infinite Campus.
2. Select the appropriate section from the drop-down menu at the top of the screen.
   
   **NOTE**: The report will combine students from all sections of the same course (ex. if you teach multiple sections of 6th grade math, selecting one of the sections will result in the report pulling data for all students in your 6th grade math classes).
3. Select SLT Attendance Report from the SQL Reporting Services menu on the left side of the screen.
5. Student attendance and enrollment information will populate in the form.
6. Print a copy of the form. Complete all information at the top of the page by hand.
7. Review the student information and choose whether you will exclude students from sections (b), (c), and (d). Circle all your choices on the printed copy of the form.
   
   **NOTE**: Students included in section (a) MUST be excluded from SLT results.
   
   Teachers may choose to exclude students listed in sections (b), (c), and (d) but must exclude the ENTIRE group (not individual students).
8. Add the total number of excluded students and complete that box on the form.
9. Sign the bottom of page 1, and submit a copy of pages 1 and 2 to your evaluator.
10. OPTIONAL: Read the top of page 3 (Section 2: Baseline Amendment Form). Complete this section ONLY if your situation meets the requirements outlined. **NOTE**: If you are completing a Baseline Amendment Form, this form must be submitted to your Compass contact for approval PRIOR to reporting results on your SLTs.

STEP 2: Report Results in CIS

1. Gather your end-of-year assessment data. Use the printout of your Exclusion from Results Form from Infinite Campus to indicate students who will not be included in Student Achievement Results.
2. Follow the steps below to enter results in CIS.
   
   1) Click on the Student Learning Target tab, then the Report Results On tab.
   
   2) Select your SLT from the drop-down menu.
   
   3) Type your Student Achievement Results in this box (ex. 82% of students scored 70% or higher on the post assessment).
   
   4) In the Comments box, type your initials.
   
   5) Click Submit.

Updated April, 2015
Spring 2015 Testing Windows and CIS Data Entry Deadlines

Teachers should enter their results in CIS as soon as the data is available so that evaluators can begin closing out Compass evaluations throughout May.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Testing window</th>
<th>CIS data entry deadline</th>
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</thead>
<tbody>
<tr>
<td>K-8 math post-assessment</td>
<td>Monday, April 20 – Thursday, April 30</td>
<td>Friday, May 8</td>
</tr>
<tr>
<td>K-3 ELA (Fountas &amp; Pinnell)</td>
<td>Thursday, April 16 – Thursday, May 7</td>
<td>Monday, May 18</td>
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<tr>
<td>4-8 ELA post-assessment</td>
<td>Monday, April 20 – Thursday, April 30</td>
<td>Friday, May 15</td>
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<tr>
<td>Teacher-Created Assessments</td>
<td>Monday, April 20 – Friday, May 8</td>
<td>Friday, May 8</td>
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<tr>
<td>High schools</td>
<td>Following the testing windows currently established for final exams</td>
<td>As soon as student data is available</td>
</tr>
<tr>
<td>SPED individual goals</td>
<td>Monday, April 20 – Friday, May 8</td>
<td>Friday, May 8</td>
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<tr>
<td>Pre-K (TS GOLD and AEPS)</td>
<td>Monday, April 20 – Friday, May 8</td>
<td>Friday, May 8</td>
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<tr>
<td>PE (FitnessGram)</td>
<td>Monday, April 20 – Friday, May 8</td>
<td>Friday, May 8</td>
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