

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). If you teach two difference courses (ex. 3rd grade math and science) you will need to pull a report for each of those courses.
3. Select *SLT Attendance Report* from the SQL Reporting Services menu on the left side of the screen.
4. Login to the SQL Report using **User Name: rjefferson** and **Password: Jeffersonsrs1**.
5. Student attendance and enrollment information will automatically populate in the form. (This information may change depending on the date the report is run.)
6. Export the form to a PDF and print a copy. Complete any missing information.
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.
Review page 2 to ensure that a student is only being counted once even if the student falls into multiple categories (ex. a student who enrolled after October 1 AND has 10 unexcused absences in the spring semester should only be counted one time in this total).
9. Sign the bottom of page 1, and submit a copy of pages 1 and 2 to your evaluator.
10. **OPTIONAL: Baseline Amendment Form** Complete this form ONLY if your situation meets the requirements outlined at the top of the form. **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 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.
ex: 58.46% (38 of 65) of students scored Good or above on the EOC.

4) Type a comment (or your initials).

5) Click Submit.

The screenshot shows the CIS interface with the following details:
- Navigation tabs: Security, Employee, VAN, Eval Assign, PGP, SLT, Observation, Evaluation, Report, To Do List, Links.
- Action buttons: View, Set, Accept, Report Results On, Rate, Print, Unlock.
- Form fields: School Session (2015 - 2016), LEA (026 - Jefferson Parish), School (Lea-level), Employee (BRELAND D STERNBERG), Student Learning Target (1 - 40.30% of students will score Good or above on EOC), Rationale For SLT (Good target), Baseline Data (62% of students), Student Achievement Results (58.46% (38 of 65) of students scored Good or above on the EOC), and Comments.
- Buttons: Submit, Cancel.