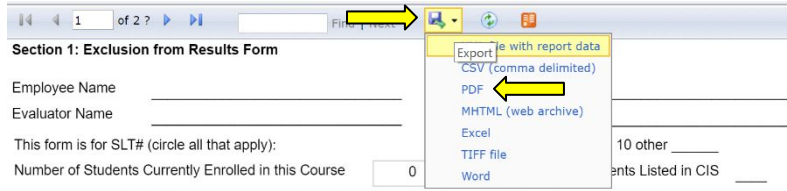


# Reporting SLT Results in CIS

## 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 6<sup>th</sup> grade math, selecting one of the sections will result in the report pulling data for all students in your 6<sup>th</sup> grade math classes). If you teach two difference courses (ex. 3<sup>rd</sup> 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.

A screenshot of the Infinite Campus 'Report Results On' form. The form is for School Session 2015-2016, LEA 026 - Jefferson Parish, School Lea-level, and Employee BRELAND D STERNBERG. The 'Student Learning Target' is set to '1 - 40.30% of students will score Good or above on EOC'. The 'Rationale For SLT' is 'Good target'. The 'Baseline Data' is '62% of students'. The 'Student Achievement Results' field is empty. The 'Comments' field is empty. The 'Submit' button is at the bottom. Five numbered callouts with yellow arrows point to specific elements: 1) points to the 'Report Results On' tab; 2) points to the 'Student Learning Target' dropdown menu; 3) points to the 'Student Achievement Results' text input field; 4) points to the 'Comments' text input field; 5) points to the 'Submit' button.

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). DO NOT ENTER STUDENT NAMES.

5) Click Submit.