

Service Tracker System

User Guide: Foundational Services

Service Tracker URL: <https://servicetracker.isbe.net/Default.aspx>

Users: This form is completed by the ROE main contact, or an alternate designated staff member, to document the delivered service.

Entering a Service

To start a new form (after logged in): Click “Start New Form”

FOUNDATIONAL SERVICES

In this area, the Illinois State Board of Education tracks all foundational level professional development provided across the state as a part of the Statewide System of Support. The Foundational Form is completed by designated ROE staff, and tracking these services includes topic area, type of service, title, presenter, location and attendees.

Start a New Form

Edit Completed Form

Data Reports

You will be brought to the “Foundational Services Form”

Section 1: General Service Data

GENERAL SERVICE DATA

*=required fields

ROE/SC Name: Aunderfa

Date:*

Location of Meeting:*

Number of Participants*

Length of time (contact hours only)*:

One hour or less Full day

Quarter day Two days

Half day



Note: All of the fields that are marked with an “*” are required. You will not be able to submit the form if these fields are not completed.

- **Location of Meeting** - Choose a short description to describe the location
- **Number of Participants** – Number of participants that attended the service. This number has to be greater than 0.
- **Length of Time** – Number should indicate only the contact hours for the service and not include preparation time.

Section 2: District Participation

DISTRICT PARTICIPATION*

Please indicate the district(s) that were involved in your training. You have the ability to provide multiple districts from different areas. First, choose the area where the first district is located. Once the district has been found, "move" the district from the left box to the right box using the arrows in the middle of the boxes. Once the district has been moved, you can repeat this process until all districts involved are listed in box on the right side of the screen.

Area: Area I-A (Chicago) ▼

All Districts

CITY OF CHICAGO 299
Crystal Lake CHSD 155
Network 1

>

<

Selected District(s)

Additional District(s):



Note: All of the fields in this section are required.

- **Area** – First select the Area, the values in the All Districts field are filtered
- **All Districts** – Filtered by above Area selected
- **Selected Districts** – To move districts to the box, highlight the option, use the arrows in-between the boxes to move the options back and forth. *If you have participants from other AREAs attending, you may go back to dropdown menu, select the Area that represents schools attending your training, and use the arrows to add the additional districts.*

Section 3: Session Information

SESSION INFORMATION

Topic Area (Choose ONE that best describes the service provided)*:

<input type="radio"/> Balanced Assessment	<input type="radio"/> Classroom Management
<input type="radio"/> Continuous / School / District Improvement Planning	<input type="radio"/> ELA
<input type="radio"/> English Language Learners	<input type="radio"/> Family Engagement
<input type="radio"/> Fine Arts	<input type="radio"/> Informal Needs Assessment (In description provide results of needs assessment.)
<input type="radio"/> Instructional Strategies	<input type="radio"/> Integrating Technology
<input type="radio"/> MATH	<input type="radio"/> Physical Education
<input type="radio"/> Poverty	<input type="radio"/> Restorative Justice
<input type="radio"/> Science	<input type="radio"/> Social Emotional Learning
<input type="radio"/> Social Studies	<input type="radio"/> Standard Based Grading
<input type="radio"/> Teacher Evaluation	<input type="radio"/> Trauma

Topic Areas (Examples listed below):

- **Assessment** (e.g. existing Balanced Assessment offerings from FS 1.0, help looking at assessment data and planning instruction, creating common assessments, etc.)

- **Classroom Management** (e.g. strategies for school-wide classroom management, training in specific methods, Love & Logic, PBIS, etc.)
- **District/School Improvement Planning** (e.g. facilitated time for leadership teams to modify/update continuous improvement plans, Networking/PLCs for superintendents to share impacts, successes and lessons learned related to District Improvement Planning, Instructional Leadership Team training, etc.)
- **English Language Arts** (e.g. existing ELA offerings from FS 1.0, drilling down to specific writing or reading strategies to use in classrooms, group scoring using PARCC rubrics on student samples, creating genre or non-genre specific units of study, etc.)
- **English Language Learners** (e.g. building relationships with English Language Learners, fully including English Language Learners in the classroom, evidence based strategies to use with English Language Learners, PLCs for teachers, etc.)
- **Family Engagement** (e.g. existing Family Engagement offerings from FS 1.0, Beyond the Bake Sale Book Study, Networking/PLCs for topics related to family engagement, evidence based strategies for including families in meaningful ways, etc.)
- **Fine Arts** (e.g. training on the Illinois Arts Standards, PLCs for fine arts teachers, fully including special needs students in fine arts classrooms, evidence based strategies for managing large groups of students in fine arts settings, etc.)
- **Instructional Strategies** (e.g. training on the difference between differentiation, accommodations, modifications and individualizations, specific evidence based strategies that may be piloted or go department or school wide, flipped classrooms, how to appropriately use visual strategies to increase the success of all learners, etc.)
- **Informal Needs Assessment** Select TA in Type of Service drop down menu *(*In DESCRIPTION section below, provide the results of the needs assessment such as “Met with district staff, and they would like to use _____ Foundational Services. Will follow-up” OR “District said ‘no thank you’ to Foundational Services at this time due to _____).”*
- **Integrating Technology** (e.g. getting started with Office 365, how to effectively utilize 1:1 in the classroom, safely using social media in the classroom, on-line resources available, etc.)
- **Math** (e.g. existing Math offerings from FS 1.0, specific Math programs or evidence based strategies to use in the classroom, Networking/PLCs for a grade level or department or across school districts, group scoring using PARCC rubrics on student samples, etc.)
- **Physical Education** (e.g. training on the Illinois PE standards, evidence based strategies for fully including students with special needs in physical education, Networking/PLCs for PE teachers, state required testing in PE, etc.)
- **Poverty** (e.g. evidence based practices, strategies and resources for working with students and families from poverty, book study on Teaching with Poverty in Mind or other educational books, Building relationships with and validating students in poverty, etc.)

- **Restorative Justice** (e.g. introduction to restorative practices, training on Senate Bill 100 and the implications in a classroom, school and district, evidence based practices, strategies and resources for restorative justice, etc.)
- **Science** (e.g. existing Science offerings from FS 1.0 (phases training), cadres of teachers writing storylines and lesson/unit plans, roundtable discussions on NGSS, exploring evidence based materials, strategies, and resources for use in the Science classroom, etc.)
- **Social Emotional Learning** (e.g. Social Emotional Standards training, integrating SEL at all three levels of school functioning (curriculum and instruction, school wide practices and policies, and family and community partnerships), data collection on SEL and using the data to inform decisions, on-going coaching/support for implementation, etc.)
- **Social Studies** (e.g. introduction and interaction with the Illinois Social Studies Standards, selecting/creating/modifying appropriate learning targets for the Social Studies classroom, evidence based strategies, resources, and materials for Social Studies Classrooms, creation of lessons/units, etc.)
- **Standards Based Grading** (e.g. training on standards based grading and reporting, standards based strategies and resources, book studies using books from leaders in this field, evidence based best practices when implementing standards based grading and reporting, etc.)
- **Teacher Evaluation** (e.g. existing Teacher Evaluation offerings from FS 1.0, training on the Danielson Framework for Teaching, Networking among administrators sharing examples of what’s working and lessons learned, evidence that leads to accurate rating, etc.)
- **Trauma** (e.g. offerings from ISBE/MTSS training, balancing the effects of trauma on student learning, trauma informed teaching, evidence based trauma informed practices, resources and materials, etc.)

Type of Service (Choose the type that best describes the service)*:
 --Select One--

Description of Session*:

Lead Presenter*: _____

Additional ROE/ISC Staff Involved in Training:

Alignment to Essential Elements (Choose all that apply to service provided)*:

<input type="checkbox"/> School Turnaround	<input type="checkbox"/> Closing Achievement Gap	<input type="checkbox"/> Comprehensive Planning
<input type="checkbox"/> Leadership	<input type="checkbox"/> Conditions for Learning	<input type="checkbox"/> Family and Community Engagement
<input type="checkbox"/> Professional Development	<input type="checkbox"/> Assessment	<input type="checkbox"/> Curriculum
<input type="checkbox"/> Instruction		

- **Type of Service** - Choose the type of service (Professional Development, Networking, or Technical Assistance).

Note: The original 7 topic areas have drop down menus for the PD option. The existing training sessions for FS 1.0 are available, or a new option “Differentiated” is available for FS 2.0. If you select “Differentiated,” briefly describe what transpired (e.g. coaching conversations related to strategies in Math)

- **Description of Session** – Provide a brief description of service/session. There is a 500 character limit.

Note: – for **Informal Needs Assessments**, please select **TA** in **Type of Service dropdown menu** and provide a brief description of the results of the needs assessment (e.g. ““Met with district staff and they would like to use _____ Foundational Services. Will follow-up” OR “District said ‘no thank you’ to Foundational Services as this time due to _____)” in this box.

- **Lead Presenter** – Provide the Lead Presenter of the service and then any additional ROE staff that were involved
- **Alignment to Essential Elements** – Choose the essential elements that best align with the service delivered. Multiple selection is allowed.

Section 4: Delivery

DELIVERY

District Staff that participated in Service (Please indicate each participant only once)*:

<input type="checkbox"/> Superintendent	<input type="checkbox"/> Spec. Ed. Director/Supervisor
<input type="checkbox"/> Assistant Superintendent	<input type="checkbox"/> Technology, Data or Information Management Director/Supervisor
<input type="checkbox"/> Director of C/I	<input type="checkbox"/> Local school board member
<input type="checkbox"/> Director of School Imp.	<input type="checkbox"/> Community Representative
<input type="checkbox"/> Federal Program Director	<input type="checkbox"/> Teacher leaders from various content areas, grade levels, buildings, and specialized instructional areas
<input type="checkbox"/> Building-level administrators representative of all grade levels	<input type="checkbox"/> Business Manager
<input type="checkbox"/> Other	<input type="checkbox"/> No district staff attended

If other, please specify:

Partners Involved in the Delivery (Please indicate all that participated)*:

<input type="checkbox"/> AIR	<input type="checkbox"/> MTSS Network
<input type="checkbox"/> ISBE Program Staff	<input type="checkbox"/> No Partner was involved
<input type="checkbox"/> Illinois Association of School Boards	<input type="checkbox"/> Other C&I Support Vendor
<input type="checkbox"/> Illinois Principal Association	<input type="checkbox"/> Other Leadership Support Vendor
<input type="checkbox"/> Illinois Resource Center	<input type="checkbox"/> Other Outside Person
<input type="checkbox"/> Illinois Statewide Technical Assistance Collaborative	<input type="checkbox"/> Turnaround Lead Partner

If other outside person, please specify:

If you click the *Submit* button and remain on the page, please scroll to the top to view the error messages. All errors need to be addressed before the report can be saved.

- **District Staff that participated in Service** - Select all the district staff who participated in the service.
- **Partners involved in the Delivery** - Select all the partners involved in the delivery of the service.
- **Click “Submit”**



Note: If you click “Submit” and the page doesn’t change, there may be error messages at the top of the screen. You must address all errors before saving the report.

Editing an Existing Entry

To change any entry in Service Tracker:

Sign into Service Tracker as you normally would; click on “Edit Completed Form”

FOUNDATIONAL SERVICES

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[Start a New Form](#) [Edit Completed Form](#) [Data Reports](#)

Next, find the entry you wish to change, click on “Edit,” and make the necessary changes, following the directions as listed above.

Service Date: [Add Form](#)

Service Date	Topic Area	Service Type	View	Edit
8/22/2017	Integrating Technology	Technical Assistance	View	Edit
8/17/2017	Social Studies	Professional Development	View	Edit