Student Information System (SIS)

System Validations

March 3, 2015

ISBE Student Information System (ISBE SIS)

On behalf of the

Illinois State Board of Education

100 North First Street

Springfield, IL 62777-0001
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change History</td>
<td>3</td>
</tr>
<tr>
<td>SIS Data Validations</td>
<td>4</td>
</tr>
<tr>
<td>Adjusted Cohort Graduation Rate</td>
<td>4</td>
</tr>
<tr>
<td>ACT Pre-ID</td>
<td>5</td>
</tr>
<tr>
<td>Birth to 3</td>
<td>5</td>
</tr>
<tr>
<td>Caregiver Demographic</td>
<td>5</td>
</tr>
<tr>
<td>College Course Assignment</td>
<td>5</td>
</tr>
<tr>
<td>Early Childhood</td>
<td>6</td>
</tr>
<tr>
<td>Early Childhood Outcomes</td>
<td>7</td>
</tr>
<tr>
<td>DLM-AA Pre-ID</td>
<td>7</td>
</tr>
<tr>
<td>ELL (English Language Learners)</td>
<td>7</td>
</tr>
<tr>
<td>ELL Screener</td>
<td>8</td>
</tr>
<tr>
<td>Enrollment</td>
<td>8</td>
</tr>
<tr>
<td>Exit Enrollment</td>
<td>10</td>
</tr>
<tr>
<td>Homeless</td>
<td>11</td>
</tr>
<tr>
<td>Immigrant</td>
<td>12</td>
</tr>
<tr>
<td>Multiple SID</td>
<td>12</td>
</tr>
<tr>
<td>Outside Course Assignment</td>
<td>12</td>
</tr>
<tr>
<td>PARCC Pre-ID</td>
<td>12</td>
</tr>
<tr>
<td>Regional Safe Schools Program (RSSP)</td>
<td>12</td>
</tr>
<tr>
<td>Student Address</td>
<td>13</td>
</tr>
</tbody>
</table>
Change History

Change Date 03/03/2015
1. Updated Student Course Assignment Validations
   a. Acceptable credit values updated

Change Date 12/02/2014
2. Updated Student Course Assignment Validations
   a. Acceptable credit values updated

Change Date 11/07/2014
3. Removed Grade 12 Validations
4. Added New Credit Validations

Change Date 07/23/2014
1. Updated Demographics Validations
   a. Migrant Indicator
   b. Eligible for Immigrant Education Indicator
2. Updated Exit Validations
   a. Immigrant Data
   b. Student Address
3. Updated Enrollment Validations
   a. Evaluation Grade Level
   b. Student can not re-enroll once graduated
4. Updated Student Course Assignment Validations
   a. Credit for Secondary Courses Subject Area (01-21) must be greater than zero
   b. Added Prior to Secondary and Secondary Course Credit Validations
5. Added Immigrant Validations
6. Added Student Address Validations
7. Added Service Provider Validations

Change Date 06/27/2013
1. Added College Course Assignment Validations
2. Added Regional Safe Schools Program Validations
3. Updated ELL Screener Validations
4. Updated Early Childhood Outcomes Validations

Change Date 09/28/2012
   1. Modified Grade 12 validation under Enrollment Validations

Change Date 09/04/2012
   1. Added two Additional validations for Private Schooled Student under Student Demographics

Change Date: 08/13/2012
   1. Added new Validations for Private Schooled Indicator under Enrollment validations and Student Demographics validations

Change Date: 07/02/2012
   1. Added Participant Demographic Validations

Change Date: 06/28/2012
   1. Added Participant Demographic to Exit Validations

**SIS Data Validations**

The SIS application performs edit checks on the student attributes for the batch and online processes. Through the online process, the users receive interactive error messages when one or more validation checks fail. The user then has the opportunity to correct any errors on the screen and resubmit the transaction.

If one or more edit checks fail during the batch process, the record is assigned a Result Code of “F.” The user must correct the errors and resubmit the batch file or use the online process to make the corrections. Some of the possible result messages for the “F” Result Code are listed in the table below. To see all possible result codes, please see the SIS File Format Layout document posted at [http://www.isbe.net/sis/html/form_layout.htm](http://www.isbe.net/sis/html/form_layout.htm).

All data elements within the validations are in bold. Data elements and definitions are posted at [http://www.isbe.net/sis/html/data_elements.htm](http://www.isbe.net/sis/html/data_elements.htm).

**Adjusted Cohort Graduation Rate**

- Student’s enrollment must be exited to provide cohort graduation data.
- A SIS user can only update Adjusted Cohort Graduation Rate fields (*First Year in 9th Grade and Cohort Exit Type Code*) if the last enrollment was within the SIS user’s district.
**ACT Pre-ID**

- The **Home RCDTS** of the student’s active enrollment matches the users IWAS Users RCDTS that is entering the data.
- Student must be enrolled in grade 11.

**Birth to 3**

- The **Home RCDTS** of the student’s active enrollment matches the users IWAS Users RCDTS that is entering the data.
- If Enrollment **Entry/Grade Level** is ‘00’ a Birth to 3 record is created.

**Caregiver Demographic**

- The **Home RCDTS** of the student’s active enrollment must match the users IWAS RCDTS.
- There can only be one record for each Caregiver for every Birth to 3 student. If user tries to upload more than one of the same caregiver the existing record will be overwritten. Only one of each record will be accepted (Biological Mother, Biological Father, Adoptive Parent, Grandparent, Other Relative, Legal Guardian, Foster Parent, Other.) If the user sends in a record with the same Relationship Status of a record we already have in the database, we overwrite that record.
- If user submits file with Caregiver SID SIS will validate in SIS that the SID is correct. (If not valid entire record will fail)
- Caregiver SID cannot match SID of the 0-3 student

**College Course Assignment**

- The **Home RCDTS** of the student’s active enrollment must match the users IWAS RCDTS.
- To add or update a College Course Assignment a record the student must be actively enrolled enrollment record in SIS.
  - Enrollment record Home RCDTS matches College Course Assignment record’s Home RCDTS
  - Enrollment record Serving RCDTS matches College Course Assignment record’s Serving RCDTS
  - Enrollment record School Year matches College Course Assignment record’s School Year
  - Enrollment Exit/Withdrawal Type code does not equal Code 99 Erroneous Enrollment
• Home school can view all College Course Assignment data for the enrollment where they are identified as the Home RCDTS
• The current Home School (Active Enrollment) can view all College Course Assignments
  - Once the student is enrolled all past assignments can be viewed
• The serving school can only see courses on students for which they are serving
• The Student Course Start Date must be equal to or greater than the student’s Enrollment Date
• The Student Course End Date must be equal to or less than the student’s Exit Enrollment Date
• Student’s Entry Grade/Level must be 9-12
• State Course Code must be a Secondary course
• Course must be identified as Dual Credit = Yes
• Student does not need to be actively enrolled but must have and enrollment with Matching Home/Servings RCDTS codes and the date must equal or less than the Start and End dates of the student’s enrollment

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**Early Childhood**

• The Home RCDTS of the student’s active enrollment must match the users IWAS RCDTS.
• If student’s Entry/Grade Level code is ‘14’ Pre-K an Early Childhood record is created.
• An Early Childhood student’s enrollment FTE value must be ‘1.0’.
• The student has an active enrollment in the district to update the Early Childhood data.
• If a student is enrolled as Entry/Grade Level ‘14’ Pre-K, all mandatory Early Childhood data must be submitted before the student’s enrollment is exited.
• If Early Intervention is 01 ‘Yes’, Referral by CFC must be entered. If Early Intervention is 02 ‘No’, the remaining fields should be left blank
• If Early Intervention is 01 ‘Yes’, Referral to CFC is 01 ‘Yes’; EI Number, Eligibility Determination Date, and Reason for Delay in Transition are all provided. If Referral by CFC is 02 ‘No’, the remaining fields should be left blank.
• If Early Intervention is 01 ‘Yes’, Referral to CFC is 01 ‘Yes’, and IEP Indicator is 01 ‘Yes’; EI Number, Eligibility Determination Date, Reason for Delay in Transition, IEP Completion Date, and Date Services Began are all provided. If the IEP indicator is 02 ‘No’, the remaining fields should be left blank.
• If Eligibility Determination Date or IEP Completion Date is after the student’s third birthday, Reason for Delay is not “No Delay.”
• Eligibility Determination Date must be greater than the student’s Date of Birth.
• The IEP Completion Date must be equal to or greater than the Eligibility Determination Date.
• The Date Services Began must be equal to or greater than the IEP Completion Date.
• Validates student must be identified as participating in at least one of the following:
  - Preschool for All (PFA)
  - Head Start
Early Childhood Outcomes

- The **Home RCDTS** of the student’s active enrollment must match the users IWAS RCDTS.
- An Early Childhood Outcomes record is created when a student is enrolled in Early Childhood and IEP.
- An Early Childhood Outcomes “**Entry Rating**” is mandatory before the student’s enrollment is exited.
- Upon exiting a student’s enrollment an Early Childhood Outcomes **Progress Rating** will be required if the last rating is more than 6 months old.
- The Early Childhood Outcomes ratings may be submitted to SIS at any time while the student actively enrolled.
- If **Entry Home RCDTS** is included, all Entry Rating fields must be populated.
- If **Exit Home RCDTS** is included, all Exit Rating fields must be populated.

DLM-AA Pre-ID

- The **Home RCDTS** of the student’s active enrollment matches the users IWAS Users RCDTS that is entering the data.
- **Student must be IEP = Yes**
- **Grades 3-12 only**

ELL (English Language Learners)

- The **Home RCDTS** of the student’s active enrollment must match the users IWAS RCDTS.
- If a student’s **Limited English Proficiency (LEP)** is 01 “Yes” for an ELL record to be created.
- If a student is enrolled as **Limited English Proficient (LEP)** all mandatory ELL data must be populated before the student’s enrollment is exited.
- **Date ELL Services Ended** must be populated and the **Reason for Ending ELL Services** must be set to erroneous or the student must be transitioned by ISBE before the **LEP indicator** status can be updated from 01 ‘Yes’ to 02 ‘No’.
- If **Date ELL Services Ended** is not null, a **Reason for Ending ELL Services** is provided and vice versa.
- **Student must be actively enrolled in the district before the user can update the ELL record.**
• The **Date ELL Services Ended** must be blank, to update an ELL record.

• **Date First Enrolled in District/LEA** and **Date Student Enrolled or Re-Entered to Receive ELL Services** must be greater than student’s **Date of Birth** by three years.

• **Date Student Enrolled or Re-Entered to Receive ELL Services** must be either equal to or greater than **Date First Enrolled in District/LEA**.

• **Date ELL Services Ended** must be equal to or greater than **Date Student Enrolled or Re-entered to Receive ELL Services**.

• A student can not be both **Parents Refused** and **Parents Withdrawn**.

• The **Date ELL Services Ended** must be during current school year.

• If a student receives an ACCESS Score, then the **ELL Reason for Ending Services** can not be erroneous.

• If an ACCESS Score is received and student is currently enrolled, LEP = Yes and the current ELL record is set to erroneous, the **ELL Services End Reason** and the **ELL Services End Date** will be removed when the ACCESS Score is attached to the student.

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**ELL Screener**

• The **Home RCDTS** of the student’s active enrollment must match the users IWAS RCDTS.

• The **Date ELL Screener Test Taken** must be three years greater than student’s **Birth Date** and is not a future date.

• ELL screener will be mandatory for LEP and Non-LEP students that meet all the following criteria:
  - **Home Language** or **Native Language** other than English
  - SID created after August 1st, 2013
  - Enrolled in grades **Entry Grade Levels** K-12
  - No ELL Screener data exists in ISBE SIS

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**Enrollment**

• The Home School District is the only entity allowed to request a **SID**, submit enrollment information to ISBE SIS, update student records, and exit student enrollments.
  - Online, the **Home RCDT** code is not modifiable and may not be overridden.
  - Through the batch process, the RCDT in the header row must match the RCDT code in the RCDT for Home School field.

• The **Home RCDTS** is not the District RCDTS code (ending in four zeros).

• All active enrollments must have the same **Home RCDTS**.
  - The system does not allow a student to be enrolled in two different **Home RCDTS** at the same time.

• Only one active enrollment for each **Serving RCDTS**.
The system does not allow two enrollments to exist with the same Serving RCDTS.

- The sum of the FTE of all existing active Serving School Enrollments and of the new Serving School Enrollment must be less than or equal to ‘1.00’.
- The FTE is greater than ‘0’ and less than or equal to ‘1.00’
- School Year must be current year.
- If student’s Entry/Grade Level is Early Childhood the FTE must be 1.0.
- If student’s Entry/Grade Level is 14 Pre-K and IEP is 01 ‘Yes’, Home RCDTS is a public school district.
- The Entry/Grade Level can not be updated using the Demographic/Enrollment file format. The student must be exited and re-enrolled to change the Entry/Grade Level.
- Enrollment Date cannot be future date.
- Home RCDTS cannot be 92xx, 93xx or 90xx.
- All students in grades Early Childhood thru 12 must be at least 3 years old on the first day of class (Enrollment Date).
- All Entry/Grade Level Pre-K students without IEPs must be less than 6 on the first day of class.
- All Entry/Grade Level Pre-K students with IEP must be less than 7 years old on the first day of class.
- If a Student is IEP indicator = ‘Yes’, Home RCDTS must be a public school district.
- The Full Time Equivalency (FTE) cannot be updated using the Demographic/Enrollment file format. The student must be exited and re-enrolled to change the FTE.
- The Enrollment Date must be greater than the student’s previous Exit Enrollment Date unless the enrollment record was identified as Erroneous. The Exit Date is the last full day of enrollment the student completed; Enrollment Date is the first day of full day of Enrollment the student completed.
- Serving RCDTS can not end in “9000”.
- Serving RCDTS Cannot end in “0000” if it is an ROE, public school district, or other state funded school.
- Student can not have more than one active enrollment in different grade levels.
- Enrollment Start Date can not be updated.
- Enrollment Entry Type Code can not be updated.
- The Demographic Enrollment Template cannot be used for Pre-K Early Childhood Ages 3-5. The Demographics and Early Childhood template must be used instead.
- Birth Date validation - Birth to 3 students only - Student must be less than 3 years of age and must be born on or before the Enrollment Date.
- When enrolling a Birth to 3 student (Entry/Grade Level ‘00’), the following mandatory fields will be set to ‘02’ or ‘No’ when the file is processed or will be forced ‘No’ online:
  - Title 1 Indicator
  - Career/Tech Ed Indicator
  - IEP Indicator
- SES Indicator
- LEP Indicator
- Century 21 Indicator

- Private Schooled Student FTE must be 1.00.
- Student’s can not be enrolled into SIS if a previous enrollment exists with an Exit Type Code of “06 – Graduated”.
- Evaluation (22) - Entry/Grade Level code may only be selected for a student if requesting a new SID.

Exit Enrollment

- The Home RCDTS of the student’s active enrollment must match the users IWAS RCDTS.
- The Home School District is the only entity allowed to update an enrollment record with the mandatory Exit Enrollment data elements.
- The student must have an active enrollment.
- All the mandatory Exit Enrollment data is present.
- If the exiting student’s LEP Indicator is ‘Yes’, the student’s ELL record contains all the mandatory data.
- If the exiting student’s Entry/Grade Level is Early Childhood ‘14’, the Early Childhood record contains all the mandatory data.
- If the exiting student has a Pre-K Follow-Up record in SIS and is exited with a code of ‘05’ Promotion or ‘12’ Retention after March 1 of the current school year all mandatory Pre-K Follow-Up data must be completed.
- A student must be IEP Indicator = ‘Yes’ and in Grades 11 or 12 before being exited with Exit Type Codes ‘14’ Aged Out or ‘15’ Certificate of Completion.
- Exit Enrollment Date cannot be a future date.
- A Grade 12 student cannot have an Exit Enrollment Type code of ‘05’ Promoted.
- Only Grades 11 or 12 can have a ‘06’ Graduation Exit Enrollment Type code.
- If the student’s Homeless Indicator is ‘Yes’, the student’s Homeless record contains all the mandatory data.
- Exit Enrollment Date must be greater than or equal to the latest Student Assignment Record Course End Date on the enrollment being exited
- If an Enrollment record is exited as erroneous, the following data must be set to erroneous as well:
  - Early Childhood
  - Student Discipline
  - Homeless
  - Student Course Assignment
- Participation Demographic

- If a Early Childhood student is enrolled as IEP Indicator = ‘Yes’, Early Childhood Outcomes Entry Rating Is Mandatory before the student’s enrollment is exited
- Before an Early Childhood student can be exited as Promoted to Kindergarten, the Early Childhood outcomes Entry Rating and Exit Rating are required.
- If a Kindergarten student is missing either an Early Childhood Outcomes Entry Rating or an Exit Rating, the data must be submitted before the student can be exited.
- If the student’s Entry/Grade Level is ‘00” the student’s Birth to 3 record must contain all the mandatory data.
- If the student is Birth to 3, a Participant Demographic record must be submitted before the student can be exited.
- If a Birth to 3 student’s enrollment is exited, only the following Exit Enrollment Type codes can be entered:
  - 01 Transfer to another public school district
  - 02 Transfer to another public school within the district
  - 03 Transfer to Home Schooled
  - 04 Transfer to Private School
  - 05 Promotion
  - 07 Death
  - 09 Dropped Out
  - 11 Moved, not known to be continuing
  - 12 Retained in same grade
  - 17 Change in Serving School or Full Time Equivalent (FTE)
  - 18 Moved Out of the United States
  - 99 Erroneous enrollment

- Before an IEP student can be exited, an active Student Address record must be provided
- Students with an SID created after August 1, 2015 must complete the Eligible for Immigrant Program record must be completed in SIS before the student can be exited.

### Homeless

- The Home RCDTS of the student’s active enrollment matches the users IWAS Users RCDTS that is entering the data.
- The student’s Homeless Indicator is indicated as “Yes” a Homeless record is created.
**Immigrant**

- The **Home RCDTS** of the student’s active enrollment matches the users IWAS Users RCDTS that is entering the data.
- School districts must submit an Immigrant record for all students that have had a SID created within the last three years, if they have not already had an Immigrant record reported.

**Multiple SID**

- The SID to keep is actively enrolled in the IWAS user’s Home District.
- The SID to be deleted has been exited.

**Outside Course Assignment**

- To add or to update a record the student has a valid Active district enrollment record in SIS.
- Home school can view all Outside Course Assignment data for the enrollment where they are identified as the Home School
- The current Home School (Active Enrollment) can view all Outside Course Assignments
  - Once the student is enrolled all past assignments can be viewed
- The serving school can only see Outside Course Assignments on students for which they are the **Serving RCDTS**.
- Student Course Assignment data can only be entered on students in **Entry/Grade Level 9-12**
- **Course Start Date** must be 07/01/2010 or after.
- Only **State Course Codes** that start with Subject Areas (01-22) are accepted in Outside Course Assignment. No Prior to Secondary Course codes.
- **Final Letter Grades** (21-26) are not accepted for Outside Course Assignments.

**PARCC Pre-ID**

- The **Home RCDTS** of the student’s active enrollment matches the users IWAS Users RCDTS that is entering the data.
- If **IEP Accommodation** selected student’s **IEP Indicator** must = “Yes”
- If **LEP Accommodation** is selected the student’s **LEP Indicator** must = “Yes”

**Regional Safe Schools Program (RSSP)**

- Both the Home and Serving School can update the RSSP data.
- **Serving RCDTS** must be identified as Regional Safe School

### Student Address

- The **Home RCDTS** of the student’s active enrollment matches the users IWAS Users RCDTS that is entering the data.
- Any student enrolled as **IEP “Yes”** must have Student Address record entered with the **Address Status** of “Active” before exiting.

### Student Course Assignment

- To add or update a Student Course Assignment a record the student must be actively enrolled enrollment record in SIS:
  - Enrollment record **Home RCDTS** matches Student Course Assignment record’s **Home RCDTS**
  - Enrollment record **Serving RCDTS** matches Student Course Assignment record’s **Serving RCDTS**
  - Enrollment record School Year matches Student Course Assignment record’s School Year
  - **Enrollment Exit/Withdrawal Type** code does not equal Code 99 Erroneous Enrollment
  - Home school can view all Student Course Assignment data for the enrollment where they are identified as the **Home RCDTS**
  - The current Home School (Active Enrollment) can view all Student Course Assignments
    - Once the student is enrolled all past assignments can be viewed
  - The serving school can only see courses on students for which they are serving
  - The **Student Course Start Date** must be equal to or greater than the student’s **Enrollment Date**
  - The **Student Course End Date** must be equal to or less than the student’s **Exit Enrollment Date**
  - **Credit** for Secondary Courses Subject Area (01-21) must be greater than zero.

#### Course Credit Validations

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Acceptable Values</th>
</tr>
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<tbody>
<tr>
<td>Y1</td>
<td>Year Long</td>
<td>.17, .2, .25, .4, .5, .6, .75, 1, 2 and 3.</td>
</tr>
<tr>
<td>Y2</td>
<td>Year Long 2 (Summer)</td>
<td>.25, .5, .75 and 1</td>
</tr>
<tr>
<td>S1</td>
<td>Semester 1 (Fall)</td>
<td>.12, .15, .17, .2, .25, .3, .4, .5, .6, .75, 1, 1.25, 1.50, 1.75, 2, and 3.</td>
</tr>
</tbody>
</table>
**Student Demographics**

- The **Date of Birth** must be greater than or equal to 0 years and less than 23 years.
- The following fields only contain alpha characters with the exception of hyphens ("-") and spaces:
  - Legal First Name,  
  - Legal Middle Name,  
  - Legal Last Name,  
  - Mother’s Maiden Name, and  
  - Birth Place Name

**NOTES:**

- The middle name is the only exception to this rule. An asterisk is the only other special character accepted in the **middle name** field besides the hyphen and space. An asterisk should only be used if a student does NOT have a middle name.
- Periods, commas, and apostrophes are not accepted. The period in names should be replaced with a space.
- Space or apostrophe in names such as OBrien and McDonald and MacDonald should be removed as SoundEX does not identify “O’Brien” and “Obrien” as the same name.
In the case of Hispanic children whose mother’s maiden name may appear on the birth certificate and whose father’s last name may appear on the social security card, it is recommended that the last name for the student be submitted with the Mother’s Maiden Name followed by a hyphen (-) followed by the Father’s Last Name.

- If a student’s Limited English Proficiency (LEP) is 01 ‘Yes’, the student’s Native Language Code cannot be ‘000’ English.
- If Native Language is Not English ‘000’ and LEP is ‘Yes’, Home Language must be the same as Native Language.
- If Native Language is other than English and LEP is ‘No’, Home Language can be any other Language except English ‘000’.
- SES Indicator for Pre-K must be set to ‘No’.
- If a previous school year ACCESS score exists with overall proficiency level of 4.8 or higher AND with literacy proficiency level of 4.2 or higher the student’s LEP Indicator can not be ‘Yes’.
- If a previous school year ACCESS score exists with overall proficiency level less than 4.8 and/or literacy proficiency level less than 4.2 the student’s LEP Indicator can not be ‘No’.
- All Pre-K non-IEP students must be less than 6 years old on the first day of Class (Enrollment Date)
- All IEP Pre-K students must be less than 7 years old on the first day of class (Enrollment Date)
- If a Student is identified as IEP, the Private Schooled Student Indicator must be “No
- Private Schooled Student Indicator for grade level Birth to 3 must be “No”
- Private Schooled Students will not Fall housing Enrollment Counts, Statewide Assessments, Dropout or Adjusted Cohort Graduation Rate calculations.
- A Private Schooled Students must have the following defaulted to “No”:
  - SES Indicator
  - LEP Indicator
  - IEP Indicator
  - FRL/Low Income Indicator
  - Century 21 Indicator
- If the Private Schooled Student indicator is set to “Yes”, the IWAS User must be a Public School District.
- Eligible for Immigrant Indicator starting school year 2015 can no longer be updated online under the program indicators tab or by uploading the demographic enrollment file format in SIS. Students identified as Immigrant should be uploaded using the Immigrant file format in SIS. The Eligible for Immigrant Indicator in SIS will be uploaded according to what is entered for the Immigrant collection.
- Migrant Indicator starting school year 2015 can no longer be updated using the demographic Enrollment file format in SIS. Students identified as Migrant should be report to the Federal
governments New Generations System (NGS). SIS receives periodic updates from NGS which will update the Migrant indicator in SIS.

- **Students** enrolled in **Evaluation (22)** Grade Level must have the following defaulted to “No”:
  - SES Indicator
  - LEP Indicator
  - IEP Indicator
  - FRL/Low Income Indicator
  - Century 21 Indicator

### Student Discipline

- To add or to update a Student Discipline record the student has a valid district enrollment record in SIS by the following:
  - Enrollment record **Home RCDTS** matches Student Discipline record’s **Home RCDTS**
  - Enrollment record **Serving RCDTS** matches Student Discipline record’s **Serving RCDTS**
  - Enrollment record **School Year** matches Student Discipline record’s **School Year**
  - **Enrollment Exit/Withdrawal Type** code does not equal Code 99 Erroneous Enrollment

- To add or to update the **Incident Date** in a record, the date is in one of the following specified ranges:
  - **Incident Date** is equal to or greater than the **Enrollment Date** and the **Exit Enrollment Date** is Null
  - **Incident Date** is equal to or greater than the **Enrollment Date** and the **Exit Enrollment Date** is equal to or greater than **Incident Date**

- To add a record the **Incident Number** does not match the **Incident Number** in an existing record with matching **Incident Date** and matching Student’s enrollment.

### Teacher Course Assignment Entry

- Teacher must have an **IEIN Number**
- Only the **Teaching Location RCDTS** can submit the SIS teacher’s information
- **Teacher Commitment** should be a decimal value between 0.01 and 1.00
- **Course Start Date** cannot be a future date and must be during the current school year.”
• If any (but not all) exit field data is also entered, system will prompt with:
  Error - “Please enter all the Exit fields : <missing exit field(s)>”

• Cannot add a new enrollment for the same teaching location as a current enrollment…
  Error - “This Teacher already has an assignment for the selected Location. Please select from the
  list above.”

*NOTE: The Teacher Commitment FTE for multiple courses combined can actually be far over 1.00.

### Teacher Course Assignment Exit

• Teacher must have an **IEIN Number**
• Only the **Teaching Location RCDTS** can submit the SIS teacher’s information
• The Teacher Course Assignment end fields must be submitted before the student’s enrollment can be exited.
• **Course End Date** should be between **Course Start Date** and current date.
• If any (but not all) exit field data is entered, system will prompt with:
  Error - “Please enter all the Exit fields : <missing exit field(s)>”