Notice – This Webinar is being Recorded

This call is being recorded. Please do not provide any Student, Personal or Vendor information.
Agenda

- Welcome / Introductions  
- Overview of the Student Information System (SIS)  
- Data Quality  
- Accessing ISBE SIS  
- Online Process Overview  
- Batch Process Overview  
- Reports  
- Request File  
- ISBE Resource Materials  
- ISBE Contact Information

Slide #

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6 – 13
14 – 15
16 – 18
19 – 51
52 – 56
57 – 72
73 – 79
80
81
Welcome / Introductions

- **ISBE Key Team Members**
  - Terry Chamberlain  Division Administrator – Data Systems

- **IBM Key Team Members**
  - Howard Hammel  Project Manager
  - Adam Lowery  Support Team Lead
  - Jeremy Schoen  Support Team
  - Keith Goeckner  Support Team
Webinar Tips

- **Tips for Listening**
  - Computer speakers
  - Headset connected to a computer
  - Telephone

- **Tips for Speaking**
  - Make sure you have a microphone plugged in or the computer you are using has a microphone before raising your hand
  - Make sure all audio settings in the computer are un-muted and speakers are turned down before talking

- **Question & Answer**
  - Question & Answer session will be held at the end of the Webinar
  - Raise your hand to ask a question
  - All text messages are logged
  - Text questions will be posted in a Q&A document after the Webinar
  - If you are using a phone the audio pin number must be typed in correctly before you can talk

- **Troubleshooting**
  - If you are disconnected from the Webinar at any time you can click the link that was provided to you in your email or you can re-register for the Webinar to gain access
  - If you are listening via phone and close out of the Webinar on your computer, you will be disconnected
Overview of the Student Information System (SIS)

- **SIS Functions**
  - Assigns a unique student identifier (SID)
  - Collects demographic, enrollment, performance, and program participation data for each student
  - Interfaces with internal ISBE Systems
  - Tracks students from school/facility to school/facility and district to district within the state
  - Provides schools, districts, and facilities the ability to report timely and accurate data/information through standardized reporting capabilities
Overview of the Student Information System (SIS)

- Provide better quality data to drive more enlightened policy decisions resulting in enhanced educational opportunities for all children

- Reduce data collection burden on schools, districts, and facilities

- Enhance the use and relevance of state data by districts and schools

- Respond to the accountability and reporting requirements of NCLB and other federal and state education programs
## Overview of the Student Information System (SIS)

<table>
<thead>
<tr>
<th>ISBE SIS Project</th>
<th>Student Data Collected</th>
<th>School Year</th>
</tr>
</thead>
</table>
| **Pilot**        | ● Student Demographics  
                   |   ● Student Enrollment  
                   |   ● Student Program Indicators                             | 2005        |
| **Implementation** | ● Student Demographics  
                   |   ● Student Enrollment  
                   |   ● Student Program Indicators                             | 2006        |
|                   | ● Student Assessment (Pre-Identification and Score Data)  
                   |   ○ ISAT  
                   |   ○ IMAGE  
                   |   ○ PSAE  
                   |   ○ IAA                                           |             |
| **Implementation** | ● ACCESS Test                          | 2007        |
| **Implementation** | ● English Language Learners (ELL)                          | 2008        |
| **Pilot**         | ● Early Childhood (3-5)                                                                 | 2008        |
## Overview of the Student Information System (SIS)

<table>
<thead>
<tr>
<th>ISBE SIS Project</th>
<th>Student Data Collected</th>
<th>School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation</td>
<td>● Early Childhood (3-5)● Early Childhood Outcomes ● Pre-K Follow-Up ● Fall Enrollment Counts ● Missing Persons Report ● Student Discipline</td>
<td>2009</td>
</tr>
<tr>
<td>Implementation</td>
<td>● Homeless ● Fall Enrollment Counts Used to Generate Funding ● End of Year Report ◦ Student Suspensions ◦ Student Expulsions ◦ High School Dropouts ◦ High School Graduates</td>
<td>2010</td>
</tr>
<tr>
<td>Implementation</td>
<td>● ELL Screener Data ● LEP Validation upon Enrollment against previous year ACCESS Scores ● Enrollment Comparison reports ● Student Course Assignment ● Outside Course Assignment</td>
<td>2011</td>
</tr>
<tr>
<td>Implementation</td>
<td>● Teacher Course Assignment ● Birth to 3</td>
<td>2012</td>
</tr>
</tbody>
</table>
Overview of the Student Information System (SIS)

- **Function to request unique SID**
  - 9 digit numeric
  - No leading zeros
  - No repeatable sequence of 3 numbers
  - Never reused or reassigned

- **Collect student demographic, enrollment, and program indicator data when requesting a SID**

- **Request SID online or through batch process**
Overview of the Student Information System (SIS)

- **Home school RCDTS validations**
  - Only Home School/Facility Districts may add/update student data
  - Home RCDTS codes can **not** end in 0000, 90xx, 93xx, or 92xx
    - Private facilities 0000 ending codes, should contact the ISBE Helpdesk
  - Home RCDTS for Entry/ Grade Levels 01 through 12 can **not** be a 3000 school

- **RCDTS breakdown**
  - R  Region Code  2 Characters
  - C  County Code  3 Characters
  - D  District/Serving Entity Code  4 Characters
  - T  Type Code  2 Characters
  - S  School Code  4 Characters
Overview of the Student Information System (SIS)

Requesting a new RCDTS code

- Prevention Initiative programs that are NOT school district programs will need to be assigned an additional RCDTS code so that they can be in SIS.
- There is a template located at www.isbe.net/sis under Materials in the Birth to 3 Training section. See Below:
Overview of the Student Information System (SIS)

Requesting a new RCDTS code

- You will need to fill out the below template for each (non-public school district) site that you operate the Prevention Initiative Program. Email the completed template(s) to the Early Childhood inbox at earlychi@isbe.net

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Entity RCDTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Center/Serving:</td>
<td></td>
</tr>
<tr>
<td>Category E - RCDTS:</td>
<td></td>
</tr>
<tr>
<td>Street Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td></td>
</tr>
<tr>
<td>County:</td>
<td></td>
</tr>
<tr>
<td>Zip:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Vendor:</td>
<td></td>
</tr>
<tr>
<td>Contact:</td>
<td></td>
</tr>
</tbody>
</table>

Illinois State Board of Education, Division of Early Childhood

September 2011
Data Quality

- Increased importance providing accurate student enrollment data!
  - Enrollment Start and End dates
  - Grade Level
  - Home School RCDTS (School where student resides)
  - Serving School RCDTS (School where student attends, the course is being taught and the Teacher is assigned)
  - Student can have only one Home school RCDTS but multiple Serving schools (Area Career Centers, Special Education Private Facilities, etc)

- Why?
  - Student Course Assignment
  - Teacher Course Assignment
  - Vocational Funding
  - Student Discipline
Data Quality

- **Importance of Data Accuracy**
  - Fall Enrollment Counts data used for calculations of school district funding. This includes:
    - Demographic
    - Enrollment
    - Program Indicator
    - Early Childhood
    - ELL
    - Homeless

- **School Performance**
  - ACCESS Scores
  - AYP
  - School Report Card

- **End Of Year**
  - Demographic
  - Enrollment
    - Graduation
    - Drop Out
  - Program Indicator
  - Early Childhood
  - Student Discipline
    - Suspensions
    - Expulsions
Accessing ISBE SIS

- Access ISBE SIS through IWAS, ISBE’s Web Application Security System
- Link to IWAS from the ISBE Homepage at www.isbe.net
- An IWAS User Guide is available on the IWAS Login Screen
Accessing ISBE SIS

News Items

New Entity Profile System is available!

This year, the Spring Update of COD information will not be mailed to live a new system available named...

Changes in IWAS Administrative Accounts

Many organizations that do electronic business with ISBE have new ad affect on July 1.

Public School District Consolidations/Affiliations/Convergence and

If your public school district is going through consolidation or annexation, it's interested to you...

Managing IWAS Accounts – Has anyone left your organization?

Has anyone left your organization recently? Do they still have access to...
Accessing ISBE SIS

- SIS Home Screen
Online Process
Request New SID

- **Mandatory**
  - Legal Last Name
  - Legal First Name
  - Legal Middle Name
  - Date of Birth
  - Gender
  - Race / Ethnicity
  - Native Language
  - Home Language

- **Optional**
  - Birth Place Name
  - Mother’s Maiden Name
  - Lineage (Suffix – Jr., III)
Request New SID – Demographic Data

- **Demographic Validations**
  - **Date of Birth**
    - Format mm/dd/yyyy
    - Birth to 3 students - Student must be less than 3 years of age and must be born on or before the Enrollment date
  - **Name Fields**
    - May only contain alpha characters with the exception of hyphens and spaces
    - Periods, commas, and apostrophes are not accepted
    - Middle Name Exception: Asterisk is accepted for no legal middle name
    - Space or apostrophe in names such as O’Brien should be removed and submitted as O’Brien
    - If Hispanic Children use Mother’s Maiden name follow with a hyphen (-) then the Father’s Last Name, no spaces
Enrollment - Validations

- **Enrollment Validations**
  - A student may only be actively enrolled in one Home School
  - FTE must = 1.0
  - School Year may only be the current year
  - Enrollment Date must be in the mm/dd/yyyy format and within the date range of July 1 to July 31 for the current School Year
  - Enrollment Date cannot be future date
  - Student may only be entered “Original entry to US schools” one time
  - Home school can not end in 0000, 92xx, 93xx, or 90xx
Enrollment - Validations

- Enrollment Validations - Continued
  - Validates the “Enrollment Date” must be greater than the student’s previous “Exit 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 attendance.
  - Enrollment Date, FTE, Home School, Serving School, and Grade Level can not be updated. Student must first be exited.
  - Validates Serving RCDTS can not end in “9000”
Request New SID – Mandatory Data

- **Mandatory**
  - RCDTS for Home School
  - RCDTS for Serving School
  - Enrollment Date for Serving
  - Enrollment Type for Serving
  - Entry/Grade Level for Serving
  - School Year for Serving
  - Full-Time Equivalency (FTE) for Serving

- **Possible Outcomes**
  - No match, new SID is assigned
  - One to 10 Potential Matches
  - More than 10 Potential Matches
Request New SID

- Home Screen
Request New SID

- Search Student
Request New SID

- No Match Found
Request New SID

- Enter Student School and Enrollment Data
Request New SID - Program Indicators Validations

- Mandatory – Birth to 3 Indicators
  - Homeless Indicator
  - Native Language – Mother’s Native Language
  - Home Language – Mother’s Home Language
  - Migrant Indicator
  - Free or Reduced Price Lunch (FRL) / Low Income Indicator
Request New SID – Program Indicator Validations

- When enrolling a Birth to 3 student (Grade Level “00”), the following mandatory fields will be set to “02” or “No” when the file is processed. Online they will be forced “No” and grayed out.
  - Title 1 Indicator
  - Individualized Education Program (IEP) Indicator
  - Eligible for Immigrant Education Program
  - Career/Tech Ed Indicator
  - SES Indicator
  - LEP Indicator
  - Century 21 Indicator
- The following optional Program Indicators will also be set to “No” and grayed out online.
  - Reading First (1st) Indicator
  - Reading Improvement Block Grant Program
Request New SID

- Select Mandatory Program Indicators
Request New SID

- Review Screen
Request New SID

- New SIS has been assigned

![Image of Student Information System interface showing new SID details]
Entering Birth to 3 Data

- **Student Enrollment Screen**
# Entering Birth to 3 Data

- **Birth to 3 Indicator Screen**

![Screen Shot](image)

### Student Information System
**Birth to 3 Data**

- **SID**: 875718893
- **Legal Last Name**: Smith
- **Legal First Name**: Rebecca
- **Middle Name**: 

### Mandatory Indicators

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Program Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>EI Number</td>
<td>Program Model</td>
</tr>
<tr>
<td>Service Location (Modality) for Prevention Initiative Programs</td>
<td>Screening for Eligibility Tool</td>
</tr>
<tr>
<td>Total Number of Home Visits During the Year</td>
<td>Student Born with a Low Birth Weight?</td>
</tr>
<tr>
<td>Total Number of Parent Groups/Session Attended During the Year</td>
<td>Is Student Living in a Foster Home?</td>
</tr>
<tr>
<td>Total Number of Hours of Services for Student Per Week (Center Based Setting)</td>
<td>Was Parent Married at Time of Student’s Birth?</td>
</tr>
<tr>
<td>Student’s Family is Receiving Child Support?</td>
<td>Biological Mother’s Date of Birth</td>
</tr>
<tr>
<td>Student’s Family is Receiving TANF?</td>
<td>Student’s Family is Receiving WIC?</td>
</tr>
<tr>
<td>Student’s Family is Receiving Food Stamps?</td>
<td>Student’s Family is Receiving Housing Subsidy?</td>
</tr>
</tbody>
</table>

### Actions
- **Exit**
- **Cancel**

---

Have questions or need help? Contact our Call Center (217)559-2600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us.

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Entering Birth to 3 Data

- Birth to 3 Mandatory Indicators
  - All mandatory Birth to 3 data elements and definitions can be found at:
    
    http://www.isbe.net/sis/html/data_elements.htm
Entering Birth to 3 Data

- Birth to 3 Submit Screen
Entering Birth to 3 Data

- Birth to 3 data has been successfully updated
Edit Birth to 3 Data

- Search SID
Edit Birth to 3 Data

- Click “View Details”
Edit Birth to 3 Data

- Select Student Enrollment
Edit Birth to 3 Data

- Student Enrollment Screen - Click “View/Edit Birth to 3”
Edit Birth to 3 Data

- Click “Edit”

![Student Information System](image_url)

### Birth to 3 Indicators

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Value</th>
<th>Program Model</th>
<th>Prevention Initiatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>EI Number</td>
<td>123456</td>
<td>Program Model</td>
<td>Prevention Initiative (Center Based)</td>
</tr>
<tr>
<td>Service Location (Modality) for Prevention Initiative Programs</td>
<td>Child’s Home</td>
<td>Screening for Eligibility Tool</td>
<td>Brillance Screening (Birth To Three edition)</td>
</tr>
<tr>
<td>Total Number of Home Visits During the Year</td>
<td>10</td>
<td>Student Born with a Low Birth Weight?</td>
<td>Yes</td>
</tr>
<tr>
<td>Total Number of Parent Group/Sessions Attended During the Year</td>
<td>10</td>
<td>Is Student Living in a Foster Home?</td>
<td>No</td>
</tr>
<tr>
<td>Total Number of Hours of Services for Student Per Week (Center Based Setting)</td>
<td>30</td>
<td>Was Parent Married at Time of Student’s Birth?</td>
<td>No</td>
</tr>
<tr>
<td>Student’s Family is Receiving Child Support?</td>
<td>No</td>
<td>Biological Mother’s Date of Birth</td>
<td>01/01/1980</td>
</tr>
<tr>
<td>Student’s Family is Receiving TANF?</td>
<td>Yes</td>
<td>Student’s Family is Receiving WIC?</td>
<td>No</td>
</tr>
<tr>
<td>Student’s Family is Receiving Food Stamps?</td>
<td>No</td>
<td>Student’s Family is Receiving Housing Subsidy?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

[Edit button highlighted]
Edit Birth to 3 Data

- Make necessary changes then click “Next”
Edit Birth to 3 Data

- Click “Submit” to submit Birth to 3 changes

---

### Student Information System

**Birth to 3 Data**

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
<th>Model</th>
<th>Initiative</th>
</tr>
</thead>
<tbody>
<tr>
<td>EI Number</td>
<td>123456</td>
<td>Program Model</td>
<td>Prevention Initiative</td>
</tr>
<tr>
<td>Service Location (Modality) for Prevention</td>
<td>Child’s Home</td>
<td>Screening for Eligibility Tool</td>
<td>Center Based (Ages and</td>
</tr>
<tr>
<td>Initiative Programs</td>
<td></td>
<td></td>
<td>Stages)</td>
</tr>
<tr>
<td>Total Number of Home Visits During the Year</td>
<td>15</td>
<td>Student Born with a Low Birth</td>
<td>Yes</td>
</tr>
<tr>
<td>Total Number of Parent Group/Sessions Attended</td>
<td>10</td>
<td>Was Parent Married at Time of</td>
<td>No</td>
</tr>
<tr>
<td>During the Year</td>
<td></td>
<td>Student’s Birth?</td>
<td>No</td>
</tr>
<tr>
<td>Total Number of Hours for Student Per Week</td>
<td>30</td>
<td>Biological Mother’s Date of</td>
<td>No</td>
</tr>
<tr>
<td>(Center Based Setting)</td>
<td></td>
<td>Birth</td>
<td>Student’s Family is</td>
</tr>
<tr>
<td>Student’s Family is Receiving Child Support?</td>
<td>No</td>
<td>Receiving WIC?</td>
<td>No</td>
</tr>
<tr>
<td>Student’s Family is Receiving TANF?</td>
<td>No</td>
<td>Student’s Family is Receiving</td>
<td>Yes</td>
</tr>
<tr>
<td>Student’s Family is Receiving Food Stamps?</td>
<td>No</td>
<td>Housing Subsidy</td>
<td></td>
</tr>
</tbody>
</table>

Submit: [Submit] | Change: [Change] | Cancel: [Cancel]
Edit Birth to 3 Data

- Birth to 3 data has been successfully updated
Exit Birth to 3 Student

- Click “Exit Enrollment”
Exit Birth to 3 Student

- Exit Enrollment Screen
Exit Birth to 3 Student

- Exit Enrollment Details Screen
Exit Birth to 3 Student

- Exit Review Screen
Exit Birth to 3 Student

- Student has been successfully exited
Batch Process
Batch Process Overview

- Upload/Download File via IWAS/SIS
- Only Accessible by RCDT Administrator
- File Format is Validated Upon Upload
- Email Sent When File is Ready for Download
- Original Data is Returned, plus the Following Data for Each Record:
  - New or Returned (Existing) SID
  - Result Code
  - Result Message
Batch Process Overview

Adding Data to the Excel Template

- Batch file may contain multiple schools (District-wide)
- Batch file may contain all students (existing and new) or only new students when requesting SID
- File may be submitted as many times as required
- To update Demographic, Enrollment, or Program Indicator data, the SID, the Home RCDTS, the Serving RCDTS, and at least one of the following must match an existing record for the system to update the data:
  - Legal Last Name
  - Legal First Name
  - Date of Birth
Batch Process Overview

Creating a .csv upload file

- The first step in creating a .csv file for batch upload is to download the correct template from:
  - Both Windows and Mac Templates are available depending on the operating system that is being used
- Save the template file directly to a location on your computer. Example: On your Desktop
Batch Process Overview

- The batch process complete step by step tutorial can be found in the ISBE Student Information System Training Presentation located under the SIS Archived Webinars and Presentations. Here is a direct link:
  - [http://www.isbe.net/sis/html/archived_meetings.htm#train0811](http://www.isbe.net/sis/html/archived_meetings.htm#train0811)

- There are also tips and steps that can be located on the templates page:
SIS Reports
SIS Reports

- SIS Home Screen – Click “Reports”
SIS Reports

- View Report Screen
SIS Reports

- Creating a Student Enrollment Summary Report
SIS Reports

- Enrollment Summary Report - Criteria Screen
SIS Reports

- Open Report
### Illinois State Board of Education

**Student Information System**

**Active Enrollment (Summary) for School Year**

Home School / District RCDTS: 50082090004  
Home School / District Name: O Fallon CCSD 90  
Selection Criteria: Currently Enrolled Students Only

<table>
<thead>
<tr>
<th>Grade</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-K</td>
<td>155</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>359</td>
</tr>
<tr>
<td>1 - Grade 1</td>
<td>333</td>
</tr>
<tr>
<td>2 - Grade 2</td>
<td>371</td>
</tr>
<tr>
<td>3 - Grade 3</td>
<td>356</td>
</tr>
<tr>
<td>4 - Grade 4</td>
<td>385</td>
</tr>
<tr>
<td>5 - Grade 5</td>
<td>373</td>
</tr>
<tr>
<td>6 - Grade 6</td>
<td>409</td>
</tr>
<tr>
<td>7 - Grade 7</td>
<td>426</td>
</tr>
<tr>
<td>8 - Grade 8</td>
<td>433</td>
</tr>
</tbody>
</table>

**Total** 3,600
SIS Reports

- Creating a Student Enrollment Detail Report
SIS Reports

- Enrollment Detail Report – Criteria Screen
SIS Reports

- Open Report

![File Download dialog box](image.png)
# Enrollment Detail Report

## Student Enrollment Detail Report

**Illinois State Board of Education**  
**Student Information System**  
**Active Enrollment (Detail) for School Year**

<table>
<thead>
<tr>
<th>SID</th>
<th>Last</th>
<th>First</th>
<th>Date of Birth</th>
<th>Home School</th>
<th>Serving School</th>
<th>Grade</th>
<th>FTE</th>
<th>Year</th>
<th>IEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>999999999</td>
<td>Smith</td>
<td>John</td>
<td>01/01/2006</td>
<td>999999999999999999</td>
<td>999999999999999999</td>
<td>3 - Grade 3</td>
<td>1.00</td>
<td>2010</td>
<td>N</td>
</tr>
<tr>
<td>999999999</td>
<td>Smith</td>
<td>John</td>
<td>01/01/2006</td>
<td>999999999999999999</td>
<td>999999999999999999</td>
<td>3 - Grade 3</td>
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<td>John</td>
<td>01/01/2006</td>
<td>999999999999999999</td>
<td>999999999999999999</td>
<td>3 - Grade 3</td>
<td>1.00</td>
<td>2010</td>
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<td>John</td>
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</tbody>
</table>

Page 1 of 19
SIS Reports

- Individual Student Report
SIS Reports

- Individual Student Report

![Image of SIS Reports interface showing an option to enter SID and search for individual student reports.](image-url)
SIS Reports

- Individual Student Report – Select Report Type
SIS Reports

- Individual Student Report – Open Report
SIS Reports

- Individual Student Report

Student Demographics and Enrollment Report

Student ID: 875718893
Smith, Rebecca

Current Student Demographics

<table>
<thead>
<tr>
<th>Lineage:</th>
<th>Homeless Indicator:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth Date: 01/01/2010</td>
<td>Career/TechEd Indicator: N</td>
</tr>
<tr>
<td>Gender: F</td>
<td>Migrant Indicator: N</td>
</tr>
<tr>
<td>Race: White</td>
<td>SES Indicator: N</td>
</tr>
<tr>
<td>Native Language: English</td>
<td>LEP Indicator: N</td>
</tr>
<tr>
<td>Home Language: English</td>
<td>IEP Indicator: N</td>
</tr>
<tr>
<td>Mothers Maiden Name:</td>
<td>FRL/Low Income Indicator: N</td>
</tr>
<tr>
<td>Birth Place:</td>
<td>Century 21 Indicator: N</td>
</tr>
<tr>
<td>Title One: Not a Participant in Title I Program (13)</td>
<td>Reading First: N</td>
</tr>
<tr>
<td></td>
<td>Reading Improvement: N</td>
</tr>
</tbody>
</table>

2012 Student Enrollment

<table>
<thead>
<tr>
<th>Enrollment Date: 08/30/2011</th>
<th>Grade Level: Birth to 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Type: Original entry into a U.S school</td>
<td>FTE: 1.00</td>
</tr>
<tr>
<td>Home District: 500821890220000</td>
<td>East St Louis SD 189</td>
</tr>
<tr>
<td>Home School: 500821890223006</td>
<td>Vivian Adams Early Child Ctr</td>
</tr>
<tr>
<td>Serving School: 500821890223006</td>
<td>Vivian Adams Early Child Ctr</td>
</tr>
<tr>
<td>Exit Date: 09/08/2011</td>
<td>Exit Type: Dropped Out</td>
</tr>
</tbody>
</table>
Request File
Request File

- Request District-Wide Student Data Files
  - Exit Enrollment
    - Request a file to exit all enrollments at the end of the School Year
  - Early Childhood
    - Request a file to add or update Early Childhood data
  - Demographics
    - Request a file to add or update Demographics, Program Indicators, and Enrollment data
  - Demographics and Early Childhood
    - Request a file to add or update Demographics, Program Indicators, Enrollment, and Early Childhood data
  - ELL
    - Request a file to add or update ELL data
Request File

- **Pre-K Follow Up**
  - Request a file to add or update Pre-K Follow-Up data

- **Early Childhood Outcomes**
  - Request a file to add or update Early Childhood Outcomes data

- **Homeless**
  - Request a file to add or update Homeless data

- **Birth to 3 – Will be added.**
  - Request a file to add or update Birth to 3 data
Request File

- SIS Homepage – Request File – Student Demographic

This screen provides a user access to request files from the Student Information Systems. Templates for these files are available at www.isbe.net/sis.
Request File

- Request File - Successful

Student Information System
Request File

Your request has been successfully submitted. Your request for a district Student Demographics update file will be processed overnight. The file may be downloaded from the Download File screen once it is ready.

This screen provides a user access to request files from the Student Information Systems. Templates for these files are available at www.isbe.net/sis.

The following are the types of files a user may request from SIS:
- Student Demographics
Request File

- Download File Link – To Retrieve Request File
Request File

- Example Birth to 3 will available
ISBE SIS Resources

- ISBE SIS Resource Materials
  - Located on the ISBE SIS webpage at www.isbe.net/sis/
    - ISBE SIS Announcements
    - User Manual
    - File Format Layouts
    - Excel Templates
      - Tips for Completing *(Data Collection Name)* Template
      - Steps for Creating and Uploading *(Data Collection Name)*
  - Data Elements
  - Archived Meetings and Presentations
  - Frequently Asked Questions
ISBE Contact Information

- ISBE Help Desk
  - (217) 558-3600
  - helpdesk@isbe.net

- ISBE SIS Information Website
  - www.isbe.net/sis
Notice – This Webinar is being Recorded

This call is being recorded. Please do not provide any Student, Personal or Vendor information.