Illinois State Board of Education

Statewide SIS Training
<table>
<thead>
<tr>
<th>Agenda</th>
<th>Slide #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome / Introductions</td>
<td>3</td>
</tr>
<tr>
<td>Objectives</td>
<td>4</td>
</tr>
<tr>
<td>ISBE Resource Materials</td>
<td>5</td>
</tr>
<tr>
<td>ISBE Contact Information</td>
<td>6</td>
</tr>
<tr>
<td>Overview of the Student Information System (SIS)</td>
<td>7 – 16</td>
</tr>
<tr>
<td>Data Quality</td>
<td>17 – 19</td>
</tr>
<tr>
<td>Accessing ISBE SIS</td>
<td>20 – 22</td>
</tr>
<tr>
<td>Batch Process Overview</td>
<td>23 – 65</td>
</tr>
<tr>
<td>Online Process Overview</td>
<td>66 – 250</td>
</tr>
<tr>
<td>Reports</td>
<td>251 – 272</td>
</tr>
<tr>
<td>ISBE Contact Information</td>
<td>273</td>
</tr>
</tbody>
</table>
Welcome/Introductions

- **ISBE Key Team Members**
  - Don Evans  Chief Operating Officer and Director of Human Resources
  - John Shake  Division Administrator/Director, Information Technology
  - Brent Engelmann  Division Supervisor, Information Technology
  - Peter Godard  Chief Performance Officer
  - Deborah Trueblood  Division Supervisor, Data Analysis and Accountability

- **Presenters**
  - Howard Hammel  SIS Project Manager
  - Adam Lowery  SIS Business Analyst
  - Keith Goeckner  SIS Business Analyst
Objectives

- We present 91 slides an hour (not including a break!!!!)
- Where do I go to update SIS data?
  - Update local student software package and send updates
  - Search SID – Enrollment tab – 90%
- What’s due and when is it due?
- Why can’t I exit a student’s enrollment?
  - Missing Data
- SIS is a pattern driven system, new collections will function the same as old collections:
  - Online
  - Batch Files
  - Reports
ISBE SIS Resources

- Where do I go to obtain SIS resource documents?
  - Located on the ISBE SIS webpage at [www.isbe.net/sis/](http://www.isbe.net/sis/)
    - ISBE SIS Announcements
    - User Manual
    - Validations Document
    - 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

- Where can I get help?
  - ISBE Help Desk
    - (217) 558-3600
    - help@isbe.net
  - ISBE SIS Information Website
    - www.isbe.net/sis
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

<table>
<thead>
<tr>
<th>ISBE SIS Project</th>
<th>Student Data Collected</th>
<th>School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pilot</td>
<td>Student Demographics</td>
<td>2005</td>
</tr>
<tr>
<td></td>
<td>Student Enrollment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Program Indicators</td>
<td></td>
</tr>
<tr>
<td>Implementation</td>
<td>Student Demographics</td>
<td>2006</td>
</tr>
<tr>
<td></td>
<td>Student Enrollment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Program Indicators</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Assessment (Pre-Identification and Score Data)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ISAT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IMAGE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSAE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IAA</td>
<td></td>
</tr>
<tr>
<td>Implementation</td>
<td>ACCESS Test</td>
<td>2007</td>
</tr>
<tr>
<td>Implementation</td>
<td>English Language Learners (ELL)</td>
<td>2008</td>
</tr>
<tr>
<td></td>
<td>Early Childhood (3-5) (Pilot)</td>
<td></td>
</tr>
<tr>
<td>Implementation</td>
<td>Early Childhood (3-5)</td>
<td>2009</td>
</tr>
<tr>
<td></td>
<td>Early Childhood Outcomes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pre-K Follow-Up</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fall Enrollment Counts</td>
<td></td>
</tr>
</tbody>
</table>
# Overview of the Student information System

<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>Homeless</td>
<td>2010</td>
</tr>
<tr>
<td></td>
<td>Fall Enrollment Counts Used to Generate Funding</td>
<td></td>
</tr>
<tr>
<td></td>
<td>End of Year Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Suspensions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Expulsions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>High School Dropouts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>High School Graduates</td>
<td></td>
</tr>
<tr>
<td>Implementation</td>
<td>ELL Screener Data</td>
<td>2011</td>
</tr>
<tr>
<td></td>
<td>LEP Validation upon Enrollment against Previous Year ACCESS Scores</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enrollment Comparison reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Course Assignment (Grades 9-12)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outside Course Assignment (Grades 9-12)</td>
<td></td>
</tr>
<tr>
<td>Implementation</td>
<td>Teacher Course Assignment (Grades 9-12)</td>
<td>2012</td>
</tr>
<tr>
<td></td>
<td>Birth to 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adjusted Cohort Graduation Rate</td>
<td></td>
</tr>
</tbody>
</table>
# Overview of the Student Information System

<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>Birth to 3 Caregiver Demographic Information</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Course Assignment (Grades K-8)</td>
<td>2013</td>
</tr>
<tr>
<td></td>
<td>Teacher Course Assignment (Grades K-8)</td>
<td></td>
</tr>
<tr>
<td>Implementation</td>
<td>Regional Safe Schools Program (RSSP)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>High School Students Taking Community College Courses</td>
<td>2014</td>
</tr>
<tr>
<td></td>
<td>ELL Screener Mandatory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Early Childhood Outcomes (ECO) Progress Ratings</td>
<td></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 User Access Levels

<table>
<thead>
<tr>
<th>Functions</th>
<th>View Only</th>
<th>General User</th>
<th>District Admin</th>
<th>Superintendent</th>
<th>ISBE Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Users</td>
<td>1,403</td>
<td>2,579</td>
<td>5,473</td>
<td>1,304</td>
<td>51</td>
</tr>
<tr>
<td>Grant User Access</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Search SID</td>
<td>View Only</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Request New SID</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Adjusted Cohort</td>
<td>View Only</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Assessment</td>
<td>View Only</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birth to 3</td>
<td>View Only</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Discipline</td>
<td>View Only</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Early Childhood</td>
<td>View Only</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Outcomes</td>
<td>View Only</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>ELL</td>
<td>View Only</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>ELL Screener</td>
<td>View Only</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
# Overview of the Student Information System

## SIS User Access Levels

<table>
<thead>
<tr>
<th>Functions</th>
<th>View Only</th>
<th>General User</th>
<th>District Admin</th>
<th>Superintendent</th>
<th>ISBE Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exit Enrollment</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Outside Course Assignment</td>
<td>View Only</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Participant Demographic</td>
<td>View Only</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Student Course Assignment</td>
<td>View Only</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Teacher Course Assignment</td>
<td>View Only</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>High school Students taking Community College Courses</td>
<td>View Only</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Regional Safe School Program</td>
<td>View Only</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Upload file</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Download file</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reports</td>
<td>View Only</td>
<td>X</td>
<td>X</td>
<td></td>
<td>View Only</td>
</tr>
<tr>
<td>Request file</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Overview of the Student Information System

- Increased importance of providing accurate student enrollment data!
  - Enrollment Start and End Dates
  - Grade Level
  - Home School RCDTS *(School for the area where the student resides)*
  - Serving School RCDTS *(School where the 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, Regional Safe Schools, etc.)*

- Why?
  - Student Course Assignment
  - Teacher Course Assignment
  - Student Discipline
  - High School Students Taking Community College Courses
  - AYP
  - Kindergarten Development Survey (KIDS)
  - Employment Information System (EIS)
  - Regional Safe School Funding
  - Special Education Claims
  - E-Report Card
  - Vocational Funding
Overview of the Student Information System (SIS)

- **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
    - Prevention Initiative Participant Demographic
  
  - **School Performance**
    - ACCESS Scores
    - AYP
    - School Report Card

- **Adjusted Cohort Graduation Rates**

- **End Of Year**
  - Demographic
  - Enrollment
    - Graduation Rate
    - Drop Out
  - Program Indicator
  - Birth to 3
  - Early Childhood
  - Student Discipline
    - Suspensions
    - Expulsions
Data Quality

- **Out-placed students receiving services**
  - If students reside in your district but are being served outside of your district, ensure you are communicating with the school where the student is being educated (serving school). All information regarding a student is reported by the home district to SIS.
  
  - Serving locations such as Regional Safe schools, Area Career Centers, Public and Non-Public Special Education Centers (etc.) **must** communicate with the home district to report student information to ISBE by the requested deadlines. Failure to do so could impact funding.
Data Quality

- Preventing Multiple SIDs
  - Once a State ID is assigned to a student, the SID must be included in all future submissions to SIS
  - If you obtain a State ID online or from another district, enter the SID into your local Software Administrative Package
  - If you need to update one or more of the Student Demographic fields, include the State ID in the batch file to prevent creation of a new SID for the student
Data Quality

- **Multiple SID Removal**
  - Identify the SID to Keep and the SID to Delete
  - Exit all enrollments associated with SID to Delete. SID to Keep must be actively enrolled by the district submitting the Multiple SID Template.
  - Download the Multiple SID template, Tips, and Steps from the [www.isbe.net/sis](http://www.isbe.net/sis) website and enter mandatory data into the template
  - Upload the Multiple SID .csv file to SIS
  - The Multiple SID file will be returned to the user’s SIS “Download File” link with result codes and result messages appended to the individual student records
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

This year, the Spring Update of CDS information will not be mailed to districts; a new system will be released...

Many organizations that do electronic business with ISBE have new address changes as of July 1...

If your public school district is going through consolidation or annexation, it may affect 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 Homepage
Batch Process Overview
Batch Process Overview
Batch Process Overview

- Upload/Download File via IWAS/SIS
- Only Accessible by District 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

What is a Batch File?

- Created with the SIS Excel Templates or exported using a Local Student Management Software
- May contain multiple schools (District-wide)
- May contain all students (existing and new) or only new students when requesting SID. Teacher Course Entry/ Exit formats may contain only Teachers with existing IEINs
- File may be submitted as many times as required
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
- For our example we are going to create a “Student Demographic Enrollment” file for a Windows user
- Use the mouse and right click on the link “Student Demographic Enrollment” and choose “Save Target As”
- Save the file directly to a location on your computer where you will remember where the file is saved. Example: On your Desktop
Batch Process Overview

SIS Homepage – Excel Templates

http://www.isbe.net/sis/html/excel_templates.htm
Batch Process Overview

Expand Student Demographics Enrollment

- Assessment Score
- Birth to 3 (5/26/11)
- Demographics and Early Childhood (Updated 9/19/11)
- Early Childhood (Updated 9/19/11)
- Early Childhood Outcomes
- ELL
- ELL Screener (Updated 5/26/12)
- Exit Enrollment
- Homeless
- Multiple SID
- Outside Course Assignment (Updated 5/10/13)
- Pre-K Follow-Up
- Student Course Assignment (Updated 4/7/11)

- Student Demographics Enrollment
  - Windows User Template
  - Mac User Template
  - Tips for Completing the Student Demographics Enrollment User Template
  - Steps for creating and uploading the Student Demographics Enrollment User Template

- Student Discipline
  - Teacher Course Assignment Entry (Updated 7/25/11)
  - Teacher Course Assignment Exit (Updated 7/26/11)
  - Archive
Batch Process Overview

Student Demographic – Save Target As
Batch Process Overview

Save As – Save File to Local Desktop Location
Batch Process Overview

Open the Demographic Enrollment Template

- The Demographic Enrollment Template file that was saved to our desktop.
- The screenshot below is from the open template.

![Demographic Enrollment Template](image)
# Batch Process Overview

## Updating the Header Row – Cells B1 through E1

*Note: Header row must be updated or file will not upload*
Excel Template Tips

- **Row # 1 – Updating the Header Row**

  - **Column A, Row 1 (A1) – File Type (Student Demographics, etc.)**
    - This cell cannot be updated

  - **Column B, Row 1 (B1) – Number of Student Records**
    - This cell needs to be updated with a number. (Though it is intended for a record count, it just requires a number - you can even use the number 1 if you want.)

  - **Column C, Row 1 (C1) – File Name**
    - This cell contains the file name and must end in .csv
    - The file name in this cell must be the same name used for the actual .CSV file when you perform the ‘Save As’ action later

  - **Column D, Row 1 (D1) – File Sent Date**
    - The date the file is being uploaded, in mm/dd/yyyy format

  - **Column E, Row 1 (E1) – RCDTS of User Submitting File (15 digits)**
    - 15 digit RCDTS number of the user that is submitting the file
Batch Process Overview

Updating the Header Row – Cells B1 through E1

Note: Header row has been updated. Again, the header row must be updated or the file will not upload.
Batch Process Overview

Adding Data to the Excel Template

- Data can be added to the template by typing it in or pasting the data from another source.
- Always use Paste Special “Values” when pasting into the templates.
- To request a file, first login to SIS and Click the “Request File” link.
- For this example we are creating a Demographic Enrollment file.
Batch Process Overview

Request File – To get data
Batch Process Overview – 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
Batch Process Overview – Request File

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

- **Participant Demographic**
  - Request a file to add or update participant Demographic data

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

- **Teacher Course Assignment Entry and Exit**
  - Request a file to add or update Teacher Course Entry and Exit data

- **Student Course Assignment**
  - Request a file to add or update Student Course Assignment data
Batch Process Overview – Request File

- **ACCESS Scores**
  - Request for an ACCESS Score File

- **Assessment**
  - Request the following Assessment files for reviewing, adding or updating assessment data for students in Entry/Grade Levels 3 – 8, 11 and 12:
    - Assessment Pre-ID
    - Assessment Correction
    - Assessment Score (for review purposes only)
    - Explore Pre-ID
    - Plan Pre-ID
Batch Process Overview

SIS Homepage
Batch Process Overview

Request File

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](http://www.isbe.net/sis).

The following are the types of files a user may request from SIS:

- Select File
- [list of files]
  - Adjusted Cohort Graduation Rate
  - Assessment Pre-ID
  - Assessment Correction
  - Assessment Score
  - ACCESS Score
  - Birth To 3
  - Demographics and Early Childhood
  - Early Childhood
  - Early Childhood Outcomes
  - ELL Update
  - ELL Screener
  - Exit Enrollment
  - Explore
  - Homeless
  - Outside Course Assignment
  - Plan
  - Pre-K Follow-Up
  - Student Demographics
  - Student Course Assignment
  - Teacher Course Assignment Entry
  - Teacher Course Assignment Exit

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or [Click here to Contact Us](#)
Batch Process Overview

Download File Link – To Retrieve Requested File
Batch Process Overview

Open the Requested File

Student Information System
Download File

Download Files:

File Name
IBIE_Student Demographics 50082000004.csv : Jun 27, 2013 11:04AM
Demo.csv : Dec 5, 2007 10:51AM
Demo.csv : Dec 5, 2007 10:17AM
Demo.csv : Dec 5, 2007 10:24AM
Demo.csv : Dec 5, 2007 10:17AM
demo_006-4.xml : Sep 27, 2006 10:51AM

Do you want to open or save IBIE_Student Demographics 50082000004.csv (767 KB) from webqa1.isbe.net? Open Save Cancel
Batch Process Overview

Request File Data

- This is the data that will be copied for pasting into the template
### Batch Process Overview

- **Copying from the Request File**
  - When copying from the Request File, be sure to highlight the data only – if you highlight any extra cells it will not paste correctly into the template.
Excel Template Tips

- **Pasting data into the template**
  - Switch over to the template that we have downloaded
  - Right click in cell A3 (this is just the example row, it contains sample SID number 123456789)
  - Choose “Paste Special”
  - Then Choose the Radio Button for “Values” and click “OK”
Batch Process Overview

Right click cell A3 and choose “Paste Special”
**Batch Process Overview**

**Paste Special “Values” into Template**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Demographics</td>
<td>1 Demographic_Enrollment_WIN_2011.csv</td>
<td>06/22/2011</td>
<td></td>
<td>500821890222006</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Paste Special dialog box](image)
Batch Process Overview

Template Populated with Data – Make necessary updates to data in .xls only!!!!!

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>SAP ID</td>
<td>Student Last Name</td>
<td>Legal First Name</td>
<td>Legal Middle Name</td>
<td>Lineage Code</td>
<td>Social Security Code</td>
<td>Birth Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>165814207</td>
<td>Bulman</td>
<td>Ted</td>
<td>William</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>793378677</td>
<td>Bradstreet</td>
<td>Tyrone</td>
<td>James</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>915073600</td>
<td>Pizano</td>
<td>Roxie</td>
<td>Lynn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>479331586</td>
<td>Plattner</td>
<td>Hillary</td>
<td>Sue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>641775899</td>
<td>Gehringer</td>
<td>Amy</td>
<td>Ann</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>998984683</td>
<td>Fonda</td>
<td>Mathew</td>
<td>John</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>315602182</td>
<td>Smith</td>
<td>Jeramiah</td>
<td>Wayne</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>641580769</td>
<td>Jones</td>
<td>Lenny</td>
<td>Michael</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>654462039</td>
<td>Eidem</td>
<td>Mitch</td>
<td>Collien</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Batch Process Overview

#### Template Populated with Data continued – Make necessary updates to data in .xls only!!!!!

| Birth Place Name | Reading 1st Indicator | Reading Block Grant Indicator | Title I Indicator | Eligible for Immigrant Education Program | Native Language Indicator | Homless Indicator | Migrant Indicator | Career/TECH FA Indicator | LEP Indicator | FRIL Income Indicator | Parent 2 Indicator | Enrollment Type | Enrollment Date | RCHPS for Home School | RCHPS for Serving School | Entry/Grade Level | School Year | Full Time Equivalent (FTE) | Decimal |
|------------------|-----------------------|-------------------------------|-------------------|-----------------------------------------|--------------------------|------------------|------------------|----------------------------|---------------|---------------------|----------------|----------------|----------------|----------------|-----------------------------|-----------------------------|----------------|-------------|--------------------------|---------|
| GRANITE CITY     | 02                    | 02                            | 01                | 02                                      | 001                      | 001              | 02               | 02 02 02 02               | 01 02 04     | 08/23/2010 | 500821890221025 | 500821890221025 | 06 | 2011 | 1.00 |
| MEXICO           | 02                    | 02                            | 11                | 02                                      | 001                      | 001              | 02               | 02 02 02 02               | 01 02 03     | 08/23/2010 | 500821890221025 | 500821890221025 | 06 | 2011 | 1.00 |
| ILLINOIS         | 02                    | 02                            | 11                | 02                                      | 001                      | 001              | 02               | 02 02 02 02               | 01 02 03     | 08/16/2010 | 500821890221025 | 500821890221025 | 01 | 2011 | 1.00 |
| BELLEVILLE       | 02                    | 02                            | 11                | 02                                      | 001                      | 001              | 02               | 02 02 02 02               | 01 02 03     | 09/01/2010 | 500821890221025 | 500821890221025 | 05 | 2011 | 1.00 |
| ILLINOIS         | 02                    | 02                            | 13                | 02                                      | 001                      | 001              | 02               | 02 02 02 02               | 01 02 03     | 08/16/2010 | 500821890221025 | 500821890221025 | 01 | 2011 | 1.00 |
| USA              | 02                    | 02                            | 11                | 02                                      | 001                      | 001              | 02               | 02 02 01 02               | 01 02 03     | 08/16/2010 | 500821890221025 | 500821890221025 | 04 | 2011 | 1.00 |
| MEXICO           | 02                    | 02                            | 11                | 02                                      | 001                      | 001              | 02               | 02 02 02 02               | 01 02 01     | 11/05/2010 | 500821890221025 | 500821890221025 | 06 | 2011 | 1.00 |
| CENTREVILLE      | 02                    | 02                            | 13                | 02                                      | 000                      | 000              | 02               | 02 02 02 02               | 02 02 03     | 03/16/2011 | 500821890221025 | 500821890221025 | 12 | 2011 | 1.00 |
| CENTREVILLE      | 02                    | 02                            | 13                | 02                                      | 000                      | 000              | 02               | 02 02 02 01               | 01 02 03     | 08/23/2010 | 500821890221025 | 500821890221025 | 03 | 2011 | 1.00 |
Batch Process Overview

Excel Template Tips

- **Save Two Types of Files**
  - In dropdown menu *Save as type*:
    - *Excel Workbook (*.xls)* for all work/edits and backups of original data
    - *CSV (Comma delimited - *.csv)* only for the final “upload” version

- **Tips**
  - Always work within the Excel Template (the “.xls” file) when making any updates or changes to data
  - Do **not** make any changes within the “.csv” file
  - If copying data into the Excel Template, choose: Edit → Paste Special → Values
    - **Note**: Do **not** perform a standard “Paste”, or the necessary file formatting will be lost.
Batch Process Overview

Save your work in the template in the .xls file. You will always make any data changes using the “.xls” file.
Batch Process Overview

Click “Save As” to save a copy of the data as a .csv file (for upload)
Batch Process Overview

Save template data as a CSV (Comma delimited) copy
Batch Process Overview

Save template data (a copy of the data) as a .csv file

Answer “Yes” to the first message box

- Next, close all Excel windows that are open and choose “No” for any other questions. We have already saved all changes.
Batch Process Overview

Uploading the .csv file to SIS

Files uploaded to SIS will have the following results:

- A Student Demographic file results in the assigning of permanent Student Identifiers (no SID entered) or the updating of current student records (an SID is entered).
- An Exit Enrollment file results in the inactivation of a student’s enrollment record.
- An Assessment Pre-ID file results in the submission of student information to the Assessment vendor for the generation of assessment pre-ID labels.
- An Assessment Correction file results in the updating of student assessment information subsequent to the completion of the assessment test.
- A Demographics and Early Childhood file results in the assigning of permanent Student Identifiers (no SID entered) or the updating of current student records (an SID is entered). If a Pre-K enrollment, the student’s Early Childhood data will also be created or updated.
- An Early Childhood file results in the updating of student’s early childhood data.
- An ELL file results in the updating of student’s ELL data.
- A Student Discipline file results in the creation and update of student’s discipline data.
- A Pre-K Follow-Up file results in the creation and update of student’s pre-K follow-up data.
- A Multiple SID file results in the merging of student’s data from one SID to another, and removal of the duplicate SID.
- A Homeless file results in the updating of student’s homeless data.
Batch Process Overview

- Uploading the .csv file to SIS
Batch Process Overview

Uploading the .csv file to SIS

Files uploaded to SIS will have the following results:

- A Student Demographic file results in the assigning of permanent Student Identifiers (no SID entered) or the updating of current student records (an SID is entered).
- An Exit Enrollment file results in the inactivation of a student’s enrollment record.
- An Assessment Pre-ID file results in the submission of student information to the Assessment vendor for the generation of assessment pre-id labels.
- An Assessment Correction file results in the updating of student assessment information subsequent to the completion of the assessment test.
- A Demographics and Early Childhood file results in the assigning of permanent Student Identifiers (no SID entered) or the updating of current student records (an SID is entered). If a Pre-K enrollment, the student’s Early Childhood data will also be created or updated.
- An Early Childhood file results in the updating of student’s early childhood data.
- An ELL file results in the updating of student’s ELL data.
- A Student Discipline file results in the creation and update of student’s discipline data.
- A Pre-K Follow-up file results in the creation and update of student’s pre-k follow-up data.
- A Multiple SID file results in the merging of student’s data from one SID to another, and removal of the duplicate SID.
- A Homeless file results in the updating of student’s homeless data.
Batch Process Overview

Uploading the .csv file to SIS – Failed Submission

Files uploaded to SIS will have the following results:

- A Student Demographic file results in the assigning of permanent Student Identifiers (no SID entered) or the updating of current student records (an SID is entered).
- An Exit Enrollment file results in the inactivation of a student’s enrollment record.
- An Assessment Pre-ID file results in the submission of student information to the Assessment vendor for the generation of assessment pre-id labels.
- An Assessment Correction file results in the updating of student assessment information subsequent to the completion of the assessment test.
- A Demographics and Early Childhood file results in the assigning of permanent Student Identifiers (no SID entered) or the updating of current student records (an SID is entered). If a Pre-K enrollment, the student’s Early Childhood data will also be created or updated.
- An Early Childhood file results in the updating of student’s early childhood data.
- An ELL file results in the updating of student’s ELL data.
- A Student Discipline file results in the creation and update of student’s discipline data.
- A Pre-K Follow-up file results in the creation and update of student’s pre-k follow up data.
- A Multiple SID file results in the merging of student’s data from one SID to another, and removal of the duplicate SID.
- A Homeless file results in the updating of student’s homeless data.

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or click here to Contact Us

Copyright © 2003-2012, Illinois State Board of Education
Batch Process Overview

Uploading the .csv file to SIS – Successful Submission

File has been uploaded successfully. Your file will be processed overnight and an email will be sent to your IWAS account notifying when your file is available for download.
Batch Process Overview

- Download the processed file – “Download File” link
  - This is to verify that all records submitted were successful
Batch Process Overview

- Download the processed file – Click Open
Batch Process Overview

- Viewing processed file – scroll all the way to right side or the end of the file to view “Result Messages”
Batch Process Overview

- **Result Codes and Messages**
  - Listed in the File Format Layout document located on www.isbe.net/sis

<table>
<thead>
<tr>
<th>Code</th>
<th>Message Type</th>
<th>Code</th>
<th>Message Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>New SID Assigned</td>
<td>M’s</td>
<td>ELL Screener</td>
</tr>
<tr>
<td>B’s</td>
<td>Existing SID located and returned in file</td>
<td>N’s</td>
<td>Student Course Assignment</td>
</tr>
<tr>
<td>C’s</td>
<td>Multiple Matches</td>
<td>O’s</td>
<td>Outside Course Assignment</td>
</tr>
<tr>
<td>D’s</td>
<td>Student Discipline</td>
<td>P’s</td>
<td>Assessment (Pre-ID, Correction, Scores)</td>
</tr>
<tr>
<td>E’s</td>
<td>Exit Enrollments</td>
<td>Q’s</td>
<td>Birth to 3 and Caregiver Demographic</td>
</tr>
<tr>
<td>F</td>
<td>Validation errors and record did not process</td>
<td>R’s</td>
<td>Adjusted Cohort Graduation Rates</td>
</tr>
<tr>
<td>G’s</td>
<td>ELL</td>
<td>T’s</td>
<td>Teacher Course Assignment</td>
</tr>
<tr>
<td>H’s</td>
<td>Early Childhood</td>
<td>U’s</td>
<td>SID included in File and update attempted</td>
</tr>
<tr>
<td>I</td>
<td>Invalid Data</td>
<td>X’s</td>
<td>Multiple SID</td>
</tr>
<tr>
<td>J’s</td>
<td>Early Childhood Outcomes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K’s</td>
<td>Pre-K Follow-Up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L’s</td>
<td>Homeless</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Online Process Overview
Online Process Overview

- Request New SID
- Search SID
  - Student Demographic Tab
    - ELL Screener
  - Student Enrollment Tab
    - Birth to 3
    - Caregiver Demographic
    - Early Childhood
    - Early Childhood Outcomes ECO Ratings
  - Homeless
  - Student Discipline
- Regional Safe School Program
- Student Course Assignment
- Outside Course Assignment
- Community College Course for a High School Student
- Program Indicators Tab
  - Update Program Indicators
Online Process Overview

- English Language Learners (ELL) Tab
  - English Language Learners (ELL)
- Exit Enrollment
- ISAT, IAA and PSAE Assessment Process
- ACCESS Assessment Process
- Plan & Explore Pre-ID
Request New SID
Request New SID

- Request New SID

The available facilities of ISBE SIS are listed below:

- Search for a Student ID
- Request a Student ID
- Correct an Assessment Record
- Exit an Enrollment
- Upload a File
- Download a File
- View Reports
- Request a File
- Help
Request New SID

Please enter the student’s demographic information to request a new SID. Provide as much information as known to narrow the search. Fields marked with an asterisk (*) are required.

**Mandatory Student Attributes**

- *Legal Last Name*
- *Legal First Name*
- *Legal Middle Name*
- *Date of Birth (mm/dd/yyyy)*
- *Gender*
- *Race*

**Optional Student Attributes**

- Student Lineage
- Mother’s Maiden Name
- Birth Place Name

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us.

Copyright © 2003-2012, Illinois State Board of Education
Demographic Data - Request New SID

- **Demographic Validations**
  - **Date of Birth**
    - Format is mm/dd/yyyy
    - Students must be between 1 day and 22 years old
    - Birth to 3 students - Student must be less than 3 years of age and must be born on or before the Enrollment date
    - Pre-K students (ages 3-5) must be 3 years of age on 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 OBrien
      - If appropriate (such as for Hispanic children), use Mother’s Maiden Name followed with a hyphen (-) and then the Father’s Last Name (no spaces)
Request New SID – Search Results

### Search Results: 1 potential student matches found.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>DOB</th>
<th>Gender</th>
<th>Race/Ethnicity</th>
<th>Birth Place Name</th>
<th>Native Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>John</td>
<td>Michael</td>
<td>10/01/2000</td>
<td>Male</td>
<td>White</td>
<td></td>
<td>English</td>
</tr>
</tbody>
</table>

### SID: 723523408

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Birth Date</th>
<th>Gender</th>
<th>Race</th>
<th>Native Language</th>
<th>Mothers’ Maiden Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>John</td>
<td>Michael</td>
<td>10/01/2000</td>
<td>Male</td>
<td></td>
<td>English</td>
<td></td>
</tr>
</tbody>
</table>

RDTS for Home: 50008209000041093
RDTS for Serving: 50008209000041093
Enrollment Date: 08/27/2011
Grade: 11
FTE: 1.00

Select | Request New SID
Enrollment - Validations

- **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 with codes ending 0000 should contact the ISBE Helpdesk
  - Home RCDTS for Entry/Grade Levels 01 through 12 can **not** be a 3000 school

- **Serving School RCDTS validations**
  - Cannot end in “0000” if it is an ROE, public school district, or other state funded school
  - The Serving RCDTS cannot end in “9000”

- **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
Enrollment - Validations

- A student may only be actively enrolled in one Home School
- A student may attend multiple Serving Schools
- Any specific FTE must be > 0 and <= 1.0 (If only one enrollment exists, the FTE will typically be 1.0; multiple FTEs should usually add up to 1.0)
- Kindergarten students that attend half day sessions should have a .5 FTE
- 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 (currently July 1, 2011 to July 31, 2012)
- Student may only be entered “Original entry to US schools” one time
Enrollment - Validations

- If the Student attribute for IEP is set to “Yes”, the Home RCDTS must be a Public School District

- The “Enrollment Date” must be greater than the student’s previous “Exit Date”, unless the previous enrollment record was identified as “Erroneous”. The Exit Date is the last full day of enrollment the student completed, and the Enrollment Date is the first day of full attendance.

- Enrollment Date, FTE, Home School, Serving School, and Grade Level cannot be updated in an existing record. If they are incorrect, the student enrollment must be “exited”, and a new, accurate enrollment record must be created instead.

- Student cannot have more than one active enrollment in different grade levels

- All Early Childhood students ages 3-5 must be entered using the Demographic and Early Childhood File Format.
Starting with school year 2012, to be Grade Level “12”, a student must have one of the following sets of characteristics:

- Have an 11th or 12th grade Assessment Correction record with “Did Student Test = Yes” and a valid assessment score
  
  or

- Have an 11th or 12th grade Assessment Correction record with “Did Student Test = No” and the “Reason for Not Testing” set to one of the following:
  - 01 Medically Exempt
  - 02 Homebound Exempt
  - 03 In Jail/Locked Facility
  - 04 Out of State/Country
  - 12 New to Illinois Public School in Grade 12 (**Grade 12 only**)
  - 13 IAA Eligible Previous Year (**Grade 12 only**)
  - 14 Local Evidence of PSAE Diploma Requirement (**Grade 12 only**)
  - 15 Refusal
Enrollment - Validations

- Have no valid enrollment records for the previous school year.

or

- Have a previous school year enrollment record with an exit code of:
  - 01 Transfer to another public school district
  - 03 Transfer to Home Schooled
  - 04 Transfer to Private School
  - 18 Moved Out of the United States
  - 99 Erroneous enrollment
Request New SID - Student Enrollment
Request New SID - Program Indicators

- **Program Indicator Validations**
  - If the student has *Limited English Proficiency (LEP)*, the Native Language cannot be English
  - Once set to “Yes”, the **LEP Indicator** can not be updated to “No” until the ELL record contains all the mandatory data and the appropriate **Date ELL Services Ended** and **Reason for Ending ELL Services**
  - 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 must be ‘No’
  - 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 must be ‘Yes’
Request New SID - Program Indicators

- **Program Indicator Validations**
  - SES indicator for Pre-K must be set to “No”
  - Private Schooled Student Indicator (PSS) for Birth to 3 must be set to “No”
  - 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 or will be forced “No” online
    - Title 1 Indicator
    - Eligible for Immigrant Education Program
    - Private Schooled Student Indicator (PSS)
    - SES Indicator
    - LEP Indicator
    - Century 21 Indicator
Private Schooled Student Indicator (PSS)

- A **private school student** is a student whose parent/guardian has chosen to enroll the student in a nonpublic school (e.g., parochial) for general education, with the parent(s) bearing the cost of the student’s private education. This includes students who are being home schooled by their parents.
  - Students with disabilities who are being served by the district under an IDEA Individualized Services Plan (ISP).
  - Students who are dually enrolled in a nonpublic school and in their public school district of residence (i.e., their home district) in order to take career and technical education (CTE) coursework at a public school.

Private Schooled Student Indicator (PSS) Validations

- Must be 1.0 FTE
- Can not be IEP
- Grades Pre-K - 12
### Request New SID - Program Indicators

**Student Information System**

<table>
<thead>
<tr>
<th>Program Indicators</th>
<th>mandatory Indicators</th>
<th>Career/Technical Education</th>
<th>Migrant</th>
<th>Free or Reduced Price Lunch (FRL) / Low Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeless</td>
<td>Yes ☑ No</td>
<td></td>
<td>Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>21st Century Community Learning Centers</td>
<td>Yes ☑ No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individualized Education Program (IEP)</td>
<td>Yes ☑ No</td>
<td></td>
<td>Yes ☑ No</td>
<td></td>
</tr>
<tr>
<td>Limited English Proficiency (LEP)</td>
<td>Yes ☑ No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native Language</td>
<td>English</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Language</td>
<td>English</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optional Indicators</td>
<td>Reading 1st</td>
<td>Reading Improvement Block Grant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Have questions or need help? Contact our Call Center (217)358-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us*
Request New SID - Review

Student Information System
Request New SID - Review

Please review the student information before confirming your request for a new SID.

- If you need to correct any information before submitting your request, press CHANGE button in the appropriate section.
- If you are ready to submit your request, press SUBMIT button on the bottom of this page.

<table>
<thead>
<tr>
<th>Student Demographic</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Last Name</td>
<td>Brad</td>
</tr>
<tr>
<td>Legal Middle Name</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
</tr>
<tr>
<td>Student Lineage</td>
<td></td>
</tr>
<tr>
<td>Mother’s Maiden Name</td>
<td></td>
</tr>
<tr>
<td>Date of Birth 10/01/2010</td>
<td></td>
</tr>
<tr>
<td>Race/Ethnicity</td>
<td>Asian</td>
</tr>
<tr>
<td>Birth Place Name</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Enrollment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RCDTS for Home</td>
<td>500820900041003</td>
</tr>
<tr>
<td>Enrollment Date for Serving</td>
<td>08/11/2011</td>
</tr>
<tr>
<td>RCDTS for Serving</td>
<td>500820900041003</td>
</tr>
<tr>
<td>Entry/Grade Level for Serving</td>
<td>Birth to 3</td>
</tr>
<tr>
<td>School Year for Serving</td>
<td>2012</td>
</tr>
<tr>
<td>FTE for Serving</td>
<td>1.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Indicators</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Indicators</td>
<td></td>
</tr>
<tr>
<td>Homeless</td>
<td>No</td>
</tr>
<tr>
<td>21st Century Community Learning Centers</td>
<td>No</td>
</tr>
<tr>
<td>Individualized Education Program (IEP)</td>
<td>No</td>
</tr>
<tr>
<td>Limited English Proficiency (LEP)</td>
<td>No</td>
</tr>
<tr>
<td>Native Language</td>
<td>English</td>
</tr>
<tr>
<td>Home Language</td>
<td>English</td>
</tr>
<tr>
<td>Optional Indicators</td>
<td></td>
</tr>
<tr>
<td>Reading 1st</td>
<td>Reading Improvement Block Grant</td>
</tr>
</tbody>
</table>

Submit

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact us
Copyright © 2003-2012, Illinois State Board of Education
Search SID
Search SID

- **Function**: To search for an existing SID and access the related student and enrollment (etc.) information

- **Mandatory**
  - SID
  OR
  - Legal Last Name
  - Legal First Name
  - Date of Birth
  - Gender

- **Possible Outcomes**
  - No match
  - One to 10 Potential Matches
  - More than 10 Potential Matches
Search SID

How do I view or Update student data using Search SID?

- View Student Demographics and update ELL Screener (Demographic Tab)
- Add an Enrollment and Update Program Participation data (Enrollment Tab)
- Update Program Indicators (Program Indicators Tab)
- Update ELL Data (ELL Tab)
Search SID
Search SID

Searching for a student can be done in two ways:

- By providing SID (OR)
- By providing First Name, Last Name, Date of Birth, and Gender

Click ‘Search’ button.

Fields marked with an asterisk (*) are required.

**Search Criteria**

<table>
<thead>
<tr>
<th>SID</th>
<th>OR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Last Name</td>
<td>Smith</td>
</tr>
<tr>
<td>Date of Birth (mm/dd/yyyy)</td>
<td>01/01/2000</td>
</tr>
</tbody>
</table>

**Additional Search Criteria**

<table>
<thead>
<tr>
<th>Legal Middle Name</th>
<th>Race/Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth Place Name</td>
<td>Native Language</td>
</tr>
<tr>
<td>Mother’s Maiden Name</td>
<td></td>
</tr>
</tbody>
</table>

Have questions or need help? Contact our Call Center (217)556-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact us.

Copyright © 2003-2013, Illinois State Board of Education
### Search SID

#### Search Criteria:

<table>
<thead>
<tr>
<th>SID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>DOB</th>
<th>Gender</th>
<th>Race/Ethnicity</th>
<th>Birth Place Name</th>
<th>Native Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>John</td>
<td></td>
<td></td>
<td>01/31/2000</td>
<td>Male</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Search Results:** 1 potential student matches found.

<table>
<thead>
<tr>
<th>Action</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>DOB</th>
<th>Gender</th>
<th>Race/Ethnicity</th>
<th>Birth Place Name</th>
<th>Native Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Details</td>
<td>Smith</td>
<td>John</td>
<td>Michael</td>
<td>01/31/2000</td>
<td>Male</td>
<td>White</td>
<td></td>
<td>English</td>
</tr>
<tr>
<td>View Details</td>
<td>Smith</td>
<td>John</td>
<td>M</td>
<td>01/31/2000</td>
<td>Male</td>
<td>Two or More Races</td>
<td></td>
<td>English</td>
</tr>
</tbody>
</table>
Search SID

- Search SID – Student Details
Search SID

- Student Demographics - View Demographic Data
ELL Screener Data Collection
ELL Screener

- ELL Screener will be mandatory for the 2014 School Year
  - 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 K-12
    - No ELL Screener data exists in ISBE SIS
  - More than one ELL Screener may be provided if needed.
ELL Screener

- ELL screener data collected:
  - Online
  - Batch

- Student must be enrolled in your district to provide the Screener data in SIS; student can take the screening test prior to start of school

- School districts receiving a transfer student will be able to review the Screener data prior to enrollment

- This will include the W-APT, MODEL, PRE-LAS, ELPTS Pre-IPT, Other Test, Other Process, Interview, Observation, Checklist, and Erroneous
ELL Screener
ELL Screener – View
ELL Screener - Edit
ELL Screener - Review

Student Information System
ELL Screener Data

<table>
<thead>
<tr>
<th>SID: 442645654</th>
<th>Legal Last Name: Smith</th>
<th>Legal First Name: John</th>
<th>Date Of Birth:</th>
<th>Home RCDTS: 5008209000041003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screener Test</td>
<td>W-APT</td>
<td>Grade Tested: 11 - Grade 11</td>
<td>Tested Home RCDTS</td>
<td>Semester 1</td>
</tr>
<tr>
<td>Test Date</td>
<td>08/27/2011</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Review ELL Screener Test details: Press CHANGE button to correct any information or Press SUBMIT button to submit your request.

- **Raw Score / Level**: Listening 3, Speaking 3, Reading 3, Writing 3, Composite Literacy NA, Composite Oral 1.0, Overall 1.0
- **Proficiency Level**: 1.0

**Was the student determined LEP? Yes**

[Submit] [Change] [Cancel]

Have questions or need help? Contact our Call Center (217)556-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us.

Copyright © 2002-2012, Illinois State Board of Education
ELL Screener – Update Successful

![Image of a screenshot from the Student Information System showing the ELL Screener record added successfully]
Enrollment Tab

- Student Enrollment and Program Participation Information
Birth to 3 Data Collection
Birth to 3

- **Birth to 3 Validations**
  - All Mandatory Birth to 3 Information must be included before the student is exited
  - The Home RCDTS of the student’s active enrollment must match the users IWAS RCDTS.
  - Student must be enrolled as grade level “00 – Birth to 3”
Birth to 3

Student Information System
Student Details

Click on the tabs to view the student details. To view School / District Name and contact information, please click on either the Home or Serving School RCDTS number.

SID: 12346789

Legal First Name: John
Legal Middle Name: Michael

Student Enrollment: Active

<table>
<thead>
<tr>
<th>Enrollment Type for Serving</th>
<th>Re-entry to the same school</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Date for Serving</td>
<td>08/07/2012</td>
</tr>
<tr>
<td>Entry/Grade Level for Serving</td>
<td>View Details</td>
</tr>
<tr>
<td>Discipline</td>
<td>View Details</td>
</tr>
<tr>
<td>Homeless</td>
<td>View Details</td>
</tr>
</tbody>
</table>

Birth to 3
Pre-K
Early Childhood

School Year for Serving: 2013
RCDTS for Serving: 010760120261001
FTE for Serving: 1.00
Early Childhood Outcomes: View Details
Regional Safe Schools Program: View Details

Exit Date: Permanent
Exit Type: View Details

Have questions or need help? Contact our Call Center (217)659-3600 between 7:00am - 4:30pm CST, Monday - Friday or click here to Contact Us.
Copyright © 2003-2013, Illinois State Board of Education.
**Birth to 3 – View**

---

**Student Information System**

**Birth to 3 Data**

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

---

Have questions or need help? Contact our Call Center (217)358-3500 between 7:00am – 4:30pm CST, Monday - Friday or Click here to Contact Us

Copyright © 2003-2012, Illinois State Board of Education
Birth to 3 – Edit
Birth to 3 – Review
Birth to 3 – Update Successful

Student Information System
Birth to 3 Data

**Birth to 3 data has been successfully updated.**

- **SID**: 906270259
- **Legal Last Name**: Smith
- **Legal First Name**: Brad
- **Middle Name**: 

### Mandatory Indicators

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>EI Number</td>
<td></td>
</tr>
<tr>
<td>Service Location (Modality) for Prevention Initiative Programs</td>
<td>Child Care Center</td>
</tr>
<tr>
<td>Total Number of Home Visits During the Year</td>
<td>12</td>
</tr>
<tr>
<td>Total Number of Parent Group/Sessions Attended During the Year</td>
<td>12</td>
</tr>
<tr>
<td>Total Number of Services for Student Per Week (Center Based Setting)</td>
<td>12</td>
</tr>
<tr>
<td>Student’s Family is Receiving Child Support?</td>
<td>Yes</td>
</tr>
<tr>
<td>Student’s Family is Receiving TANF?</td>
<td>No</td>
</tr>
<tr>
<td>Student’s Family is Receiving Food Stamps?</td>
<td>No</td>
</tr>
</tbody>
</table>

### Program Model

<table>
<thead>
<tr>
<th>Program Model</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screening for Eligibility Tool</td>
<td></td>
</tr>
<tr>
<td>Parent(s) as Teachers</td>
<td>Ages and Stages</td>
</tr>
<tr>
<td>Student Born with a Low Birth Weight?</td>
<td>No</td>
</tr>
<tr>
<td>Is Student Living in a Foster Home?</td>
<td>No</td>
</tr>
<tr>
<td>Was Parent Married at Time of Student’s Birth?</td>
<td>No</td>
</tr>
<tr>
<td>Biological Mother’s Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Student’s Family is Receiving WIC?</td>
<td>No</td>
</tr>
<tr>
<td>Student’s Family is Receiving Housing Subsidy?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Have questions or need help? Contact our Call Center (217) 558-1360 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us.

Copyright © 2003-2012, Illinois State Board of Education
Caregiver Demographic - Birth to 3 Data Collection
Caregiver Demographic (Birth to 3)

- Caregiver Demographic Validations
  - All Mandatory Caregiver Demographic Information must be included before the student is exited
  - The Home RCDTS of the student’s active enrollment must match the users IWAS RCDTS.
  - Student must be enrolled as “00 – Birth to 3”
  - “Current Employment Status of Caregiver” data element will include a “99 - Erroneous” selection after the record is created
Caregiver Demographic (Birth to 3)

- **Caregiver Demographic Validations**
  - Only one of each Caregiver record type 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 will overwrite the prior record with the new one.
  - If a user submits a file with a Caregiver SID, SIS will verify that it is a valid SID. (If it is not valid, the SID will not be stored, but the rest of the record will be processed.)
  - Caregiver SID cannot match SID of the 0-3 student
Caregiver Demographic (Birth to 3)
Caregiver Demographic (Birth to 3)
Caregiver Demographic (Birth to 3)
Caregiver Demographic (Birth to 3)
Caregiver Demographic (Birth to 3)
### Caregiver Demographic (Birth to 3)

**Student Information System**

- **SID**: 574565889
- **Legal Last Name**: Smith
- **Legal First Name**: Brad
- **Middle Name**: 

**Optional Indicators**

<table>
<thead>
<tr>
<th>Optional Indicators</th>
<th>SID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>123123123</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Mandatory Indicators**

<table>
<thead>
<tr>
<th>Mandatory Indicators</th>
<th>Date of Birth</th>
<th>Relationship</th>
<th>Race/Ethnicity</th>
<th>Current Employment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/10/1980</td>
<td>Biological Mother</td>
<td>White</td>
<td>Unemployed/Seeking Employment</td>
<td></td>
</tr>
</tbody>
</table>

- **Educational Background**: Some High School/No Diploma

[Image of the Student Information System interface with a message: Participant demographic data has been successfully updated.]

---

Have questions or need help? Contact our Call Center (217)555-3600 between 7:00 am - 4:30 pm CST, Monday - Friday or Click here to Contact Us. Copyright © 2008-2012, Illinois State Board of Education.
Early Childhood - Data Collection
Early Childhood

- **Early Childhood - Pre-K Enrollment Validations**
  - A student may only have one active enrollment with a 1.0 FTE
  - If IEP is Yes, the Home RCDTS must be a public school
  - All students must be at least 3 years old on the 1st day of class (enrollment date)
  - Non-IEP Student must be less than 6 years old on the first day of class.
  - IEP Student must be less than 7 years old on the first day of class.
Early Childhood

- **Mandatory**
  - Preschool for All
  - Head Start
  - Pre-K Title I
  - Local/Other Funding
  - Early Head Start (Birth to 3)
  - Prevention Initiative (Birth to 3)
  - Meets At-Risk Criteria
  - Meets PFA Household Income Criteria
  - Family Structure
  - Early Intervention (Birth to 3)
  - Native Language

- **Subsequent Mandatory Data**
  - Referral by Child and Family Connections (CFC)
  - Early Intervention (EI) Number
  - Eligibility Determination Date
  - IEP Indicator
  - Reason for Delay in Transition
  - IEP Completion Date
  - Date Services Began
Early Childhood

Early Childhood Student (Pre-K ages 3-5)

Was child in Early Intervention?

Yes

Was child Referred by the CFC (Child and Family Connections)

Yes

No

The following fields should remain blank:
- Referral by CFC
- E.I. Number
- Eligibility Determination Date
- Reason for Delay in Transition
- IEP Completion Date
- Date Services Began

The following fields should remain blank:
- E.I. Number
- Eligibility Determination Date
- Reason for Delay in Transition
- IEP Completion Date
- Date Services Began
Early Childhood

Yes

Was child identified as IEP?

No

The following fields should remain blank:
- IEP Completion Date
- Date Services Began

Yes

The following fields are Mandatory:
- Referral by CFC
- E.I. Number
- Eligibility Determination Date
- Reason for Delay in Transition
- IEP Completion Date
- Date Services Began

Early Childhood

- **Early Childhood Validations**
  - Only the Home District may update the student’s Early Childhood record when the student is actively enrolled in the District.
  - All dates must be in the mm/dd/yyyy format and cannot be future dates.
  - If the Eligibility Determination Date or the IEP Completion Date is after the student’s third birthday, Reason for Delay in Transition cannot be No Delay.
  - 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.
Early Childhood
Early Childhood

<table>
<thead>
<tr>
<th>Early Childhood Indicators</th>
<th>Mandatory Indicators</th>
<th>Family Structure</th>
<th>Both Parents in home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool for All</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Need Start</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Local/Other Funding</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Prevention Initiative (Birth to 3)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Meets PFA Income</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Early Intervention (Birth to 3)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Referral by CFC</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Eligibility Determination Date</td>
<td>08/26/2010</td>
<td>IEP Indicator</td>
<td>Yes</td>
</tr>
<tr>
<td>Reason for Delay</td>
<td>No</td>
<td>Date Services Began</td>
<td>08/23/2011</td>
</tr>
<tr>
<td>IEP Completion Date</td>
<td>08/22/2011</td>
<td>Date Services Began</td>
<td>08/23/2011</td>
</tr>
</tbody>
</table>

Have questions or need help? Contact our Call Center (217)555-3500 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us
Copyright © 2003-2012, Illinois State Board of Education
Early Childhood Outcomes

- What is the criteria that determines when Early Childhood Outcomes data needs to be reported?
  - Pre-K
  - IEP

- Early Childhood Outcomes – Progress Rating
  - The Early Childhood Outcomes Advisory Committee recommended the change to improve school districts tracking on early childhood special education students.
    - Allow the school districts the ability to submit data at any time
    - Improve data quality
    - Use existing ECO data collection process
Early Childhood Outcomes

- Early Childhood Outcomes Validations
  - 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 is enrolled
Early Childhood Outcomes

- **Example Student**

  - **School Year 2014**
    - **Entry Rating:** 9/15/2013
    - **1/1/2014**
    - **Progress Rating:** 5/3/2014
    - **6/1/2014**
  
  - **School Year 2015**
    - **9/1/2014**
    - **1/1/2015**
    - **Progress Rating:** 5/3/2015
    - **6/1/2015**
  
  - **School Year 2016**
    - **9/1/2015**
    - **1/1/2016**
    - **Progress Rating:** 5/4/2016
    - **6/1/2016**
Early Childhood Outcomes

- Early Childhood Outcomes
  - Primary Anchors
    - 01 Assessment and Evaluation Programming System (AEPS)
    - 02 Carolina Curriculum for Infants and Toddlers/Preschoolers with Special Needs
    - 03 High Scope Child Observation Record
    - 04 Creative Curriculum Assessment
    - 05 Hawaii Early Learning Profile (HELP)
    - 06 Individual Growth and Development Indicators (IGDI)
    - 07 Transdisciplinary Play-Based Assessment (TPBA)
    - 08 Work Sampling System
    - 09 IEP for Speech Only
    - 10 Teaching Strategies GOLD – New
    - 11 Early Learning Scales (ELS) – New
    - 12 Ages and Stages Questionnaire (ASQ) – New
    - 99 Erroneous
Early Childhood Outcomes – Enrollment Tab
Early Childhood Outcomes

- Example 1: Entry Rating with a Progress Rating
Early Childhood Outcomes

Example 2: Entering a Progress Rating
Homeless Data Collection
Homeless Data

The following information is collected for all students that are marked Homeless in SIS.

Subpopulation
- Unaccompanied Youth Status

Primary Nighttime Residence
- Primary Nighttime Residence

Services and Activities Provided By the McKinney-Vento Subgrant Program
- Tutoring and Other Instructional Support
- Expedited Evaluations
- Staff Professionals Development and Awareness
Homeless Data

Services and Activities Provided By the McKinney-Vento Subgrant Program

- Referrals for Medical, Dental, and other Health Services
- Early Childhood Programs
- Assistance with Participation in School Program
- Before-School, After-School, Mentoring, Summer Programs
- Obtaining or Transferring Records Necessary for Enrollment
- Parent Education Related to Rights and Resources for Children
- Coordination between Schools and Agencies
- Counseling
- Addressing Needs Related to Domestic Violence
- Clothing to Meet a School Requirement
- School Supplies
Homeless Data

- Referral to Other Programs and Services
- Emergency Assistance Related to School Attendance
- Other (Services and Activities Provided by the McKinney-Vento Subgrant Program)

Barriers to the Education of Homeless Children and Youths

- Eligibility for Homeless Services
- School Selection
- Transportation
- School Records
- Immunizations or Other Medical Records
- Other (Barriers to the Education of Homeless Children and Youths)
Homeless
### Student Information System

**Homeless Data**

<table>
<thead>
<tr>
<th>Services and Activities Provided by the McKinney-Vento Grant Subprogram</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unaccompanied Youth Status</strong></td>
<td><strong>Primary Nighttime Residence</strong></td>
</tr>
<tr>
<td><strong>Tutoring and Other Instructional Support</strong></td>
<td><strong>Expedited Evaluations</strong></td>
</tr>
<tr>
<td><strong>Staff Professionals Development and Awareness</strong></td>
<td><strong>Referrals for Medical, Dental, and other Health Services</strong></td>
</tr>
<tr>
<td><strong>Early Childhood Programs</strong></td>
<td><strong>Assistance with Participation in School Programs</strong></td>
</tr>
<tr>
<td><strong>Before-School, After-School, Mentoring, Summer Programs</strong></td>
<td><strong>Obtaining or Transferring Records Necessary for Enrollment</strong></td>
</tr>
<tr>
<td><strong>Parent Education Related to Rights and Resources for Children</strong></td>
<td><strong>Coordination between Schools and Agencies</strong></td>
</tr>
<tr>
<td><strong>Counseling</strong></td>
<td><strong>Addressing Needs Related to Domestic Violence</strong></td>
</tr>
<tr>
<td><strong>Clothing to Meet a School Requirement</strong></td>
<td><strong>School Supplies</strong></td>
</tr>
<tr>
<td><strong>Referral to Other Programs and Services</strong></td>
<td><strong>Emergency Assistance Related to School Attendance</strong></td>
</tr>
<tr>
<td><strong>(Other) Services and Activities Provided by the McKinney-Vento Grant Subprogram</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Barriers to the Education of Homeless Children and Youth</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Eligibility for Homeless Services</strong></td>
<td><strong>School Selection</strong></td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td><strong>School Records</strong></td>
</tr>
<tr>
<td><strong>Immunizations or Other Medical Records</strong></td>
<td>(Other) Barriers to the Education of Homeless Children and Youth</td>
</tr>
</tbody>
</table>
## Homeless Review

### Program Indicators

<table>
<thead>
<tr>
<th>Mandatory Indicators</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeless</td>
<td>Yes</td>
<td>Career/Technical Education</td>
</tr>
<tr>
<td>21st Century Community Learning Centers</td>
<td>No</td>
<td>Migrant</td>
</tr>
<tr>
<td>Individualized Education Program (IEP)</td>
<td>No</td>
<td>Free or Reduced Price Lunch (FRL) / Low Income</td>
</tr>
<tr>
<td>Limited English Proficiency (LEP)</td>
<td>No</td>
<td>Title I</td>
</tr>
<tr>
<td>Native Language</td>
<td>English</td>
<td>Supplemental Educational Services (SES)</td>
</tr>
<tr>
<td>Home Language</td>
<td>English</td>
<td>Eligible for Immigrant Education</td>
</tr>
</tbody>
</table>

### Optional Indicators

| Reading 1st | Reading Improvement Block Grant |

### Homeless Data

<table>
<thead>
<tr>
<th>Services and Activities Provided by the McKinney-Vento Grant Subprogram</th>
<th>Primary Nighttime Residence</th>
<th>Doubled Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutoring and Other Instructional Support</td>
<td>Expedited Evaluations</td>
<td>No</td>
</tr>
<tr>
<td>Staff Professionals Development and Awareness</td>
<td>Referrals for Medical, Dental, and other Health Services</td>
<td>No</td>
</tr>
<tr>
<td>Early Childhood Programs</td>
<td>Assistance with Participation in School Programs</td>
<td>No</td>
</tr>
<tr>
<td>Before-School, After-School, Mentoring, Summer Programs</td>
<td>Obtaining or Transferring Records Necessary for Enrollment</td>
<td>No</td>
</tr>
<tr>
<td>Parent Education Related to Rights and Resources for Children</td>
<td>Coordination between Schools and Agencies</td>
<td>No</td>
</tr>
<tr>
<td>Counseling</td>
<td>Addressing Needs Related to Domestic Violence</td>
<td>No</td>
</tr>
<tr>
<td>Clothing to Meet a School Requirement</td>
<td>School Supplies</td>
<td>No</td>
</tr>
<tr>
<td>Referral to Other Programs and Services</td>
<td>School Attendance</td>
<td>No</td>
</tr>
<tr>
<td>(Other) Services and Activities Provided by the McKinney-Vento Grant Subprogram</td>
<td>Emergency Assistance Related to School Attendance</td>
<td>No</td>
</tr>
<tr>
<td>Barriers to the Education of Homeless Children and Youth</td>
<td>School Selection</td>
<td>No</td>
</tr>
<tr>
<td>Eligibility for Homeless Services</td>
<td>School Records</td>
<td>No</td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immunizations or Other Medical Records</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Submit]
Student Discipline Data Collection
Student Discipline

- Student Discipline data can be added or updated Online or Batch

- Only the Home School can view or submit Student Discipline Data

- Student Discipline Data is only required if related incident(s) occurred; a school may or may not have any related data to submit, and no action is required when no qualifying incident(s) occurred

- On July 31st of every school year, all identifiable student data will be removed from the Student Discipline record and only aggregate data will be maintained
Student Discipline

- **Student Discipline Validation**
  - The student must have a valid district Enrollment record with the following matching elements for a Student Discipline record to be added or updated:
    - Home RCDTS
    - Serving RCDTS
    - School Year
    - Incident Date
    - Incident Number

  - The Incident Date must be equal to or greater than the Enrollment Date and equal to or less than the Exit Enrollment Date at the Serving School where the incident occurred.
Student Discipline – Add New Discipline
Student Discipline – Discipline Screen
Student Discipline – Review Screen
Student Discipline – Updated Successfully

<table>
<thead>
<tr>
<th>Incident Date</th>
<th>Incident Type</th>
<th>Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/28/2011</td>
<td>Dangerous Weapon</td>
<td>Expulsion - Did not Receive Educational Services</td>
</tr>
<tr>
<td>Incident Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disciplinary Action</td>
<td></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disciplinary Duration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Days</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Have questions or need help? Contact our Call Center (217)358-3600 between 7:00am – 4:30pm CST, Monday - Friday or Click here to Contact Us.

Copyright © 2003-2012, Illinois State Board of Education.
Regional Safe Schools Program (RSSP) Data Collection
Regional Safe School Program (RSSP)

- **RSSP (Regional Safe Schools Program)**
  - The Regional Safe School application will be integrated with the Student Information System for the 2014 school year.
  - It is essential that the student is enrolled with the correct Serving RCDTS identified as the RSSP.
  - If you cannot locate an RCDTS code for the RSSP, either call and ask the RSSP or use the SIS RCDTS look-up located on the SIS webpage.
### Regional Safe School Program (RSSP)

- **SIS Enrollment “Regional Safe School Program” Link**

![Image of Student Information System (SIS) showing the Regional Safe Schools Program link]
Regional Safe School Program (RSSP)

- SIS – Regional Safe Schools Program Data Collection
Student Course Assignment Data Collection
Student Course Assignment K – 12

Student Course Assignment Resources  www.isbe.net/ISCS

- **Student Course Assignment Catalogs**
  
  
  - Prior to Secondary Course Catalog (Grades K – 8)
  - Secondary Course Catalog (Grades 9 – 12)

- **Student Course Alignment Tool**
  
  [http://www.isbe.net/ISCS/html/course_alignment.htm](http://www.isbe.net/ISCS/html/course_alignment.htm)
  
  - Prior to Secondary Course Alignment Tool (Grades K – 8)
  - Secondary Course Alignment Tool (Grades 9 – 12)

- **New Courses Added for School Year 2014 - Secondary Course Catalog**
  
  - Mathematics - 02 02301A000 High School Math 1
  - Mathematics - 02 02302A000 High School Math 2
  - Mathematics - 02 02303A000 High School Math 3 (9 Units)
Student Course Assignment

- **Student Course Assignment Validations**
  - Student Course Assignment can be added or updated via the following:
    - Online
    - Batch
  - Only the Home District can submit Student Course Assignment data
  - Student does NOT need to be actively enrolled at the time of submission
  - No student course assignments prior to school year 2011 (Earliest Student Course Start Date 07/01/2010)
  - Serving school can only see courses on students for which they are serving
Student Course Assignment

- Student Course Assignment Validations
  - To add or to update a record, the student must have a valid district enrollment record in SIS with the following characteristics:
    - Enrollment record Home RCDTS matches Student Course Assignment record Home RCDTS
    - Enrollment record Serving RCDTS matches Student Course Assignment record Serving RCDTS
    - Enrollment School Year matches Student Course Assignment School Year
    - Course Start Date must be equal to or greater than the Student’s Enrollment Date
    - Course End Date must be equal to or less than the Student’s Exit Enrollment Date
    - Enrollment Exit/Withdrawal Type does not equal Code 99 (Erroneous Enrollment)
Student Course Assignment

- **Student Course Assignment Validations**
  - A school can always view all Student Course Assignment data for the enrollments where they are identified as the Home School.
  - SIS ensures the current Home School (Active Enrollment) can view all Student Course Assignments.
    - Once the student is enrolled, all past assignments can be viewed
  - Student Course Assignment data can only be entered on students in grades K-12
Student Course Assignment

- Updating/Edit Student Course Assignments
  - The following elements must match to update the Student Course Assignment record:
    - SID
    - Home RCDTS
    - Serving RCDTS
    - School Year
    - Term
    - State Course Code
    - Section Number
Student Course Assignment

**When to report Student Course Assignments**

- Student Course Assignments must be entered by the school that has the student enrolled, typically at the end of the Term (Semester)

- Student Course Assignments could be entered sooner, especially if the student ends a course prior to the end of Term – *(dependent on local district policy)*
Student Enrollment - Student Course Assignment

![Image of the Student Information System](image_url)

### Student Information System

**Student Details**

Click on the tabs to view the student details. To view School / District Name and contact information, please click on either the Home or Serving School RCDTS number.

- **SID:** 12346789
- **Legal First Name:** John
- **Legal Last Name:** Smith
- **Legal Middle Name:** Michael

**Student Enrollment: Active**

<table>
<thead>
<tr>
<th>Enrollment Type for Serving</th>
<th>Re-entry to the same school</th>
<th>School Year for Serving</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Date for Serving</td>
<td>08/07/2012</td>
<td>RCDTS for Serving</td>
<td>09/01/20261001</td>
</tr>
<tr>
<td>Early Childhood Outcomes</td>
<td>View Details</td>
<td>Regional Safe Schools Program</td>
<td>View Details</td>
</tr>
<tr>
<td>Discipline</td>
<td>View Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homeless</td>
<td>View Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exit Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exit Status</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exit Type</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student Course Assignment**

<table>
<thead>
<tr>
<th></th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td></td>
</tr>
</tbody>
</table>

Have questions or need help? Contact our Call Center (217)358-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us.

Copyright © 2003-2013, Illinois State Board of Education
Student Course Assignment – View Courses
Student Course Assignment – Add Course

<table>
<thead>
<tr>
<th>Catalog Type:</th>
<th>Prior to Secondary Courses</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Area:</td>
<td>02 - Mathematics</td>
<td></td>
</tr>
<tr>
<td>State Courses:</td>
<td>90912A600 - Algebra I</td>
<td></td>
</tr>
<tr>
<td>Semester:</td>
<td>Term 1</td>
<td>Term 2</td>
</tr>
</tbody>
</table>

Term 1: No Courses Assigned

Term 2: No Courses Assigned

Term 3: No Courses Assigned

Term 4: No Courses Assigned
Student Course Assignment – View Course
Student Course Assignment – Edit Course
Student Course Assignment – View Courses

![Image of Student Information System]

### Catalog Type:
- Prior to Secondary Courses
- Secondary

### Subject Area:
- 02: Mathematics

#### State Course:
- 020314000: Informal Mathematics

#### Semester:
- Term 1

<table>
<thead>
<tr>
<th>Term 1</th>
<th>State Course Id</th>
<th>State Course Title</th>
<th>Section</th>
<th>Start</th>
<th>End</th>
<th>Credit</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>020320400</td>
<td>Algebra 1</td>
<td>101</td>
<td>08/27/2011</td>
<td>12/21/2011</td>
<td>1.00</td>
<td>8</td>
</tr>
</tbody>
</table>

**Note:**
To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVG Illinois Virtual School, and Correspondance Course, please use the Outside Course Assignment page.
Student Course Assignment – Review Courses

[Image of a screenshot from the Student Information System showing course assignments for different terms: Term 1 with Algebra I course assigned, Term 2 and Term 3 with No Courses Assigned, Term 4 and Term 5 also with No Courses Assigned. There are buttons labeled 'Submit', 'Change', and 'Cancel'.]
**Student Course Assignment – Update Successful**

---

The course assignment has been successfully updated.

<table>
<thead>
<tr>
<th>State Course Id</th>
<th>State Course Title</th>
<th>Section</th>
<th>Start</th>
<th>End</th>
<th>Credit</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>02002A6000</td>
<td>Algebra 1</td>
<td>101</td>
<td>08/27/2011</td>
<td>12/21/2011</td>
<td>1.00</td>
<td>B</td>
</tr>
</tbody>
</table>

- **Term 1**
  - No Courses Assigned

- **Term 2**
  - No Courses Assigned

- **Term 3**
  - No Courses Assigned

- **Term 4**
  - No Courses Assigned

- **Term 5**
  - No Courses Assigned

---
### Student Enrollment - Student Course Assignment

![Image of the Student Information System](image)

**Click on the tabs to view the student details. To view School/District Name and contact information, please click on either the Home or Serving School RCDTS number.**

- **SID:** 442645654
- **Legal Last Name:** Smith
- **Legal First Name:** John
- **Legal Middle Name:**

#### Student Enrollment: Active

<table>
<thead>
<tr>
<th>Enrollment Type for Serving</th>
<th>Transfer in from another District</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCDTS for Home</td>
<td>409829000641002</td>
</tr>
<tr>
<td>Enrollment Date for Serving</td>
<td>08/27/2011</td>
</tr>
<tr>
<td>Entry/Grade Level for Serving</td>
<td>I - Grade 11</td>
</tr>
<tr>
<td>Discipline</td>
<td></td>
</tr>
<tr>
<td>Homeless</td>
<td></td>
</tr>
<tr>
<td>Exit Date</td>
<td></td>
</tr>
<tr>
<td>Exit Type</td>
<td></td>
</tr>
</tbody>
</table>

#### Student Course Assignment

- **2**

**Add Enrollment**
Student Course Assignment – View Courses
College Course Assignment Data Collection
College Course Assignment

- **College Course Assignment**
  - To comply with Section 2-3.144 of the Illinois School Code, as well as with sections 10-21.4 or 34-8, high school and unit district superintendents are required to complete and submit to the Illinois State Board of Education an annual survey that documents the number of high school students taking community college courses and the names of the courses taken.
    - [http://www.isbe.net/research/htmls/hs_college_courses.htm](http://www.isbe.net/research/htmls/hs_college_courses.htm)
  - The College Course Assignment collection will be integrated into the SIS Student Course Assignment for the 2014 school year.
College Course Assignment

- SIS – Search SID – Student Enrollment Tab
College Course Assignment

- SIS – Search SID – Student Course Assignment View
College Course Assignment

- SIS – Search SID – Student Course Assignment – Edit Course
Outside Course Assignment Data Collection
Outside Course Assignment

- **Courses entered on the local transcript must be submitted**
  - Outside Course Assignments are for Grades 9-12 only
  - No Outside Course Assignments prior to school year 2011 (Earliest Student Course Start Date 07/01/2010)

- **Student moves into the school district from one of the following:**
  - out-of-state public district
  - non-public school district
  - out-of-country (Student NOT born in any of the 50 states, the District of Columbia, Puerto Rico, or the U.S. Virgin Islands)
  - home schooled student
  - other (courses from other sources, IVS Illinois Virtual School, correspondence course, etc.)

- **Student must be actively enrolled in the home district to add Outside Course Assignments**
Student Enrollment – Student Course Assignment

![Student Information System](image_url)

Click on the tabs to view the student details. To view School/District Name and contact information, please click on either the Home or Serving School RCDTS number.

**SID:** 123456789

**Legal First Name:** John  
**Legal Last Name:** Smith  
**Legal Middle Name:** Michael

### Student Enrollment: Active

<table>
<thead>
<tr>
<th>Enrollment Type for Serving</th>
<th>Re-entry to the same school</th>
<th>School Year for Serving</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCDTS for Home</td>
<td>012/65212261001</td>
<td>RCDTS for Serving</td>
<td></td>
</tr>
<tr>
<td>Enrollment Date for Serving</td>
<td>08/07/2012</td>
<td>FTE for Serving</td>
<td>1.00</td>
</tr>
<tr>
<td>Entry/Grade Level for Serving</td>
<td></td>
<td>Early Childhood Outcomes</td>
<td>View Details</td>
</tr>
<tr>
<td>Discipline</td>
<td>View Details</td>
<td>Regional Safe Schools Program</td>
<td>View Details</td>
</tr>
<tr>
<td>Homeless</td>
<td>View Details</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Exit Date:**  
**Exit Status:** Permanent  
**Exit Type:**

**Student Course Assignment**

View Details

View/Edit Birth to 3  
View/Edit Pre-K  
View/Edit Birth to 3

Have questions or need help? Contact our Call Center (217)358-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us.

Copyright © 2003-2013, Illinois State Board of Education
View Courses – Outside Course Assignment link
Add Outside Course Assignment

Outside Course Assignment provides the ability to submit courses from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course. Please do NOT submit courses taught while enrolled in an Illinois Public School.

Outside Facility Type: [Out-of-State]
Outside Facility Name: [Kansas High School]
Grade Level: [10 - Grade 10]
Subject Area: [02 - Mathematics]
State Course: [020024500-General Math]
Semester: [Term 1, Term 2, Term 3]

- Term 1
  No Courses Assigned

- Term 2
  No Courses Assigned

- Term 3
  No Courses Assigned

Next  |  Cancel
Program Indicator Tab

- View / Update Program Indicators
Update Program Indicators

- View / Update Program Indicators

<table>
<thead>
<tr>
<th>Program Indicators</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Indicators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homeless</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private School Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21st Century Community Learning Centers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Migrant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual Education Program (IEP)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Free or Reduced Price Lunch (FRL) / Low Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Limited English Proficiency (LEP)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native Language</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Language</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optional Indicators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading 1st</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Have questions or need help? Contact our Call Center (217) 558-3000 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us.
Update Program Indicator

- View / Update Program Indicators

Please review the student information before confirming your request for program indicators update.

- If you need to correct any information before submitting your request, press CHANGE button in the appropriate section.
- If you are ready to submit your request, press SUBMIT button on the bottom of this page.

| Program Indicators          | Mandatory Indicators | Private School Student | Migrant | Free or Reduced Price Lunch (FRL) / Low Income | Title 1 | Not a Participant in Title I Program | Supplemental Educational Services (SES) | Eligible for Immigrant Education | Optional Indicators | Reading 1st | Reading Improvement Block Grant |
|-----------------------------|----------------------|------------------------|---------|-----------------------------------------------|--------|--------------------------------------|--------------------------------------|-------------------------------|-------------------|-----------------------------|
| Homeless                    | No                   | No                     | No      | No                                            | No     | No                                   | No                                   | No                            | No                | No                          |
| 21st Century Community Learning Centers | No           | No                     | No      | No                                            | No     | No                                   | No                                   | No                            | No                | No                          |
| Individualized Education Program (IEP) | No             | No                     | No      | No                                            | No     | No                                   | No                                   | No                            | No                | No                          |
| Limited English Proficiency (LEP) | No           | No                     | No      | No                                            | No     | No                                   | No                                   | No                            | No                | No                          |
| Native Language             | English             | English                | No      | No                                            | No     | No                                   | No                                   | No                            | No                | No                          |
| Home Language               | English             | English                | No      | No                                            | No     | No                                   | No                                   | No                            | No                | No                          |

Have questions or need help? Contact our Call Center (217)555-3400 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us.

Copyright © 2003-2003, Illinois State Board of Education
English Language Learners (ELL) Tab

- View / Update Program Indicators

**Student Information System**

Click on the tabs to view the student details. To view School / District Name and contact information, please click on either the Home or Serving School RCDTS number.

**Student Details**

- SID: 1123456789
- Legal Last Name: Smith
- Legal First Name: John
- Legal Middle Name: Michael

**ELL Record:** Current

- RCDT for Home: 50020200000
- School Year: 2013

**Mandatory**

- Date First Enrolled in District/LEA: 08/15/2012
- New Arrival to U.S.: No
- ELL Placement - Entry Status: Parents Refused
- Date Student Enrolled or Re-entered to Receive ELL Services: 08/15/2012

**Class Periods Provided per Week**

- None
- Pull-Out Services: No

**ELL Services End Data**

- Date ELL Services Ended
- Reason for Ending ELL Services

**Program Indicators**

- Title III Status: No
- Developmental Bilingual Education: No
- Transitional Bilingual: No
- Push-In Services: No
- Self-Contained: No
- 504 Accommodation Indicator: No
- Dual Language & Two-Way Immersion: No
- Sheltered English Instruction: No
- English as a Second Language (ESL): No

Have questions or need help? Contact our Call Center (117)555-3600 between 7:00am - 4:30pm CST, Monday - Friday or click here to Contact Us.
English Language Learners (ELL) Data Collection
English Language Learners (ELL)

**ELL Validations**

- 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.

**Note:** Only students who are identified as LEP and whose LEP Indicator is Yes can take the ACCESS test. (Grades K-12 only)
**English Language Learners (ELL)**

- **ELL Validations**
  - If a student is identified as LEP = Yes when enrolled, an ELL record will be created in SIS.
  - An ELL record may be viewed and/or updated:
    - By a Home District
    - If the student has an active current School Year enrollment
  - Students will be transitioned out of ELL Services by ISBE if they have a previous year ACCESS score that has an Overall proficiency level of 4.8 or higher AND Literacy proficiency level of 4.2 or higher

- **Identifying Erroneous ELL records**
  - Complete all mandatory ELL data
  - Date ELL Services Ended = Date ELL Services Began
  - Reason for Ending ELL Services = Erroneous
English Language Learners (ELL)

- **Parents Refuse Services**
  - If a student is identified as having Limited English Proficiency, and the parents refuse ELL services:
    - The student’s LEP Indicator remains Yes
    - ELL Placement-Entry Status = Parents Refused
    - Date Entered/ Re-entered to Receive ELL Services = Enrollment Date
    - Date and Reason ELL Services Ended = Null (remain blank)

- **Parents Withdraw Student from Services**
  - If the student begins to receive ELL services and the parents decide to have them withdrawn:
    - If the parents withdraw the student while receiving ELL Services (not the same as Parents Refused services)
    - The student’s LEP Indicator remains Yes
    - Date Entered/ Re-entered to Receive ELL Services = Enrollment Date
    - Date and Reason ELL Services Ended = Date parents removed student from services
    - Reason for Ending Services = Withdrawn by Parents
ELL - Edit

Student Information System

Click on the tabs to view the student details. To view School / District Name and contact information, please click on either the Home or Serving School RCDTS number.

SID: 42645634
Legal Last Name: Smith
Legal First Name: John
Legal Middle Name:

Student Demographics
Student Enrollment
Program Indicators
ELL Information

ELL Record: Current
RCDT for Home: S0082000004
School Year: 2012

Mandatory
Date First Enrolled in District/LEA
New Arrival to U.S.
Yes No
ELL Placement - Entry Status
Date Student Enrolled or Re-entered to Receive ELL Services

Class Periods Provided per Week
Pull-Out Services
Yes No

Title III Status
Yes No
504 Accommodation Indicator
Yes No
Developmental Bilingual Education
Yes No
Dual Language & Two-Way Immersion
Yes No
Transitional Bilingual
Yes No
Sheltered English Instruction
Yes No
Push-In Services
Yes No
English as a Second Language (ESL)
Yes No
Self-Contained
Yes No

ELL Services End Data
Date ELL Services Ended
Reason for Ending ELL Services

Next

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us

Copyright © 2003-2012 Illinois State Board of Education
# ELL - Review

![Student Information System](image)

Click on the tabs to view the student details. To view School / District Name and contact information, please click on either the Home or Serving School RCDTS number.

**SID:** 442645654  
**Legal Last Name:** Smith  
**Legal First Name:** John  
**Legal Middle Name:**

**Student Information System**  
Search SID - Student Details

Review ELL Data: Press CHANGE button to correct any information or Press SUBMIT button to submit your request.

## ELL Record: Current

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCDT for Home</td>
<td>20082000000</td>
</tr>
<tr>
<td>School Year</td>
<td>2012</td>
</tr>
<tr>
<td>Date First Enrolled in District/LEA</td>
<td>08/27/2011</td>
</tr>
<tr>
<td>New Arrival to U.S.</td>
<td>No</td>
</tr>
<tr>
<td>ELL Placement - Entry Status</td>
<td>10-TBE Full Time</td>
</tr>
<tr>
<td>Date Student Enrolled or Re-entered to Receive ELL Services</td>
<td>08/27/2011</td>
</tr>
</tbody>
</table>

### Mandatory

- **Class Periods Provided per Week**
  - 02-Moderate
  - Full-Out Services
  - No

- **Title III Status**
  - No
  - 504 Accommodation Indicator
  - No

- **Developmental Bilingual Education**
  - No
  - Dual Language & Two-Way Immersion
  - No

- **Transitional Bilingual**
  - No
  - Sheltered English Instruction
  - No

- **Push-In Services**
  - No
  - English as a Second Language (ESL)
  - No

- **Self-Contained**
  - No

### ELL Services End Date

- **Data ELL Services Ended**
- **Reason for Ending ELL Services**

Submit  
Change

Have questions or need help? Contact our Call Center (217) 558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us.

Copyright © 2002-2012, Illinois State Board of Education
ELL - Successful Update
Exit Enrollment
Exit Enrollment
Exit Enrollment

Student Information System

Exit Enrollment

To exit an enrollment for a student please provide the SID and at least one of the following:
1. Last Name
2. First Name
   (OR)
3. Date of Birth
Then click the ‘Search’ button

Fields marked with an asterisk (*) are required.

Search Criteria

*SID

38122189d

AND AT LEAST ONE BELOW

*Legal Last Name

Legal First Name

Smith

Date of Birth (mm/dd/yyyy)

Search

Have questions or need help? Contact our Call Center (217) 558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us
Copyright © 2008-2012, Illinois State Board of Education
Exit Enrollment – Enrollment Summary

<table>
<thead>
<tr>
<th>Student Enrollment</th>
<th>RCDTS for Home</th>
<th>RCDTS for Serving</th>
<th>Enrollment Type for Serving</th>
<th>Original entry into a U.S school</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Date for Serving</td>
<td>08/20/2011</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entry/Grade Level for Serving</td>
<td>2012</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTE for Serving</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Exit Enrollment: [GIF]
Exit Enrollment

- **Exit Enrollment Validations**
  - Mandatory Early Childhood Outcomes Data Missing
    - An Early Childhood Outcomes “Entry Rating” is mandatory before the student’s enrollment is exited
    - Upon exiting the 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 is enrolled
  - Mandatory ELL Data Missing
    - If a student’s LEP Indicator = Yes, the ELL record must contain all the mandatory data prior to exiting the student’s enrollment
Exit Enrollment

- Exit Enrollment Validations
  - Mandatory ELL Screener Data Missing
    - Student enrolled in grades K-12, the SID was created after August 1st, 2013 with the Home Language or Native Language other than English and no previous ELL Screener data exists in ISBE SIS
  - Mandatory Homeless Data Missing
    - If a student’s Homeless Indicator = Yes, the Homeless record must contain all the mandatory data prior to exiting the student’s enrollment
  - Mandatory Caregiver Demographic Data Missing
    - If the student has a Participant Demographic record in SIS, all mandatory Participant Demographic data must be completed prior to exiting the student’s enrollment
Exit Enrollment

- Exit Enrollment Validations
  - Exit Date cannot be a future date
  - A student must be IEP = “Yes” before exiting the student using the following Exit Type Codes
    - 14 - Aged Out
    - 15 - Certificate of Completion
  - Students enrolled in grade 12 may not have an Exit Type code of “05” Promoted
  - Only Students enrolled in Grades 11 or 12 can have the Exit Type code “06” Graduated
Exit Enrollment

- Exit Codes
  - 02 Transfer to another public school within the district
  - 03 Transfer to Home Schooled
  - 04 Transfer to Private School
  - 05 Promotion
  - 06 Graduated
  - 07 Death
  - 08 Expulsion
  - 09 Dropped Out
  - 10 Transfer to GED
  - 11 Moved, not known to be continuing
  - 12 Retained in same grade
  - 14 Aged Out
  - 15 Certificate of Completion
  - 16 Victim of a Violent Crime
  - 17 Change in Serving School or Full Time Equivalent (FTE)
  - 18 Moved Out of the United States
  - 19 Transferred to Another Public School district out of Illinois
  - 20 Transferred to Another Public School district in Illinois
  - 99 Erroneous enrollment
Exit Enrollment

- **What do I do if I have entered a student’s enrollment data incorrectly?**
  - Exit Student’s Enrollment record as Erroneous
    - If an Enrollment record is erroneous, the Exit Enrollment Date should be the exact same date as the Enrollment/Entry Date
    - The Enrollment Exit/Withdrawal Type for an erroneous Enrollment record should be Code 99 Erroneous Enrollment
  - Before an enrollment can be identified as erroneous, data collections that have been triggered by the student’s attributes must also be identified as erroneous. Below is a list of SIS data collections that will need to be identified as erroneous before an enrollment can be exited as erroneous:
    - Caregiver Demographic
    - ELL
    - Homeless
    - Student Discipline
    - Student Course Assignment
Exit Enrollment – Exit Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>SID</td>
<td>S81221880</td>
</tr>
<tr>
<td>Legal Last Name</td>
<td>Brad</td>
</tr>
<tr>
<td>Legal First Name</td>
<td>Smith</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>10/01/2010</td>
</tr>
<tr>
<td>RCDTS for Home</td>
<td>90082000042006</td>
</tr>
<tr>
<td>Enrollment Date for Serving</td>
<td>08/20/2011</td>
</tr>
<tr>
<td>Entry/Grade Level for Serving</td>
<td>Birth to 3</td>
</tr>
<tr>
<td>FTE for Serving</td>
<td>1.00</td>
</tr>
<tr>
<td>RCDTS for Serving</td>
<td>90082000042006</td>
</tr>
<tr>
<td>Enrollment Type for Serving</td>
<td>Original entry into a U.S school</td>
</tr>
<tr>
<td>School Year for Serving</td>
<td>2012</td>
</tr>
<tr>
<td>Enrollment Exit Date</td>
<td>05/21/2012</td>
</tr>
<tr>
<td>Enrollment Exit Status</td>
<td>Permanent</td>
</tr>
<tr>
<td>Enrollment Exit / Withdrawal Type</td>
<td>Promoted</td>
</tr>
</tbody>
</table>
Exit Enrollment – Review

Please review the student information before confirming your request for exit enrollment.

- If you need to correct any information before submitting your request for exit enrollment, press CHANGE button.
- If you are ready to submit your request, press SUBMIT button on the bottom of this page.

**Exit Enrollment**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>SID</td>
<td>S81221880</td>
</tr>
<tr>
<td>Legal First Name</td>
<td>Smith</td>
</tr>
<tr>
<td>Legal Last Name</td>
<td>Brad</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>10/01/2010</td>
</tr>
<tr>
<td>RCDTS for Home</td>
<td>500820000042006</td>
</tr>
<tr>
<td>RCDTS for Serving</td>
<td>500820000042006</td>
</tr>
<tr>
<td>Enrollment Exit Date</td>
<td>09/21/2012</td>
</tr>
<tr>
<td>Enrollment Exit Status</td>
<td>Permanent</td>
</tr>
<tr>
<td>Enrollment Exit / Withdrawal Type</td>
<td>Promotion</td>
</tr>
</tbody>
</table>

Submit
Exit Enrollment – Successful Exit

Your request for exiting the enrollment has been successfully submitted.
Teacher Course Assignment Data Collection
Teacher Course Assignment Submission

- In SIS, the Home School is responsible for providing all student data. This includes assigning a unique Student Identifier (SID) and then providing demographic data, performance data, program participation data, Student Course Assignments and Student Outside Course Assignments (when applicable) for the student.

- Similar to the IWAS Application “Teacher Service Record”, the Serving District or the Employer will submit Teacher Course Assignments and “One Teacher to One Student Instruction” data.

- All teachers must have an IEIN number.

- Serving school will provide the data at the start and end of the collection.

- Teacher Course Assignments can be added or updated via Online or Batch.
Teacher Course Assignment Entry

- **Teacher Course Start Date** - First day of attendance for the teacher.

- **Role of Professional** - The specific role of the teacher.
  - 01 Teacher of Record
  - 02 Professional Contributor
  - 03 Student Teacher
  - 04 Substitute Teacher
  - 05 Reading/Math Specialist
  - 06 Technology Specialist
  - 07 Social Worker/Psychologist/Counselor
  - 08 Speech/Language Pathologist
  - 10 Proctor

- **Teacher to Course Commitment** - Numeric value of the teacher's course commitment during the duration of the course, expressed in decimal form, where 1.00 represents a full-time commitment to the course.
Teacher Course Assignment Exit

- **Actual Attendance (Classes)** - Actual number of class periods of attendance teacher attended per course during the term.
- **Total Attendance (Classes)** - Total number of class periods of attendance available for the teacher for this course during the term.
- **Teacher Course End Date** - Last day of attendance for the teacher.
- **Reason for Exit** - The reason why the teacher exited the course.
  - 01 Course Ended
  - 02 Teacher Resigned/Reassigned/Terminated
  - 03 Leave of Absence
  - 04 Death
  - 05 Teacher Expulsion
  - 99 Erroneous Course Assignment
Teacher Course Assignment

- Teacher Course Assignment Online Process
Teacher Course Assignment

- New SIS Home Screen
Teacher Course Assignment

- Teacher Search
Teacher Course Assignment

- Potential Match Summary Page
Teacher Course Assignment

- Select Teaching Location
Teacher Course Assignment

- Edit Teacher Course Assignments
Teacher Course Assignment

- Add Course
Teacher Course Assignment

- Select Course Details

[Image of a course management system interface]
Verifying Teacher/Student Course Assignments
Verifying Teacher/Student Course Assignments

- How do I make my Teacher Course Assignments appear with Student Counts in EIS?
  - Enter Employees into EIS
  - Enroll Students into SIS
  - Enter Teacher Course Assignments into SIS
    - Will populate the courses in EIS, based on the IEIN and the Employer
  - Enter Student Course Assignments into SIS
    - Will populate the student count for the courses displayed in EIS, provided the Student Course Assignments are entered into SIS correctly

- What links a Teacher Course Assignment to a Student Course Assignment?
  - School Year
  - Student Serving RCDTS / Teacher Location RCDTS
  - Term
  - State Course Code
  - Section Number
Verifying Teacher/Student Course Assignments

<table>
<thead>
<tr>
<th>School Year</th>
<th>Student Serving School and Teaching Location (RCDTS)</th>
<th>Term</th>
<th>State Course Code</th>
<th>Section Number</th>
<th>Number of students in Class</th>
<th>Number of Teachers (Entry Data)</th>
<th>Teacher Exit Data</th>
<th>Employer (RCDTS)</th>
<th>Position Teacher</th>
<th>Total number of Classes taught</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>140</td>
</tr>
<tr>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Missing</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>4</td>
</tr>
<tr>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Missing</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>1</td>
</tr>
<tr>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Missing</td>
<td>Complete</td>
<td>Missing</td>
<td>Missing</td>
<td>Complete</td>
<td>Complete</td>
<td>5</td>
</tr>
<tr>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Missing</td>
<td>Missing</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>3</td>
</tr>
</tbody>
</table>

* Future
## Verifying Teacher/Student Course Assignments

<table>
<thead>
<tr>
<th>School Year</th>
<th>Student Serving School and Teaching Location (RCDTS)</th>
<th>Term</th>
<th>State Course Code</th>
<th>Section Number</th>
<th>Number of students in Class</th>
<th>Number of Teachers (Entry Data)</th>
<th>Total number of Classes taught</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>140</td>
</tr>
<tr>
<td>2014</td>
<td>123456789012345</td>
<td>1</td>
<td>01001A000</td>
<td>815</td>
<td>20</td>
<td>1</td>
<td>Complete</td>
</tr>
<tr>
<td>2014</td>
<td>123456789012345</td>
<td>1</td>
<td>01001A000</td>
<td>816</td>
<td>19</td>
<td>1</td>
<td>Complete</td>
</tr>
<tr>
<td>2014</td>
<td>123456789012345</td>
<td>1</td>
<td>01001A000</td>
<td>817</td>
<td>13</td>
<td>1</td>
<td>Complete</td>
</tr>
<tr>
<td>2014</td>
<td>123456789012345</td>
<td>1</td>
<td>01001A000</td>
<td>818</td>
<td>16</td>
<td>1</td>
<td>Complete</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Year</th>
<th>Student Serving School and Teaching Location (RCDTS)</th>
<th>Term</th>
<th>State Course Code</th>
<th>Section Number</th>
<th>Number of students in Class</th>
<th>Number of Teachers (Entry Data)</th>
<th>Total number of Classes taught</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>5</td>
</tr>
<tr>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Missing</td>
<td>Complete</td>
<td>4</td>
</tr>
<tr>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Missing</td>
<td>Missing</td>
<td>Missing</td>
<td>Missing</td>
<td>2</td>
</tr>
<tr>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Missing</td>
<td>Complete</td>
<td>Complete</td>
<td>Missing</td>
<td>1</td>
</tr>
<tr>
<td>Complete</td>
<td>Missing</td>
<td>Missing</td>
<td>Missing</td>
<td>Missing</td>
<td>Complete</td>
<td>Complete</td>
<td>3</td>
</tr>
<tr>
<td>Complete</td>
<td>Missing</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>Complete</td>
<td>4</td>
</tr>
</tbody>
</table>

* Future
Verifying Teacher/Student Course Assignments

To verify that you have all of your student and teacher course assignments submitted you need to run the following reports.

- Student Course Report(Summary)
- Teachers without Students(Detail)
- Students without Teachers(Detail)
Verifying Teacher/Student Course Assignments
Verifying Teacher/Student Course Assignments
Verifying Teacher/Student Course Assignments

### 2013 Student Course Assignment - Student Information Report (Summary)

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Birth Date</th>
<th>Grade</th>
<th>Home RCDTS</th>
<th>Serving RCDTS</th>
<th>Exit Date</th>
<th>Course Count</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>10/07/2002</td>
<td>03</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>07/22/2005</td>
<td>02</td>
<td></td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11/14/2005</td>
<td>01</td>
<td></td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>01/13/2006</td>
<td>09</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>08/16/2005</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12/09/1997</td>
<td>09</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>07/10/1994</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>01/16/2004</td>
<td>03</td>
<td></td>
<td></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/05/2003</td>
<td>03</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>03/03/1995</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>07/06/1999</td>
<td>08</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/18/1997</td>
<td>08</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>02/11/2006</td>
<td>01</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/25/2006</td>
<td>01</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>01/16/2006</td>
<td>04</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12/09/2005</td>
<td>01</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11/20/1997</td>
<td>09</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>01/16/1996</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>04/14/2007</td>
<td>01</td>
<td></td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11/05/1997</td>
<td>09</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>08/11/2004</td>
<td>03</td>
<td></td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>04/05/2008</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
Verifying Teacher/Student Course Assignments
Verifying Teacher/Student Course Assignments

<table>
<thead>
<tr>
<th>Teacher with no Student Course Assignments (Detail)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Year</strong></td>
</tr>
<tr>
<td><strong>School</strong></td>
</tr>
<tr>
<td><strong>Subject Area</strong></td>
</tr>
<tr>
<td><strong>Academic Term</strong></td>
</tr>
<tr>
<td><strong>CTE Course</strong></td>
</tr>
<tr>
<td><strong>IEIN</strong></td>
</tr>
</tbody>
</table>

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us.
Verifying Teacher/Student Course Assignments

<table>
<thead>
<tr>
<th>Term</th>
<th>State Course Code</th>
<th>Section</th>
<th>State Course Title</th>
<th>Work Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>51044A000</td>
<td>00040004</td>
<td>Reading (grade 4)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>52034A000</td>
<td>00040304</td>
<td>Mathematics (grade 4)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>53234A000</td>
<td>00040804</td>
<td>Science (grade 4)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>54434A000</td>
<td>00041904</td>
<td>Social Studies (grade 4)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>55134A000</td>
<td>00044304</td>
<td>Music (grade 4)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>55184A000</td>
<td>00044204</td>
<td>Art (grade 4)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>58034A000</td>
<td>00045604</td>
<td>Physical Education (grade 4)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>56999A000</td>
<td>00045704</td>
<td>Physical, Health, and Safety Education – Other</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>51044A000</td>
<td>00040804</td>
<td>Reading (grade 4)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>52034A000</td>
<td>00040304</td>
<td>Mathematics (grade 4)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>53234A000</td>
<td>00040804</td>
<td>Science (grade 4)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>54434A000</td>
<td>00041904</td>
<td>Social Studies (grade 4)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>55134A000</td>
<td>00044304</td>
<td>Music (grade 4)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>55184A000</td>
<td>00044204</td>
<td>Art (grade 4)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>58034A000</td>
<td>00045604</td>
<td>Physical Education (grade 4)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>56999A000</td>
<td>00045704</td>
<td>Physical, Health, and Safety Education – Other</td>
<td></td>
</tr>
</tbody>
</table>
Verifying Teacher/Student Course Assignments
Verifying Teacher/Student Course Assignments
Verifying Teacher/Student Course Assignments

### 2013 Courses with Students but no Teachers - (Detail)

<table>
<thead>
<tr>
<th>Term</th>
<th>State Course Code</th>
<th>Section</th>
<th>State Course Title</th>
<th>Home School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01001A000</td>
<td>0044620002</td>
<td>English/Language Arts I (9th grade)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Total Students In This Section: 2

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Birth Date</th>
<th>Serving</th>
<th>Grade</th>
<th>Course Level</th>
<th>Course Setting</th>
<th>Credit</th>
<th>Start Date</th>
<th>Dual</th>
<th>Articulated</th>
<th>End Date</th>
<th>Grade A/T</th>
<th>Attend A/T</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>03/10/1992</td>
<td></td>
<td>12</td>
<td>General</td>
<td>Online</td>
<td>0.50</td>
<td>06/22/2012</td>
<td>No</td>
<td>No</td>
<td>12/19/2012</td>
<td>75/70</td>
<td>25/100</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/07/1992</td>
<td></td>
<td>12</td>
<td>General</td>
<td>Online</td>
<td>0.50</td>
<td>06/22/2012</td>
<td>No</td>
<td>No</td>
<td>12/19/2012</td>
<td>52/54</td>
<td>25/100</td>
<td>D</td>
</tr>
</tbody>
</table>

### Term 1

<table>
<thead>
<tr>
<th>State Course Code</th>
<th>Section</th>
<th>State Course Title</th>
<th>Home School</th>
</tr>
</thead>
<tbody>
<tr>
<td>01002A000</td>
<td>0044630002</td>
<td>English/Language Arts II (10th grade)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Total Students In This Section: 1

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Birth Date</th>
<th>Serving</th>
<th>Grade</th>
<th>Course Level</th>
<th>Course Setting</th>
<th>Credit</th>
<th>Start Date</th>
<th>Dual</th>
<th>Articulated</th>
<th>End Date</th>
<th>Grade A/T</th>
<th>Attend A/T</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>03/10/1992</td>
<td></td>
<td>12</td>
<td>General</td>
<td>Online</td>
<td>0.50</td>
<td>06/22/2012</td>
<td>No</td>
<td>No</td>
<td>12/19/2012</td>
<td>78/78</td>
<td>5</td>
<td>S</td>
</tr>
</tbody>
</table>

### Term 1

<table>
<thead>
<tr>
<th>State Course Code</th>
<th>Section</th>
<th>State Course Title</th>
<th>Home School</th>
</tr>
</thead>
<tbody>
<tr>
<td>01003A000</td>
<td>0044740002</td>
<td>English/Language Arts III (11th grade)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Total Students In This Section: 1

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Birth Date</th>
<th>Serving</th>
<th>Grade</th>
<th>Course Level</th>
<th>Course Setting</th>
<th>Credit</th>
<th>Start Date</th>
<th>Dual</th>
<th>Articulated</th>
<th>End Date</th>
<th>Grade A/T</th>
<th>Attend A/T</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>12/06/1994</td>
<td></td>
<td>12</td>
<td>General</td>
<td>Traditional</td>
<td>0.50</td>
<td>06/22/2012</td>
<td>No</td>
<td>No</td>
<td>12/19/2012</td>
<td>75/70</td>
<td>75/79</td>
<td>B</td>
</tr>
</tbody>
</table>
ISAT, IAA and PSAE Assessment Process
Addition/Update of Assessment

- Function to Add or Update Student Assessment Data

- Mandatory
  - SID
  and one of the following:
    - Last Name
    - First Name
    - Date of Birth

- Possible Outcomes
  - No Match
  - One Exact Match
Addition/Update of Assessment

- **Assessment Pre-ID (Before the last day of Testing)**
  - RCDTS Testing School
  - First Year in U.S.
  - Year in Any Illinois-Approved TBE/TPI Program
  - Year Since Exited TBE/TPI Program
  - Enrolled in Home School on or before May 1
  - Enrolled in Home District on or before May 1
  - Test to be Taken

- **Should the Assessment Pre-ID be updated until the last day of testing?**
  - Yes, students who test in the district need to have an accurate record at the end of the testing window. All data at the end of the students testing window is exported from Pre-ID to create the student’s Assessment Correction record.
Addition/Update of Assessment

- Student Tested
- Reason for Not Testing (Optional)
- Last Name
- First Name
- Gender
- Race
- Homeless
- Migrant
- IEP
- LEP
- FRL/Low Income
- 21st Century
- RCDTS for Home School
- RCDTS for Serving School
- RCDTS for Testing School
- Valid Grade at Time of Testing
- First Year in U.S.
- Year in Any Illinois-Approved TBE/TPI Program
- Year Since Exited TBE/TPI Program
- Enrolled in Home School On or Before May 1
- Enrolled in Home District On or Before May 1
- Test To Be Taken
Addition/Update of Assessment

- Assessment Validations
  - Grade at the Time of Testing must be appropriate for the Test To Be Taken
  - If the Enrolled In Home School On or Before May 1 = Yes, the Enrolled In Home District On or Before May 1 must = Yes
  - If the Test To Be Taken = IAA, the IEP Indicator must = Yes
  - If the First Year in U.S. is Yes, the LEP Indicator must = Yes
    - Only (but All) LEP students in Entry/Grade Level K-12 take the ACCESS test

Note: If this is a student’s first year in the U.S. and their LEP = No, the First Year in U.S. should = No.
Review of the Assessment Correction Process

- How do I submit a “Reason for Not Testing” code if a student misses all sessions from at least one of the identified content areas (Reading, Mathematics and Science)?
  - Login to ISBE SIS via IWAS.
  - Click the Assessment link on the ISBE SIS Home Page.
  - Enter the student’s SID and one of the following – Last Name, First Name, or Date of Birth.
  - Enter or update the student’s assessment information.
    - Identify the Student Tested “Yes’
    - SIS will automatically prompt you to enter a “Reason For Not Testing”
  - Review the student’s assessment information for accuracy.
  - Click Submit to complete the update.
Review of the Assessment Correction Process
SIS Homepage
Assessment - Search
Assessment - Grade and Test

Student Information System
Student Assessment

Please enter the student's assessment information.
Fields marked with an asterisk * are required.

Student ID (SID) 422814840
* Legal Last Name Smith
* Legal Middle Name
* Test Name PAAE

Student SAP ID
* Legal First Name Brad
* Date of Birth (mm/dd/yyyy) 10/01/2000
* Grade 11 - Grade 11

Next
Assessment Pre-ID
### Assessment Correction

**Student Information System**

Please Select Assessment Information For The Student:

- **SID:** 422814840
- **Last Name:** Smith
- **First Name:** Brad
- **Middle Name:**

**Student Tested:**  Yes  No

**Gender:**

- Male

**Race/Ethnicity:** Black or African American

<table>
<thead>
<tr>
<th>Homelessness</th>
<th>Yes</th>
<th>No</th>
<th>Migrant</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limited English Proficiency (LEP)</td>
<td>Yes</td>
<td>No</td>
<td>Individualized Education Program (IEP)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Free or Reduced Price Lunch (FRL) / Low Income</td>
<td>Yes</td>
<td>No</td>
<td>21st Century Community Learning Centers</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us.
### Assessment - Review

#### Student Information System

**Student Assessment - Review**

Please review the information before submitting your request.
- If you need to correct any information, press CHANGE button in the appropriate section.
- If you are ready to submit your request, press SUBMIT button.

<table>
<thead>
<tr>
<th>Student ID (SID)</th>
<th>Student SAP ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>422614840</td>
<td>Brad</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal Last Name</th>
<th>Legal First Name</th>
<th>Date of Birth (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td></td>
<td>10/01/2000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test Token</th>
<th>Valid Grade When Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSAE</td>
<td>11 - Grade 11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home School RCDTS</th>
<th>Serving School RCDTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>50620000041003-Amelia V Carrol Jr High - 1003</td>
<td>50620000041003-Amelia V Carrol Jr High - 1003</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Testing School RCDTS</th>
<th>Enroll In Home School On or Before May</th>
<th>Year In Any IL-Approved TBE/TPPI Program</th>
<th>Year SinceExited TBE/TPPI Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>50620000041003-Amelia V Carrol Jr High - 1002</td>
<td>Yes</td>
<td>07 - Not in TBE/TPPI Program</td>
<td>07 - Not in TBE/TPPI Program</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status (Tested?)</th>
<th>Reason Not Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Black or African American</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Race</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Homeless</th>
<th>Migrant</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Limited English Proficiency (LEP)</th>
<th>Individualized Education Program (IEP)</th>
<th>Free or Reduced Price Lunch (FRL) / Low Income</th>
<th>21st Century Community Learning Centers</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

[Submit]
Assessment - Successful Update

Your Student Assessment update was successful.
You may review these changes on the Assessment Pre-ID Report.
ACCESS Assessment Process
ACCESS - English Language Learners (ELL)

- Pre-ID label file sent to testing vendor in November – All students Kindergarten thru grade 12 identified as LEP
- Student scores sent to ISBE from testing vendor
- Scores are matched to current year ELL records in SIS
- Scores that are not matched fall into Unassigned Test Results report
- Automated process runs nightly to match Unassigned Test Results to current year ELL records
- Please call help desk (217) 558-3600 for records that are unable to be matched
EXPLORE and PLAN Assessment Process
Explore and Plan Pre-ID

- **EXPLORE and PLAN Testing**
  - Request a Pre-ID file from SIS for ACT EXPLORE and ACT PLAN tests
  - EXPLORE school districts will have the ability to request Pre-ID by grade 8, grade 9, or both
  - PLAN school districts will have the ability to request Pre-ID by grade 9, grade 10, or both
  - The ISBE program will pay for the administration of both the EXPLORE and PLAN for one grade level per test. Additional grades tested will need to be paid for by the district

- **For assistance with the Pre-ID templates or submission of the templates call ACT:**
  - EXPLORE Customer Services at 800-553-6244 ext.1892
  - PLAN Customer Services at 800-553-6244 ext.1029
  - www.act.org
Explore and Plan Pre-ID

- **EXPLORE and PLAN Scores**
  - Once Explore and Plan Scores are received from the vendor, a matching process is run in SIS, and any students that match appear on the Explore and Plan Score reports.
    - There is no way to find missing scores or correct this data in SIS
  - **For assistance regarding Explore and Plan data call ACT:**
    - EXPLORE Customer Services at 800-553-6244 ext.1892
    - PLAN Customer Services at 800-553-6244 ext.1029
    - www.act.org
Adjusted Cohort Graduation Rate
Adjusted Cohort Graduation Rate

- The “adjusted cohort graduation rate” will be calculated based on SIS data after all students have been exited for the school year.

- Because the related information will be derived from student information, the accuracy of data reported to SIS becomes even more significant. The adjusted cohort graduation rate will be calculated based on student enrollments and upon proper identification of Enrollment Exit Codes.

- A new field in SIS - Cohort Enrollment Exit Type code - is essential in providing an accurate measure of the related high school graduation data.

- The Cohort Enrollment Exit Type code is initially set to the student’s Enrollment Exit Type Code, but it can be updated (as appropriate) through the related online screens.

- Cohort Enrollment Exit Type codes fall into 3 categories (Graduates, Non-Graduates, and “Removed from Cohort”) used in calculating the adjusted cohort graduation rate.
Adjusted Cohort Graduation Rate

- **Which students are “removed from a cohort”?**
  - Before a student is removed from a cohort, a school or LEA must have written confirmation that a student has transferred, emigrated to another country, or passed away.

- **Cohort Enrollment Exit Type Codes (applicable to removal)**
  - 03 – Transfer to Home Schooled
  - 04 – Transfer to Private School
  - 07 – Death
  - 18 – Moved Out of the United States
  - 19 Transferred to Another Public School district out of Illinois
  - 20 Transferred to Another Public School district in Illinois
Adjusted Cohort Graduation Rate

- In SIS, we have added functionality to allow a user to update the following:
  - 1st Year in 9th Grade (Original Cohort Year)
    - Example: 1st Year in 9th Grade should be changed to an earlier year.
  - Cohort Enrollment Exit Type
    - Example: At the end of the school year, you promoted a 10th grade student. You later found out that the family moved out of the country. You can change the Cohort Exit Type from “05 – Promotion” to “18 – Moved Out of the United States”.

- In order to update “1st Year in 9th Grade” or “Cohort Enrollment Exit Type”, the following conditions must be met:
  - The student’s last enrollment must have been with your school district.
  - The student’s last enrollment must be exited.

- Accuracy and local justification are required for updates to these fields. (An audit log of changes is maintained, which records the IWAS User and the date/time of the update.)
SIS Reports
SIS Reports

School and District Reports

- **Assessments**
  - Assessment Pre-ID
  - Assessment Correction
  - Assessment Scores (Scale Score and Performance Level Only)
  - Assessment Subscores (Detailed Scores by Subject Area)
  - Assessment Score History
  - Unassigned Test Results
  - Plan and Explore

- **Bilingual**
  - ELL Screener
  - Student ELL
  - ACCESS Pre-ID
  - ACCESS Score
  - Student ELL History
  - Former ELL Students Report
  - Student ACCESS Scores History
  - Unassigned Test Results
SIS Reports

- Course Assignment
  - Course Information
  - Student Information
  - Student Outside Courses

- Demographics and Enrollment
  - Student Demographics
  - Student Enrollment
  - Current Enrl Vs. Previous Year Enrl
  - Enrollment Grade Discrepancies

- Discipline
  - Student Discipline

- Early Learning
  - Birth to 3
  - Early Childhood
  - Early Childhood Outcomes
  - Participant Demographic
  - Pre-K Follow-up

- Homeless
  - Homeless
SIS Reports

- **Individual Student**
  - Student Assessment Data and Scores
  - Student Demographics and Enrollment
  - Individual Student Course Assignments
  - Student Transfer Form
  - Student Profile
  - Student Profile (with page breaks)

- **State Reporting**
  - Fall Enrollment Counts (Summary Only)
  - End Of Year Student Discipline
  - End Of Year Student Suspensions (Summary Only)
  - End Of Year Student Expulsions (Summary Only)
  - End Of Year High School Dropouts (Summary Only)
  - End Of Year High School Graduates (Summary Only)
SIS Reports

- Teacher
  - Course Assignment
  - Teacher/Student Course Assignment - Course Information
  - Teacher/Student Assessment Score History
  - Teacher with no Student Course Assignments
  - Student with no Teacher Course Assignments

- Miscellaneous Reporting
  - Missing Data
  - Closed Schools with Students and Open Schools with No Students
  - Missing Persons - All
  - Missing Persons - Possible SIS Matches
  - Multiple Student IDs

Missing Persons - Possible SIS Matches

<table>
<thead>
<tr>
<th>Name</th>
<th>Birth Date</th>
<th>Gender</th>
<th>Race</th>
<th>Date Last Seen</th>
<th>Police Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD: Doe, Jane</td>
<td>05/14/1995</td>
<td>F</td>
<td>W</td>
<td>06/13/2013</td>
<td>PD CHGO IL</td>
</tr>
<tr>
<td>SIS: Doe, Jane</td>
<td>05/14/1995</td>
<td>F</td>
<td>Hispanic or Latino</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

School Year: 2013  Enrollment Update: 02/20/2013  School: Kelly High School - 4136 S California Av, Chicago, IL 60632  (773) 535-4900
SIS Homepage

The available facilities of ISBE SIS are listed below:

- Search for a Student ID
- Request a Student ID
- Correct an Assessment Record
- Exit an Enrollment
- Upload a File
- Download a File
- View Reports
- Request a File
- Help

Have questions or need help? Contact our Call Center (217) 558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us.

Copyright © 2008-2012, Illinois State Board of Education.
SIS Reports
SIS Reports
Enrollment Summary Report - Criteria
Enrollment Summary Report - Criteria
## Enrollment Summary 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>
<tr>
<td><strong>Total</strong></td>
<td><strong>3,600</strong></td>
</tr>
</tbody>
</table>
SIS Reports
Enrollment Detail Report - Criteria
Enrollment Detail Report - Criteria

Do you want to open or save this file?

Name: 40225200-e28b-4478-abf0-bb8026d438bd.pdf
Type: Adobe Acrobat 7.0 Document
From: secrpt.isbe.net

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What’s the risk?
<table>
<thead>
<tr>
<th>SID</th>
<th>Last</th>
<th>First</th>
<th>Date of Birth</th>
<th>Home</th>
<th>Serving</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>999999999999999</td>
<td>999999999999999</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>999999999999999</td>
<td>999999999999999</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>999999999999999</td>
<td>999999999999999</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>999999999999999</td>
<td>999999999999999</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>999999999999999</td>
<td>999999999999999</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>999999999999999</td>
<td>999999999999999</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>999999999999999</td>
<td>999999999999999</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>999999999999999</td>
<td>999999999999999</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>999999999999999</td>
<td>999999999999999</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>999999999999999</td>
<td>999999999999999</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>999999999999999</td>
<td>999999999999999</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>999999999999999</td>
<td>999999999999999</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>999999999999999</td>
<td>999999999999999</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>999999999999999</td>
<td>999999999999999</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>999999999999999</td>
<td>999999999999999</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>999999999999999</td>
<td>999999999999999</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>999999999999999</td>
<td>999999999999999</td>
<td>3 - Grade 3</td>
<td>1.00</td>
<td>2010</td>
<td>N</td>
</tr>
</tbody>
</table>
SIS Reports
Individual Student Demographics and Enrollment
Individual Student Demographics and Enrollment
Individual Student Transfer Form

In accordance with Section 2-3-13a of the School Code, all public school districts are to provide this form to any student who is moving out of the school district to verify whether or not the student is “in good standing” and, whether or not their medical records are up-to-date and complete as defined in Section 2-3-13a. “In good standing” means that the student is not being disciplined by an out-of-school suspension or expulsion, and is entitled to those statuses, as of the date of this form. No public school district is required to admit a new student unless they can produce this form from the student’s previous Illinois public school district. This form is not to be returned to the Illinois State Board of Education. It is to be sent directly to the student’s new school they will be attending.

[Blank lines]

NAME OF STUDENT (Last, First, Middle):
Smith, John

DATE OF BIRTH (Month, Day, Year):
01/01/2000

SCHOOL:

GRADE LEVEL:

ADDRESS OF STUDENT (Street, City, State, Zip Code):

ADDRESS OF PARENT OR GUARDIAN (Street, City, State, Zip Code):

PARENT/GUARDIAN TELEPHONE (Home and Cell):

DISTRICT NAME AND NUMBER TRANSFERRING TO:
ISBE Test District

NEW DISTRICT ADDRESS (Street, City, State, Zip Code):

NAME OF SCHOOL STUDENT WILL BE TRANSFERRING TO:

NAME OF PRINCIPAL AT NEW SCHOOL:


By signing below, please state:

I hereby attest that the above student is “in good standing” and that all medical records for the above student are up-to-date and complete as of the date of this form.

[Signature]

DATE:

SIGNATURE OF PRINCIPAL:

THIS FORM IS TO BE SENT DIRECTLY TO THE STUDENT’S NEW SCHOOL THEY WILL BE ATTENDING.
SIS Reports
SIS Reports
### Fall Enrollment Comparisons 2009 to 2010 School Year

<table>
<thead>
<tr>
<th>ISBE Test District</th>
<th>2009 Enrollment</th>
<th>2010 Enrollment</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 - Grade 7</td>
<td>39</td>
<td>34</td>
<td>14%</td>
</tr>
<tr>
<td>8 - Grade 8</td>
<td>47</td>
<td>39</td>
<td>20%</td>
</tr>
<tr>
<td>9 - Grade 9</td>
<td>50</td>
<td>43</td>
<td>16%</td>
</tr>
<tr>
<td>10 - Grade 10</td>
<td>35</td>
<td>50</td>
<td>42%</td>
</tr>
<tr>
<td>11 - Grade 11</td>
<td>67</td>
<td>36</td>
<td>86%</td>
</tr>
<tr>
<td>12 - Grade 12</td>
<td>35</td>
<td>58</td>
<td>65%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ISBE Test School</th>
<th>2009 Enrollment</th>
<th>2010 Enrollment</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-K</td>
<td>45</td>
<td>48</td>
<td>6%</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>32</td>
<td>34</td>
<td>6%</td>
</tr>
<tr>
<td>1 - Grade 1</td>
<td>36</td>
<td>33</td>
<td>9%</td>
</tr>
<tr>
<td>2 - Grade 2</td>
<td>32</td>
<td>39</td>
<td>21%</td>
</tr>
<tr>
<td>3 - Grade 3</td>
<td>44</td>
<td>29</td>
<td>51%</td>
</tr>
<tr>
<td>4 - Grade 4</td>
<td>32</td>
<td>43</td>
<td>34%</td>
</tr>
<tr>
<td>5 - Grade 5</td>
<td>43</td>
<td>34</td>
<td>26%</td>
</tr>
<tr>
<td>6 - Grade 6</td>
<td>34</td>
<td>46</td>
<td>35%</td>
</tr>
</tbody>
</table>
ISBE Contact Information

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

- **ISBE SIS Information Website**
  - www.isbe.net/sis