Student Information System (SIS)

System Validations

November 30, 2018

ISBE Student Information System (ISBE SIS)

On behalf of the

Illinois State Board of Education

100 North First Street

Springfield, IL 62777-0001

TABLE OF CONTENTS

Change History

Change 11/30/2018
1. Added/Updated PSAT/SAT Pre-ID Validations

Change 11/19/2018
1. Revised Early Childhood Validation to state only Public School Preschool requires Teacher Course Assignment prior to Student Course assignment.

Change 10/04/2018
2. Removed 'Days Present', 'Excused Absences', and 'Unexcused Absences' validations from Exit Enrollment.

Change 09/27/2018
1. Updated Student Discipline validation for new Birth to 3 or Pre-K student Incident Type Codes and Disciplinary Action Codes.

Change 09/05/2018
1. Updated Early Childhood Household Income Criteria Validation
2. Updated Preschool Student Course Assignment Validation

Change 08/30/2018
1. Added Early Childhood Household Income Criteria Validation

Change 08/07/2018
1. Added Preschool Course Assignment Validation

Change 07/16/2018
1. Updated Early Childhood Funding Validations

Change 06/29/2018
2. Updated Enrollment Validations
3. Added 504 Plan Validations
4. Updated Student Course Assignments Validations – Changed Credit Validation
5. Updated Validations – EL Services Provided

Change 05/14/2018

6. Updated Early Childhood Outcomes (Made Progress and Entry rating validation)
7. Updated minor changes to EL, EL Screener, PARCC Correction, and Demographics.

Change 04/17/2018

8. Updated DOB Validation in Student Demographics

Change 03/09/2018

9. Updated PSS Validation in Student Demographics

Change 01/05/2018

1. Added Early Childhood Outcomes Validations

Change Date 12/11/2017

1. Added Early Childhood Outcomes Validation

Change Date 11/10/2017

1. Updated Early Childhood Validations

Change Date 10/12/2017

1. Updated Early Childhood Validations

Change Date 10/03/2017

1. Removed text from Early Childhood validation:
   a. "When **IDEA Services** is "yes" and **Private School Student** is "no" then **IDEA Funding** must be "Half Day", "Full Day", "Partial Day", or "Less Than Half Day", and can NOT be "None".

Change Date 09/22/2017

1. Updated/Added Early Childhood Validations

Change Date 09/05/2017

1. Updated Early Childhood Validations

Change Date 08/17/2017

1. Added Freshman on Track validations
2. Added Percent 8th Graders Passing Algebra I validations

Change Date 08/16/2017

1. Updated Adjusted Cohort Graduation Rate
   a. Removed First Year in 9th Grade as an updatable field
2. Added Exit Enrollment Validation
3. Acceptable credit values updated
   a. Added .13 credit value to terms S1, S2, and S3.

Change Date 07/20/2017

1. Added Early Childhood Validations

Change Date 07/17/2017

1. Added Validations on Exit Enrollment

Change Date 07/10/2017

1. Removed ACT Validations
2. Updated IDEA Eligible to IDEA Services
3. Updated FTE to Percent of Day Attended (PDA)
4. Updated/Added Validations on Early Childhood
5. Updated Validations on Enrollment

6. Updated Validations on Exit Enrollment
7. Updated Validations on Prenatal
8. Added Prenatal XREF Validations
9. Updated Validations on Student Demographics
10. Added SAT Validations

Change Date 06/07/2017
1. Added Birth to 3 Validations
2. Updated IEP Indicator to IDEA Eligible
3. Added Early Childhood Validations
4. Added Prenatal Validations
5. Added Student Course Assignment Validations
6. Updated Validations on Student Demographics

Change History 07/06/2016
1. Updated Validations on Student Demographics
   a. Removed validations against Native Language and Home Language
2. Updated ELL to EL
3. Updated Exit Enrollment
   a. Courses identified with Dual Credit = "yes" must have an IPEDS number
4. Updated Student Course Assignment
   a. Actual and Total Attendance can be entered or updated at any time.

Change History 07/17/2015
1. Added 2016 Validations to EL
2. Added 2016 Validations to Student Demographics

Change Date 05/19/2015
1. Updated Student Course Validations = Credit to match Data Elements
2. Added PARCC Correction Validations

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

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

Change Date 11/07/2014
1. Removed Grade 12 Validations
2. Added New Credit Validations

Change Date 07/23/2014
1. Updated Demographics Validations
   a. Migrant Indicator
   b. Eligible for Immigrant Education Indicator
2. Updated Exit Validations
   a. Immigrant Data
   b. Student Address
3. Updated Enrollment Validations

  a. Evaluation Grade Level

  b. Student can not re-enroll once graduated

 4. Updated Student Course Assignment Validations

  a. Credit for Secondary Courses Subject Area (01-21) must be greater than zero

  b. Added Prior to Secondary and Secondary Course Credit Validations

 5. Added Immigrant Validations

 6. Added Student Address Validations

 7. Added Service Provider Validations

Change Date 06/27/2013

 1. Added College Course Assignment Validations

 2. Added Regional Safe Schools Program Validations

 3. Updated EL Screener Validations

 4. Updated Early Childhood Outcomes Validations

Change Date 09/28/2012

 1. Modified Grade 12 validation under Enrollment Validations

Change Date 09/04/2012

 1. Added two Additional validations for Private Schooled Student under Student Demographics

Change Date: 08/13/2012

 1. Added new Validations for Private Schooled Indicator under Enrollment validations and Student Demographics validations

Change Date: 07/02/2012

 1. Added Participant Demographic Validations

Change Date: 06/28/2012

 1. Added Participant Demographic to Exit Validations

SIS Data Validations

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

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

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

504 Plan

- To add or to update a 504 Plan record the student has a valid district enrollment record in SIS by the following:

    - Enrollment record **Home RCDTS** matches 504 Plan record's **Home RCDTS** - New
    - Enrollment record **Serving RCDTS** matches 504 Plan record's **Serving RCDTS** - New
    - Enrollment record **School Year** matches 504 Plan record's **School Year** - New
    - **Enrollment Exit/Withdrawal Type** code does not equal Code 99 Erroneous Enrollment - New

- To add or to update the **504 Plan End Date** in a record, the date is in one of the following specified ranges:
    - **504 Plan End Date** is equal to or greater than the **Enrollment Date** and the **Exit Enrollment Date** is Null - New
    - **504 Plan End Date** is equal to or greater than the **Enrollment Date** and the **Exit Enrollment Date** is equal to or greater than **504 Plan Date** – New
- To delete the **504 Plan** record, send '99' in the 'Delete Record' field on batch file. Or select the 'Delete Record' button online.

Adjusted Cohort Graduation Rate

- Student's enrollment must be exited to provide cohort graduation data.
- A SIS user can only update Adjusted Cohort Graduation Rate field (*Cohort Exit Type Code*) if the last enrollment was within the SIS user's district.

Birth to 3

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

Caregiver Demographic

- The **Home RCDTS** of the student's active enrollment must match the users IWAS RCDTS.
- There can only be one record for each Caregiver for every Birth to 3 student. If user tries to upload more than one of the same caregiver, the existing record will be overwritten. Only one of each record will be accepted (Biological Mother, Biological Father, Adoptive Parent, Grandparent, Other Relative, Legal Guardian, Foster Parent, Other.) If the user sends in a record with the same Relationship Status of a record we already have in the database, we overwrite that record

- If user submits file with Caregiver SID SIS will validate in SIS that the SID is correct. (If not valid entire record will fail)
- Caregiver SID cannot match SID of the 0-3 student

College Course Assignment

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

DLM-AA Pre-ID

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

Early Childhood

- The **Home RCDTS** of the student's active enrollment must match the users IWAS RCDTS.

- If student's **Entry/Grade Level** code is '14' Pre-K an Early Childhood record is created.
- All enrollments must be in at least one of the funding type codes
- Selected funding types cannot be on more than one enrollment. This includes Preschool for All and Preschool for All Expansion.
- If the student has a split enrollment, IDEA Funding can be on more than one enrollment, but if the student is IDEA Services ='Yes', than IDEA funding MUST be on at least one enrollment
- If the student has a split enrollment, Local Funding and Tuition Funding, can be on more than one enrollment.
- Selected funding types cannot be more than the PDA for the given enrollment

    - Half Day – Should have a PDA of 0.50 or higher
    - Full Day – Should have a PDA of 1.00
    - Partial Day - Should have a PDA of 0.75 or higher
    - Less Than Half Day - Any acceptable PDA value
    - None – Any acceptable PDA value

- The student has an active enrollment in the district to update the Early Childhood data.
- If **Early Intervention** is 01 'Yes', **Referral by CFC** must be entered. If **Early Intervention** is 02 'No', the remaining fields should be left blank
- If **Early Intervention** is 01 'Yes', **Referral to CFC** is 01 'Yes'; **EI Number**, **Eligibility Determination Date**, and **Reason for Delay in Transition** are all provided. If **Referral by CFC** is 02 'No', the remaining fields should be left blank.
- If **Early Intervention** is 01 'Yes', **Referral to CFC** is 01 'Yes', and **IDEA Services** is 01 'Yes'; EI **Number**, **Eligibility Determination Date**, **Reason for Delay in Transition**, **IEP Completion Date**, and **Date Services Began** are all provided. If the **IDEA Services** is 02 'No', the remaining fields should be left blank.
- If **Eligibility Determination Date** or **IEP Completion Date** is after the student's third birthday, **Reason for Delay** is not "No Delay."
- **Eligibility Determination Date** must be greater than the student's **Date of Birth**.
- When **IDEA Services** is "no" and **Private School Student** is "no" then **IDEA Services Received**, **In Classroom IDEA**, and **IDEA Funding** must be "no".
- 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**.
- **Previous Enrollment in an early childhood program** must be "yes" when a previous **3 to 5 enrollment record** exists.
- If **Previous enrollment in an early childhood program** is "no", then **Early Head Start**, **Prevention Initiative**, **Early Intervention** must be "no".
- **Child was previously enrolled in an early childhood program** must be "yes" and **Prevention Initiative** must be "yes" when a **previous birth to 3 enrollment** record exists.

- If **Preschool For All Classroom or Head Start** Funding is "Half Day", "Full Day", "Partial Day", or "Less Than Half Day" and Homeless is "No" and Youth in Care is "No" and IEP is "No", then **Household Income Criteria** can Not be "Did not collect."
- If **Preschool For All Expansion** is "Federal-Preschool Full Day Expansion", "Federal-Preschool Expansion-PFA Enhanced", or "Federal-Preschool Expansion-Head Start Enhanced", then **Household Income Criteria** can Not be "400% at or below the Federal Poverty Level", "Above 400% Federal Poverty Level", or "Did not collect."
- If **Preschool For All Expansion** is "State – Preschool Full Day Expansion", "State – Preschool Expansion – PFA Enhanced", "State – Preschool Expansion – Head Start Enhanced", then **Household Income Criteria** can Not be "Did not collect."
- **CPS Value Preschool** should be left blank unless Home RCDTS is a Chicago Public School
- All enrollments must have a student course assignment for each funding type code
- Pre-K students can ONLY use the following course codes : "73028AEXP", "73028AHSE", "73028APFA", "73028APLD", "73028ASPE", "73028ATBP", "73028ATIT"
- When **IDEA Services** is "yes" then **IDEA Funding** must be "Half Day", "Full Day", "Partial Day", or "Less Than Half Day", and can NOT be "None".
- **Household Income Criteria,** code 07 – Did Not Collect, is ONLY applicable if student is **Local District Funding, Tuition Based Funding, Homeless, IDEA Funding** or **Youth in Care.**

Early Childhood Outcomes

- The **Home RCDTS** of the student's active enrollment must match the users IWAS RCDTS.
- An Early Childhood Outcomes record is created when a student is enrolled in Early Childhood and **IDEA Services** is = 'yes'
- An Early Childhood Outcomes "**Entry Rating**" Is mandatory before the student's enrollment is exited
- Upon exiting a student's enrollment an Early Childhood Outcomes **Progress Rating** will be required if the last rating is more than 6 months old
- The Early Childhood Outcomes ratings may be submitted to SIS at any time while the student actively enrolled
- If **Entry Home RCDTS** is included, all Entry Rating fields must be populated.
- If **Exit Home RCDTS** is included, all Exit Rating fields must be populated.
- Only Private School Student = 'yes' can select code 98 – Private School Student, for all Entry and Progress Rating fields.
- Can ONLY select 01 – "yes" for Made Progress on **Positive Social Relationships**, **Acquire Use and Knowledge Skills**, and **Take Appropriate Action to Meet Own Needs**, if the rating value is equal to or greater than the original Entry rating.

EL (English Learners)

- The **Home RCDTS** of the student's active enrollment must match the users IWAS RCDTS.

- A student must be **English Learner's (EL)** 01 "Yes" for an EL record to be created.
- If a student is enrolled as **English Learner (EL)** all mandatory EL data must be populated before the student's enrollment is exited.
- **Date EL Services Ended** must be populated and the **Reason for Ending EL Services** must be set to erroneous or the student must be transitioned by ISBE before the **EL indicator** status can be updated from 01 'Yes' to 02 'No'.
- If **Date EL Services Ended** is not null, a **Reason for Ending EL Services** is provided and vice versa.
- Student must be actively enrolled in the district before the user can update the EL record.
- The **Date EL Services Ended** must be blank, to update an EL record.
- **Date First Enrolled in District/LEA** and **Date Student Enrolled or Re-Entered to Receive EL Services** must be greater than student's **Date of Birth** by three years.
- **Date Student Enrolled or Re-Entered to Receive EL Services** must be either equal to or greater than **Date First Enrolled in District/LEA.**
- **Date EL Services Ended** must be equal to or greater than **Date Student Enrolled or Re-entered to Receive EL Services** and cannot be a future date.
- A student cannot be both **Parents Refused** and **Parents Withdrawn.**
- The **Date EL Services Ended** must be during current school year.
- If a student receives an ACCESS Score, then the **EL Reason for Ending Services** cannot be erroneous.
- If an ACCESS Score is received and student is currently enrolled, EL = Yes and the current EL record is set to erroneous, the **EL Services End Reason** and the **EL Services End Date** will be removed when the ACCESS Score is attached to the student.
- If **Entry Status** = "14" (Parents Refused), **Class Periods Provided per Week** will be set to "00" (None) and all indicators to "No".
- **EL Services Provided** Indicator must be 00 – None of the above if **Dual Language** Indicator on the Demographic Enrollment file is set to 01 - Dual Language - Two Way Immersion or 02 – Dual Language One Way Immersion – New

- **TBE/TPI**: If EL Services provided is "03, 04, 05 or 06" then Dual Language must be marked as "03 - Not a Participant in Dual Language Program" on the Student's Enrollment and can NOT be updated until the EL Services Provided is changed to "00 - None of the above."

EL Screener

- The **Home RCDTS** of the student's active enrollment must match the users IWAS RCDTS.
- **Date EL Screener Test Taken** must be three years greater than student's **Birth Date** and is not a future date.

- Starting School Year 2019, only Grade Kindergarten and 1st Semester grade 1 students can be screened with the 09 – MODEL Screener.

- EL screener will be mandatory for EL and Non-EL students that meet all the following criteria:

    - **Home Language** or **Native Language** other than English

    - SID created after August 1st, 2013

    - Enrolled in grades **Entry Grade Levels** K-12
    - Older than 3 years of age
    - No EL Screener data exists in ISBE SIS

Enrollment

- The Home School District is the only entity allowed to request a **SID**, submit enrollment information to ISBE SIS, update student records, and exit student enrollments.
    - Online, the **Home RCDT** code is not modifiable and may not be overridden.
    - Through the batch process, the RCDT in the header row must match the RCDT code in the RCDT for Home School field.
- The **Home RCDTS** is not the District RCDTS code (ending in four zeros).
- All active enrollments must have the same **Home RCDTS**.
    - The system does not allow a student to be enrolled in two different **Home RCDTS** at the same time.
- Only one active enrollment for each **Serving RCDTS**.
    - The system does not allow two enrollments to exist with the same **Serving RCDTS**.
- The sum of the **PDA** of all existing active Serving School Enrollments and of the new Serving School Enrollment must be less than or equal to '1.00'.
- The **PDA** is greater than '0' and less than or equal to '1.00'
- **School Year** must be current year.
- If student's **Entry/Grade Level** is 14 Pre-K and IDEA Services is 01 'Yes', **Home RCDTS** is a public school district.
- The **Entry/Grade Level** cannot be updated using the Demographic/ Enrollment file format. The student must be exited and re-enrolled to change the **Entry/Grade Level**
- **Enrollment Date** cannot be future date.
- Home **RCDTS** cannot be 92xx. 93xx or 90xx.
- All students in grades Early Childhood thru 12 must be at least 3 years old on the first day of class (**Enrollment Date**).
- Pre-K students must be less than 6 years old on September 1st.
- If a Student is **IDEA Services** = 'Yes', **Home RCDTS** must be a public school district.
- The **Percent of Day Attended (PDA)** cannot be updated using the Demographic/ Enrollment file format.

- The **Enrollment Date** must be greater than the student's previous **Exit Enrollment Date** unless the enrollment record was identified as Erroneous. The **Exit Date** is the last full day of enrollment the student completed; **Enrollment Date** is the first day of full day of Enrollment the student completed.
- **Serving RCDTS** cannot end in "9000".
- **Serving RCDTS** Cannot end in "0000" if it is an ROE, public school district, or other state funded school
- Student cannot have more than one active enrollment in different grade levels.
- **Enrollment Start Date** cannot be updated.
- **Enrollment Entry Type Code** cannot be updated.
- The Demographic Enrollment Template cannot be used for Pre-K Early Childhood Ages 3-5. The Demographics and Early Childhood template must be used instead.
- Birth Date validation - Birth to 3 students only - Student must be less than 3 years of age and must be born on or before the **Enrollment Date**.
- When enrolling a Birth to 3 student (**Entry/Grade Level** '00'), the following mandatory fields will be set to '02' or 'No' when the file is processed or will be forced 'No' online:

  - **Title 1 Indicator**
  - **IDEA Services**
  - **SES Indicator**
  - **EL Indicator**
  - **Century 21 Indicator**

- Private School Student PDA must be 1.00.
- Students cannot be enrolled into SIS if a previous enrollment exists with an **Exit Type Code** of "06 – Graduated".
- Evaluation (22) - **Entry/Grade Level** code may only be selected for a student if requesting a new SID.
- **Tuition-In** Indicator must be "no" if **Private School Student (PSS)** indicator is set to "Yes" - New
- **Tuition-In** Indicator must be set to "no" for Evaluation, Birth to 3 and Pre-k (Ages 3-5) Grade levels – New
- If **Dual Language** is '01' or '02' the Language of Instruction must be provided.

Exit Enrollment

- The **Home RCDTS** of the student's active enrollment must match the users IWAS RCDTS.
- The Home School District is the only entity allowed to update an enrollment record with the mandatory Exit Enrollment data elements.
- The student must have an active enrollment.
- All the mandatory Exit Enrollment data is present.

- If the exiting student is **EL Indicator** 'Yes', the student's EL record contains all the mandatory data.
- If the exiting student's **Entry/Grade Level** is Early Childhood '14', then all necessary Preschool Student Course Assignments are required
- A student must be **IDEA Services** = 'Yes' and in Grades 11 or 12 before being exited with Exit Type Codes '14' Aged Out or '15' Certificate of Completion.
- **Exit Enrollment Date** cannot be a future date.
- A Grade 12 student cannot have an **Exit Enrollment Type** code of '05' Promoted.
- Only Grades 11 or 12 can have a '06' Graduation **Exit Enrollment Type** code.
- If the student is **Homeless Indicator** is 'Yes', the student's Homeless record contains all the mandatory data.
- **Exit Enrollment Date** must be greater than or equal to the latest Student Course Assignment Record **Course End Date** on the enrollment being exited
- If an Enrollment record is exited as erroneous, the following data must be set to erroneous as well:

    - Student Discipline
    - Homeless

- If an Early Childhood student is enrolled as **IDEA Services** = 'Yes' and **Private School Student** = 'No', Early Childhood Outcomes Entry Rating Is Mandatory before the student's enrollment is exited.
- If the student is **Entry/Grade Level** '00" the student's Birth to 3 record must contain all the mandatory data.
- If the student is Birth to 3, a Caregiver Demographic record must be submitted before the student can be exited.
- If a **Birth to 3** student's enrollment is exited, only the following **Exit Enrollment Type** codes can be entered**:**

    - 01   Transfer to another public school district
    - 02   Transfer to another public school within the district
    - 03   Transfer to Home Schooled
    - 04   Transfer to Private School
    - 05   Promotion
    - 07   Death
    - 09   Dropped Out
    - 11   Moved, not known to be continuing
    - 12   Retained in same grade
    - 17   Change in Serving School or Percent of Day Attended (PDA)
    - 18   Moved Out of the United States
    - 99   Erroneous enrollment

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

Freshman on Track

- First-time 9th Grade Students enrolled at any Illinois public school between 9/30/2017 and 5/1/2018 and was not previously enrolled in Grade 9
- Sum of 5 Credits or more (Any subject/class) - Passing
- Cannot fail more than 0.5 credit from core subject (Reading, Math, Science, and Social Science)
- Metric does not include summer school
- The source for this metric is from the SIS student enrollment and student course assignment data.
- Final Letter Grades
  - Passing
    - 01 - A+
    - 02 - A
    - 03 - A-
    - 04 - B+
    - 05 - B
    - 06 - B-
    - 07 - C+
    - 08 - C
    - 09 - C-
    - 10 - D+
    - 11 - D
    - 12 - D-
    - 14 - S (Satisfactory)

  - Failing
    - 13 - F
    - 15 - U (Unsatisfactory)

Homeless

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

Immigrant

- The **Home RCDTS** of the student's active enrollment matches the users IWAS Users RCDTS that is entering the data.

- School districts must submit an Immigrant record for all students that have had a SID created within the last three years, if they have not already had an Immigrant record reported.

Multiple SID

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

Outside Course Assignment

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

PARCC Pre-ID

- The **Home RCDTS** of the student's active enrollment matches the users IWAS Users RCDTS that is entering the data.
- If an **IEP Accommodation** is selected student's **IDEA Services** must = "Yes"
- If a **LEP Accommodation** is selected the student's **EL Indicator** must = "Yes"

PARCC Correction

- The **Home RCDTS** of the student's active enrollment matches the users IWAS Users RCDTS that is entering the data.
- If the only test attempt for the **Component** and Subject is **Voided** it will require and **Reason for No Valid Test Attempt** entered

Percent 8th Graders Passing Algebra I

- This metric is the percentage of 8th graders who have passed Algebra I or an equivalent math class. (This data will reflect the 2018 School Report Card)
- A student enrolled at any Illinois public school on or before 9/30/2017 and on or after 5/1/2018 is assigned to the last district enrolled for the school year.
- The source for this metric is from the student enrollment and student course assignment data found in the Student Information System.
- Math courses Subject Area (02) are Secondary Courses and receive High School Credit
- Math courses Subject Area (52) are Prior to Secondary
- Please note that math courses taken during the summer session following 8th grade are NOT included in this calculation.
- If student is assigned to one of the following State Courses they are classified as passing Algebra I, regardless of the Final Letter Grade. (This is because these classes require Algebra I as a prerequisite.)

State Course ID	State Course Title
- 02056A000	Algebra II
- 02072A000	Geometry
- 02103A000	Trigonometry
- 02105A000	Trigonometry/Math Analysis
- 02106A000	Trigonometry/Algebra
- 02107A000	Trigonometry/Analytic Geometry
- 02108A000	Math Analysis/Analytic Geometry
- 02109A000	Elementary Functions
- 02110A000	Pre-Calculus
- 52072A000	Geometry

- If an 8th grade student enrolls and passes these Algebra I - equivalent classes, they are considered passing Algebra I

State Course ID	State Course Title
- 02052A000	Algebra I (Secondary Course with high school credit)
- 02054A000	Algebra I/Part 2
- 02055A000	Transition Algebra
- 02061A000	Integrated Math–multi-year equivalent
- 52038A000	Mathematics (grade 8) with Course Level as "Enriched" or "Honors"
- 52052A000	Algebra I (Prior to Secondary)
- 52061A000	Integrated Math/Multiyear Equivalent
- 52069A000	Algebra/Other

- Passing final letter grade includes:

  Final Letter Grade
  - A+
  - A
  - A-
  - B+
  - B
  - B-
  - C+
  - C
  - C-
  - D+
  - D
  - D-
  - S
  - Above Average
  - Average
  - P
  - Exceptional (Exceeds Expectations)
  - Meets Standard (Developing Appropriately)

Prenatal

- **Exit Date** is required when an **exit reason** is provided
- **Exit Reason** "Exit for New Fiscal Year" can only be used if the record is in the previous fiscal year and when used a new prenatal record will be created in the new fiscal year copying the prenatal data.
- Below are the required fields when an **exit reason** is not "Erroneous"
  - Total Number of Home Visits During the Year
  - Total Number of Parent Groups Attended During the Year
- Below are the required fields when an **exit reason** is "Live Birth"
  - Total Number of Birthed Children
  - Place of Delivery
  - City of Delivery
  - State of Delivery
  - County of Delivery
  - Delivery Date
- Home RCDT of the Prenatal record must match the users IWAS RCDT that is entering the data
- **Exit Date**, **Services Start Date**, and **Delivery Date**, cannot have a future date but can go up to 2 years in the past.
- **Due Date** can go in the future up to 2 years and in the past up to 1 year

Prenatal XREF

- To match a Student to a Prenatal record the conditions below must be true:
  - Student's date of birth is equal to the delivery date on the prenatal record.
  - The Prenatal record must be exited with reason of "Live Birth".
- A Student cannot be linked to more than one prenatal record.

- A Prenatal record can be linked to the number of birthed children.
- Home RCDTS of the Birth to 3 record must match the users IWAS RCDTS that is entering the data.

Preschool Student Course Assignment

- To add or update a Student Course Assignment record the student must have an enrollment in SIS:
  - Enrollment record **Home RCDTS** matches Student Course Assignment record's **Home RCDTS**
  - Enrollment record **Serving RCDTS** matches Student Course Assignment record's **Serving RCDTS**
  - Enrollment record School Year matches Student Course Assignment record's School Year
  - **Enrollment Exit/Withdrawal Type** code does not equal Code 99 Erroneous Enrollment
  - A matching funding source is on the Student's Early Childhood record
- Home school can view all Student Course Assignment data for the enrollment where they are identified as the **Home RCDTS**
- The current Home School (Active Enrollment) can view all Student Course Assignments. Once the student is enrolled all past assignments can be viewed
- The serving school can view and add courses on students for which they are the Serving School RCDTS
- The Service Provider can view and add courses on students for which they are the Service Provider RCDTS
- The **Student Course Start Date** must be equal to or greater than the student's **Enrollment Date**
- The **Student Course End Date** must be equal to or less than the student's **Exit Enrollment Date**
- The **Term Code** must be **Y1**
- Acceptable **State Course Code** values are: 73028AEXP, 73028AHSE, 73028APFA, 73028APLD, 73028ASPE, 73028ATBP, 73028ATIT
- For Public School Preschool Course Assignments, the Teacher Course Assignment Entry record must be submitted prior to the Preschool Student Course Assignment record.
- If funding source is **Head Start Funding, Local Funding,** or **Tuition Funding**, the **Student Course Assignment** record is optional.

PSAT/SAT Pre-ID

- The **Home RCDTS** of the student's active enrollment matches the users IWAS Users RCDTS that is entering the data.
- Student must be enrolled in grade 9 for PSAT 8/9 assessment Pre-ID.
- Student must be enrolled in grade 10 for PSAT 10 assessment Pre-ID.
- Student must be enrolled in grade 11 for SAT assessment Pre-ID.

- SAT will be administered to students enrolled in grade 12, only as required by ISBE.

Regional Safe Schools Program (RSSP)

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

Student Address

- The **Home RCDTS** of the student's active enrollment matches the users IWAS Users RCDTS that is entering the data.
- Any student enrolled as **IDEA Services** "Yes" must have a Student Address record entered with the **Address Status** of "Active" before exiting.

Student Course Assignment

- To add or update a Student Course Assignment record the student must have an enrollment record in SIS:
  - Enrollment record **Home RCDTS** matches Student Course Assignment record's **Home RCDTS**
  - Enrollment record **Serving RCDTS** matches Student Course Assignment record's **Serving RCDTS**
  - Enrollment record School Year matches Student Course Assignment record's School Year
  - **Enrollment Exit/Withdrawal Type** code does not equal Code 99 Erroneous Enrollment
- Home school can view all Student Course Assignment data for the enrollment where they are identified as the **Home RCDTS**
- The current Home School (Active Enrollment) can view all Student Course Assignments Once the student is enrolled and all past assignments can be viewed
- The serving school can view and add courses on students for which they are the Serving School RCDTS
- The Service Provider can view and add courses on students for which they are the Service Provider RCDTS
- The **Student Course Start Date** must be equal to or greater than the student's **Enrollment Date**
- The **Student Course End Date** must be equal to or less than the student's **Exit Enrollment Date**
- **Total Attendance** and **Actual Attendance** data can be entered or updated at any time.
- When State Course Code is 73028AEXP, 73028AHSE, 73028APFA, 73028APLD, 73028ASPE, 73028ATBP, or 73028ATIT then:
  - **Term** must be Y1

- **Course Level, Course Credit, Articulated Credit, Dual Credit, Course Setting, Single Parent, Displaced Homemaker, Course Numeric Grade, Maximum Numeric Grade** must be empty
    - A matching funding source is on the Student's Early Childhood record
- Grade 3-12 students must submit **Course End Date** and **Final Letter Grade** BEFORE exiting. - New
- **Course Credit** for all of **Terms** (Y1, Y2, S1, S2, S3, T1, T2, T3, T4, Q1, Q2, Q3, Q4, Q5) must be between 0.001 and 3.00 – New
- Secondary Courses can only use **Terms** S1, S2, S3, T1, T2, T3, and T4

Student Demographics

- The **Date of Birth** must be greater than or equal to 1 day and less than 23 years.
    - **Birth to 3** students must be born on or before the Enrollment date and less than 3 years old.
    - **Pre-K** students must be at least 3 years old on the enrollment date and less than 6 years old as of September 1st of current school year.
    - **K – 12** students must be at least 3 years old and less than 23 years on the enrollment date.

- The following fields only contain alpha characters with the exception of hyphens ("-") and spaces:

    - **Legal First Name,**
    - **Legal Middle Name,**
    - **Legal Last Name,**
    - **Mother's Maiden Name, and**
    - **Birth Place Name**

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

- If a student's **English Learner's (EL)** is 01 'Yes', the student's **Native Language Code** cannot be '000' English.
- **SES Indicator** for Pre-K must be set to 'No'.
- If a previous school year ACCESS score exists with overall proficiency level of 4.8 or higher the student's **EL Indicator** can not be 'Yes'.
- If a previous school year ACCESS score exists with overall proficiency level less than 4.8 the student's **EL Indicator** cannot be 'No'.
- **Private School Student Indicator** for grade level Birth to 3 must be "No"
- **Private School Student** will not be included in Fall Enrollment Counts, Statewide Assessments, Dropout or Adjusted Cohort Graduation Rate calculations.
- **A Private School Student** must have the following defaulted to "No":
  - SES Indicator
  - FRL/Low Income Indicator
  - Century 21 Indicator
  - EL Indicator
  - Homeless
  - Birth to 3
- **Eligible for Immigrant Indicator** starting school year 2015 can no longer be updated online under the program indicators tab or by uploading the demographic enrollment file format in SIS. Students identified as Immigrant should be uploaded using the Immigrant file format in SIS. The **Eligible for Immigrant Indicator** in SIS will be uploaded according to what is entered for the Immigrant collection.
- **Migrant Indicator** starting school year 2015 can no longer be updated using the demographic Enrollment file format in SIS. Students identified as Migrant should be report to the Federal Governments New Generations System (NGS). SIS receives periodic updates from NGS, which will update the **Migrant indicator** in SIS.
- Students enrolled in **Evaluation (22)** Grade Level must have the following defaulted to "No":
  - SES Indicator
  - EL Indicator
  - IDEA Services
  - FRL/Low Income Indicator
  - Century 21 Indicator
- If student is **Homeless** "Yes", **FRL/Low Income** Indicator must be "Yes"
- If student is **Migrant** "Yes", **FRL/Low Income** Indicator must be "Yes"
- All active Enrollments must have the same value for Military Connected Student.

Student Discipline

- To add or to update a Student Discipline record the student has a valid district enrollment record in SIS by the following:

  - Enrollment record **Home RCDTS** matches Student Discipline record's **Home RCDTS**
  - Enrollment record **Serving RCDTS** matches Student Discipline record's **Serving RCDTS**
  - Enrollment record **School Year** matches Student Discipline record's **School Year**
  - **Enrollment Exit/Withdrawal Type** code does not equal Code 99 Erroneous Enrollment

- To add or to update the **Incident Date** in a record, the date is in one of the following specified ranges:
  - **Incident Date** is equal to or greater than the **Enrollment Date** and the **Exit Enrollment Date** is Null
  - **Incident Date** is equal to or greater than the **Enrollment Date** and the **Exit Enrollment Date** is equal to or greater than **Incident Date**
- To add a record the **Incident Number** does not match the **Incident Number** in an existing record with matching **Incident Date** and matching Student's enrollment.
- To add a Student Discipline record for a Birth to 3 or Pre-K student, the Incident Type Codes must be one of the following:
  o '50', 'Extreme prolonged tantrums'
  o '51', 'Physical and verbal aggression'
  o '52', 'Purposeful destruction of property'
  o '53', 'Self-injury'
  o '54', 'Withdrawal'
  o '55', 'Purposeful injury to others, both children and adults'
  o '56', 'Serious safety threat'

- To add a Student Discipline record for a Birth to 3 or Pre-K student, the Discipline Action Codes must be one of the following:

  o '50', 'Planned Transition'
  o '51', 'Temporary Removal'
  o '52', 'Mental Health Consultancy'
  o '53', 'Transfer to another preschool program due to child's behavior'.

Teacher Course Assignment Entry

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

- Cannot add a new enrollment for the same teaching location as a current enrollment…
  Error - "This Teacher already has an assignment for the selected Location. Please select from the list above."
- When State Course Code is 73028AEXP, 73028AHSE, 73028APFA, 73028APLD, 73028ASPE, 73028ATBP, or 73028ATIT then **Term** must be Y1

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

Teacher Course Assignment Exit

- Teacher must have an **IEIN Number**
- Only the **Teaching Location RCDTS or Teacher Employer RCDTS** can submit the SIS teacher's information
- **Course End Date** should be between **Course Start Date** and current date.
- If any (but not all) exit field data is entered, system will prompt with:
  Error - "Please enter all the Exit fields: *<missing exit field(s)>*"
- When State Course Code is 73028AEXP, 73028AHSE, 73028APFA, 73028APLD, 73028ASPE, 73028ATBP, or 73028ATIT then **Term** must be Y1