

Illinois State Board of Education

Student Information System (SIS) Planning for School Year 2007



Agenda

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- School Year 2007 Beginning-of-Year Enrollment Submittals
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ISBE SIS Project Team

- ISBE Key Team Members

- Connie Wise

ISBE User Project Manager

- Terry Chamberlain

Data Systems Administrator

- IBM Key Team Members

- Howard Hammel

Project Manager

- Jaimie McQuirt

Support Team Lead

- Reed Finn

Support Team

School Year 2006 Year-End Exit Enrollment Submittals

- 87,730 school year enrollment records from 2006 remaining to be exited as of October 4, 2006
- 2006 enrollment records must be exited before 2007 enrollment records may be created for those students
- Each exited enrollment record must include the following exit/withdrawal information:
 - Enrollment Exit Date
 - The month, day, and year on which a student no longer attends a school or an educational institution.
 - The format is mm/dd/yyyy – 05/31/2006.
 - Exit Status
 - Enter code 01 for permanent.
 - Enrollment Exit/Withdrawal type code
 - See the Enrollment Exit/Withdrawal Type Code Table found under the Data Elements section on the SIS website: www.isbe.net/sis.

Year-End Exit Enrollment Submittals cont.

- Enrollment records may be exited either on-line (one-at-a-time) or via the batch process (multiple records).
 - On-line process
 - Use the IWAS/SIS/Exit Enrollment screen to enter a student's SID and either the last name, first name or date of birth.
 - Select the enrollment record to exit.
 - Enter the required data in the appropriate fields.
 - Press 'submit' to exit the enrollment record.

Year-End Exit Enrollment Submittals cont.

- Batch file process
 - Use the Exit Student Enrollment batch file format (.txt, .xml, or .csv).
 - Enter the required student demographic and exit/withdrawal information.
 - Upload the batch file via IWAS/SIS/Upload File screen.
 - Review returned file result codes to confirm all enrollment records were successfully exited.
 - Resubmit any corrected records using the same batch file process.

School Year 2006-2007 SIS Changes

Changes for the 2007 School Year include the following:

- **Revised Enrollment/Entry Type Codes**
- **Revised Enrollment Exit/Withdrawal Codes**
- **New Program Indicators**

School Year 2006-2007 SIS Changes cont.

- **Revised Enrollment/Entry Type Codes**

Code	Data Element Value	Description
01	Transfer in from another district	A student who transfers in from another public or non-public school district or a home school.
02	Original entry into a United States school	A student who enters a United States public school for the first time.
03	Re-entry to the same school	A student who had previously entered any class in a school and then continues his or her membership in the same school from one term to the next because of a promotion or demotion, or who transfers from one homeroom or class to another during a regular school session.
04	Transfer in from within district	A student who transfers in from within a public school district.

School Year 2006-2007 SIS Changes cont.

■ Revised Enrollment Exit/Withdrawal Type Codes

Code	Data Element Value	Description
01	Transfer to another public school district	A student who transfers out of a public school district to another public school/district.
02	Transfer to another public school within the district	A student who transfers out of a public school to another public school within the same district.
03	Transfer to Home Schooled	A student who transfers out of a public school to be home schooled by parents.
04	Transfer to Private School	A student who transfers out of a public school to a private facility.
05	Promotion	The practice of promoting a student from one grade to another grade.
06	Graduated with regular, advanced, International Baccalaureate, or other type of diploma	A student who has received a regular high school diploma upon completion of state and local requirements for both coursework and assessment or a high school diploma from a program other than the regular school program.

School Year 2006-2007 SIS Changes cont.

Code	Data Element Value	Description
07	Death	A student whose membership is terminated because he/she died during or between regular school sessions.
08	Expulsion	A student who left school involuntarily due to an expulsion approved by appropriate school authorities.
09	Dropped out	A Student who stops attending school for reasons and a specified length of time considered by the state or district to constitute "dropping out."
10	Transferred to GED program	A student who has transferred to a GED program prior to the completion of his or her secondary education.
11	Moved, not known to be continuing	A student who has moved outside his or her attendance area and is not known to be continuing his/her elementary or secondary education.
12	Retained in same Grade	The practice of not promoting a student to the next grade level at the end of the regular school session.
99	Erroneous enrollment	Closing an erroneously created enrollment record.

School Year 2006-2007 SIS Changes cont.

▪ New Program Indicators

Code	Data Element Value	Description
01 or 02	Reading 1 st Indicator	Identifies a student (K-3) in specific 20 school Districts that is a participant in the Reading 1 st Program.
01 or 02	Reading Improvement Block Grant Program Indicator	Identifies a student (K-6) that has been selected to receive services provided with Reading Improvement Block Grant funds.
01 or 02	Title 1 Indicator	Identifies a student that is a participant in federally funded Title 1 reading or mathematics instruction.

School Year 2006-2007 SIS Changes cont.

- Location of New Program Indicators
 - Reading 1st Indicator
 - Former Place Holder 4
 - 12th element in the Student Demographic/Enrollment File Format / Column L of Excel Template
 - Reading Improvement Block Grant Program Indicator
 - Former Place Holder 1
 - 13th element in the Student Demographic/Enrollment File Format / Column M of the Excel Template
 - Title 1 Indicator
 - Former Place Holder 2
 - 14th element in the Student Demographic/Enrollment File Format / Column N of the Excel Template

Beginning-of-Year Enrollment Submittals

- New enrollment records must be submitted for each student at the beginning of the school year 2007 (2006-2007)
 - New enrollments may be created once the previous years enrollment is exited
 - The new codes, indicators and format are required starting as of August 16, 2006

- The Student Demographic file format is used to create the new enrollment records and must include the student's existing SID
 - To find a student's SID, access the SIS application via IWAS/SIS, and select the Search SID functionality.
 - If a student has not been assigned a State SID or the State SID is unknown, that field will be blank and SIS will assign a new SID and create the enrollment record for school year 2007.
 - The file format may be .txt, .xml or .csv.
 - An Excel template to create the Student Demographic .csv file and the tip sheet for completing the Excel template is available on www.isbe.net/sis.
 - The four digit School Year to be used in the file is 2007

Beginning-of-Year Enrollment Submittals cont.

- Only the Home School/District may submit enrollment records
 - Submit only active students that are currently enrolled in the school year 2006 – 2007
 - Home School/Districts must create the enrollment records for students for whom they are the Home school and are served at other facilities (example: special education facilities)
 - Home School/Districts may create multiple enrollment records when a student attends 2 or more serving schools (example: a student attends one school in the morning and a different school in the afternoon such as a vocational education facility)
- District RCDTS code ending in four zeros will not be accepted for the Home School code
- New enrollment records for School Year 2007 must be submitted by October 31, 2006 (will be used as a comparison against the Fall Housing report)

ISBE SIS Upcoming Key Dates

Activity

Dates

Exit enrollments for School Year 2006

Past Due

First Day new codes, indicators and file format will be required

08/16/2006

Deadline for Fall Enrollment submission (School Year 2007 Student Demographics - enrollments)

10/31/2006
(4:30 PM)

Districts Next Steps

- Exit remaining 2006 enrollment records for all students
- Revise local systems to include new program indicators and map new Enrollment Entry Type codes and Enrollment Exit/Withdrawal codes for School Year 2007
- Conform to the 2006 – 2007 School Year Student Demographic File Format Layout (applicable starting August 16, 2006)
- Submit 2007 enrollment data by 4:30pm on October 31, 2006

Where Do I Direct My Questions?

- ISBE Help Desk
 - (217) 558-3600
 - help@isbe.net
 - SIS Policy Questions will be directed to the Data Analysis Division
 - SIS Technical Questions will be directed to the IBM team

Questions & Answers

Discussion / Questions

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