

ISBE SIS Frequently Asked Questions

ISBE SIS FAQ's		
#	Question	Answer
General		
1	What is the purpose of the ISBE SIS?	<p>The primary purpose of the ISBE Student Information System (ISBE SIS) is to assign unique identifiers (student identifiers) to every public school student in the state of Illinois. The assignment of identifiers will enable us to capture demographic, enrollment, program indicator, and assessment data for all students, thereby allowing us to better report information required under NCLB, IDEA, the Illinois Report Card, and other federal and state mandates. The Phase 1 data elements are available at the Student Information System web site (http://www.isbe.state.il.us/sis/default.htm).</p> <p>The ISBE SIS is not designed to replace the student information management software currently used by school districts. ISBE is fully cognizant of its responsibilities to protect the privacy and confidentiality of student information as required by the Family Educational Rights and Privacy Act (FERPA), and, therefore, will be collecting only that student information necessary to meet the reporting and accountability requirements mandated in federal and state statute.</p> <p>It should be noted that with the full implementation of the ISBE SIS, portions of aggregate reporting requirements such as the Fall Housing Report and the End-of-Year Report will no longer be necessary. Moreover, one of the major goals of the new system is that the entire assessment process will be streamlined and less subject to error. Student identifiers and other demographic information will be sent to ISBE's assessment vendor for pre-coding on answer sheets. This identifying information along with test answers will be scanned, processed and returned to both the home district and ISBE. ISBE anticipates very little manual intervention on the part of school districts resulting in much less cleanup work having to be done by local staff. Furthermore, this improved process will most certainly increase both the quality and timeliness of the data.</p>
2	Is the ISBE SIS mandatory?	ISBE has filed a proposed amendment to agency rules with the Secretary of

ISBE SIS Frequently Asked Questions

ISBE SIS FAQ's		
#	Question	Answer
		State to require that all districts participate in the ISBE SIS. This proposed amendment was posted on the ISBE Home Page on Friday, July 8, 2005. To review this proposed amendment, go to http://www.isbe.state.il.us/ , click on the <u>Rules</u> link in the left-hand menu, click on the <u>Proposed Rules and Amendments link</u> , and click on <u>Text of Rulemaking</u> on Proposed Amendments to Part 1 at the bottom of the page. Please note the deadline for public comment is Tuesday, September 6, 2005.
3	How often will School Districts be required to submit full data submissions?	Districts will be able to submit data files to obtain student identifiers as frequently as needed. In the future ISBE will communicate reporting windows for specific submissions of enrollment, program, assessment, and exit-related data.
4	Should the local student tracking number be replaced with ISBE SIS student identifier?	<p>The student identifier assigned by a local student management package or by other means is not required to be replaced by the state-assigned student identifier. School district systems should be capable of maintaining both their local and the ISBE SIS identifier.</p> <p>It should be noted that while some school districts have indicated that they will replace their local identifier with the ISBE SIS student identifier, others have indicated they prefer to keep both. It is entirely a school district's prerogative.</p>
5	Is ISBE planning on certifying local student management packages developed by vendors?	ISBE has no plans or process in place to certify local student management software packages and will make no recommendations about choosing one package over another. However, ISBE is encouraging vendors to voluntarily obtain the latest SIF certification of their packages through the Schools Interoperability Framework Association (SIFA).
6	Will the ISBE SIS have links to other student information systems maintained by post-secondary institutions or other state education	At this time the ISBE SIS will not be linked to other student information systems maintained by post-secondary institutions or state education agencies. There are FERPA issues that must be addressed and reconciled before such exchanges can

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
	agencies that would allow student data to be exchanged between these systems?	take place. It must be noted that the ISBE-assigned student identifier is unique only to the ISBE SIS.
7	Is ISBE going to collect all behavior data that a school collects on a student? We collect additional behavior data that we do not feel should be sent to ISBE for privacy reasons.	Behavior data required to be reported to federal or state agencies by law will be required to be reported to ISBE SIS.
8	Can the ISBE Web Locator System display confidential student information?	District or school personnel assigned the responsibility of enrolling new students are considered by ISBE to be "educational officials with a legitimate educational interest" as described in FERPA and, therefore, have the right to view this information in determining the identification of the new student.
9	Could a district reserve a 'block of numbers' that they could assign during registration to their students in their local system?	No.
10	School submits same information to a consortium that sends to state (ISIS & FACTS); do they now have to submit it to SIS as well?	Yes, for now.
11	Can a cheat sheet be created for what needs to be done for enrolling and what to do when exiting a student?	An SIS Quick Reference sheet will be available through the SIS on-line Help link as well as on the SIS page on the ISBE Student Information System Home Page http://www.isbe.state.il.us/sis .
12	How is this going to interface with ISAT labels?	ISAT labels will be created with demographic information from SIS.
13	Is ISBE going to give more money to school districts to pay for all the extra time spent implementing this new system ID's?	No.

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
14	What is SIS's immediate benefit to the District? Is there ANY benefit to the District?	ISBE SIS will make the testing process easier as well as more efficient and accurate data gathering for reports (next year).
15	Could a list of vendors involved with the SIS Pilot be provided (on the SIS Home page)?	A list of vendors involved in the SIS Pilot project will be posted to the SIS Home Page.
Timelines		
16	When is ISBE expecting Districts to have their SIDs? What does 'Fall' mean? Which month?	The ISBE reporting deadline is September 30, 2005 per the August 29, 2005 "Weekly Message from State Superintendent Randy Dunn".
17	How often and under what circumstances does ISBE want/need batch files? Monthly? Set up timeframes for updating SIS - daily, bi weekly, weekly etc.	ISBE time frames for submitting updates to SIS are September 30th & July 15th. Regular updates by School Districts may be submitted at their discretion, other than the 2 dates specified above.
Point of Contacts		
18	Could ISBE create an SIS contact list (by district) for communications regarding critical information such as deadlines? (Something besides the Superintendents newsletter>)	This request is under consideration.
19	Is communication to District Offices through any one other than Superintendents?	ISBE SIS e-mails are sent to the document authors identified in IWAS.
Access to SIS		
20	Who is authorized to access the ISBE SIS?	Each district and regional superintendent is responsible for designating who on their staffs are authorized to access the ISBE SIS. This authorization will be granted through the Illinois Web Application Security System (IWAS).

ISBE SIS Frequently Asked Questions

ISBE SIS FAQ's		
#	Question	Answer
		<p>The ISBE SIS allows two types of user roles to be assigned to school, district and ROE personnel:</p> <ul style="list-style-type: none"> • RCDT General User The RCDT General User role will have access to functions that include online requests for new student identifiers for an individual student, searches for an existing student identifier and exits to student enrollment record. • RCDT/ROE Administrator (Admin) The RCDT/ROE Administrator role will include at a minimum all of the attributes of the RCDT General User role plus the ability to conduct the batch process to request new student identifiers and to change student demographic, enrollment/exiting, and participation indicator data after a student identifier has been assigned.
21	How does one get an IWAS account?	<p>If a potential user does not have an IWAS account, she/he may apply for one by going to the Student Information System home page at http://www.isbe.state.il.us/sis/default.htm and clicking on the IWAS link on the menu at the top of the page. Once the potential user is at the IWAS site, she/he can click on the Sign Up Now link and follow the instructions.</p>
22	How do I access the ISBE SIS?	<p>After the user role information is entered, the potential user may sign up for access to the ISBE SIS System. The ISBE SIS System is listed under the Monthly Section of the System Listing menu on the left-hand side. The employing district or regional superintendent will be notified that a potential user has applied and is awaiting her/his approval.</p> <p>Once authorized the user may access the ISBE SIS by going to the Student Information System home page at http://www.isbe.state.il.us/sis/default.htm and</p>

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
		<p>clicking on the IWAS link on the menu at the top of the page. Once at the IWAS site, the user must sign-in with her/his IWAS Login Name and Password.</p> <p>Once the user has successfully logged in through IWAS, she/he will need to click on System Listing on the left-hand side to access the link to the ISBE SIS. ISBE SIS is listed under the Monthly Reporting section. The ISBE SIS will open in a separate browser window. An authorized user will interact with the ISBE SIS in the one of the roles described above.</p>
23	How can an IWAS Approval Group be changed?	The user will have to contact her/his district or regional superintendent and request to be changed to a new approval group.
24	Are vendors allowed access to IWAS to submit test files?	<p>No. Only RCDT/ROE administrators can submit test files.</p> <p>If a vendor needs to submit a test file to verify the file format, they must contact the SIS team at SISPilot@isbe.net.</p>
Batch Process		
25	Who can submit batch files to the ISBE SIS?	Only an authorized user designated as an RCDT/ROE Administrator can submit batch files. This ensures that the appropriate authority has signed-off on the quality of the data and accepts accountability for it.
26	Can more than one school's student information be submitted in one batch file to the ISBE SIS?	The preferred method is for the district or region to consolidate the student information from multiple schools and submit one batch file with all of the student data to be processed. But, the district or region has the option to submit separate batch files in the event that the district or region has no centralized student information system. However, each file must be signed-off by an RCDT/ROE Administrator for data quality and accountability purposes.
27	Where can one find the formats for ISBE SIS	Currently, all ISBE SIS batch input file formats can be found in the <i>Phase 1</i>

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
	batch files?	<i>ISBE SIS File Format Layouts</i> document that is located on the Student Information System Home Page http://www.isbe.state.il.us/sis .
28	How does one submit batch files to the ISBE SIS?	All batch files must be submitted from the ISBE SIS Application via IWAS. The RCDT/ROE Administrator must upload the batch file using the upload function on the ISBE SIS website. A confirmation message will be displayed for successful uploads. After the file is processed, an email will be sent to the RCDT/ROE Administrator via her/his IWAS account indicating that the batch has been processed and is available for download. The RCDT/ROE Administrator must login through IWAS to the ISBE SIS website to download the processed file.
29	Will users need to send an email each time they upload an ISBE SIS batch file through the ISBE SIS Website?	No. A confirmation message will be displayed when the file uploads successfully.
30	How quickly will submitted ISBE SIS batch files be available for downloading by districts or regions?	Generally, ISBE SIS batch files submitted today will be processed overnight and available for downloading tomorrow morning. However, in the rare instances when a large volume of batch files are received on one day, and it is not possible to process them all overnight, the remaining files will be processed the following evening.
31	How should ISBE SIS batch files be named?	The following are the recommended guidelines on how import files should be named: <div style="margin-left: 40px;">Text: RCDT Code (or District Name)+_ + Date (mmddyyyy) +_+ File Identifier.txt e.g. 50082104002_06222005_001.txt e.g. Chatham_06222005_001.txt</div> <div style="margin-left: 40px;">CSV: RCDT Code (or District Name)+_ + Date (mmddyyyy) +_+</div>

ISBE SIS Frequently Asked Questions

ISBE SIS FAQ's		
#	Question	Answer
		<p style="text-align: right;">File Identifier.txt e.g. 50082104002_06222005_001.csv e.g. Chatham_06222005_001.csv</p> <p style="text-align: right;">XML RCDT Code (or district name)+_ + Date (mmddyyyy) +_+ File Identifier.xml e.g. 50082104002_06222005_001.xml e.g. Chatham_06222005_001.xml</p> <p>Each ISBE SIS batch file should be uniquely identified. If a user submits more than one batch file on the same day, it is helpful for each file name must be distinguishable. For example,</p> <ul style="list-style-type: none"> • Text: <ul style="list-style-type: none"> ➤ e.g. 50082104002_06222005_001.txt ➤ e.g. 50082104002_06222005_002.txt • CSV: <ul style="list-style-type: none"> ➤ e.g. 50082104002_06222005_001.csv ➤ e.g. 50082104002_06222005_002.csv • XML: <ul style="list-style-type: none"> ➤ e.g. 50082104002_06222005_001.xml ➤ e.g. 50082104002_06222005_002.xml
32	The file naming standards for ISBE SIS batch file states that “If more than one file is submitted on the same date, the file identifier is used to differentiate the individual files.” It does not state that each date starts over at 001 for the file identifier. For instance, a district	It is acceptable. The ISBE SIS is not checking the file identifier. The application is checking to ensure that the name of the actual file matches the file name listed in the header row. The file naming standards are a set of guidelines. It is not required to include an identifier. The identifier was placed in the guidelines to distinguish multiple files submitted on the same day with the same date in the file name; i.e., 001 and 002.

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
	<p>increments a batch file identifier each time the file is created whether it is the same date or not; i.e., if 2 files are created on September 1, 2005, the ending on the first file will be 09012005_001.txt and on the second file, 09012005_002.txt. Then if another file is created on September 2, 2005, the file ending will be 06022005_003.txt. Is the method acceptable?</p>	
33	<p>Can the date included in the file name format be submitted as yyymmdd as well as mmddyyyy?</p>	<p>Yes.</p>
34	<p>Can districts and regions resubmit entire ISBE SIS batch files that originally had valid records that were assigned State IDs as well as records that were not assigned State IDs because the record contained errors?</p>	<p>Yes. Districts and regions may resubmit data files that contain both the original records that were assigned numbers as well as the corrected bad records as frequently as needed. If the student has already been assigned a number the data will be updated and if the student does not have an existing SID a new number will be assigned.</p> <p>During all processing, ISBE SIS will identify records within the data file that failed validations (such as an invalid data format or invalid code) by marking the record with a specific Result Code and Result Message. All other records that passed validation previously will be processed.</p> <p>Please note that if a submitted ISBE SIS batch file is not in the proper format, the entire file will be rejected and the user will be so notified.</p>
35	<p>Can districts send subsequent files to assign student identifiers to new students and update information for existing students?</p>	<p>Districts can submit additional batch files at any time.</p>

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
36	Is it possible to send both new records and update records in the same file?	Yes.
37	A district received an error message stating that the batch file did not upload successfully because of a format problem. What would cause that?	<p>Please check your file for the following errors:</p> <ol style="list-style-type: none"> 1. Incorrect Header Row <ul style="list-style-type: none"> ➤ All fields in the header row are mandatory – File Type (Ex. – Student Demographics; Total Number of Records, not including the header row; File Name including extension; File Sent Date; and, RCDTS of submitting district). ➤ The RCDTS code contained in the header row of the batch input file must be the RCDTS associated with the IWAS account of the person submitting the file to ISBE SIS. ➤ The file name in the header row must match the actual name of the file that is being uploaded. ➤ The File Sent Date must be in the format of mm/dd/yyyy. ➤ If the file is in a text format the header row must be delimited by a carriage return and followed by the student records. 2. Data must <u>not</u> be enclosed by double quotes (Ex. - , Doe, NOT ,"Doe",) 3. Verify that each student record contains exactly 34 commas. A comma within the value of the field (such as in the Last Name – Smith, Jr or Birth Place Name – Springfield, IL) will cause an error. 4. Random Carriage Returns throughout the file (word wrapped every 3 or 4 lines) or incorrect Carriage Return-Line Feeds
38	A district attempted to upload a batch file to ISBE and received the following error message: “Element is not correctly named. The http://www.ISBE.SIS.com:HomeLessInd element is not declared. An error occurred at	<p>XML is case sensitive. In this error message, the “L” in <u>HomeLessInd</u> should be lower case, i.e., HomelessInd.</p> <p>If any other messages are received related to the “Element is not named correctly” please verify the tag names against the schema in the file format</p>

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
	(18355,6).”	document.
39	Is data that is input and submitted in the batch files format case sensitive?	No.
40	A file was rejected because the student identifier tag field had all zeros when it was exported to ISBE SIS. In the local package this field is being held as a decimal so the district was sending it as 9 zeros. Did this cause our file to fail and will the district need to modify its export program to convert any student ID number that is all zeroes to spaces before sending it to ISBE?	Yes. A record with an invalid student identifier (in this case all zeros) will fail and be assigned a result code of 'I'. If a district is requesting that a new student identifier be assigned then the student identifier field needs to be blank. Otherwise ISBE will take the value in the student identifier field and look for a match in the ISBE SIS database to do an update. If the SID does not exist then the record will fail and no data will be updated.
41	Can the upload file formats for student demographics and student Enrollment be in either text or Excel?	ISBE SIS accepts files in one of two formats: <ul style="list-style-type: none"> • Comma Delimited text files (.txt or converted excel spreadsheet as .csv) • XML (Extensible Markup Language) files
42	If a district includes multiple schools in their Student Demographic export file, what RCDTS is to be used in the header record (since each school has a different number)?	An authorized user is allowed to consolidate the student information from multiple schools to submit one batch file with all of the data to be processed (this is the preferred method). The Region-County-District-Type-School (RCDTS) code of the person sending the file is to be used in the header row. The RCDTS code must match that of the user's IWAS profile. If the user's account is associated with the district then the School code is set to four zeros (0000).
43	What is the length of the local student management package identifier (SAP ID) field on the ISBE SIS?	This field has a maximum length of 50 characters.

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's																	
#	Question	Answer															
44	What happens if a district does not have all the data?	Submitted records that do not have mandatory data will fail. Missing optional data will be accepted.															
45	Should districts wait to submit new batch files if a previously submitted batch file has not been processed by ISBE?	No. The ISBE SIS will process files in the order received from districts. Therefore, if District A sends in one file and then sends a second file with a name change, the first file will be processed before the second. If there is a problem with format of the first file, the file will be rejected and the user will be notified immediately.															
Region-County-District-Type-School (RCDTS) Codes																	
46	Does each school and serving entity have an RCDTS code?	<p>It should have. The RCDTS code is a 15-character alphanumeric field which uniquely identifies entities with which ISBE conducts business. These entities include districts, schools, and other serving entities such as regional safe school programs, area vocational centers, and in-state and out-of-state private special education facilities. Note: If a RCDTS code cannot be found for a school within a district or another entity serving students enrolled in the district, the ISBE Help Desk (558-3600) should be notified immediately.</p> <p>The RCDTS code is broken out as follows:</p> <table style="margin-left: 40px; border: none;"> <tr> <td>R</td> <td>Region Code</td> <td style="text-align: right;">2 Characters</td> </tr> <tr> <td>C</td> <td>County Code</td> <td style="text-align: right;">3 Characters</td> </tr> <tr> <td>D</td> <td>District/Serving Entity Code</td> <td style="text-align: right;">4 Characters</td> </tr> <tr> <td>T</td> <td>Type Code</td> <td style="text-align: right;">2 Characters</td> </tr> <tr> <td>S</td> <td>School Code</td> <td style="text-align: right;">4 Characters</td> </tr> </table> <p><i>Example: 51-084-1860-25-0002 is the RCDTS code for Springfield High School (0002) in Springfield School District 186 (1860) in the Sangamon Regional Office of Education (51) in Sangamon County (084). The Type code (25) indicates that this district is a Charter Unit District.</i></p>	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
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ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
47	How can districts find the RCDTS code for its schools and other serving entities?	The RCDTS codes can be found in the RCDTS Lookup which has a link on the ISBE SIS website http://www.isbe.state.il.us/sis .
48	One district has created a school called "Tuition" to accommodate students who are residents in the district but attend a serving entity (e.g., School for the Deaf). It does not have home school for the "Tuition" school. What RCDTS code should it use the home school?	In this case the Home School field on the enrollment records should contain the RCDTS code for the school the students would most likely attend if they were not at the School for the Deaf, and the Serving Entity field should contain the RCDTS code for the School for the Deaf. The FTE should be set to 1.0.
49	Is "Lincoln's Challenge" considered a parochial school or should it be entered as a private serving school?	POLICY Response requested.
Data Validations		
50	What fields are required to request a student identifier for a student?	<p>There are 23 mandatory data elements required to request a student identifier from the ISBE SIS (6 demographic elements, 7 current enrollment elements, and 10 program participation indicator elements).</p> <p><u>Demographic</u></p> <ul style="list-style-type: none"> • Legal Last Name • Legal First Name • Legal Middle Name (an asterisk (*) in this field indicates that the student has no Legal Middle Name) • Date of Birth (mm/dd/yyyy) • Gender • Race/Ethnicity

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
		<p><u>Enrollment</u></p> <ul style="list-style-type: none"> • RCDTS Code for the Home School • RCDTS Code for the Serving Entity (may be the same as the Home School) • Enrollment Date in for the Serving Entity (mm/dd/yyyy) • Enrollment Type in the Serving Entity • Entry/Grade Level in the Serving Entity • School Year at the Serving Entity (2006 should be entered for School Year 2005 – 2006) • Full Time Equivalent at the Serving Entity (decimal number from 0.0 to 1.0) <p><u>Program Participation Indicators (Yes or No)</u></p> <ul style="list-style-type: none"> • SES (Student Is Receiving Supplemental Educational Services) • Homeless (Student Is Homeless) • LEP (Student Is Limited English Proficient) • IEP (Student Is in a Special Education Program) • IEP Accommodation (Student Is Receiving a Special Education Accommodation during State Testing) • 504 Accommodation (Student Is Receiving a 504 Accommodation during State Testing) • Career/Tech Ed (Student Is in a Career/Tech Ed Program) • Migrant (Student Is in a Migrant Program) • FRL/Low Income (Student is Eligible for Free or Reduced Lunches) • Century 21 (Student Is in a Century 21 Program)
51	Is the asterisk (*) required by the ISBE SIS for “no legal middle name” mandatory for a	No. The asterisk in the student’s middle name field is mandatory for the export file format for students who do not have a legal middle name. Schools could

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
	school's local student management package?	default the students with blank in the middle name in the local packages to an asterisk in their ISBE SIS export file format.
52	Should districts that do not collect legal middle names for their students submit those students with an asterisk (*)?	An asterisk (*) should only be submitted if a student does not have a legal middle name. If a district submits data that is not valid for a student, it might possibly cause a duplicate student identifier to be assigned.
53	Can schools submit "NMN" in the Legal Middle Name field instead of an asterisk (*)?	No. Only an asterisk (*) is to be used when there is no legal middle name.
54	Should an asterisk (*) be entered in a mandatory field if the required information is unknown?	No. The Legal Middle Name field is the only field that can contain an asterisk (*) is allowed. If an asterisk is submitted in any other field, the record will fail validations.
55	What special characters are allowed in the Legal First Name, Legal Middle Name, and Legal Last Name fields?	<p>The Legal First Name, Legal Middle Name, and Legal Last Name may only contain the following characters:</p> <ul style="list-style-type: none"> • Letters from A and Z • Asterisk (*) for no Legal Middle Name • Hyphens, "-" (Smith-Jones) • Names with Spaces (Mary Ann) <p>Note:</p> <ul style="list-style-type: none"> • Replace any periods in names with a spaces. • Remove any commas in the field values and replace with a space. • Remove any spaces or apostrophes in names such as Mc Donald and O'Brien since SOUNDEX will not equate Mc Donald with McDonald or O Brien with OBrien. • Birth Place Name will accept names with spaces such as St Louis Missouri.

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
56	Are periods or commas allowed in any field?	No.
57	What gender codes will be accepted in ISBE SIS?	<p>ISBE SIS will accept the following gender codes:</p> <ul style="list-style-type: none"> • Female 01 or F • Male 02 or M
58`	<p>What is the definition of "Legal Last name"?</p> <p>What name should be used for Hispanic children?</p>	<p>The definition of "Legal Last Name" and the methods used to verify it (birth certificate, social security card, etc.) are local district prerogatives.</p> <p>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, ISBE legal counsel recommends a solution that is encouraged in at least two other states: Mother's Maiden Name followed by a hyphen (-) followed by the Father's Last Name.</p>
59	What should a district submit if a student has two legal middle names?	If both names are on the birth certificate, the district should enter both names with a space between them in the Legal Middle Name field. The Legal Middle Name field in the ISBE SIS System allows for multiple names separated by spaces to be entered.
60	If a district wishes to populate the Mother's Maiden Name field, should it submit the mother's full name (first name, middle name, and maiden name)?	No. The Mother's Maiden Name field should only contain the legal last name prior to marriage.
61	<p>What if a student's name on a birth certificate contains quotation marks (Ex. Jan'ee, or Jan"ee") or slashes (Ex. Ja/n/ee)?</p> <p>If the student's birth certificate does not contain</p>	<p>The double quotes and slashes must be removed and replaced with spaces: Example: Jan"ee becomes Jan ee and Ja/n/ee becomes Ja n ee.</p> <p>When a district receives a birth certificate that does not contain a first name for a</p>

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
	either a first or middle name, what does the school enter for the <u>first</u> name? (An asterisk '*' is entered in the Middle Name field).	student, the district must use the original registration form/information to obtain a first name for the student.
62	What is the ISBE policy for the entry in the Birth Place Name field (City State or City)?	ISBE recommends City State or City Country.
Mandatory Data Elements		
63	If a parent demands that a student uses the last name of another person or students are not aware their legal last name is not being used (in cases of divorce mother's name used) can that name be entered as the Legal Last name?	ISBE recommends that a student's legal last name be entered in SIS; however, the decision for these two scenarios is left to the discretion of the school district.
64	If a student/family does not want (and refuses to give) the information needed for submittal to SIS for a SID and blanks are not accepted, what should the school do to get an SID for the student? Reporting on that student?	POLICY Response requested.
65	Will ISBE be sending parent notifications as to the data that will be collected?	ISBE is not sending parent notifications as to the data being collected. School Districts may notify the parents through the required FERPA policy statement.
66	What is the rationale for making the program indicators a mandatory entry rather than allowing a blank to equal No? This creates more work for schools.	School Districts must determine the correct response to the program indicators for their students.
67	Students' last legal name should be maintained in the state system (reference to no special	No.

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
	characters).	
68	Hispanic and Polish students' birth certificates often have the mother's maiden name as the middle name. Should the mother's maiden name be entered into SIS as the student's middle name?	ISBE will accept the entry of the mother's maiden name in the SIS student's middle name field.
69	Could ISBE get Prairie State to allow full middle names rather than initial, so if collect it for ISBE SIS, they don't have to strip it out for PS?	Prairie State will use the full middle name.
Update Process		
70	What should a district do if a student's name is legally changed through adoption?	For all name changes and other changes identifying student attributes, updates must be made through the batch process. The student identifier must be provided to make any updates. No online updates to data will be allowed.
Match Process		
71	Is there a possibility that two different students in a district could receive the same student identifier during the batch process?	In the case of same gender twins that have very similar sounding names the system may see the second twin as the same student if the identifying information provided is not distinguishable. Additionally, there is a small percentage chance this may occur if two different students have similar sounding names and date of birth and the not enough distinguishable identifying information was provided by the district. In either of these two cases, the district should use the Request New SID function on the website to force the system to create a new SID for the second student.
72	How is matching affected by Name typos?	ISBE SIS utilizes uses SoundEX techniques where appropriate to search for

ISBE SIS Frequently Asked Questions

ISBE SIS FAQ's																		
#	Question	Answer																
		<p>existing records. The SoundEX function searches for similar-sounding words or names in the database to identify records that match the criteria input. For example, the following record exists in the SIS database:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>First Name</u></td> <td style="text-align: center;"><u>Last Name</u></td> <td style="text-align: center;"><u>Gender</u></td> <td style="text-align: center;"><u>Date of Birth</u></td> </tr> <tr> <td style="text-align: center;">John</td> <td style="text-align: center;">Smith</td> <td style="text-align: center;">Male</td> <td style="text-align: center;">1/1/1990</td> </tr> </table> <p>A user inputs the following information:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>First Name</u></td> <td style="text-align: center;"><u>Last Name</u></td> <td style="text-align: center;"><u>Gender</u></td> <td style="text-align: center;"><u>Date of Birth</u></td> </tr> <tr> <td style="text-align: center;">Jon</td> <td style="text-align: center;">Smith</td> <td style="text-align: center;">Male</td> <td style="text-align: center;">1/1/1990</td> </tr> </table> <p>Using SoundEX techniques, the system recognizes that although the first name is spelled differently, this is actually a matching field.</p>	<u>First Name</u>	<u>Last Name</u>	<u>Gender</u>	<u>Date of Birth</u>	John	Smith	Male	1/1/1990	<u>First Name</u>	<u>Last Name</u>	<u>Gender</u>	<u>Date of Birth</u>	Jon	Smith	Male	1/1/1990
<u>First Name</u>	<u>Last Name</u>	<u>Gender</u>	<u>Date of Birth</u>															
John	Smith	Male	1/1/1990															
<u>First Name</u>	<u>Last Name</u>	<u>Gender</u>	<u>Date of Birth</u>															
Jon	Smith	Male	1/1/1990															
Delete Process																		
Duplicate SIDs / Deleting SIDs																		
73	How is ISBE going to handle duplicate student SID's? What is the process if a district INCORRECTLY creates an SID? How can it be deleted and/or removed? How does a district delete a student identifier if a student has more than one identifier?	Currently any SID that needs to be deleted or removed will be handled by the ISBE help desk. The system does not include delete functionality; this will be addressed in the future. The school district should submit a request to SISPilot@isbe.net . The email should contain the detailed information associated with the SID that needs to be deleted as well as the SID that will remain active.																
74	Is forcing Student ID Request (on-line) a problem? The potential for multiple numbers for students is high if you can force the system to add a new number to a student.	ISBE will be monitoring the forced Requests for New SIDs when potential matches exist.																

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
Enrollment Process		
General Enrollment		
75	When a new school year begins, is there a need to resend students who already have a student identifier to let ISBE know they are still enrolled in the district?	Yes. At the beginning of each school year all districts will need to send records for all returning or newly-enrolled students to indicate enrollment for that year. Enrollment records will be on a yearly basis.
76	Will districts use the Student Demographics file to resubmit students at the beginning of the school year 2005 - 2006?	Yes. Districts will use the current Student Demographics file to resubmit students at the beginning of each school year.
77	Can schools use the SID# before/after/during a school transfer? If a student enrolls in my district but the losing school district has not exited out the enrollment may I use the SID number?	Yes, at this time.
78	What does "during this enrollment" mean on the data elements such as FTE?	"During this enrollment" means the current enrollment period for the student, i.e. the day that the student started school during the period to the day the student withdrew.
79	If a special ed coop is housed in a school and some of their students attend as well as students from outside districts, would that be a second enrollment? Would that coop have a separate RCDTS?	In this situation the Special Ed Coop has an RCDTS code. Students at the school housing the Spec Ed coop need 2 enrollment records.
Who is required to have a SID?		

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
80	Some districts have a few students from nonpublic schools that take Drivers Education classes in their districts. Does this information need to be submitted to the ISBE SIS?	No. Any student that is in a nonpublic school should not be submitted to the ISBE SIS.
81	Are only those students who are currently enrolled to be submitted to ISBE SIS for initial student identifier assignment?	Yes.
82	Are students that are enrolled and then move out of the district to be submitted for the initial student identifier assignment at a specific count date?	A losing district must exit out any student that leaves before a new district is allowed to report to ISBE that student's enrollment.
83	Should districts involved in the spring 2005 Pilot Project submit enrollment information in the fall of 2005 for students who received student identifiers during the pilot?	Yes.
84	Do districts that send resident students outside of the district for services need to report those students to ISBE SIS?	Yes. The home district is accountable for the information retained on those students. The district will need to indicate the serving entity RCDTS code and the associated FTE.
85	Should a district report enrollments for students taking college classes?	No. The college classes would be considered part of a student's regular serving school.
86	Should a district report home-schooled students?	No.
87	How will home schooled students have pre-ID Labels for assessment submitted and be	Home schooled students will not be reported and therefore will not have Pre-ID labels.

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
	included in test book counts?	
88	How are part time students to be reported?	The FTE field is to be used to report the percent of time that a student is enrolled in a school.
89	Do students who are enrolled in area vocational school during part of the day but have their grades and attendance maintained at their home schools need to be enrolled in both schools?	Yes. A student who attends multiple serving entities will need an enrollment record for each serving entity. The home school RCDTS code will be the same in each enrollment. The sum of the FTE's in these enrollment records must not exceed 1.0.
90	Do students with special needs who attend private facilities need multiple enrollment records?	If a student is placed in a private facility 100% of the time, then only one enrollment record is needed with the RCDTS of the private facility in the Serving Entity field and the FTE set to 1.0. Students with special needs enrolled part time at the home school and part time at the serving entity will need two enrollment records submitted.
91	In one district most of its students attend serving entities. Is the district required to capture the required ISBE SIS data elements in its student management package?	Yes. Only the home district is allowed to submit requests for new student identifiers and enrollment information.
92	Are students who attend 'Evening school' (high school) to be included in SIS?	Yes.
93	If a student lives in my district, attends a parochial school (or is home schooled) and attends the public school during school or after school for courses, such as a speech class, math class, special ed class, voc ed class, Title 1 funded service, or summer school do I need to enter them in my local system/SIS and get an	No.

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
	SID?	
94	Are home schooled students who come ONLY to take an assessment test to be entered into SIS to get an SID prior to taking the assessment test?	No.
95	Are foreign exchange students to be entered into SIS?	No. 5/2006: ISBE revised this policy regarding foreign exchange students who are 11th graders. The ISBE policy has changed in relation to foreign exchange students who will be juniors (11th graders) and must take the State assessment test. A SID is to be assigned and their LEP Program indicator determined. SID numbers are not to be assigned to foreign exchange students in any other grade.
96	Are 'Homebound' students to be accounted for in SIS? How do I account for students who are ill for over 2 weeks and go on homebound - usually instruction is for 120 min a day, but the student is still enrolled in our school.	Yes. The FTE would be appropriate percentage that the student is attending the serving school.
97	Do the old jtes (or ioes) students enrolled at Voc Ed only school belong in SIS? Does the Voc Ed make the request?	ISBE to research.
	Local SIS	
98	Vocational Ed students are not currently in our SDS system, but they are in our home district. Will we have to add them to our SDS system with no schedule?	Yes, students that reside in your District and attend elsewhere (excluding private and home schooled students) must be entered into the local system and submitted to ISBE SIS for a SID.

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
99	Do I have to enter students in my local system who are served 100% elsewhere (excluding private and home schooled)?	Yes, students that reside in your District and attend 100% elsewhere (excluding private and home schooled students) must be entered into the local system and submitted to ISBE SIS for a SID.
Pre-K / Early Childhood		
100	Are the Pre-k Grade Level codes to be used this Fall (2005)?	Yes.
101	Is there a difference between Pre-K1, Pre-K2 and Early Childhood data element definitions? Three schools indicated their Early Childhood programs are for Special Ed students only; while the Pre-K1 & 2 are for students that do not require spec. ed services	POLICY Response requested.
102	Is the Pre-K 1 & 2 definitions based on your child or the program?	The Pre-K 1 and 2 definitions are based on the program.
Enrollment Type Codes		
103	What Enrollment Type code is to be when a student attends a school building, leaves that school building for a period of time, and then re-enrolls at the same school?	In this situation the Enrollment Type code to be entered is '03 - Re-entry to the same school'.
104	When is the Enrollment Type Code 'Other' is to be used?	The Enrollment Type code '99 - Other' is entered when none of the other enrollment type codes apply to the circumstances.
105	What Enrollment Type codes are to be used with transfers 'within' a district?	The Enrollment Type codes to be entered with transfers within a district are '02 - Original entry into the school' and '03 - Re-entry to the same school'. If a

ISBE SIS Frequently Asked Questions

ISBE SIS FAQ's		
#	Question	Answer
		student moves to another building within the district, the Original entry code would be used.
106	When is the enrollment type code 'Transfer-In' to be used as opposed to 'Original Entry into a school'?	During the first year of SIS activity, both the 'Original entry into the school' and 'Transfer In' codes are being accepted. The 'Original entry into the school' code is entered when a student enrolls at a school facility for the first time (beginning of the school year). The 'Transfer In' code is entered when a student transfer into the school facility during the school year (both inter- and intra- district transfers). Starting with the Fall, 2006 school year only the 'Original entry into the school' code will be accepted; the 'Transfer In' code will be obsolete and no longer accepted.
107	What Enrollment Type code is to be used for students who have been enrolled in a district since kindergarten and have never changed status?	The Enrollment/Entry Type code 03 (<i>Re-entry from the same school</i>) is to be used for a student who has previously enrolled in a school and then continues in the same school from one school year to the next because of a promotion, demotion or retention in grade. The 03 code is also to be used if the student has previously attending that school building, regardless if this is for a consecutive period of time.
Enrollment Date		
108	What should be used as the Enrollment Date? Is this the teacher workshop prior to school or the first day of attendance?	POLICY Response requested. For school year 2006 the enrollment date that should be used is the first day students are in attendance.
109	What enrollment start date should be entered for Transfer student - the date student was registered at the gaining school or the date SIS allowed the new enrollment to go active - losing school didn't exit timely?	The enrollment start date for a transfer student is the date of the student's first day of attendance at the gaining school.

ISBE SIS Frequently Asked Questions

ISBE SIS FAQ's		
#	Question	Answer
Enrollment – Grade Level		
110	<p>One district has special education classes for students who are outside the normal school situation (more severely handicapped). These students are allowed to stay in that program until they are 21. This district serves grades 9-12, so it has classified these students in grade 13 during their 5th or 6th year. How should these students be classified in the ISBE SIS? Also, how should the district track grade progression? Should these students be retained in the same grade every year? These students do not take the PSAE due to their disability. Is there an “un-graded” option available?</p>	<p>ISBE’s position is that students with disabilities are to be placed in grades appropriate to their chronological age. The coding for children who have reached the age of graduation is being addressed in an ISBE draft Q & A being developed in response to Brittney’s law.</p> <p>Presently in draft form it reads:</p> <p>How should a student who receives a certificate of completion one year and in a later year receives a regular high school diploma be recorded in the Funding and Child Tracking System?</p> <p>Districts should not report students’ records with an end date and exit reason of ‘Certificate of Completion’ on FACTS, if a student still continues to receive special education services. The purpose of collecting exit data is to report when a student is no longer receiving special education services. If a student receives a certificate of completion but continues to receive special education services, they should not exit the student. If the student changes programs, and end/add record on FACTS should be completed with a code of ‘X’ (i.e., Changed any item in the student’s record. The student is still receiving special education services and is listed on FACTS.)</p> <p>There is no “un-graded” option available. Let’s have Chris Koch look at this response.</p>
Enrollment - School Year		
111	<p>What is the definition of the 4 digit “School Year”?</p>	<p>The “School Year” to be entered for the enrollment record is the school year for which the enrollment is applicable (The fall 2005 enrollments will be for school year 2006).</p>

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
FTE		
112	What is the FTE for Kindergarten students' that only attend a half day of Kindergarten? Is that considered .50 or 1.0 FTE?	In this situation the FTE would be 1.0.
113	If a student attends community college or a local college part-time and is receiving high school credit, is the FTE .50 or 1? Do community colleges have RCDTS codes?	FTE for the following situations: <ul style="list-style-type: none"> • Career Centers - 1.0 (Serving RCDTS) • Local Jr colleges - 1.0 (Home RCDTS) • Alternative schools - 1.0 • Transfer to GED program - N/A • School-to-work - 1.0
114	Is funding effected by the FTE (should a school not indicate that a student is at voc ed if they will loose funding)?	Funding is not effected by the FTE at this time.
Home/Serving Schools		
115	What is the difference between a home school and serving entity?	The home school is where the student resides. The serving entity is where the student is receiving services. The home and serving schools may be the same.
116	Can both a home school and a serving entity for a student submit student information to the ISBE SIS?	The home school district is the only entity allowed to request a student identifier and submit enrollment, update and exit information to ISBE SIS. In the batch process the RCDT in the header must match the RCDT code in the RCDT in the Home School field. Moreover, when using the online process the home RCDT code is not modifiable.
117	Can the serving school be responsible for students and not the home school?	The Home School District is the only entity allowed to request a SID, submit enrollment information to ISBE SIS and exit a student enrollment.

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
	Communication between the schools is hard.	
118	The Serving school needs the ability to enter/change/update student information into SIS. The serving schools have all demographic / enrollment information about the students. Updates to students should be allowed by HOME School AND SERVING School.	Not at this time.
Who is the Home School?		
119	Are Alternative Schools considered the "Home" school for students (if they get funding for them)? We have students who drop out of our high school to go to an alternative school. Do we need to list them as our students?	POLICY Response requested.
120	Is a virtual school considered a serving school?	No.
121	If a student leaves a K-8 school and there is no high school in the district - is the attending high school to be considered the Home school and serving school? In this situation the students must choose one of two high schools outside the district. A deactivated high school still has an active school board that pays tuition for their students to attend high school in another district. Who is the HOME school (for requesting/updating SIS)?	POLICY Response requested.
122	School has a student who resides in their district	Yes.

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
	but attends xx in Chicago - are we the HOME school for this student and should we be the one to request a SID?	
123	The "Home" school should not include public-non-boundaried schools such as ISU's University High School.	Students attending ISU's University High School should not be included in ISBE SIS. Public-non-boundaried schools (i.e., the Laboratory Schools at Illinois State University) will be included in SIS based on a 12/07/2005 ISBE Policy group decision.
Number of Enrollments		
124	A School claims full time attendance but student attends a consortium career tech for a couple of periods? Is this one or two enrollments? The school pays tuition to the consortium for each student.	ISBE to research.
125	We have some students that are in 8th grade for part of day and 9th in the afternoon. Is that one enrollment or two? One student is in the same school (SAFE) for both 8th & 9th grade courses.	POLICY Response requested.
126	Home vs. Serving - If the Home District pays tuition to a Spec. ed Co-op or Voc. Co-op, and we list as attending a special program for a percentage (FTE), than why list serving?	ISBE needs to know the Home School for Assessment Test purposes.
Summer School		
127	What school year will summer school be	Summer school is to be included as part of the school year that ends in May.

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
	considered?	
128	Is the summer school enrollment date to be August 1 as it has been for the past years or the actual date summer school began?	POLICY Response requested. Need to verify if Summer School enrollment data needs to be collected.
129	What school year do students fall into that are attending summer school in July, which is considered the next fiscal year? The middle school and high school students attend summer school in June and elementary school students in July.	POLICY Response requested. Need to verify if Summer School enrollment data needs to be collected.
130	Why does summer school need to be submitted? Sometimes we have students that are private school students that come for 3 weeks and never have been in our system. It is all tuition based.	POLICY Response requested. Need to verify if Summer School enrollment data needs to be collected.
131	Another school rented out our building for summer school. Who is considered the home school and who is responsible for reporting the data? The students come from all different townships.	POLICY Response requested. Need to verify if Summer School enrollment data needs to be collected.
132	For summer school students, could student be exited out at end of regular year and create a new enrollment record for the summer school session.	POLICY Response requested. Need to verify if Summer School enrollment data needs to be collected.
133	End of year for Summer School is after 6/15 so their 'exit' date will fall after the End-of-Year	Summer school students are not counted in the End-of-Year Report.

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
	report. How are these to be counted for end of year report?	
134	We have a tuition based summer school - do we have to wait to exit students going to summer school until that program ends?	Students are to be exited at the end of the regular school year.
Program Indicators		
135	Are the Program Participation Indicator fields mandatory?	Yes. Each must be coded 01 (yes) or 02 (no).
136	Should a district mark a program participation indicator "Yes" if a student has participated in a program on any given day during the school year, or should the district mark an indicator "Yes" only when the student begins participating in a program?	<p>Since the ISBE SIS allows updates during the year, the district should mark a program participation indicator as "Yes" only when the student begins participation in a program. If the student ends participation in a program, then an update should be sent to the ISBE SIS with the program participation indicator marked "no."</p> <p>In later system enhancement phases, the ISBE SIS will track beginning and ending dates for program participation. In Phase 1 a district will have multiple opportunities to update its information during the year. However, for state assessment, NCLB, and AYP purposes, the state will use whatever is on the ISBE SIS database at the time of testing or reporting.</p>
137	What are Supplemental Educational Services (as they are not being considered by some schools as Special Education services which is IEP)? Make the SES definition the one used by NCLB.	Supplemental Educational Services are those services paid by Title I funds.
138	What defines the Career Tech Ed indicator?	Career/Tech Ed indicator identifies a student that is a participant in Career and

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
		Technical Education program(s) and the school is getting money for the child attending the voc ed program.
139	Is the "teen reach" program considered Century21? (This is our after school program - but it is not called Century21.) Should the student be marked a Century21?	The 'Teen Reach' program must be receiving funds from the Century21 program to be considered Century21. If the student is attending a Century21 program the indicator should be marked as 'Yes'.
140	What is IEP indicator?	The Individualized Education Program (IEP) indicator identifies any student who has an Individual Education Program, regardless of the category or severity of the student's disability.
141	I don't think a student can have IEP Accommodation and a 504 Accommodation. Is this correct?	A student may have either an IEP Accommodation OR a 504 Accommodation; but not both.
Exit/Withdrawal Process		
	General Exit Questions	
142	<p>Do we have to change the Enrollment Date each year? We have 3 databases & merge the data daily to district database. The entry date is the date the student enters the district & that date is used to track attendance.</p> <p>If send exit data when the student moves to another school within the district we will change the entry date & not have correct attendance.</p>	For ISBE SIS, a student's Enrollment Date is the month, day and year (mm/dd/yyyy) of the student's first day of attendance for the CURRENT enrollment year.

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
143	What is the logic to closing out an enrollment record at the end of each school year?	In order to calculate graduation rates and know what happened to the student, ISBE SIS requires the district to submit Exit information for the student when they no longer attends a school or an educational institution.
144	What happens during assessment periods if a new school is not able to activate the enrollment in ISBE SIS because the losing school does not exit that student?	In this situation, the student is to still to be tested.
145	Should more than one of the Enrollment Exit/Withdrawal codes be used if multiple apply?	Districts should use the one exit/withdrawal code type that is most appropriate to the situation. Multiple codes will not be accepted by ISBE SIS.
146	Will districts withdraw their students at the end of each school year and re-enroll them at the beginning of the next school year?	Yes. For the spring 2005 pilot districts, ISBE has automatically exited out students for this school year only.
147	What file format is used to provide the exit status for each student at the end of the school year?	Districts will use a separate exit file format to withdraw or exit students. ISBE SIS accepts exit files at this time.
148	Will a district need to do a mass withdrawal of students at the end of a semester or other grading cycle?	<p>No. Mass exit/withdrawals are required only at the end of the school year. At that time each student must have an exit code indicating whether the student was promoted, retained in grade, or graduated.</p> <p>If a student leaves a school for any reason during any other point of time during the school year, the district must submit an exit/withdrawal transaction for that student either through the exit batch file or the on-line exit functionality (one student enrollment record at a time).</p>
149	If a student leaves for a 2-3 month vacation to	POLICY Response requested.

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
	India, would the student's enrollment record be exited and then re-enrolled 3 months later? Some students do not return; some do.	
150	Where can the enrollment exit code data elements be found?	<p>The enrollment exit code data elements are found in <i>the Phase 1 ISBE SIS Data Elements</i> document available on the Student Information System web site (http://www.isbe.state.il.us/sis/default.htm). The <i>Phase 1 ISBE SIS File Format Layout</i> document includes the Exit Student Enrollment File Format and is also found on the Student Information System web site.</p> <p>The Exit Student enrollment file format requires the following mandatory data elements:</p> <ul style="list-style-type: none"> • Student ID • Legal Last Name • Legal First Name • Birth Date • RCDTS for Home School • RCDTS for Serving School • Enrollment Exit Date • Enrollment Exit Status • Enrollment Exit/Withdrawal Type
Exit Status Codes		
151	Under what circumstances are the Enrollment Exit Status of Permanent and Temporary used? As a student may go on 6 week vacation and then not return to US, can the exit status of temporary be updated to permanent after the	POLICY Response requested.

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
	enrollment record has been exited (closed)?	
152	How does the Enrollment Exit Status of Permanent and Temporary affect AYP reporting?	POLICY Response requested.
	Exit Type Codes	
153	What is the exit code for an intra-district transfer?	In this situation the exit code is Transfer-Out.
154	When is the Enrollment Exit/Withdrawal Type Code "Transfer Out" to be used?	The Enrollment Exit/Withdrawal code '01-Transfer Out' is entered when a student transfers/leaves their school building to enroll at a different Illinois public school (intra-district or inter-district).
	Exit Date	
155	What is the exit date definition? The last day in attendance or the day after to get the last day to count?	The exit date definition is the student's last day in a seat. In this situation the exit date that is to be entered into SIS is the student's last day of attendance at the Serving School.
156	What is the exit date a school should use when they (losing school) were not aware the student transferred and receive SIS's notice to exit?	In this situation the exit date that is to be entered into SIS is the student's last day of attendance at the Serving School.
157	How will ISBE handle discrepancies in exit date/enrollment date when the losing school's exit date is after the enrollment date in the gaining school? Losing School Exit Date = 10/4 -- Gaining School Enrollment Date = 9/28	ISBE SIS will accept these dates only this year; the practice will be changed in the future.

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
Email Notifications/Pending Enrollments		
158	After a new enrollment request returns with an error, could SIS send an e-mail to inform the gaining District when that student has been exited from the losing school?	Emails to both the gaining and losing schools are generated at the time the gaining school attempts to enroll a student and that student has a different Home enrollment record still active in SIS. At this point in time, SIS will not send an e-mail once the losing school exits the student's enrollment.
159	Is it possible for ISBE SIS to include a 'pending' file when a student transfers? This gaining enrollment would be in pending status until the losing school district exits out the enrollment.	No.
160	Home School is A; Student served 100% in School B. Student leaves School B to transfers to School C. Will SIS send School C contact info to school A to exit student? Will School A have to contact School B to know student is no longer in School B?	Yes, in this scenario, School A is sent School C contact information to exit the student. Yes, School A will need to confirm the student left School B and exit the student enrollment record.
Reporting		
161	How will the data for the Fall Housing and End-of-Year reports be collected once the student identifiers are assigned in the fall of 2005?	ISBE will continue to collect aggregated Fall Housing and End-of-Year report data from districts in school year 2005 – 2006. The ISBE SIS will become the source of information for these reporting requirements once the Student Information System is fully implemented. . ISBE will specify timelines to districts on when these data must be present on the ISBE SIS.
Training		
162	How will districts train new users on the ISBE SIS after the statewide training is completed in	An ISBE SIS Training video is available to use for all ISBE SIS training that you may do in the future. In addition, the ISBE SIS User Manual, Training

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

ISBE SIS FAQ's		
#	Question	Answer
	August 2005?	Exercises, File Format Layouts and Data Elements documents found on the ISBE SIS Home page will continually be updated as the project moves through the remaining phases. These documents are available for downloading at http://isbe.net/sis/default.htm .
163	Whom should districts train to obtain student identifiers online from the ISBE SIS website after a student is added to their local student management package?	<p>A district may choose to train personnel at the school building level on how to obtain a student identifier online for an individual student who registers after the start of the school year. However, it is not recommended that these personnel request new student identifiers online for students registering before the school year begins. The requesting of a new student identifiers on the ISBE SIS website should be limited to exceptions (e.g., transfers in, same sounding twin names), and last minute requirements for student identifiers of new students for assessment label requests.</p> <p>The batch submission process described previously reduces data entry and ensures better data quality.</p>
Transfer		
164	Will ISBE provide a policy that a district losing a student will have to exit out a student within a prescribed time period?	At present no such policy exists. There is a transfer process built into the ISBE SIS which will generate emails with contact information to both the losing and gaining district when the gaining district attempts unsuccessfully to enroll a student that is still enrolled in the losing district. ISBE hopes that the districts can cooperate to accurately identify where the child is actually enrolled. ISBE will be monitoring this situation closely and may take steps in the future to develop a policy if voluntary cooperation does not work.
165	When students transfer between schools in a district, is an exit/withdrawal update required?	Yes. Both an exit/withdrawal transaction from the losing school and an enrollment transaction in the gaining school are required when an intra-district transfer occurs.

ISBE SIS Frequently Asked Questions

Policy & System

revised May, 2006

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#	Question	Answer
166	Should the ISBE SIS SID be included in the transfer materials provided to the gaining school?	The Transfer form template will be available on-line through ISBE SIS. The form will be appended to include a blank SID field. The losing school may enter the transferring student's SID into that blank field. Fields for former legal names or whether or not the student has been exited out of SIS will not be included on the transfer form.
Help		
167	Is an Excel spreadsheet that is not in PDF format available for the ISBE SIS Data Elements document?	Yes. The <i>Phase 1 ISBE SIS Data Elements</i> document is available on ISBE SIS website: (http://www.isbe.state.il.us/sis/default.htm) as both an Excel spreadsheet and in a PDF format.
168	Where can I find the Phase 1 ISBE SIS File Format Layout document?	The <i>Phase 1 ISBE SIS File Format Layout</i> document is available on ISBE SIS website: (http://www.isbe.state.il.us/sis/default.htm).
<p>If you have questions please call the ISBE Help Desk at (217) 558-3600 or send an email to help@isbe.net . Additional information on the ISBE Student Information System can be found at http://isbe.net/sis/default.htm .</p>		