

Illinois State Board of Education (ISBE) Student Information System (SIS) ISBE SIS Planning for School Year 2007 Frequently Asked Questions (FAQ's)		
#	Question	Answer
1	We have students who return to India or Mexico and then may return to our school at a later date. How should we code these students' Exit Enrollment? Entry Enrollment?	Exit enrollment code, when he/she departs: 11 – “Moved, not known to be continuing”. Enrollment code, if he/she returns: 01 – “Transfer in from another district”.
2	We have a student from another district whose parents are paying tuition for this student to attend a school in our district. Is our school both the Home School and the Serving School?	Yes. The school to which the parents pay tuition would be both the Home School and the Serving School.
3	Which exit codes should we use for our 2006 Exit Enrollment now?	You should use the new 2006-2007 Exit/Withdrawal Type codes for all 2006 Exit Enrollments after August 16, 2006.
4	Is a student's Mother's Maiden Name a mandatory data element?	No. The Mother's Maiden Name is not a mandatory data element.
5	We have a student who dropped out last year and returned this year. What exit and re-entry codes should we use?	The Exit Enrollment code should be 09 – “Dropped Out”. The Enrollment code should be 03 – “Re-entry to the same school”.
6	We have a student who withdrew due to health reasons. We are not providing any tutoring for this student. What exit code should we use?	The Exit Enrollment code should be 09 – “Dropped Out”.

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7	We have a student who is enrolled in a Health Facility outside of our district. This student is receiving tutoring from the other district. How should we code his exit enrollment?	You are still legally responsible for the students enrolled in a Health Facility outside of your district. You should show them enrolled in the school that they normally would attend if they were not attending a facility in another district. The other district should be shown as the serving district.
8	Have there been any changes to the SIS language codes for the 2006-2007 School Year?	No.
9	Should we enroll foreign exchange students?	Do not enroll foreign exchange students unless they are going to be taking the state assessment.
10	We have students who transfer from one building to another building within our school district or are promoted from one school to another school within our school district.. How should we code their Enrollment?	The Enrollment code should be 04 – “Transfer from within district”.
11	Should we enroll “speech only” students in SIS?	No.
12	Should we enroll “Early Childhood” students in SIS?	Policy response requested.

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13	We have a student who takes driver's education at our school. This student receives no other education services from our school district. Should we enroll this student in SIS?	No.
14	Should we enroll "Music only" students in SIS?	No.
15	We have students who were retained at the end of the 2005-2006 school year. However, these students were promoted at the beginning of the 2006-2007 school year. How should we code their Enrollment?	The Enrollment entry code should be 03 – "Re-entry to the same school". No other changes need to be made.
16	We have a student who dropped out of school last year with the goal of achieving his GED. The student has re-enrolled in our school; There is no evidence that this student did, in fact, pursue a GED. How should we code his Enrollment?	The Enrollment entry code should be 03 – "Re-entry to the same school".
17	We have a fifth year senior who is taking on-line American School courses through our school district. This student is not taking any classes at our school district. Should the school where she previously took classes be recorded as her Home School and Serving School?	Yes.

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18	Our students were attending a high school that has been de-activated. Should their new high school become their new Home School?	Yes.
19	Should students who attend a Head Start pre-Kindergarten program that is not associated with a school district be enrolled in SIS?	No.
20	Should students who attend a Head Start pre-Kindergarten program associated with our school district be enrolled in SIS?	Yes.
21	We have a student who was hospitalized last school year. He remains physically unable to attend class. What Exit Enrollment code should we use?	Use Exit Code 11 – “Moved, not known to be continuing”.
22	We have a student who was re-classified as a Junior from a Senior mid-year last year. If this student “catches up” and is re-classified as a Senior, what should be the 2006-2007 Enrollment code?	Use 05 – “Promotion” if the student is re-classified as a Senior. Use 12 – “Retained in same Grade” if the student remains a Junior.
23	We have a special education student in Grade 12+. Should you record the student as in Grade 13?	Record the student as in Grade 12.

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24	We have a student who has two different Serving Schools. Should we make an enrollment for each Serving School.?	Yes.
25	We have students who go to India for a four to six week vacation. How should we code their Exit Enrollment?	Use Exit Code 11 – “Moved, not known to be continuing”.
26	We have a former student who is now being Home Schooled. Do we need to make a 2007 Enrollment for this student?	No.
27	Why is the “Yes/No” code “01/02” instead of “Y/N”?	The “01/02” selection was made to save information technology storage space.
28	Is the Reading 1 st Indicator a mandatory field?	The Reading 1 st Indicator is a mandatory field only for students who are enrolled in the Reading 1 st Program. Otherwise, the Reading 1 st Indicator is optional.
29	We would like to be able to get a report from SIS that would list all our district students by grade level. We have 25 schools in our district. For example, we would like to get a report listing all the kindergartners in our district.	The capability to list all district students by grade level is not presently part of SIS. We can list students by school by grade level. We will consider this as an enhancement to the SIS reports.
30	Should I do the Fall Housing report before I do the SIS 2007 Enrollments?	These are separate reports with independent deadlines. The SIS 2007 Enrollment deadline is October 31, 2006.

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31	What is the purpose of comparing the Fall Housing report to the SIS 2007 Enrollment?	The purpose of the comparison is to demonstrate that, hopefully, the two reports are reasonably close in the results they display. It is understood that there will be differences in the results because the time frames for when the data for these reports was entered will be slightly different. The Fall Housing report will be as of September 29, 2006, while the SIS 2007 Enrollment report will be as of the date in September or October 2007 when the information was submitted.
32	How should we handle students who had registered for 2007 for our school but who fail to show up? We refer to them as "No Shows".	Do not enroll these students in SIS for 2007.
33	We have a student whom we exited as of June 2, 2006. Unexpectedly this student did not return. How should we handle?	Do not enroll this student in SIS for 2007.
34	We have a student who attends an alternative school full time. Should the alternative school be the Serving School?	Yes, the alternative school should be the Serving School.
35	How do I find the RCDTS code for the alternative school that our student attends?	Go to the IWAS SIS web-site – www.isbe.net/SIS and go to RCDTS Lookup and search.

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36	We have students in our district who are promoted from the 6 th grade in one school building in our district to the Junior High School which is housed in another building. Which SIS Enrollment code should be used for these students?	The SIS Enrollment code should be 04 – “Transfer in from within district”.
37	We had different first day of school this year for the High School and for the Special School that our students attend. Which date should we use for the 2007 Enrollment?	The Enrollment Entry date should be the first day of the current school year for each individual student in SIS.
38	For our Title 1 and 21 st Century students when should we enter and exit them from the programs in SIS?	You should enroll the Title 1 and/or 21 st Century students in SIS when they are participating in the Title 1 and/or 21 st Century programs. When the students are no longer participating in the Title 1 and/or 21 st Century programs, they should be exited from that respective program.
39	We have a former student who is now being Home Schooled. What should we do regarding this student and SIS?	This student should be exited from the 2005-2006 School Year. This student should not be enrolled in SIS for 2007.
40	Which SIS Enrollment code should be used for our Kindergarten and pre-Kindergarten students who are enrolling for the first time in our school?	You should use SIS Enrollment code 02 – “Original entry into a United States school”.

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41	We have Title 1 students who attend our school during the Summer only. Should these students be enrolled in SIS?	No.
42	We have students in our High School who also attend a Vocational School fifty percent of the time. How should these students be recorded in SIS?	The Home School will be the High School and there will be two Serving School enrollments. Serving School: High School FTE 0.5 Serving School: Vocational School FTE 0.5
43	We have a student who attends a school at a Special Education Cooperative. The tests that this student will take will be given at a different school than the Home School and at a different school than the Special Education Cooperative location. Is the school where the tests are taken designated as the Serving School?	Yes, the Testing School site is the Serving School. The school where the tests will be given is the Serving School because that is the site to which the testing materials will be sent.
44	An Alcohol and Drug Treatment Center provides education services in our city. Do they qualify as a Serving School?	Contact the Special Education division of ISBE.
45	Which 2007 Enrollment code should be used for an 11 th Grade foreign exchange student who plans to take the state assessment test?	The 2007 Enrollment code is 02 – “Original entry into a United States School”.

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46	Which 2007 Enrollment code should be used for a 9 th Grade student who transfers into our school from another district?	The 2007 Enrollment code is 01 – “Transfer in from another district”.
47	We used the wrong Exit codes when we recently exited our 2006 students from SIS. What should we do?	Send an e-mail to SISPilot@isbe.net and we will work with you to correct.
48	The state assessment is given to 11 th Graders. Most of our third year High School students are classified as 11 th Graders. However, we track our High School students based on credits. Thus, some of our third year High School students are still listed as 10 th Graders because they do not have enough credits to qualify as 11 th Graders. However, we believe they should still be able to take the state assessment test.	If you classify students on the basis of credits, then those who are classified as 11 th graders should have enough credits to be 11 th graders. The PSAE is an 11 th grade test.
49	If a Pre-K1 student is retained rather promoted to Pre-K2 how is that Exit Enrollment coded?	The Exit Enrollment is 12 – “Retained in the same grade”.
50	We have a student who is no longer attending our school. Indirectly, we have learned that this student has enrolled in a school in a different school district. How should we code the Exit Enrollment?	The Exit Enrollment is 01 – “Transfer to another public school district”.

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51	We have a student who has a medical condition which requires him to stay at home. Our school is providing home schooling for this student 50% of the time. How should the FTE be allocated for this student?	There would be one enrollment record for this student. The Home School would enroll the student as a FTE of 1.0.
52	We have a student who is home bound after being hospitalized. We are continuing to provide education services to this student. Should we make any changes regarding how this student is enrolled in our school?	No.
53	We are a school-wide Title 1 school. Should we mark all our students as "Yes" for Title 1?	Yes.
54	We provide one hour per week of special education speech services for Pre-K1 and Pre-K2 students at a local cooperative. Should we enroll these students in SIS?	Policy response requested.
55	In our schools we have 7 th graders assigned to 5 th and 6 th grade. We also have an 8 th grader who is assigned to our High School. Is this a problem for SIS?	No.
56	We have students who re-enter the same school as they move from one grade to the next higher grade. What enrollment code should we use?	Use Enrollment Code 03 – "Re-entry to the same school".

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57	We have students who physically reside in a facility as “wards of the court”. They are receiving education services at this facility. What is the Home School and what is the Serving School.	If these students are truly “wards of the court”, then the Home School is located in the district where the facility is located. The Serving School is the facility.
58	We are a K-8 School in one building. When our 8 th graders are promoted they go to a High School in a different building in our district. Which Exit Enrollment code should we use in SIS for our 8 th graders who are going to start high school?	The Exit Enrollment code is 05 – “Promoted”.
59	Are the Birth Place Name and Native Language fields mandatory or optional?	Birth Place Name and Native Language fields are optional.
60	We have an elementary school for grades Pre-K thru 5 in one building. Then we have our Junior and Senior High School in another building for grades 6-12. What are the SIS Exit and Enrollment codes for a student who is moving from Grade 5 to Grade 6?	The Exit Enrollment code is 05 – “Promotion” The 2007 Enrollment code is 04 – “Transfer in from within district”.
61	We are a rapidly growing school district that recently re-organized our entire district. What Enrollment code should we use for our students?	The 2007 Enrollment code is 04 – “Transfer in from within district”.

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62	We have students in our district who attend class at the Regional Safe School. Is the Regional Safe School the Serving School?	Yes, the Regional Safe School is the Serving School. The school where the students would normally attend class remains the Home School.
63	We have a student in our district who attends a vocational school full time. Is the vocational school the Serving School? What should the FTE be for this student?	The vocational school is the Serving School. The FTE for the student who attends the vocational school full time is 1.0.
64	We have students who attend part-time at two different schools. How many enrollments should we make for these students?	You need two enrollments for these students. You need one enrollment for each Serving School that the student attends. Adjust the FTE accordingly for each Serving School. For example, each Serving School might have a FTE of 0.5.
65	Are there new program indicators for the 2007 Enrollment in SIS?	Yes, there are three new program indicators as part of the 2007 Enrollment in SIS. They are: Reading 1 st Indicator, Reading Improvement Block Grant Program Indicator, and Title 1 Indicator
66	We have a student who was promoted but is now being retained. The student will be staying in the school, How do we reflect this change in SIS when we are making our enrollment?	Upload a demographic file for this student with the revised grade.

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67	We have a student whose grade level is inaccurate in SIS. How do we correct the grade level?	Upload a demographic file to SIS that contains the correct grade for this student.
68	We have students who are taking classes at a Community College. Our school district is funding the classes that these students are taking. The Community College does not have a RCTDS code. How do we record the Serving School for these students?	These students should use the Home School RCDTS for both the Home School and the Serving School.
69	We have a student, who does not appear to have a Student Identifier (SID), who has transferred into our district, How do we determine if, in fact, there is a SID for this student? If we determine that this student does not have a SID, then, how do we obtain a SID for this student?	You can log on to the IWAS/SIS system at www.isbe.net/sis and select "Request New SID". SIS will find a match for this student if he or she does have a SID. SIS will create a new SID if there is no SID for this student.
70	We have a student who was formerly enrolled in our school. Then the student was home schooled for a period of time. Now the student has returned to our school. How should we code the 2007 Enrollment for this student?	The 2007 Enrollment code for this student is "01": Transfer in from another district. This code is for a student who transfers in from another public or non-public school district or a home school.
71	Is ISBE planning on making any more changes to SIS Enrollment or Exit codes?	ISBE's goal is to make no changes to SIS Enrollment or Exit codes. However, ISBE must follow Federal and State law. If a change in the law would require a change in SIS Enrollment or Exit codes, then ISBE would follow the law.