

Illinois State Board of Education

SIS End of School Year 2006 and Planning for School Year 2007



All Schools Meeting

May, 2006

Agenda

- ISBE SIS Project Team
- School Year 2005-2006 Year-End Exit Enrollment Submittals
- School Year 2006-2007 SIS Changes
- School Year 2007 Beginning-of-Year Enrollment Submittals
- Summer 2006 SIS Training
- ISBE SIS Upcoming Key Dates
- Districts Next Steps
- Where Do I Direct My Questions?
- Questions & Answers

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

- Annette Boxman

Support Team

School Year 2006 Year-End Exit Enrollment Submittals

- SIS 2006 school year enrollment records must be exited by August 15, 2006

- 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 school district.
02	Original entry into a U.S. 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/her membership in the same school from one term to the next.
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 will be required starting on 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)

- New enrollment records for School Year 2007 must be submitted by October 31, 2006 (will be used for the Fall Housing report)

Summer 2006 SIS Training

- Training will be targeted for beginner SIS users who never attended a training class or for anyone who would like a refresher course
 - On-line and batch functionality, including creating CSV files
- **Locations:** 3 sites – Southern, Central, and Northern Illinois
- **Dates:**
 - Week of July 31, 2006 to August 4, 2006
 - Week of August 7, 2006 to August 11, 2006
 - Week of August 14, 2006 to August 18, 2006
- **Times:**
 - On-Line: 9:00 – 10:30 AM (Morning Session) / 1:00 – 2:30 PM (Afternoon Session)
 - Batch: 10:30 AM – 12:00 PM (Morning Session) / 2:30 – 4:00 PM (Afternoon Session)
- Specific dates and locations to be announced
- Registration will be online via ISBE site

ISBE SIS Upcoming Key Dates

Activity

Dates

Last Day to exit enrollments for School Year 2006

08/15/2006

**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

Districts Next Steps

- Exit enrollment records for all students at close of the School Year 2006 (no later than August 15, 2006)
- 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)
- Sign up appropriate personnel for SIS training sessions scheduled the first three weeks of August, 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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