

ISBE SIS FAQ's		
#	Question	Answer
2006 – END OF YEAR EXIT ENROLLEMENTS		
1	Does every student in our district's schools need to have their 2006 enrollment record exited/closed by August 15, 2006 and then next fall, submit students who have registered for the 2007 school year for new enrollment records?	Yes.
2	How soon may schools/districts submit their Exit Student Enrollment batch file for school year 2006?	Exit Student Enrollment batch files can be submitted whenever the 2006 school year is closed.
3	When are students who attend summer school to be exited (a 12 th grader could be graduated at the end of summer school who would be 'retained' at the end of the regular school year)?	The 2006 student enrollment records are to be exited by 08/15/2006. For students who attend summer school, exit their enrollment records when summer school is over. Students who do not attend summer school could be exited at the end of the regular school year.
4	Are students who attend summer school for extra credit or extra help (not to determine promotion to the next grade or graduation) to be exited before or after summer school?	Students who attend summer school for extra credit/extra help and not for determining a grade level change (promotion/retention) should be exited at the end of the regular school session.
5	Should the exit reason be what the school/district understands the reason to be at this point in time?	Yes. Districts should not exit a student enrollment record on what the student will be next year; rather exit the student enrollment record based on what the student is considered at this point in time.
6	Is the "enrollment exit date" the day after the last day of school attendance or the last day of attendance?	The Enrollment Exit Date is the last day of attendance.
7	What enrollment Exit/Withdrawal type code is	Use the Enrollment Exit/Withdrawal Type code "Moved, not known to be

ISBE SIS FAQ's		
#	Question	Answer
	to be used for a 'court ordered' exit?	continuing".
8	Can the Exit Student Enrollment batch file be used through out the entire school year or only at the end of the school year?	The Exit Student Enrollment batch file can be used at any time to exit/withdraw student enrollment records when the student is no longer in attendance at the serving school listed in the enrollment record.
9	Which excel template is to be used to exit student enrollments?	The Exit Student Enrollment Excel Template is used to exit/withdraw student enrollment records. It is found at www.isbe.net/sis .
10	When using the Exit Student Enrollment Excel Template, can data be copied/edit>paste special>select values from the Student Demographic Excel Template?	Yes, data from the Student Demographic Excel Template can be copied/edit>paste special>select values from the columns that are the same in the Exit Student Enrollment Excel Template.
11	If a student enrollment record was exited during the 2006 school year, is it to be exited again at year end?	No, only those student enrollment records active in SIS for school year 2006 are to be exited at the end of this school year.
12	Should the IEP/LEP program indicators be updated prior to the end of the 2006 school year and before exiting student enrollment records in SIS?	Yes.
13	What Enrollment Exit Type Code is used for 8 th graders who will be leaving their current district or who graduate?	The Enrollment Exit Type code to be used in this situation is "Promotion".
14	Who is required to exit the enrollment records for students served 1.0% FTE by an entity outside the district?	The Home school/district is the only entity authorized to exit enrollment records for their students.

ISBE SIS FAQ's		
#	Question	Answer
15	Will ISBE do a mass exit of all SIS enrollments at the end of the 2006 school year?	No. HOME School/Districts must exit the enrollment records for all their students (regardless of where the student is being served). This can be done either on-line (one record at a time) or via the batch (multiple records) process using the Exit Student Enrollment file format. ISBE will consider the possibility of doing a mass exit for Districts for future years.
16	Could a report and/or file be created for schools to check their data integrity for all students enrolled in their school/district?	ISBE and IBM are in the process of developing reports for School Districts to use to verify enrollment records for their school/district.
17	When students graduate from a K – 8 th District what Enrollment Exit Type code is used?	For students who graduate from a K – 8 th District, the Enrollment Exit Type code to be used is “Promotion”.
18	What Enrollment Exit Type code is to be used for Pre-K/Early Childhood students who will transition to Kindergarten?	Use the Promotion code for Pre-K/Early Childhood students who transition to Kindergarten.
19	Should the same batch files for exiting and enrolling students in SIS be used for Pre-K/Early Childhood students as other students?	Yes.
20	Are the Exit/Withdrawal Type codes to be used in reference to the Home or the Serving school?	The Enrollment Exit/Withdrawal Type codes are in reference to the enrollment record serving school. All details except for the Home RCDTS code are in reference to the Serving School identified in each enrollment record.
21	What Exit/Withdrawal Type code is used for the Special Needs Pre-K student enrollment records?	The Special Needs Pre-K student enrollment records would use the Exit/Withdrawal Type code of Promotion unless the student is being retained, in which case use the Retain code.
22	If the 2007 school year starts in July, 2006, should the student enrollments be exited on the	Yes.

ISBE SIS FAQ's		
#	Question	Answer
	last day of the 2006 school year?	
23	Will SIS continue to notify schools when students change home school districts during the interim between the exit enrollment process and next fall enrollment update process?	No.
2007 SCHOOL YEAR – ENROLLMENTS		
24	Should the 2007 new enrollment records be created after 8/16 in order to use the new Student Demographic file format?	Yes, if the new format is used the District must wait until 8/16 to submit enrollment information.
25	When and where will the revised Student Demographic/Enrollment excel template be available?	The revised Student Demographic/Enrollment Excel Template will be available before August 16, 2006 on the ISBE/SIS website, www.isbe.net/sis .
26	Can school/districts wait until the end of October, 2006 to submit their 2007 school year student enrollment records?	Yes.
27	If all student records are exited at the end of school year 2006, when the fall enrollment submittal occurs, do I need to worry about student who did not return to this district?	No. Only those students for whom you are the Home school and are active for the 2007 school year are to be submitted for enrollment in SIS.
28	Is a new enrollment record necessary for each school year?	Yes.
29	If an exchange student for the 2007 school year will be an 11 th grader (junior), should an SID be	Yes, ISBE's policy has changed in relation to foreign exchange students who will be juniors (11 th graders) and must take the State assessment test. A SID is

ISBE SIS FAQ's		
#	Question	Answer
	assigned?	to be assigned and their LEP Program indicator determined.
30	When using the new Enrollment Entry Type codes (School Year 2007): a. What code is to be used for a student who transfers in from a private school? b. What code is to be used for a student who transfers in from another state?	For School Year 2007, use the Enrollment Entry Type code 01 for a student who transfers in from a private school as well as for a student who transfers in from another state.
31	What Enrollment Entry Type code should be used for a student returning next year (2007) in their new enrollment record?	A student returning to the same school/district next year would have an enrollment entry type code of "Re-entry to the same school".
32	If students get promoted to the next grade which is in another school building within the district, is the Enrollment Entry Type code "Transfer in from within District"?	Yes, when a student get promoted to the next grade located in another school building within the district, the Enrollment Entry Type code is "Transfer in from within District".
33	When a student is retained, what grade level is used for the next school year?	The same grade level as in the 2006 enrollment record would be entered in the SIS enrollment record for the 2007 school year for a student who is retained at the end of school year 2006.
34	Does the term 'public' in the Enrollment Entry Type codes refer only to Illinois public schools?	The Enrollment Entry Type code term "public" includes both in and out-of-state.
35	Is the Enrollment Entry Type code "Original Entry into a U.S. school only to be used for Pre-K/Early childhood students?	Beginning in school year 2007 the Enrollment Entry code "Original Entry into a U.S. school" will be used for Pre-K/Early childhood students, foreign students who are entering a U.S. public school for the first time, and any other student that is entering a Public school for the first time (home or private schooled student).

ISBE SIS FAQ's		
#	Question	Answer
36	When a student begins the school year in an Alternative school and subsequently returns to the Home school for their educational services, should there be one or two enrollment records created?	The initial enrollment record for the student who begins the school year at an Alternative school would include both the Home RCDTS code and the Alternative School (serving school)'s RCDTS code. That enrollment record is exited at the time the student no longer receives their educational services at the Alternative school. A new enrollment record is created for this student with the Home RCDTS code and Serving RCDTS code being the same, if that student is receiving their educational services at their home school.
37	If a student attends multiple serving schools, is an enrollment record required for each serving school?	ISBE policy is that SIS is to be an accurate reflection of the Home school/district's records for each of their students. If a student attends multiple serving schools then SIS should reflect enrollment records for each serving school.
38	When will the student enrollment information being submitted to SIS be used for Fall Housing?	ISBE anticipates using the SIS student information for the Fall Housing Report in 2008. In 2007, ISBE will compare the Fall Housing data with the data in SIS.
39	Is the Fall Housing count still the last day of September for the 2007 Fall Housing Report?	Yes.
2007 SCHOOL YEAR – EXITS		
40	What Enrollment Exit/Withdrawn Type code is to be used when a student is dropped due to being "home schooled"?	For 2005 -2006 the Enrollment Exit/Withdrawn Type code to use in this situation is "Transferred out". For 2006-2007 the Exit Type code to use in this situation is "Transfer to Home Schooled" (03).
41	If students go on extended vacations or an exchange student visits their home (20 days or so), should the student's enrollment record be marked as absent or exited with a new one created upon their return?	This policy decision is determined at the District level.

ISBE SIS FAQ's		
#	Question	Answer
2007 SCHOOL YEAR – NEW PROGRAM INDICATORS		
42	For students who are participating in one of the new program indicators, is 01 (yes) the correct code to enter?	Yes, 01 (yes) would indicate a student is a participant in that program. For students who are not participants in the program, enter a 02 (no) or leave the field blank for the three (3) optional program indicators – Reading 1 st , Reading Improvement Block Grant Program, and Title 1.
43	When creating the program indicator responses on-line, would the user indicate either yes or no?	Yes.
44	If only one of the new program indicator codes is valid, are the others to be blank or 02 (no)?	Yes.
45	If the field for any of the 3 new program indicators is left blank, will the value default to No?	The 3 new program indicators – Reading 1 st , Reading Improvement Block Grant and Title 1 – are optional and may be left blank when submitting the Student Demographic Enrollment batch file.
46	If the school is a school-wide Title 1 school, should all students have the Title 1 program indicator as 01 – Yes?	Yes.
47	Does the Title 1 Program indicator include regular reading classes?	No, the Title 1 Program Indicator refers to additional reading help a student would be receiving outside of their regular classes.
48	If a school is receiving Title 1 or Reading 1 st funds, must some students be flagged as participating in the programs in SIS?	Yes.
49	In determining the correct response for a student's program indicators for Title 1 or	A student must be participating in the program in order for the indicator to be marked as 01-Yes.

ISBE SIS FAQ's		
#	Question	Answer
	Reading 1 st or Reading Improvement Block Grant Program funds, does it matter whether a school is using the funds directly or indirectly?	
50	What is the frequency for updating SIS with the new program indicators?	SIS is to be updated to reflect the same accuracy as that of the school/districts local system and student records.
GENERAL QUESTIONS		
51	If the student enrollment records are exited at the end of the 2006 school year, some school's local software packages lose the ability to determine the "On or Before May 1" assessment response. Will that information be required next year for the assessment process or will ISBE be able to determine this from the history of enrollments in SIS?	SIS retains the enrollment history for all students; however, it is yet to be determined if the "On or Before May 1" data will be determined from SIS or if it will Districts will be required to submit this data during the Assessment period.
52	Will ISBE be combining the SIS and Assessment databases for the 2007 Assessment Process activity?	ISBE is looking at improving the 2007 Assessment Process activity; however this has not yet been determined.
53	Is there a cost for the ISBE SIS summer training?	No.
54	Will the vendors have their software upgraded by 8/16/2006?	Contact your software vendors to determine if your systems will be in compliance with the new file format.
55	Will ISBE be combining the Student Demographic/Enrollment file format with the Exit Student Enrollment file format?	Not at this time.

ISBE SIS FAQ's		
#	Question	Answer
56	Will ISBE be allowing the submittal of files via FTP?	ISBE has this request under consideration.
57	Is ISBE certifying software vendors as SIS compliant by ISBE?	No, not at this time.
58	Is SIS going to include automated reporting of attendance data in school year 2007?	No.
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 .		