

Illinois State Board of Education

SIS End of School Year 2007 and Planning for School Year 2008



All Schools Meeting

May, 2007

Agenda

- ISBE SIS Project Team
- School Year 2006-2007 Year-End Exit Enrollment Submittals
- School Year 2007-2008 SIS Changes
- School Year 2008 Beginning-of-Year Enrollment Submittals
- Summer 2007 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
- Adam Lowery Support Team

School Year 2007 Year-End Exit Enrollment Submittals

- SIS 2007 school year enrollment records must be exited by August 1, 2007
- 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 – 05/31/2007.
 - 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.

- On-line Reports will be available via IWAS/SIS for review of 2007 Enrollment information.
- 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.

Year-End Exit Enrollment Submittals cont.

- How do I verify that all of my 2007 enrollments are exited?
 - View the Enrollment Summary and Detail reports in ISBE SIS
 - Login to ISBE SIS via IWAS
 - Click the Reports link on the ISBE SIS Home Page
 - Select Enrollment Summary or Detail from the main report page
 - Select Report Criteria
 - Click View Report to display report

Year-End Exit Enrollment Submittals cont.



Illinois State Board of Education

[SIS HOME](#) | [ISBE HOME](#) | [LOGOFF](#)

Student Information System

[View Report](#)

SESSION TIMEOUT 19:59

ISBE

- [Home](#)
- [Search SID](#)
- [Request New SID](#)
- [Assessment](#)
- [Exit Enrollment](#)
- [Upload File](#)
- [Download File](#)
- [Reports](#)
- [Request File](#)
- [Help](#)

[Test Site](#)

Student Demographic Reports

- Student Demographics [Summary](#) | [Detail](#)

Enrollment Reports

- Enrollment [Summary](#) | [Detail](#)

Assessment Reports

- Assessment Pre-ID [Summary](#) | [Detail](#)
- Assessment Correction [Summary](#) | [Detail](#)
- Assessment Scores [Summary](#) | [Detail](#)

Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or [Click here to Contact Us](#)

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Year-End Exit Enrollment Submittals cont.

- Summary/Detail Enrollment Report (Select School/Year)

The screenshot shows the Illinois State Board of Education Student Information System interface. The header includes the ISBE logo, the text "Illinois State Board of Education", and "Student Information System" with a subtitle "View Enrollment Report". Navigation links for "SIS HOME", "ISBE HOME", and "LOGOFF" are in the top right, along with a "SESSION TIMEOUT 19:20" indicator.

A left sidebar menu lists options: Home, Search SID, Request New SID, Exit Enrollment, Upload File, Download File, Reports (highlighted in red), Request File, Help, and Test Site.

The main content area is titled "Enrollment" and "Current Enrollment (Summary)". It features two dropdown menus: "School Year" with "-- Select School Year --" and "Home School RCDTS" with "-- Select a School --". A "View Report" button is positioned below these menus.

The footer contains contact information: "Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us" and "Copyright © 2006, Illinois State Board of Education".

Year-End Exit Enrollment Submittals cont.

- Summary Enrollment Report

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Illinois State Board of Education
Student Information System
Current Enrollment (Summary)

6/23/20

Home School / District RCDTS: 010010010260001
Home School / District Name: SEYMOUR HIGH SCHOOL

Sorted by Grade Level

Grade	Count
Pre-K-1	1
7 - Grade 7	42
8 - Grade 8	63
9 - Grade 9	60
10 - Grade 10	44
11 - Grade 11	51
12 - Grade 12	37

Year-End Exit Enrollment Submittals cont.

- Detail Enrollment Report

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6/23/20

**Illinois State Board of Education
Student Information System
Current Enrollment (Detail)**

Home School / District RCDTS: 010010010260001
Home School / District Name: SEYMOUR HIGH SCHOOL
Sorted by Grade Level and Last Name

SID	Last	First	Date of Birth	Serving	Grade	FTE	Year
288966351	Peddy	Kishore	01/01/2006	010010010260001	Pre-K-1	0.01	2006
709416923	ALLEN	KHALED	12/22/1992	010010010260001	7 - Grade 7	1.00	2006
965108653	ASH	ROBERT	07/22/1993	010010010260001	7 - Grade 7	1.00	2006
338306880	BAKER	BRETT	08/29/1993	010010010260001	7 - Grade 7	1.00	2006
479571246	BARKER	REGAN	03/04/1993	010010010260001	7 - Grade 7	1.00	2006
758669932	BOONE	RACHEL	04/09/1993	010010010260001	7 - Grade 7	1.00	2006
757209161	BOWER	JADEN	10/04/1992	010010010260001	7 - Grade 7	1.00	2006
611833589	BRYANT	TAYLOR	01/29/1993	010010010260001	7 - Grade 7	1.00	2006
451121039	CAMPBELL	CODY	04/30/1993	010010010260001	7 - Grade 7	1.00	2006
341931187	DELCOUR	JADE	03/15/1993	010010010260001	7 - Grade 7	1.00	2006
180259179	DRYDEN	CIARA	03/22/1993	010010010260001	7 - Grade 7	1.00	2006
416191318	DURBIN	COURTNEY	10/06/1992	010010010260001	7 - Grade 7	1.00	2006
837757632	FLESNER	DAKOTA	07/07/1993	010010010260001	7 - Grade 7	1.00	2006
937881725	FRIEDHOFF	DENVER	04/11/1993	010010010260001	7 - Grade 7	1.00	2006
962046803	GABBERT	AMBER	06/24/1993	010010010260001	7 - Grade 7	1.00	2006
101152293	HARRIS	MATTHEW	02/03/1993	010010010260001	7 - Grade 7	1.00	2006
634663740	HILGENBRINK	ADAM	04/01/1993	010010010260001	7 - Grade 7	1.00	2006
218044102	HOCKING	MATTHEW	09/05/1992	010010010260001	7 - Grade 7	1.00	2006
740566055	INMAN	BRANDON	11/29/1992	010010010260001	7 - Grade 7	1.00	2006
858276038	MCNETT	KYLE	05/13/1993	010010010260001	7 - Grade 7	1.00	2006
298916338	MILLER	MACKENZIE	12/15/1992	010010010260001	7 - Grade 7	1.00	2006
897063156	OBERLING	ASHLEY	07/20/1992	010010010260001	7 - Grade 7	1.00	2006

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School Year 2007-2008 SIS Changes

Changes for the 2008 School Year include the following:

- Merging of Pre-K Grades
- Removal of Accommodation Indicators
- Addition of New Exit/Withdrawal Type Code
- Native Language Mandatory for LEP Students
- Submission of Behavior/Discipline Data via SIS

School Year 2007-2008 SIS Changes

- Merging of Pre-K Grades

- Pre-K 1 and Pre-K 2 grades will be merged to Pre-K in SIS
- Codes 13 or 14 will remain valid codes, but will reflect only as Pre-K in SIS
- Recommend Districts use Code 14 for Pre-K students

- Removal of Accommodation Indicators

- IEP Accommodation and 504 Accommodation indicators will be removed
- Placeholder 7 and Placeholder 8 will replace these fields in the Student Demographic/Enrollment File Format

School Year 2007-2008 SIS Changes, cont.

- Native Language Mandatory for LEP Students
 - If LEP Indicator is marked as Yes (01), Native Language is mandatory.
 - Required for input into the ACCESS Test

- Addition of New Exit/Withdrawal Type Code
 - Medical Non-Compliance
 - Definition – Student Removed because their immunization, physical, and dental data are not available to the school by the required deadline.
 - All other Entry and Exit/Withdrawal Type Codes will remain the same for 2008

School Year 2007-2008 SIS Changes, cont.

- Submission of Behavior/Discipline Data via SIS
 - New Behavior File Format
 - Required to submit to SIS for each incident
 - Data will feed the End of Year Report
 - School/District to upload student's behavior data via IWAS/SIS using existing SIS Upload and Download functions.

Behavior/Discipline Data Elements

	Data Elements	Mandatory/Optional
1	SID	Mandatory
2	Local SAP ID	Optional
3	Legal Last Name	Mandatory
4	Legal First Name	Mandatory
5	Date of Birth	Mandatory
6	RCDTS for Home School	Mandatory
7	RCDTS for Serving School	Mandatory
8	School Year	Mandatory
9	Incident Date	Mandatory
10	Disability Type	Mandatory

Behavior/Discipline Data Elements, cont.

	Data Elements	Mandatory/Optional
11	Incident Type Code	Mandatory
12	Disciplinary Action	Mandatory
13	Disciplinary Duration	Mandatory

The ISBE SIS Export file is returned in the same format with the same data that was provided plus the following for each record:

- Result Code, and
- Result Message.

Behavior/Discipline Expected Result Codes

- **'D1'** – Behavior Record Accepted
- **'D2'** – Behavior Record Updated
- **'I'** – SID does not exist or SID and First Name, Last Name, or DOB do not match existing record
- **'F'** – Missing or Invalid Data

Note: The Result Code and Result Message will be appended to the end of the record.

Disability Type Codes

Code	Value
01	Mental Retardation
02	Hearing Impairments
03	Speech or Language Impairments
04	Visual Impairments
05	Emotional Disturbance
06	Orthopedic Impairments
07	Other Health Impairments
08	Specific Learning Disabilities

Disability Type Codes, cont.

Code	Value
09	Deaf-Blindness
10	Multiple Disabilities
11	Autism
12	Traumatic Brain Injury
13	Developmental Delay
99	None

Incident Type Codes

Code	Value
01	Alcohol
02	Tobacco
03	Drugs, except Alcohol and Tobacco
04	Serious Bodily Injury
05	Weapons Possession
06	Other Reason

Disciplinary Action Codes

Code	Value
01	Expulsion - Received Educational Services
02	Expulsion - Did not Receive Educational Services
03	In-School Suspension
04	Out-of School Suspension
05	Transfer to Alternative Program
06	Unilateral Removal to an Interim Alternative Educational Setting by School Personnel
07	Removal to an Interim Alternative Educational Setting by a Hearing Officer

Disciplinary Duration Codes

Code	Value
01	1 Day or Less
02	2 Days
03	3 Days
04	4 Days
05	5 Days
06	6 Days
07	7 Days
08	8 Days

Disciplinary Duration Codes, cont.

Code	Value
09	9 Days
10	10 Days
11	Greater than 10 Days

Behavior/Discipline File Format

- File Formats Supported

- XML
- Text (Comma Delimited)
- Excel Spreadsheet converted into a Comma-separated Value, CSV format
 - Note: A Behavior/Discipline Excel template and tip sheet will be available on the SIS website – www.isbe.net/sis

- File Must contain a Header Row

- File must conform to the ISBE SIS File Format Layouts dated 05/11/2007

Beginning-of-Year Enrollment Submittals

- New enrollment records must be submitted for each student at the beginning of the school year 2008 (2007-2008)
 - New enrollments may be created once the previous years enrollment is exited

- 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 2008.
 - The file format may be .txt, .xml or .csv.
 - The four digit School Year to be used in the file is 2008

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 2007 – 2008
 - 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 2008 must be submitted by October 15, 2007

Summer 2007 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 30, 2006 to August 3, 2007
 - Week of August 6, 2006 to August 10, 2007
 - Week of August 13, 2006 to August 17, 2007
- **Times:**
 - Morning Session: 9:00 Am to 12:00 PM
 - Afternoon Session: 1:00 PM to 4:00 PM
- 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 2007

08/01/2007

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

08/16/2007

Deadline for Fall Enrollment submission (School Year 2008 Student Demographics - enrollments)

10/15/2007

Districts Next Steps

- Exit enrollment records for all students at close of the School Year 2007 (no later than August 1, 2007)
- Revise local systems to include new Behavior data elements, Pre-K grade code, and remove IEP Accommodation and 504 Accommodation Indicators.
- Conform to the 2007 – 2008 School Year Student Demographic File Format Layout (applicable starting August 16, 2007)
- Conform to the Behavior File Format (applicable starting August 16, 2007)
- Sign up appropriate personnel for SIS training sessions scheduled the first three weeks of August, 2007

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

ISBE Contact Information

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