



# Illinois State Board of Education

## Detention Center Enrollments

# Detention Center

- Twenty-three detention centers are associated with 17 districts. The district where the detention center is located is responsible for submitting the detention center records
- Detention center records can be entered both online or via batch
- Only the district in which the detention center is located can enter the record into SIS
- The detention center record can be entered regardless if the student is already enrolled in SIS or exited
- Districts no longer need to exit student enrollments for students going to a detention center unless the local policy dictates
- The detention center (or the district in which it is located) is responsible for entering and exiting the record when the student leaves the detention center



# Detention Center

- Detention center enrollments occurring on October 1 or March 1 must be entered by the April 16, 2022, deadline for Evidence based Funding.
- All remaining detention center enrollments must be entered by the end of the school year.



# Detention Center

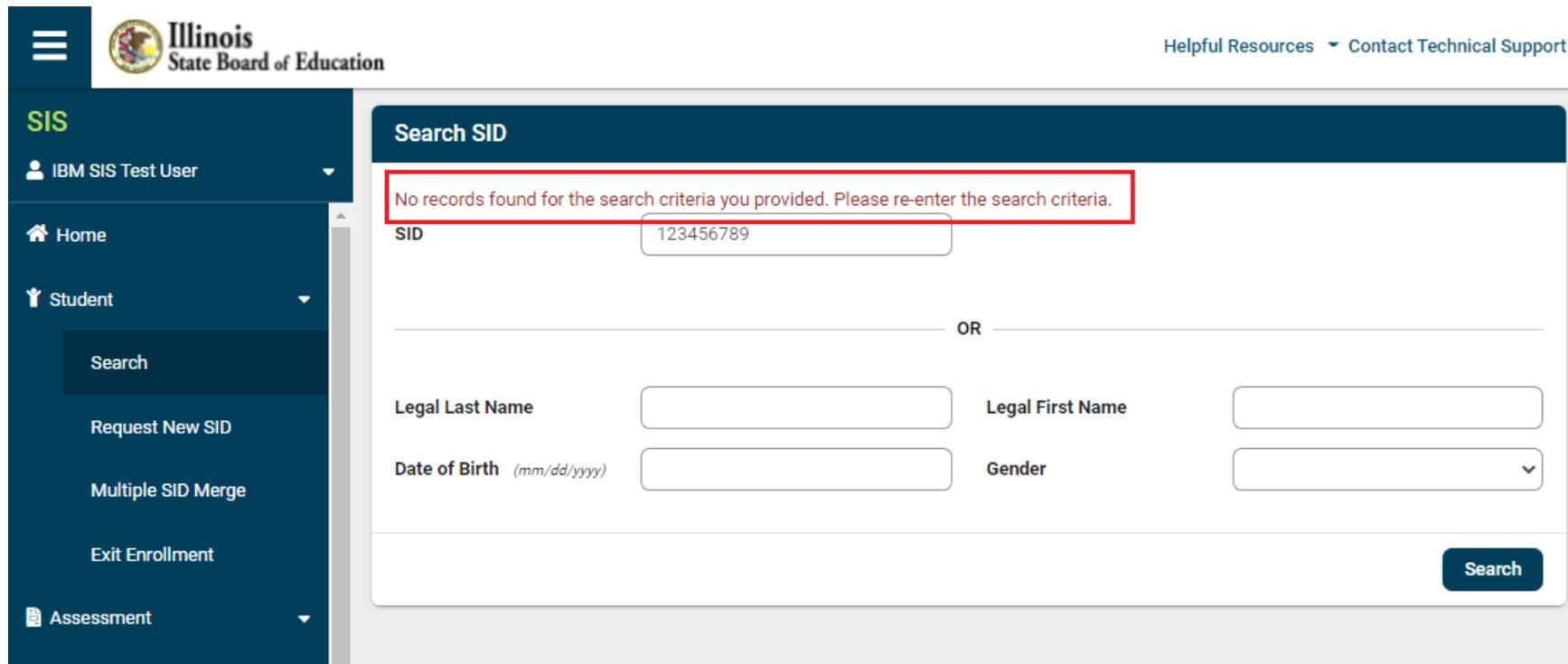
Search student using the SID or the Last Name, First Name, Date of Birth, and Gender of the student.

The screenshot shows the SIS (Student Information System) interface for the Illinois State Board of Education. On the left is a dark blue navigation sidebar with a hamburger menu icon at the top. Below the menu, the text 'SIS' is displayed in green. The sidebar contains several menu items: 'IBM SIS Test User' with a dropdown arrow, 'Home' with a house icon, 'Student' with a person icon and a dropdown arrow, 'Search' (highlighted with a red box), 'Request New SID', 'Multiple SID Merge', 'Exit Enrollment', and 'Assessment' with a document icon and a dropdown arrow. The main content area has a dark blue header with the text 'Search SID'. Below this header, there are two search options. The first is a single input field labeled 'SID' (highlighted with a red box). Below this is a horizontal line with the text 'OR' in the center. The second search option consists of four input fields: 'Legal Last Name', 'Legal First Name', 'Date of Birth' (with a placeholder '(mm/dd/yyyy)'), and 'Gender' (a dropdown menu). This entire group of four fields is highlighted with a red box. At the bottom right of the search area, there is a dark blue button with the text 'Search' (highlighted with a red box). In the top right corner of the page, there are links for 'Helpful Resources' and 'Contact Technical Support'.



# Detention Center

If NO student is found, the detention center must work with the local district to verify the information or have it add the student in SIS



The screenshot shows the SIS Search SID interface. The header includes the Illinois State Board of Education logo and navigation links for 'Helpful Resources' and 'Contact Technical Support'. The left sidebar contains menu items: 'SIS', 'IBM SIS Test User', 'Home', 'Student', 'Search', 'Request New SID', 'Multiple SID Merge', 'Exit Enrollment', and 'Assessment'. The main content area is titled 'Search SID' and contains a search form. A red box highlights the message: 'No records found for the search criteria you provided. Please re-enter the search criteria.' The search criteria '123456789' is entered in the 'SID' field. Below the search criteria, there are fields for 'Legal Last Name', 'Legal First Name', 'Date of Birth' (with a hint '(mm/dd/yyyy)'), and 'Gender'. A 'Search' button is located at the bottom right of the search form.

# Detention Center

If a student is identified, click Select.

The screenshot shows the SIS interface with a search result for a student. The 'Select' button is highlighted with a red box.

Helpful Resources ▾ Contact Technical Support

SIS

IBM SIS Test User ▾

Home

Student ▾

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment ▾

Adjusted Cohort

< Back To Search

**Search SID - Potential Match Summary**

Search Criteria:

SID	Last Name	First Name	DOB	Gender
123456789				

Search Results: 1 potential student matches found.

SID	Last Name	First Name	Middle Name	DOB	Gender	Race/Ethnicity	Birth Place Name	Native Language	Action
123456789	Test	Student		01/01/2010	Female	Hispanic or Latino	Waukegan IL	English	Select



# Detention Center

Services tab, click 'View Details'

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The top navigation bar includes the logo and name of the Illinois State Board of Education, along with links for 'Helpful Resources' and 'Contact Technical Support'. The left sidebar contains navigation options: 'SIS', 'IBM SIS Test User', 'Home', 'Student', 'Search', and 'Request New SID'. The main content area features a tabbed interface with 'Demographic', 'Enrollments', 'Program Indicators', 'Services', and 'RTO'. The 'Services' tab is highlighted with a red box. Below the tabs, student information is displayed: 'SID: 123456789', 'Legal Last Name: Test', 'Legal First Name: Student', and 'Legal Middle Name:'. A table below this information shows a 'Detention Center' record, with a 'View Details' link highlighted by a red box.

Demographic	Enrollments	Program Indicators	Services	RTO
SID: 123456789				
Legal Last Name: Test		Legal First Name: Student		Legal Middle Name:
Detention Center		View Details		

# Detention Center

## View Record

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The top navigation bar includes the logo and name of the Illinois State Board of Education, along with links for 'Helpful Resources' and 'Contact Technical Support'. A left-hand sidebar menu contains options for 'SIS', 'IBM SIS Test User', 'Home', 'Student', 'Search', 'Request New SID', 'Multiple SID Merge', and 'Exit Enrollment'. The main content area shows a 'Detention Center' record for a student with SID 123456789. The record details include: Legal Last Name: Test, Legal First Name: Student, Legal Middle Name: (blank), Date of Birth: 01/01/2010, and Gender: Female. A message at the bottom of the record states 'No Detention Center records for this student'.

Helpful Resources ▾ Contact Technical Support ▾

**SIS**

IBM SIS Test User ▾

Home

Student ▾

Search

Request New SID

Multiple SID Merge

Exit Enrollment

[← Back To Services](#)

### Detention Center

SID: 123456789

Legal Last Name: Test      Legal First Name: Student      Legal Middle Name:

Date of Birth: 01/01/2010      Gender: Female

No Detention Center records for this student



# Detention Center

To add detention center record, click '+' Add Record

The screenshot shows the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options: Home, Student, Search, Request New SID, Multiple SID Merge, and Exit Enrollment. The main content area displays the 'Detention Center' page for a student with the following information:

SID:	123456789				
Legal Last Name:	Test	Legal First Name:	Student	Legal Middle Name:	
Date of Birth:	01/01/2010	Gender:	Female		

At the bottom of the page, a message states: "No Detention Center records for this student".



# Detention Center

Enter required data

Entry or Exit Date can NOT overlap an existing Entry or Exit Date. That will result in an error message

Click 'Save'

The screenshot displays the SIS interface for the Illinois State Board of Education. A modal dialog box titled "Detention Center Add Record" is open, containing the following fields:

- School Year: A dropdown menu.
- Detention Center: A dropdown menu.
- Service Start Date: A date input field with the placeholder "mm/dd/yyyy".
- Service End Date - Optional: A date input field with the placeholder "mm/dd/yyyy".
- Grade: A dropdown menu.

At the bottom of the dialog, there are "Cancel" and "Save" buttons. The "Save" button is highlighted with a red box. The background shows a sidebar with navigation options like "Home", "Student", "Assessment", and "Log Out", and a main content area with a "Back To Services" link and a "Detention Center" header.

# Detention Center

Detention center record has been added to the student

The screenshot shows the SIS interface for the Illinois State Board of Education. The user is logged in as 'IBM SIS Test User'. The main content area displays a 'Detention Center' record for a student with SID 123456789. The record includes the student's legal name (Test Student), date of birth (01/01/2010), and gender (Female). A table below lists the detention center services, with one record highlighted in red: 'ISBE Test Detention Center' starting on 01/01/2022 and ending on 01/01/2022, for the 2022 school year in Grade 6.

Helpful Resources ▾ Contact Technical Support

**SIS**

IBM SIS Test User ▾

Home

Student ▾

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment ▾

[Back To Services](#)

### Detention Center

SID: 123456789

Legal Last Name: Test      Legal First Name: Student      Legal Middle Name:

Date of Birth: 01/01/2010      Gender: Female

Detention Center	Service Start Date	Service End Date	School Year	Grade	Actions
ISBE Test Detention Center	01/01/2022	01/01/2022	2022	6 - Grade 6	

# Detention Center

To edit detention center record, click pencil 'Edit Record' button

The screenshot displays the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options: Home, Student, Search, Request New SID, Multiple SID Merge, and Exit Enrollment. The main content area shows a 'Detention Center' record for a student with SID 123456789. The record details include: Legal Last Name: Test, Legal First Name: Student, Legal Middle Name: (blank), Date of Birth: 01/01/2010, and Gender: Female. Below this is a table of detention center records. The table has columns for Detention Center, Service Start Date, Service End Date, School Year, Grade, and Actions. The first row in the table is 'ISBE Test Detention Center' with a Service Start Date of 01/01/2022, Service End Date of 01/01/2022, School Year of 2022, and Grade of 6 - Grade 6. The 'Actions' column for this row contains an 'Edit Record' button, a pencil icon, and a trash icon. The 'Edit Record' button is highlighted with a red box.

Detention Center	Service Start Date	Service End Date	School Year	Grade	Actions
ISBE Test Detention Center	01/01/2022	01/01/2022	2022	6 - Grade 6	Edit Record ✎ 🗑️

# Detention Center

School Year, Detention Center, Service Start Date, Service End Date, and Grade are editable fields.

Click 'Save' or 'Close' to complete the edit process and return to the 'Selection Results' screen.

When an Entry or Exit Date overlaps an existing Entry or Exit Date, an error message of 'Entry/Exit Date overlap, please review and correct' displays.

The screenshot displays the SIS interface for the Illinois State Board of Education. A modal window titled "Detention Center Edit Record" is open, allowing for the editing of a record. The form includes the following fields:

- School Year: 2022
- Detention Center: ISBE Test Detention Cent
- Service Start Date: 01/01/2022
- Service End Date - Optional: 01/01/2022
- Grade: 6 - Grade 6

At the bottom of the modal, there are "Cancel" and "Save" buttons. The "Save" button is highlighted with a red box. The background shows a sidebar with navigation options like Home, Student, Assessment, and Adjusted Cohort, and a main area with a table of records.

# Detention Center

To delete detention center record, click on 'trash can' delete record

The screenshot shows the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Search, Request New SID, Multiple SID Merge, Exit Enrollment, and Assessment. The main content area displays a 'Detention Center' record for a student with SID 123456789. The record details include: Legal Last Name: Test, Legal First Name: Student, Legal Middle Name: (blank), Date of Birth: 01/01/2010, and Gender: Female. Below the details is a table with columns: Detention Center, Service Start Date, Service End Date, School Year, Grade, and Actions. The table contains one record: ISBE Test Detention Center, 01/01/2022, 01/01/2022, 2022, 6 - Grade 6. The 'Actions' column for this record contains a 'Delete Record' button (highlighted with a red box), an edit icon, and a trash can icon.

Detention Center	Service Start Date	Service End Date	School Year	Grade	Actions
ISBE Test Detention Center	01/01/2022	01/01/2022	2022	6 - Grade 6	Delete Record [Edit Icon] [Trash Icon]



# Detention Center

Click 'Yes' to delete selected record

The screenshot shows the SIS interface for the Illinois State Board of Education. A 'Detention Center' record is displayed with the following details:

- SID: 123456789
- Legal Last Name: Test
- Legal First Name: Student
- Legal Middle Name:

A 'Confirm Delete?' dialog box is overlaid on the record, containing a table with the following data:

Detention Center	Service Start Date	Service End Date	School Year	Grade
ISBE Test Detention Center	1/1/2022	1/1/2022	2022	6 - Grade 6

Below the table, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.

# Detention Center

Record has been deleted

Illinois State Board of Education

Helpful Resources ▾ Contact Technical Support ▾

SIS

IBM SIS Test User ▾

Home

Student ▾

Search

Request New SID

Multiple SID Merge

Exit Enrollment

< Back To Services

### Detention Center

SID: 123456789

Legal Last Name: Test      Legal First Name: Student      Legal Middle Name:

Date of Birth: 01/01/2010      Gender: Female

No Detention Center records for this student

