



Illinois State Board of Education

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Evidence-Based Funding Verification and Reconciliation – FAQ

1. How do I know if my changes were accepted?

Wait 15 minutes and log back into the verification tool. Select the file you submitted from your list of files and review the messages. The messages will tell you the action to be taken that evening. The action will fall into one of three groups:

- Change accepted – the student record and counts will be adjusted.
- Change rejected – no data will be changed.
- Pending review – no data is changed now, but ISBE will be reviewing the record.

2. What does the status code of “D” mean on the Special Education Pre-K Student list?

By statute, the Special Education Pre-K students come from ISBE’s special education system that is used to produce the December 1 child counts. Some of the students on the Special Education Pre-K list are also enrolled in the ISBE Student Information System (SIS) as kindergartners. We can only count these students once, so it is to the district’s advantage to count them in kindergarten because if they are full time they count as 1 and all Special Ed Pre-K students count as .5. The students are on the Pre-K list with a status of “D” (duplicate of a kindergarten student) and are not included in the Pre-K enrollment count.

3. What should I do if a student is marked as a “D” (duplicate), but there is no corresponding general student enrollment?

If you believe a Pre-K student is incorrectly marked with a “D,” submit a record with:

- School Year = the school year
- Enrollment Group = PK
- Grade Level = 14 (SIS Pre-K grade)
- Student ID = the student’s SIS ID
- Action = A

If the record passes the edits, it will receive a code of “PA.” The student’s status will change from “D” to “A” during the nightly processing and the student will be added to the count.

4. What if the student receives fewer than two hours of service per day (like a speech-only student)?

If there are students on your Pre-K list who are not “D” and receive fewer than two hours of service, please remove them by submitting a record with:

- School Year = the school year
- Enrollment Group = PK
- Grade Level = 14 (SIS Pre-K grade)
- Student ID = the student’s SIS ID

- Action = R

If the record passes the edits, it will receive a code of “PR.” The student’s status will change to “R” during the evening processing and the student will be removed from the count.

5. What if the student is enrolled, but not in the correct grade?

You may correct the grade by submitting a record with:

- School Year = the school year
- Enrollment Group = SE
- Grade Level = corrected SIS grade
- Student ID = the student’s SIS ID
- Action = A

If the record passes the edits, it will receive a code of “DG.” The student’s grade will be updated and the enrollment counts updated during the nightly process to reflect the change.

THERE IS NO NEED TO SUBMIT A CORRESPONDING [R]emove RECORD!

The algorithm for the reconciliation tool automatically moves the enrollment record from the current grade to the new grade.

6. What if some of my half-day kindergarten students should be full-day students?

This is the same as a grade change. The half-day kindergarten students are in grade 16 for EBF purposes. Change their grade to 15 by submitting a record with:

- School Year = the school year
- Enrollment Group = SE
- Grade Level = 15 (corrected SIS grade)
- Student ID = the student’s SIS ID
- Action = A

If the record passes the edits, it will receive a code of “DG.” The student’s grade will be updated and the enrollment counts updated during the nightly process to reflect the change.

THERE IS NO NEED TO SUBMIT A CORRESPONDING [R]emove RECORD!

The algorithm for the reconciliation tool automatically moves the enrollment record from the current grade to the new grade.

7. What if the English Learner (EL) student is also in the general enrollment count?

This is acceptable. In fact, it is a requirement. It is the intent of statute to count EL students twice.

8. What EL students should be included in the enrollment count?

The EL students who are included in the enrollment count:

- Must be in the general enrollment count for October 1.

- Must be in grades K to 12. Pre-K students are not included.
- Are in a part-time Transitional Bilingual Education (TBE) program, full-time TBE program or Transitional Program of Instruction. Parent refusals are excluded.

9. What if an EL student is missing from the list?

If an EL student is not on the student list and they meet the requirements laid out above, add them by submitting a record with:

- School Year = the school year
- Enrollment Group = EL
- Grade Level = actual grade of the student (not EL)
- Student ID = the student's SIS ID
- Action = A

If the record passes the edits, it will receive a code of "EL." The student will be added to the list and the enrollment counts that evening.

THERE IS NO NEED TO SUBMIT A CORRESPONDING [R]emove RECORD!

EL students are intended to be counted twice. They should be recorded in the EL summary and the general enrollment summary.

10. What if I add a student and that student was indicated as a Private Student?

Initially, students being added through the reconciliation tool that were marked as Private Students in SIS were being rejected. However, since private students could have been mismarked in 2015 and 2016, these were retroactively accepted and the counts updated. If you enter a student who is not on the list for either 2015 or 2016 and the record passes the edits, it will receive a code of "SA." The student will be added to the list with a Status Code of "A" and the enrollment counts will be adjusted that evening.

11. What if a submitted record has a code of "DS" and a message saying, "The submitted student is a duplicate for the same enrollment type, school year, district, and grade. Record will not change enrollment count."?

This indicated that the student was already submitted for that year and enrollment count type. If you believe the code was incorrect, resubmit the file and recheck the processing code. The duplicate identification process was updated to exclude items failing validation.