Illinois State Board of Education

Evidence Based Funding Enrollment Verification Tool Overview School Year 2017-2018

April 17, 2018

The Evidence Based Funding formula was signed into law on August 31, 2017. During school year 2017-2018 (Funding Year 2018) ISBE provided an Enrollment Verification Tool for districts to review their enrollment counts from the Student Information System and I-Star for school years 2014-2015, 2015-2016 and 2016-2017, the three years used to determine Average Student Enrollment (ASE).

For Funding Year 2019, enrollment from school years 2015-2016, 2016-2017 and 2017-2018 will be used to determine ASE. Since enrollment counts for school years 2015-2016 and 2016-2017 have been previously verified by districts, only enrollment counts for school year 2017-2018 will be provided for verification in the Enrollment Verification Tool.

ISBE is requesting every school district to verify your enrollment counts explicitly for ISBE to use to determining funding.

The EBF Enrollment Verification Tool can be accessed within the E-Report Card application in ISBE's Web Application Security (IWAS) system.
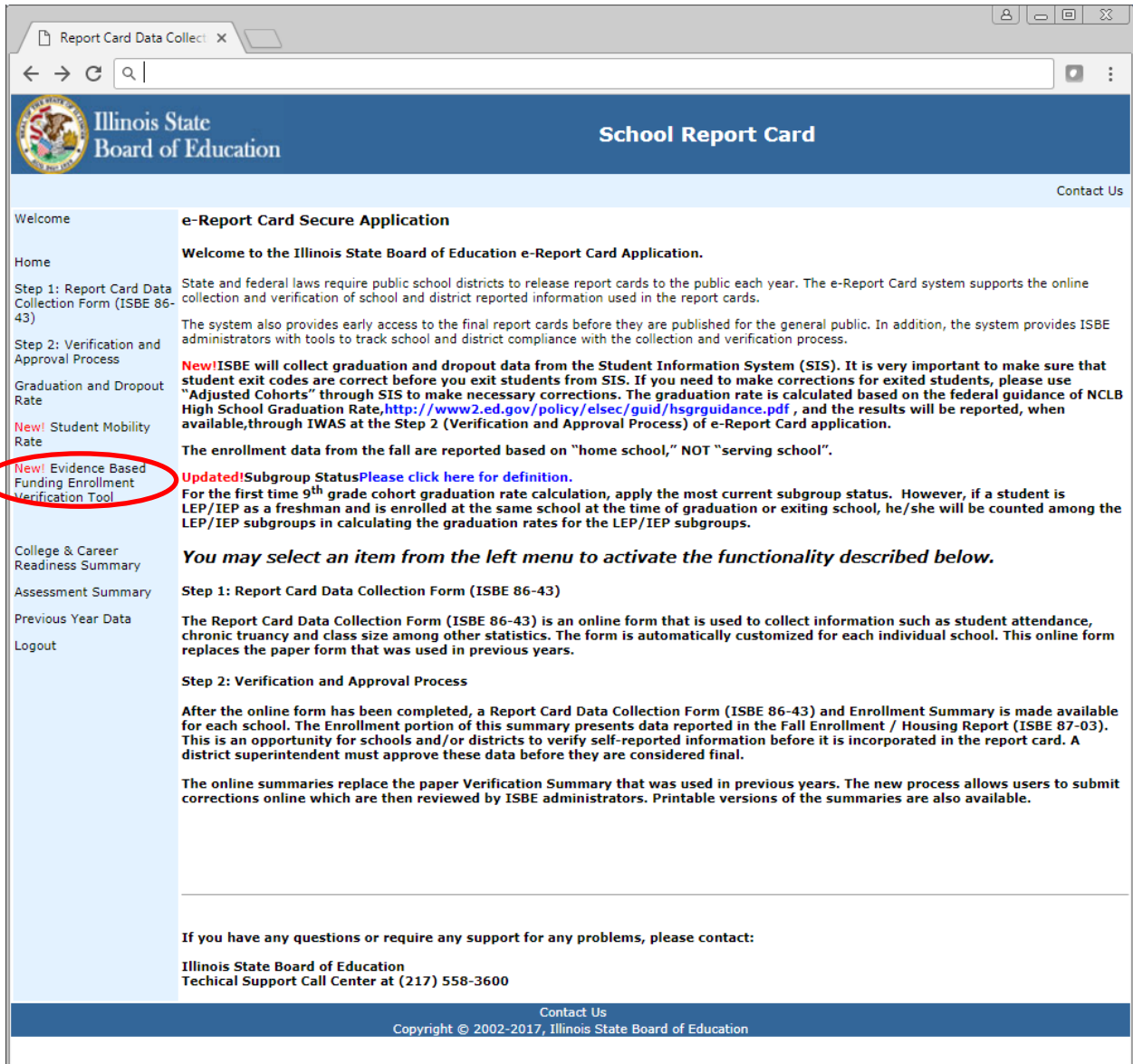
Accessing the EBF Enrollment Verification Tool

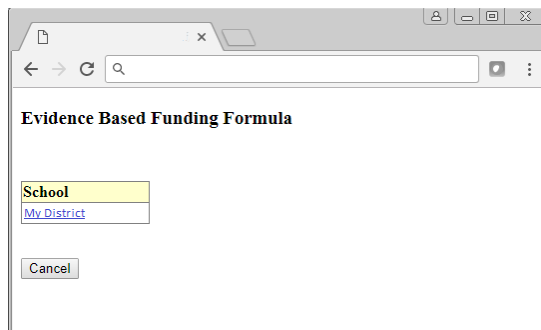**Step 1:** Log into IWAS using your district username and password.

Step 2: Click the **System Listing** menu option on the left to display the list of systems for which you are authorized.

Step 3: Click the **E-Report Card** link under the Categories section. The E-Report Card application will open and display a new menu option on the left named "New! Evidence Based Funding Enrollment Verification Tool".

Step 4: Click the **New! Evidence Based Funding Enrollment Verification Tool** link. Depending on your level of access, you may see a screen where you will need to select your District.

If this screen appears, simply click the link for your district to continue.

The EBF Verification Tool will be displayed.

ISBE Evidence Based Funding
Enrollment Verification

The tables below represent the enrollment counts for your district as required for the calculation of the Average Student Enrollment (ASE) for the Evidence Based Funding formula. These counts have been generated based on SIS enrollment data previously provided to ISBE by the schools in your district.

Additionally, if there are non-resident students enrolled in your district that pay tuition, then you are required to provide enrollment information for those students.

Instructions:

1. Enter values in the appropriate cells for the "Tuition-In Students" row in each of the tables below. If there is no value to report for a cell, set the value to 0 for that cell.
2. Review the enrollment counts in each cell. You may click an underlined cell to generate a list of students that make up that enrollment count. You can use this information to compare against your records. If you wish to make changes to any enrollment counts presented on this screen, you may make the appropriate enrollment change in SIS and the adjustment will be displayed here the following day.
3. Click the Save button to save your Tuition-In values.

Evidence Based Funding Formula - District Entry and Verification Form - October 02, 2017																		
		Enrollment Period	SpecEd PreK	K 1/2 Day	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Home Student Enrollment	+	10/2/2017			171	160	181	182	207	208	192	212	204					1717
English Learners (PreK-12)	+	10/2/2017																302
Special Education Pre-K Students	+	10/2/2017	28															28
Special Education Youth in Care	-	10/2/2017							1									1
Tuition-In Students	-	10/2/2017		0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Evidence Based Funding Formula - District Entry and Verification Form - March 01, 2018																		
		Enrollment Period	SpecEd PreK	K 1/2 Day	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Home Student Enrollment	+	03/1/2018			170	157	178	178	208	208	198	215	208					1720
English Learners (PreK-12)	+	03/1/2018																307
Special Education Pre-K Students	+	03/1/2018	30															30
Tuition-In Students	-	03/1/2018		0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Cancel Save Help

Click here to view EBF Enrollment History from previous years

Using the EBF Enrollment Verification Tool

The EBF Enrollment Verification Tool contains the following areas:

- Instructions at the top of the page. This area explains how to use the screen.
- Two tables, one containing October 2, 2017 enrollment counts by enrollment category and grade, and one containing March 1, 2018 enrollment counts by enrollment category and grade.
- Cancel, Save and Help buttons.
- A link to view EBF Enrollment history for previous years.

ISBE Evidence Based Funding
Enrollment Verification

The tables below represent the enrollment counts for your district as required for the calculation of the Average Student Enrollment (ASE) for the Evidence Based Funding formula. These counts have been generated based on SIS enrollment data previously provided to ISBE by the schools in your district.

Additionally, if there are non-resident students enrolled in your district that pay tuition, then you are required to provide enrollment information for those students.

Instructions:

1. Enter values in the appropriate cells for the "Tuition-In Students" row in each of the tables below. If there is no value to report for a cell, set the value to 0 for that cell.
2. Review the enrollment counts in each cell. You may click an underlined cell to generate a list of students that make up that enrollment count. You can use this information to compare against your records. If you wish to make changes to any enrollment counts presented on this screen, you may make the appropriate enrollment change in SIS and the adjustment will be displayed here the following day.
3. Click the Save button to save your Tuition-In values.

Evidence Based Funding Formula - District Entry and Verification Form - October 02, 2017

		Enrollment Period	SpecEd PreK	K 1/2 Day	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Home Student Enrollment	+	10/2/2017			171	160	181	182	207	208	192	212	204					1717
English Learners (PreK-12)	+	10/2/2017																302
Special Education Pre-K Students	+	10/2/2017	28															28
Special Education Youth in Care	-	10/2/2017							1									1
Tuition-In Students	-	10/2/2017		0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Evidence Based Funding Formula - District Entry and Verification Form - March 01, 2018

		Enrollment Period	SpecEd PreK	K 1/2 Day	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Home Student Enrollment	+	03/1/2018			170	157	178	178	208	208	198	215	208					1720
English Learners (PreK-12)	+	03/1/2018																307
Special Education Pre-K Students	+	03/1/2018	30															30
Tuition-In Students	-	03/1/2018		0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Cancel   Save   Help

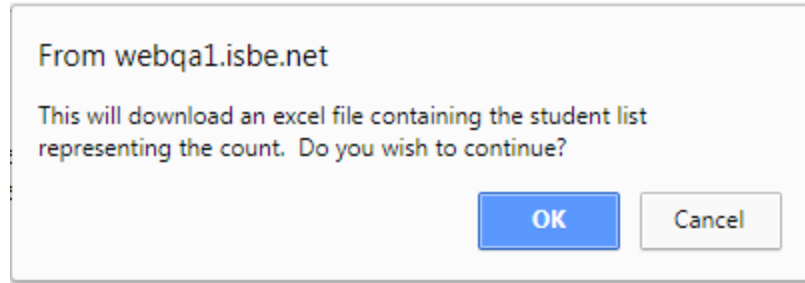Click here to view EBF Enrollment History from previous years

Districts may perform the following actions with this screen:
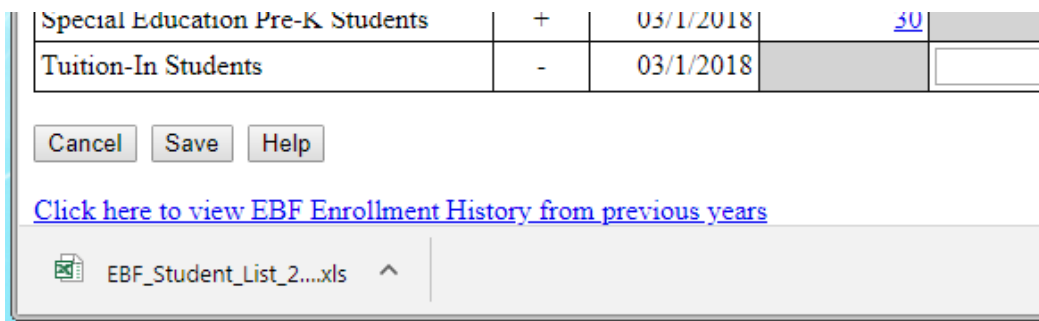
Populate Tuition-In Students

If your district provides services to students whose tuition is paid by their parents or another entity, you must provide the enrollment count for these students in the appropriate cell. Enter the values and click the **Save** button to save the values.

Download a List of Students

You can download a list of student IDs that make up the enrollment count in a particular cell by clicking on the enrollment count (blue/underlined number). An Excel file will be downloaded. You may use this file to perform independent verification of the enrollment counts. Clicking an enrollment count displays a prompt window:

When you click **OK** the download will start. Depending on your browser, you may see a notice at the bottom of your browser window showing the status of the download.

The downloaded Excel document will likely be located in your Downloads folder, unless your browser provides the ability to designate the download destination. The file will be named "EBF_Student_List_*datetime.*xls".

> Note: You may click the total enrollment for a particular enrollment type (the last column in a row) to generate a list of all students in all grades for that enrollment type. Depending on the size of your district, this could be a large list that may take a few minutes to generate and download.

View Enrollment Types

You may click the **Help** button to view an explanation of the Enrollment Types that may appear on the EBF Verification Tool. Not all enrollment types are applicable to all districts. You will only see enrollment counts applicable for your district. The follow table provides an explanation of the enrollment types used in the calculation of the average student enrollment for Evidence Based Funding.

Explanation of Enrollment Types

Enrollment Type	Description
Home Student Enrollment	The basis for Average Student Enrollment. The count represents the students who were enrolled in the district on the fall count date and/or the spring count date of the school year. Kindergarten students with a percent time of day of less than 75% were considered 1/2 day kindergarteners. The district of the student was determined from the home school indicated on the enrollment data. All of the counts were extracted from the data submitted by the districts to the ISBE Student Information System (SIS).
Students Served by State Authorized Charter Schools	Enrollment for these students is added to the enrollment of the authorizing public school district. The count represents the students who were enrolled in the State Charter on the fall count date and/or the spring count date. Kindergarten students with a percent time of day of less than 75% were considered 1/2 day kindergarteners. The district was determined from the home school indicated on the enrollment data. All of the counts were extracted from the data submitted by the districts to the ISBE Student Information System (SIS).
Students Served from Deactivated Schools	Enrollment for students residing in a deactivated school boundary and were served by the district will be subtracted from the district's enrollment. These students are identified by the deactivated school district and sent to SIS.
Special Education Youth in Care	Enrollment for Special Education Youth in Care students who receive funding from one of the three Orphanage Funding sources. These students will be deducted from the base enrollment counts of the resident district.
Students Served by State Funded Schools	Students whom are enrolled in their home district but reside and are served by the Illinois School for the Deaf, the Illinois School for the Visually Impaired, IL Center for Rehab & Education or the Philip J. Rock Center and School will be deducted from the base enrollment counts of their resident district.
Tuition-In Students	Students whose parents pay tuition so the student may attend a non-resident school district. Districts are asked to provide this data.
English Learners (PreK-12)	Students participating in a program of transitional bilingual education or a transitional program of instruction meeting the requirements and program application procedures of Article 14C of the School Code are counted at the district level.
Youth In Care in County Detention Centers	Students who have been transferred to a county juvenile detention center. These students should be reflected in the school district where the detention center is located. If a district has these students enrolled on a count date they will be deducted from their counts.
Youth In Care in Group Homes	Students who are in the care of the State and placed in a State licensed group home / child care institution within a school district and attend grades kindergarten through 12 of the public schools maintained by that district.
Students from Deactivated Schools being Served by Other Districts	Enrollment for students residing in a deactivated school will be assigned to their resident school district. The students are identified by the school district.
Special Education Pre-K Students	Enrollment for Pre-Kindergarten students whom are receiving Special Education Services.

View EBF Enrollment History from Previous Years

You may click the link at the bottom of the screen to view EBF enrollment history from previous years. This will display a screen containing enrollment data for your district from school years 2015, 2016 and 2017. The Average Student Enrollment calculation for FY19 funding will use enrollments from SY18, SY17, and SY16.

ISBE Evidence Based Funding
Enrollment Verification

Enrollment counts were accepted on 11/20/2017 at 2:22 PM

The tables below represent the enrollment counts for your district as required for the calculation of the Average Student Enrollment (ASE) for the Evidence Based Funding formula. These counts were generated from SIS enrollment data previously provided to ISBE by the schools in your district and through the EBF Verification and Reconciliation processes for Funding Year 2018.

Evidence Based Funding Formula - District Entry and Verification Form - School Year 2017

	Enrollment Period	SpecEd PreK	K 1/2 Day	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
(SE) Home Student Enrollment	10/1/2016			142	171	170	210	199	195	192	202	205					1686
(EL) English Learners (PreK-12)	10/1/2016																232
(PK) Special Education Pre-K Students	12/1/2016	9															9
(YC) Special Education Youth in Care	10/1/2016						1				1	1					3
(TI) Tuition-In Students	10/1/2016		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Evidence Based Funding Formula - District Entry and Verification Form - School Year 2016

	Enrollment Period	SpecEd PreK	K 1/2 Day	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
(SE) Home Student Enrollment	10/1/2015			179	171	196	196	192	199	196	188	222					1739
(EL) English Learners (PreK-12)	10/1/2015																50
(PK) Special Education Pre-K Students	12/1/2015	11															11
(YC) Special Education Youth in Care	10/1/2015					1	1										2
(TI) Tuition-In Students	10/1/2015		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Evidence Based Funding Formula - District Entry and Verification Form - School Year 2015

	Enrollment Period	SpecEd PreK	K 1/2 Day	K	1	2	3	4	5	6	7	8	9	10	11	12	Total

Submitting Missing Enrollments

If you are not satisfied that all enrollment counts on the screen are accurate, you can make changes using ISBE's Student Information System (SIS). Any changes you make in SIS will be reflected in the EBF Verification Tool the following day. You may use the student detail download feature of the EBF Verification Tool to generate a list of students as well as existing SIS reports to facilitate your review.

If you have any questions regarding EBF Enrollment or using the EBF Verification Tool you may send an email to EBFHelp@isbe.net.

The EBF Verification Tool closes at the end of business on Friday May 11, 2018. After that date, any changes in SIS will not be reflected in your EBF enrollment counts or included in your EBF calculations for funding.

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