

## Early Childhood Enrollment Exit Deadline

ISBE is updating the Demographics and Early Childhood file format for School Year 2021. This requires ALL Pre-K students to be exited in the Student Information System (SIS), NO LATER than **FRIDAY, JULY 31, 2020**. Complete any missing data prior to exiting students.

STATEWIDE SY 2021 Enrollments for Early Childhood/Pre-K Students CANNOT begin until ALL SY 2020 Pre-K Exits (Statewide) are completed. This will prevent your District from enrolling in SY 2021, if not completed.

Data that may be required before exiting the students include the following:

- Early Childhood Outcomes Entry and Progress Rating for Pre-K students with IEPs
- Early Childhood Student Course Assignments
- EL Information
- EL Screener
- Homeless data
- Immigrant data
- Student Address data (Students with IDEA Services = 'Yes' only)

Note: Report links available on SIS dashboard - Data Completion Status chart

### **Use the SIS Student Enrollment reports to review and identify all students not yet exited.**

(Exiting PreK students can also be done manually in SIS)

- 1) Login to SIS via IWAS.
- 2) Click on Reports in the menu on the left.
- 3) Under Student, expand the Demographics and Enrollment and click:
  - a. Enrollment (Summary) to review the number of students not exited. Choose "Active Enrollments Only" as School Year and "Pre-K" as Grade level.
  - b. Enrollment (Detail) to list out individual students that have not exited. Choose "Active Enrollments Only" as School Year and "Pre-K" as Grade level.

If a batch template is needed, the Exit Enrollment template can be downloaded from:

<https://www.isbe.net/Pages/Excel-Templates-for-student-data-input-into-SIS.aspx>

Click on **Exit Enrollment** to access the user templates. *Tips for Completing the Exit Enrollment template and Steps for Uploading the Exit Enrollment template* are also located at this website.

For SIS technical assistance, please contact ISBE Help Desk (217) 558-3600, Option 3 - 8:00 a.m. to 4:30 p.m.

For ISBE Early Childhood policy assistance, please contact ISBE Early Childhood [earlychi@isbe.net](mailto:earlychi@isbe.net) 8:00 a.m. to 4:00 p.m.