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](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 8:00 a.m. to 4:00 p.m.