



Illinois State Board of Education

Enrolling a Student with an Existing SID

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If the student has an existing state ID, search to find the ID and add an enrollment. This online function allow you to search for existing student and add an enrollment.



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Use Search SID to update student data or to Add an Enrollment

- View Student Demographics, EL Screener, Student Address, Gifted and Accelerated, or Seal of Biliteracy Awards Information (Demographic Tab)
- Add an Enrollment and Update Student Course Assignment, Student Discipline, Early Childhood, Early Childhood Outcomes, Student Attendance, or 504 Information (Enrollment Tab)
 - Add Enrollment
- Update Program Indicators (Program Indicators Tab)
- Update EL Data (EL Tab)
- Update College and Career Readiness Indicator Data (CCRI Tab)



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- Search SID

The screenshot shows the SIS Search SID form on the Illinois State Board of Education website. The form is titled "Search SID" and is located in the main content area. The left sidebar contains navigation options, with "Search" highlighted. The form fields are as follows:

- SID:** An empty text input field.
- OR:** A separator line with "OR" in the center.
- Legal Last Name:** A text input field containing "agijkuzGKWX".
- Legal First Name:** A text input field containing "FirstnameHL".
- Date of Birth (mm/dd/yyyy):** A text input field containing "09/18/2011".
- Gender:** A dropdown menu with "Female" selected.
- Search:** A blue button with white text, located at the bottom right of the form.

The footer of the page contains links for "Agency Information", "Accessibility", "Privacy Policy", and "Careers at ISBE".



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- Search SID – Search Results

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options such as Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area shows a search results page with a summary table and a detailed results table.

Search SID - Potential Match Summary

Search Criteria:

SID	Last Name	First Name	DOB	Gender
	agljkuZGKWX	FirstnameHL	09/18/2011	Female

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	agljkuZGKWX	FirstnameHL		09/18/2011	Female	Two or More Races		English	Select

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Demographic **Enrollments** Program Indicators Services RTO

SID: 123456789
Legal Last Name: Smith Legal First Name: Jane Legal Middle Name:

Enrollments 1 2 3 4 5 6 7

Enrollment has been exited

School Year for Serving	2023	RCDS for Home	9999999999999999
Enrollment Type for Serving	Transfer in from within District	RCDS for Serving	9999999999999999
Entry/Grade Level for Serving	5 - Grade 5	RCDS for Service Provider	9999999999999999
Enrollment Date for Serving	08/22/2022	Percent of Day Attended (PDA)	1.00
Exit Date	08/22/2022	Tuition Received	No
Exit Status	Permanent	Dual Language	Not A Participant in Dual Language Program
Exit Type	Erroneous enrollment	Language of Instruction	

Collections

Student Course Assignment

Discipline View Details

Homeless

504 Plan

Student Attendance

Regional Safe School Program

Add Enrollment

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Search SID - New Enrollment Information

Legal Last Name: **Smith** Legal First Name: **Jane** Legal Middle Name:

RCDTS for Home

Region : Saint Clair ROE Category : Public Districts District : East St Louis SD 189

RCDT : 50082189022 School :

RCDTS for Serving

Same as Home RCDTS

Enter the 15 digit Serving RCDTS code

Select Region, Category, District and School

Region :

Category :

District / Entity :

School :

Details

Enrollment Date for Serving (mm/dd/yyyy)

Enrollment Type for Serving

Entry/Grade Level for Serving

School Year for Serving 2022 - 2023

Percent of Day Attended (PDA)

Tuition Received Yes No

Dual Language

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- **Home school RCDTS validations**

- Only Home School/Facility Districts may add/update public school district, or other state funded school
- The Serving RCDTS cannot end in “9000” (Home, Serving, and Service Provider facilities can add and update Student Course Assignments.)
- Home RCDTS codes cannot end in 0000, 90xx, 93xx, or 92xx
 - Private facilities with codes ending in 0000 should contact the ISBE Helpdesk
- Home RCDTS for Entry/Grade Levels 01 through 12 cannot be a 3000 school

- **Serving School RCDTS validations**

- A Regional Office of Education (ROE) cannot have a code ending in “0000.”

- **RCDTS breakdown**

- R Region Code 2 Characters
- C County Code 3 Characters
- D District/Serving Entity Code 4 Characters
- T Type Code 2 Characters
- S School Code 4 Characters

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Percent of Day Attended (PDA)

The percentage of a FULL day the student attends.

- Acceptable values will be .01 to 1.00.
- The value must be > 0 and ≤ 1.00 (If only one enrollment exists, the value will typically be 1.00; multiple Enrollments should usually add up to 1.00)

Note - PDA can be found in the following SIS Batch File Formats:

- Student Demographic Enrollment
- Demographics and Early Childhood



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- **Enrollment Validations**

- A student can be actively enrolled in only one Home School
- A student may attend multiple Serving Schools
- School Year must be the current school year
- Enrollment date must be in mm/dd/yyyy format and within the date range of July 1 to July 31 for the current School Year (i.e. 07/01/2022, through 07/31/2023)
- Enrollment Date cannot be a future date
- Student should only be entered as “Original entry to US schools” one time



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▪ Enrollment Validations (Continued)

- The “Enrollment Date” must be greater than the student’s previous “Exit Date”, unless the previous enrollment record was identified as “Erroneous”.
 - The Enrollment Date is the first day of full attendance and the Exit Date is the last full day of enrollment the student completed.
- Home School, Serving School, and Grade Level cannot be updated in an existing record. If they are incorrect, the student enrollment must be “exited” as “Erroneous” and a new, accurate enrollment record must be created instead.
- Student cannot have more than one active enrollment in different grade levels.
- If using the batch process to submit the data, all Early Childhood students (Pre-K) must be entered using the Demographic and Early Childhood File Format.
- Students cannot re-enroll after they graduate (i.e., if exit code 06 was used)



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Program Indicators

SID: 123456789
Legal Last Name: Smith Legal First Name: Jane Legal Middle Name:

Homeless	<input type="radio"/> Yes <input checked="" type="radio"/> No	Private School Student	<input type="radio"/> Yes <input checked="" type="radio"/> No
21st Century Community Learning Centers	<input checked="" type="radio"/> Yes <input type="radio"/> No	Migrant	<input type="radio"/> Yes <input checked="" type="radio"/> No
IDEA Services	<input checked="" type="radio"/> Yes <input type="radio"/> No	Free or Reduced Price Lunch (FRL) / Low Income	<input checked="" type="radio"/> Yes <input type="radio"/> No
Alternate Assessment (DLM-AA)	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Native Language	<input type="text" value="English"/>	Title 1	<input type="text" value="Schoolwide Title I Program"/>
Home Language	<input type="text" value="English"/>	Supplemental Educational Services (SES)	<input type="radio"/> Yes <input checked="" type="radio"/> No
English Learner (EL)	<input type="radio"/> Yes <input checked="" type="radio"/> No	Military Connected Student	<input type="radio"/> Yes <input checked="" type="radio"/> No
Never EL			
Reading 1st - Optional	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Reading Improvement Block Grant - Optional	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Immigrant Student Program - Optional			
Country Of Birth	<input type="text" value="United States of America"/>	Date First Enrolled in a U.S. School	<input type="text"/>
Months Gone - Optional ⓘ	<input type="text"/>		

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IDEA Services

- 01 – Yes (IEP/ISP)
- 02 – No

Note: ISP Students must also be Private School Students (PSS Indicator = Yes)

- **IDEA Services students will have one Service Provider identified for each enrollment**
 - Service Provider will default to the Serving RCCTS
 - Serving RCCTS code that uniquely identifies the school/program where a student is being educated



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- **Early Childhood (Pre-K) Enrollment Validations**

- If IDEA Services is Yes, the Home RCCTS must be a public school
- All students must be at least 3 years old on the 1st day of class (enrollment date)
- Non-IDEA Service Student must be less than 5 years old on September 1, 2020.
- IDEA Service Student must be less than 6 years old on September 1, 2020.
 - If the student was enrolled in an Early Childhood Program when they were 5 or 6 years of age, the system will allow them to enroll even after turning 6 (IDEA Services = No) or 7 (IDEA Services = Yes).

- **Early Childhood Validations**

- When the student is actively enrolled in the District, the Home AND Serving District can now update the student's Early Childhood record
- All dates must be in the mm/dd/yyyy format and cannot be future dates



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- **Program Indicator Validations**

- If student is an English Learner (EL), the Native Language cannot be English.
 - Once set to “Yes”, the EL Indicator cannot be updated to “No” until the EL record contains all the mandatory data and the appropriate Date EL Services Ended and Reason for Ending EL Services.
 - To meet English Proficiency the minimum Overall Composite Proficiency Level on ACCESS must be 4.8 or higher.
 - If ALL requirements are met, the student's EL indicator should be “No”, otherwise it should remain set to “Yes”.
 - For additional information, please visit [ISBE English Learners webpage](#) for additional information



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- **Program Indicator Validations**

- SES Indicator and Tuition-In Indicator for Pre-K must be set to “No”
- When enrolling a Birth to 3 student (Grade Level “00”), the following mandatory fields will be set to “02” or “No” when the file is processed or will be forced “No” online
 - 21st Century Indicator
 - IDEA Services
 - EL Indicator
 - Private School Student Indicator (PSS)
 - Title 1 Indicator
 - SES Indicator
 - Tuition-In Indicator
- Native and Home Language must be provided for all grade levels



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- **Private School Student Indicator (PSS)**

- A private school student is a student whose parent/guardian has chosen to enroll the student in a nonpublic school (e.g., parochial) for general education, with the parent(s) bearing the cost of the student's private education. This includes students who are being home schooled by their parents.
- Students with disabilities who are being served by the district under an IDEA Individualized Services Plan (ISP).
- Students who are dually enrolled in a nonpublic school and in their public school district of residence (i.e., their home district) in order to take career and technical education (CTE) coursework at a public school.

- **Private School Student Indicator (PSS) Validations**

- Grades Pre-K – 12
- If IDEA Services is “Yes” and Private School Student (PSS) is “No” the student is IEP (Individual Education Plan)
- If IDEA Services is “Yes” and Private School Student (PSS) is “Yes” the Student is ISP (Individual Service Plan)



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- **Military-Connected Student (ESSA Requirement)**

- Indicator Options - Yes/No
- Mandatory - Yes
- Indicator Definition - A student who's Legal Guardian is a member of the Armed Forces or Full-time National Guard on active duty. The terms "Armed Forces," "active duty," and "fulltime National Guard duty" have the same meanings as defined in 10 U.S.C. 101(a)(4), 101(d)(1), and 101(d)(5).
 - "Armed Forces" means the Army, Navy, Air Force, Space Force, Marine Corps, and Coast Guard.
 - "Active duty" means full-time duty in the active military service of the United States, including full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty.
 - "Full-time National Guard duty" means training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States or the Air National Guard of the United States in the member's status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia under section 316, 502, 503, 504, or 505 of title 32 for which the member is entitled to pay from the United States or for which the member has waived pay from the United States.
- Must be the same for dual enrolled students
- If in the middle of an enrollment the legal guardians are no longer members of the armed forces, maintain Yes until the next enrollment
 - If unknown set to "no"
 - For more information, see the [ISBE Children of Military Families webpage](#)



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Review

Please review the student enrollment information before confirming your request for a new Enrollment.

Student Enrollment

RCDTS for Home	9999999999999999	RCDTS for Serving	9999999999999999
Enrollment Date for Serving	08/23/2022	Enrollment Type for Serving	Transfer in from another District
Entry/Grade Level for Serving	5 - Grade 5	School Year for Serving	2023
Percent of Day Attended (PDA)	1.0	Dual Language	Not A Participant in Dual Language Program
Tuition Received	No	Language Of Instruction	

[Change Enrollment](#)

Program Indicators

Homeless	No	Private School Student	No
21st Century Community Learning Centers	Yes	Migrant	No
IDEA Services	Yes	Free or Reduced Price Lunch (FRL) / Low Income	Yes
Alternate Assessment (DLM-AA)	No	Title 1	Schoolwide Title I Program
Native Language	English	Supplemental Educational Services (SES)	No
Home Language	English	Military Connected Student	No
English Learner (EL)	No	Reading Improvement Block Grant - Optional	No
Reading 1st - Optional	No		

Immigrant Student Program - Optional

Eligible			
Country Of Birth	United States of America	Date First Enrolled in a U.S. School	
Months Gone - Optional			

[Change Program Indicators](#)

[Submit](#)

