

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.





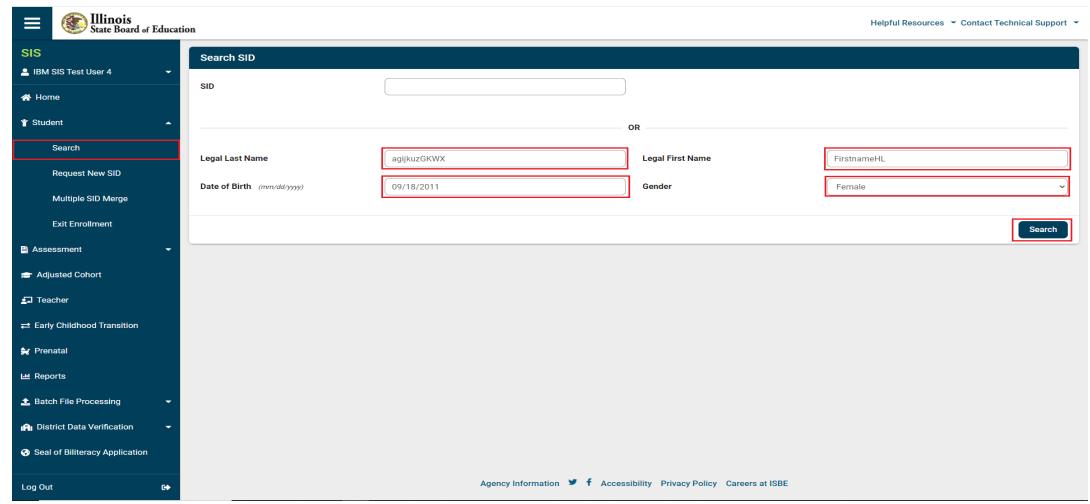
Use Search SID to update student data or to Add an Enrollment

- 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)





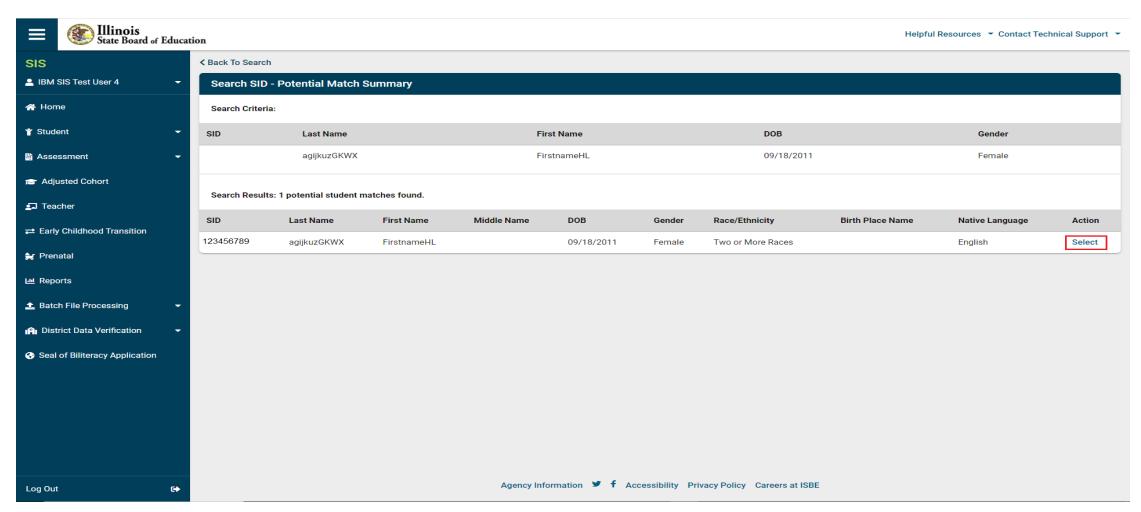
Search SID





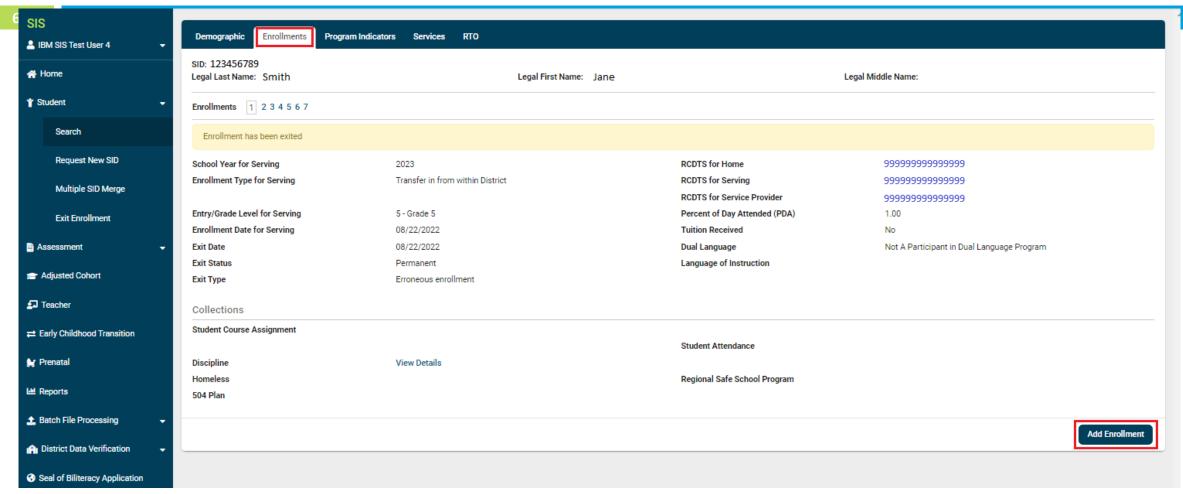


Search SID – Search Results













SIS	Search SID - New Enrollment Information						
La IBM SIS Test User 4 ▼	Legal Last Name: Smith		Legal First Name: Jane		Legal Middle Name:	Legal Middle Name:	
☆ Home				<u> </u>			
* Student ✓	RCDTS for Home						
Search	Region :	Saint Clair ROE	Category :	Public Districts	District :	East St Louis SD 189	
	RCDT:	50082189022	School:	Select a School		~	
Request New SID	RCDTS for Serving						
Multiple SID Merge	SID Merge Same as Home RCDTS Same as Home RCDTS						
Exit Enrollment	Enter the 15 digit Servin	ng RCDTS code					
Assessment ▼	Select Region, Category, District and School					,	
Adjusted Cohort	Region :		Select a Region			~)	
	Category :					~)	
	District / Entity :					~)	
	School:					~	
₩ Prenatal	Details						
Led Reports	Enrollment Date for Serving (mm/dd/yyyy)						
≜ Batch File Processing	Enrollment Type for Serving			~			
⚠ District Data Verification 🔻	Entry/Grade Level for Servin	ng		~)			
Seal of Biliteracy Application	School Year for Serving	2022 - 2023					
	Percent of Day Attended (PI	DA)					
	Tuition Received	○ Yes ○ No					
	Dual Language			~			
						Next	





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
•	С	County Code	3 Characters
•	D	District/Serving Entity Code	4 Characters
•	T	Type Code	2 Characters
	S	School Code	4 Characters





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





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



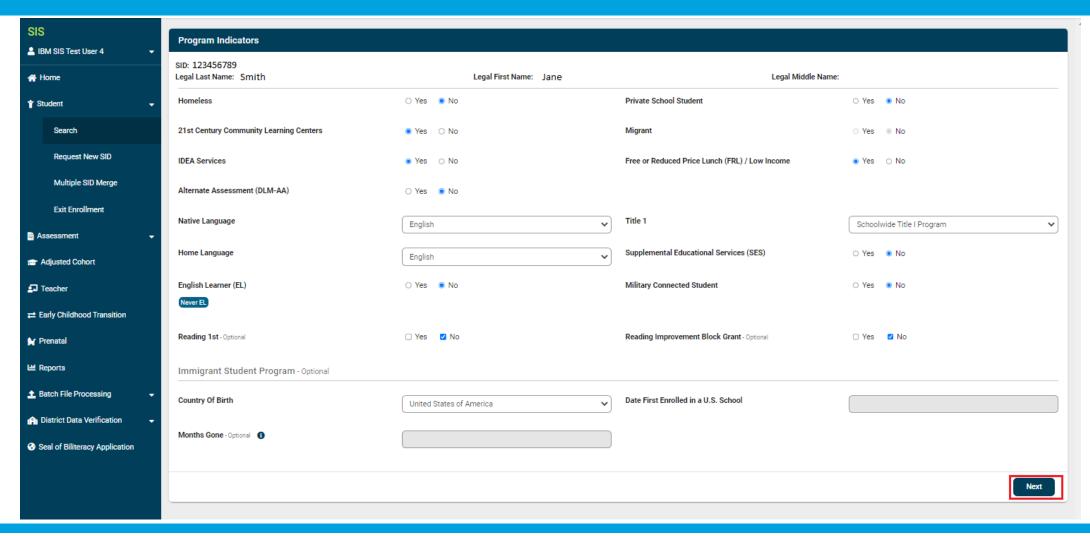


Enrollment Validations (Continued)

- 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)











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 RCDTS
 - Serving RCDTS code that uniquely identifies the school/program where a student is being educated





Early Childhood (Pre-K) Enrollment Validations

- If IDEA Services is Yes, the Home RCDTS 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





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 <u>ISBE English Learners webpage</u> for additional information





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





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)





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





