



Illinois State Board of Education

Exit Enrollment

SIS School Year at a Glance

- **July 31, 2022 by 4:00 p.m.**
 - ACCESS Final Scores posted in SIS
 - Winter/Spring/Summer - Student and Teacher Course Assignment Grades due for Students Grades 3-12
 - **Exit Enrollments for 2021 School Year**
 - Student Discipline Groups



Exit Enrollment

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What is required before exiting students?

- Prenatal
- Birth to 3 data
- Caregiver Demographic data (Birth to 3)
- Early Childhood Outcomes Entry and Progress Rating for Pre-K students with IEPs
- Early Childhood Program data
- EL Information
- EL Screener
- Eligible for Immigrant Student Program data
- Homeless data
- Regional Safe School Program (RSSP) data
- Student Address data (Students with IDEA Services only)
- Grades 3-12 Courses Missing Final Letter Grade



Exit Enrollment

Refer the Current Enrollment Data Completion Status chart on the District Status Panel to determine what data are required before exiting students.

Current Collection Completion Status	Required	Complete	Percent
Prenatal	0	0	-
Birth To Three Student Programs	0	0	-
Birth To Three Program Providers	0	0	-
Birth To Three Caregivers	0	0	-
Early Childhood Outcomes (ECO) Ratings	13	4	30%
Early Childhood Student Programs	398	1	0%
Early Childhood Program Providers	1	1	100%
English Learner (EL)	54	28	51%
EL Screener	7	0	0%
Homeless	93	88	94%
Eligible for Immigrant Student Program	469	156	33%
Student Address for NEW IDEA students	605	601	99%
Regional Safe Schools Program (RSSP)	3	3	100%
Student Discipline	NA	0	NA
504 Plan	NA	0	NA
Grades 3-12 Missing Final Letter Grade	0	0	-

Exit Enrollment

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- All 2021 Enrollment records must be exited by 4:00 p.m. July 31
 - We recommend all students are exited immediately after their last day of school
 - The exit date should be the last FULL day the student attended school
 - However, if you have students taking summer classes or ESY, please wait to exit those students until after they finish their classes
 - Students can not re-enroll after they graduate (i.e., if exit code 06 was used).
- Exit enrollment records online (individual records, one at a time) or via the batch file process (multiple records at once)
 - Online Process
 - Use the SIS Exit Enrollment screen
 - Batch File Process
 - Upload Exit Enrollment File via Batch Upload in SIS

Exit Enrollment

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Verify all current school year enrollments have been exited

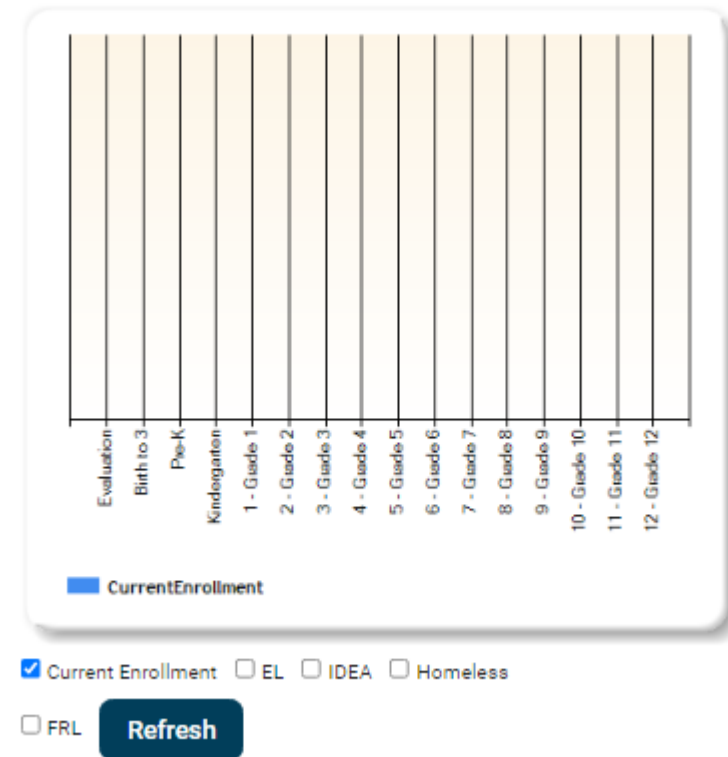
- View the Enrollment reports in ISBE SIS
 - Use the **Reports** screen
 - Expand the **Demographics and Enrollment** section and then select the **Enrollment - Summary** link
 - Ensure the following report criteria are selected
 - Active Enrollments Only
 - Home School
 - Press **View Report** or **Create PDF Report**
 - If the **Count** in any **Grade** listed in the report is **not** 0, run the Student Enrollment Detail Report and exit the identified record(s)



Exit Enrollment

Refer to District Status Panel for Current Enrollments & Program Indicators to ensure all students are exited

Current Enrollments & Program Indicators



Exit Enrollment

- Exit Enrollment – Search

Illinois State Board of Education

Helpful Resources ▾ Contact Technical Support

SIS

IBM SIS Test User ▾

Home

Student ▾

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment ▾

Exit Enrollment - Search

SID

AND AT LEAST ONE BELOW

Legal Last Name Legal First Name

Date of Birth (mm/dd/yyyy)

Search

Exit Enrollment

- Exit Enrollment – Search Results

Exit Enrollment - Enrollment Summary

SID: 123456789
Legal Last Name: Student Legal First Name: Test Date of Birth: 01/01/2010

RCDTS for Home	123456789012345	RCDTS for Serving	123456789012345
Enrollment Date for Serving	08/01/2021	Enrollment Type for Serving	Transfer in from another District
Entry/Grade Level for Serving	6 - Grade 6	School Year for Serving	2022
Percent of Day Attended (PDA)	1.00		

Exit Enrollment

RCDTS Detail

Administrator : Ms. ISBE
Tel : (217) 558-3600
Fax : (217) 558-3600
Email : help@isbe.net
District : ISBE Test District
School : ISBE School
County : Illinois

Close Print

Exit Enrollment

▪ Exit Enrollment Validations

- Mandatory Birth to 3 Data Missing
 - If the student is enrolled in Birth to 3 grade level in SIS, all mandatory Birth to 3 data must be completed prior to exiting student's enrollment
- Mandatory Caregiver Demographic Data Missing
 - If the student has a Participant Demographic record in SIS, all mandatory Participant Demographic data must be completed prior to exiting student's enrollment
- Mandatory Early Childhood Outcomes Data Missing
 - An Early Childhood Outcomes "Entry Rating" is mandatory before the student's enrollment is exited
 - Upon exiting the student's Enrollment, an Early Childhood Outcomes Progress Rating will be required if the last rating is more than 6 months old **OR if the student is exited between February 1 and July 31, an updated ECO is required during that time frame before exiting the student**
- Mandatory Early Childhood Program Data Missing
 - An Early Childhood Program record is required if the student is enrolled in the following funding types:
 - *Preschool for All*
 - *Preschool for All Expansion (State)*
 - *Head Start*
 - *IDEA*
 - *Preschool Title I*
 - *Local District*
 - *Tuition Based*



Exit Enrollment

- **Exit Enrollment Validations**

- Mandatory EL Data Missing

- If a student's EL Indicator = Yes, the EL record must contain all the mandatory data prior to exiting the student's enrollment

- Mandatory EL Screener Data Missing

- Student enrolled in Grades K-12
 - The SID was created after August 1, 2013, with the Home Language or Native Language other than English
 - No previous EL Screener data exists in SIS

- Mandatory Homeless Data Missing

- If a student's Homeless Indicator = Yes, the Homeless record must contain all the mandatory data prior to exiting the student's enrollment



Exit Enrollment

- **Exit Enrollment Validations**

- **Mandatory Immigrant Data Missing**

- If a student is new to SIS, the country of birth must be entered prior to exiting student's enrollment

- **Mandatory RSSP Data Missing**

- If a student is enrolled in a Regional Safe School, the RSSP record must contain all the mandatory data prior to exiting the student's enrollment

- **Mandatory Student Address Data Missing**

- If a student is enrolled with IDEA Services=Yes, then an address record must be entered prior to exiting student's enrollment

- **Mandatory Student Course Assignment Final Grade Missing**

- If a student is enrolled in grades 3-12, course final grade and end date must be entered prior to exiting the student's enrollment



Exit Enrollment

- **Exit Enrollment Validations**
 - Exit Date cannot be a future date
 - A student must be IDEA Services = “Yes” before exiting the student using the following Exit Type Codes:
 - 14 - Aged Out
 - 15 - Certificate of Completion
 - Students enrolled in Grade 12 may not have an Exit Type code of “05” Promoted
 - Only Students enrolled in Grades 11 or 12 can have the Exit Type code “06” Graduated



Exit Enrollment

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- **Exit Codes**

- 02 Transfer to another public school within the district
- 03 Transfer to Home Schooled
- 04 Transfer to Private School
- 05 Promotion
- 06 Graduated
- 07 Death
- 08 Expulsion
- 09 Dropped Out
- 10 Transfer to GED
- 11 Moved, not known to be continuing
- 12 Retained in same grade
- 14 Aged Out
- 15 Certificate of Completion
- 16 Victim of a Violent Crime
- 17 Change in Serving School or Percent of Day Attended
- 18 Moved Out of the United States
- 19 Transferred to Another Public School district out of Illinois
- 20 Transferred to Another Public School district in Illinois
- 99 Erroneous enrollment



Exit Enrollment

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Student's enrollment data was entered incorrectly:

- Exit Student's Enrollment record as Erroneous
 - If an Enrollment record is erroneous, the Exit Enrollment Date should ideally be the exact same date as the Enrollment Entry Date
 - The Enrollment Exit/Withdrawal Type for an erroneous Enrollment record should be Code 99 ("Erroneous Enrollment")
- Before an enrollment can be identified as erroneous, other data collections (listed below) triggered by the student's attributes may also need to be identified as erroneous.
 - EL
 - EL Screener
 - Early Childhood Outcomes
 - Homeless
 - Student Discipline
 - Student Attendance



Exit Enrollment

- Exit Enrollment – Edit

Illinois State Board of Education

Helpful Resources ▾ Contact Technical Support

SIS

IBM SIS Test User ▾

Home

Student ▾

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment ▾

Adjusted Cohort

Teacher

Early Childhood Transition

< Back To Enrollment

Exit Enrollment - Enrollment Details

SID: 123456789
Legal Last Name: Student Legal First Name: Test Date of Birth: 01/01/2010

RCDTS for Home	123456789012345	RCDTS for Serving	123456789012345
Enrollment Date for Serving	08/01/2021	Enrollment Type for Serving	Transfer in from another District
Entry/Grade Level for Serving	6 - Grade 6	School Year for Serving	2022
Percent of Day Attended (PDA)	1.00		

Exit Details

Enrollment Exit Date

Enrollment Exit Status Permanent

Enrollment Exit / Withdrawal Type

Next

Exit Enrollment

- Exit Enrollment – Review

The screenshot shows the SIS interface for Exit Enrollment Review. The header includes the Illinois State Board of Education logo and navigation links for 'Helpful Resources' and 'Contact Technical Support'. The left sidebar contains navigation options: 'SIS', 'IBM SIS Test User', 'Home', 'Student', 'Search', 'Request New SID', 'Multiple SID Merge', and 'Exit Enrollment'. The main content area is titled 'Exit Enrollment Review' and displays student information: SID: 123456789, Legal Last Name: Student, Legal First Name: Test, and Date of Birth: 01/01/2010. Below this is a table with enrollment details:

RCDTS for Home	123456789012345	RCDTS for Serving	123456789012345
Enrollment Exit Date	10/10/2021	Enrollment Exit Status	Permanent
Enrollment Exit / Withdrawal Type	Transfer to another public school district IN Illinois		

At the bottom right of the form, there are two buttons: 'Change' and 'Submit'. The 'Submit' button is highlighted with a red border.

Exit Enrollment

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- Exit Enrollment – Exit Successful

The screenshot displays the SIS (Student Information System) interface. On the left is a dark blue navigation sidebar with a hamburger menu icon at the top. The sidebar contains the following items: 'SIS' in green, 'IBM SIS Test User' with a dropdown arrow, 'Home' with a house icon, 'Student' with a person icon and a dropdown arrow, 'Search', 'Request New SID', 'Multiple SID Merge', and 'Exit Enrollment'. The main content area has a dark blue header with the text 'Exit Enrollment Result'. Below this header is a white message box with a red border containing the text: 'Your request for exiting the enrollment has been successfully submitted.' To the right of the message box are two dark blue buttons: 'Search Student' and 'Exit another student'. In the top right corner of the page, there are links for 'Helpful Resources' and 'Contact Technical Support'. The top left of the page features the Illinois State Board of Education logo and name.

Exit Enrollment

- Edit Enrollment – Only for District who last had student enrolled

Illinois State Board of Education

Helpful Resources | Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

Demographic | **Enrollments** | Program Indicators | Services

SID: 123456789

Legal Last Name: Student | Legal First Name: Test | Legal Middle Name:

Enrollments 1

Enrollment has been exited

School Year for Serving	2022	RCDTS for Home	123456789012345
Enrollment Type for Serving	Transfer in from another District	RCDTS for Serving	123456789012345
Entry/Grade Level for Serving	6 - Grade 6	Percent of Day Attended (PDA)	1.00
Enrollment Date for Serving	08/01/2021	Tuition Received	No
Exit Date	10/10/2021	Dual Language	Not A Participant in Dual Language Program
Exit Status	Permanent	Language of Instruction	
Exit Type	Transfer to another public school district IN Illinois		

Collections

Student Course Assignment	View Details	Physical Restraint and Time Out	View Details
		Student Attendance	View Details
Discipline	View Details		
Homeless	View Details	Regional Safe School Program	
504 Plan	View Details	Historical Demographics	View Details

Add Enrollment | **Edit Enrollment**

Exit Enrollment

- Select Remove Exit

The screenshot shows the SIS interface for the Illinois State Board of Education. A modal titled "Update Student Enrollment" is open, displaying various fields for student information. The "Remove Exit" button is highlighted with a red box. The background shows the "Enrollments" tab selected, with student details for SID: 123456789, Legal Last Name: Student, Legal First Name: Test, and Legal Middle Name: .

Field	Value
Home RCDTS	123456789012345
Serving RCDTS	123456789012345
Enrollment Date	08/01/2021
Enrollment Type	01 - Transfer in from anot
PDA	1.00
Grade	6 - Grade 6
Tuition Received	<input type="radio"/> Yes <input checked="" type="radio"/> No
Dual Language	Not A Participant in Dual
Language Of Instruction	
Exit Date	10/10/2021
Exit Type	20 - Transfer to another p

Exit Enrollment

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What can be provided after the student has been exited?

- ***Student Discipline Groups Data***
 - All discipline Groups data must be reported by **July 31, 2021, at 4:00 p.m.**
 - The disciplinary action must have occurred during the student's time of enrollment in your district, but the student does not need to be currently actively enrolled in your district.
- ***Teacher Course Assignment***
 - All teacher course data must be reported after completion of the course
- ***Student Course Assignment***
 - All student course data must be reported after completion of the course
- ***Student Attendance***
 - All Student attendance should be reported after completion of each Month

