

Exiting 2018 Student Enrollments

Attention Administrators

You have School Year 2018 Enrollments that will require exiting.
Failure to exit students will influence your district's Illinois Report Card.

The deadline for exiting all students is **July 31, 2018**.

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

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**.
 - b. **Enrollment (Detail)** to list out individual students that have not exited. Choose "Active Enrollments Only" as **School Year**.

Complete Mandatory Data Before Exiting Students

Mandatory data that may be required before exiting the students includes the following:

- ***Birth To 3 Data***
- ***Caregiver Demographic Data***
- ***Early Childhood Outcomes Data***
- ***Early Childhood Student Course Assignments***
- ***EL Data***
- ***EL Screener***
- ***Immigrant Data***
- ***Homeless Data Collection***
- ***Regional Safe School Program (RSSP)***
- ***Student Address***
- ***Secondary Student Course Assignment Data***

Last Day of Enrollment and Extended School Year (ESY)

Note: Please do not exit students who are attending ESY until after the last day of ESY!

- We recommend all students are exited immediately after their last day of school.
- The last day of enrollment is the last day the student attended school. If the student transfers to another district and delays for a period of time before enrolling the missed school days are not recorded at either school unless the

school has knowledge of the situation and knows the student is absent from their school. In any event, if the student enrolls at a new school the prior school's enrollment should be exited on the day prior to enrolling in the new school. If a student attends for part of the day, the school can enroll them on that day and a new school cannot begin the enrollment until the next day.

- However, if you have students taking summer classes, **please wait** to exit those students until after they finish their classes

Non Public Parochial Students

Please be sure to exit students not attending non-public schools using a valid Exit Type.

For example, a student attending a parochial school and receiving speech services will not be attending next year. Use Exit Type = 04 (Transfer to private school); do not use Exit Type = 99 (Erroneous).

These instructions are especially critical for students receiving Special Education services. Please coordinate exit information with special education staff as needed.

How to Exit using a batch file:

Requesting an Exit File:

1. Login to SIS via IWAS.
2. Click on **Batch Files** to expand section.
3. Click on **Request File**.
4. Click on the dropdown menu to select '**Exit Enrollment**.'
5. Ensure '**Active Enrollments Only**' is selected when exiting students.
6. Click on **Request File**.

The request file will be available via the **Download File** link in SIS. Download the Exit File and insert the data into an *Exit Enrollment* template before adding the exit criteria.

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 further assistance, contact the ISBE Help Desk at **217-558-3600**, Option 3 and ask for SIS Support.