

## Exiting 2020 Student Enrollments

### Attention Administrators!

You have School Year 2020 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, 2020**. However, please do not exit students who are attending ESY until after the last day of ESY.

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 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 (Birth to 3)***
- ***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***
- ***Regional Safe School Program (RSSP) data***
- ***Student Address data (Students with IDEA Services='Yes' only)***
- ***Grades 3-12 Student Course Assignment End Data (Course End Date and Final Letter Grade)***

### 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 his/her 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 the student 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 if the student remains in the same Serving RCDTS location. If the Serving RCDTS location changes then the student needs a new enrollment for summer school.
- **ESY and Summer School enrollments ARE allowed to be to be ACTIVE after July 31, 2020.**

### **Non Public Parochial Students**

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

Example: For a student attending a parochial school and receiving speech services who 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.