



# Illinois State Board of Education

Questions	Answers
If students entered our district after October 1st will they still be counted?	The Fall enrollment counts is only for students who are enrolled on October 1st.
I have question on our reg school and voc school split enrollment. We have students that attend classes in different rctd code even though it is same building/school for a 2 hour class. Past practice has been a 60/40 split. I am unsure now if this split is still valid as we now are changing the way we calculate attendance. How do I figure an accurate split?	Yes, the calculation is done same as it was before, what percentage of the day are they at that location. Then report attendance on each enrollment for the student. ISBE will know from the Percent of Day (PDA) reported if the student is Full or Half Day.
Comparative enrollment report 2019 vs 2018 shows differences between the years as a percentage, however it does not differentiate between positive or negative changes in enrollment and there does not appear to be a total by district	The Comparison report does not show these but it is shown in the Data Quality Dashboard.
How are parochial students reported for services provided by the public schools?	They are enrolled in SIS, with your district as the home school, and the Private Schooled Student indicator set to Yes.
If a student was marked erroneous but has enrolled in another district, how can you go back and include an enrollment record or update the record once a student has enrolled in a new district?	You would need to contact SIS Help desk for assistance at 217-558-3600 Option 3
We have a couple students who live out of district and pay tuition. Right now, we do not have them in SIS as their home school keeps them in SIS and in I-Star. Is this changing?	If the parents of the students are paying a full tuition, then you would be the home school and you would indicate in SIS that they are a Tuition In Student. Yes, these students will be deducted from ASE for this district.
How do you actually verify the enrollment information in SIS system- is there some kind of check off or sign off, or if you do nothing is it assumed it is OK?	Please check the SIS reports to insure that your data is accurate, but there is not a Sign off that would need to be completed.
What would the PDA of a Speech only Student that only attends one hour a week be?	Use the 1-hour / Total Hours of the Week, report in decimal.



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I want to clarify so all Special Ed indicators will be from ISTAR and not SIS for EBF?	Yes
For a student that resides in a different district, but attends a parochial school in our district AND is eligible for special education services, what schools are entered as	The Home and Serving school would be the school writing and providing the services.
What do we do about a n Enrollment Anomaly	Check to make sure any anomaly is correct, as not all anomalies will require any changes in SIS.
What date is being used for comparing previous enrollment for last year?	Enrollment counts as of October 1st
Can you describe how youth in detention facilities are to be reported?	Detention Facilities should be listed as the Serving school.
Can you explain what Youth in Care is? If we have a student with IDEA services that is a foster student, should they be marked in SIS as Youth in Care?	Youth in care are students whose educational costs are provided through one of the two state Orphanage programs. Foster students are not considered youth in care.
What if we have a student that has been day hospitalized for harming themselves but we provided all schoolwork. Are we able to claim them still?	If the student is still enrolled in your district as of October 1, the student may be included in your district enrollment.
So if I take care of SIS should I have access to the data quality dashboard?	Only your superintendent can grant access to the data quality dashboard, it would be up to them.
Are the current plans for the enrollment deadline to remain the 15th of the following month?	Part of the EBF law grants School districts 45 days past the October 1st deadline to update their information.
I thought this year the detention center had to start reporting students. Is that not the case? Does that mean we should not be transferring a student to the Detention Center and out of our school?	If a student goes to a detention center, exit the student so that the school district that is receiving the student can enroll them.
On the Anomalies report, if I have students that are in the same grade again. Do I just need to verify why they are and then how do I change the recording of that information?	They would only be on it if they had been promoted in the previous year; all you need to do is verify that the current year enrollment is accurate.



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iSTAR data on December child count or October 1 for EBF?	For EBF we verify that the student was receiving services on October 1st
The Enrollment Anomalies report just helped me identify a student that was listed in the wrong grade last year. How do we get a grade level changed for a previous year?	You would need to contact SIS Help desk for assistance at 217-558-3600 Option 3
How do we handle regular education students who attend a behavior school run by our Intermediate Service Center? Previously we maintained the enrollment as the home school. The ISC was the serving school, but they claimed the attendance for GSA. Has that changed now with EBF?	No, this has not changed. The School district will remain as the home school and the RSSP will remain as the Serving school.
I have three anomalies that are accurate. I had three kiddos that turned 15 while in middle school. So here at the high school they were enrolled as 9th graders (we do not server 8th graders). Well this year they are actual high school students. Does this hurt us? Why would we change this?	If the data is accurate then nothing further is required.
Did you say that PK students are now included in the EL counts?	Correct, for EBF Pre*K students are included in the EL counts
If we are, a CEP district is this where ISBE will be pulling the data for poverty percentage for the 2019 report card?	SIS
I missed the first few minutes. Will there be a recording posted?	<a href="https://www.isbe.net/Pages/Fall-Enrollment-Counts.aspx">https://www.isbe.net/Pages/Fall-Enrollment-Counts.aspx</a>
Why can't you just take the count at Oct 1 instead of grabbing the count in November	Because the EBF law states that districts have 45 days past the deadline to enter data.



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<p>Is there somewhere we can find a listing of who is responsible to data input into SIS for each District? I have had issues with locating the correct person because the listing shows the principal. I've e-mailed that principal and find that the e-mail address is no longer valid nor was the phone number listed.</p>	<p>Your superintendent is the person who assigns SIS duty's in your school district. You will need to ask them.</p>
<p>How do we enter FRL data for students in a CEP school? All of our students receive a no-cost lunch.</p>	<p>The SIS indicators tracks students who are eligible for FRL not students who receive it. Only mark students who are eligible and not the entire district.</p>
<p>I have a question regarding when a child transfers out of district but want to still attend our school what is the statue or guidelines - are they allowed to finish up at our school?</p>	<p>(105 ILCS 5/10-20.12a)</p>
<p>Can you clarify on the pre-school students, 3-5, who are tuitioned in and who are not in IStar, do those students need to be entered in SIS? And if so, why?</p>	<p>All students ages 3 to 5 must be enrolled</p>
<p>If I know I have a few changes from 10/1, how do I make those changes</p>	<p>In SIS.</p>
<p>We have a question about home school versus serving school. Are special education students who are in a self-contained program, not at their home school, having their scores sent to their attending school? Should the attending school be listed as their home school at some point?</p>	<p>Their Home school should not change.</p>
<p>Is the data pulled as of Oct 1st for EB/fall count?</p>	<p>Yes</p>
<p>Is there any way to correct Enrollment Anomalies from 2017/18? A wrong withdrawal code was used but it cannot be corrected that I can see?</p>	<p>No.</p>
<p>Who would you recommend in a district to be the person to have access to the data quality dashboard</p>	<p>Someone who is familiar with the data.</p>



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<p>On the Enrollment Anomalies report, if there was an incorrect code used for an exit for the 2018 school year - how do we correct that? Call the SIS Helpdesk? Or can we do that ourselves?</p>	<p>You would need to contact SIS Help desk for assistance at 217-558-3600 Option 3</p>
<p>Should the private school students that we enter be marked IEP along with the private student indicator?</p>	<p>If they have an IEP, Yes.</p>
<p>How do you fix anomalies? Example last year exit code not prompted but student was enrolled in next grade.</p>	<p>You cannot fix last year's data; just ensure that the current year data is correct.</p>
<p>So I too would like to know I have corrected my lunch etc... codes in ISBE/SIS - But they may have been before and after 10/1/18 - How will you know? - No dates entered.</p>	<p>We cannot answer this. However, the Division of Nutrition can. They can be reached at 217-782-2491</p>
<p>Where will the data for low-income students be accounted for, as they were not mentioned in the indicator types?</p>	<p>Low-income student data used in EBF is provided by the Department of Human Services and represents students served in Medicaid, SNAP, TANF or CHIP. This data is not reviewed as part of the enrollment verification process.</p>
<p>If we had a school where the grade levels changed, example School X used to be grade K-3 but this year changed to K-2</p>	<p>Then you would need to log into the Entity Profile System, and updated your grades served.</p>
<p>We are a brand new prevention initiative early childhood birth to 3 program. We enroll all year. If we enroll a child after 10/15/2018 do we enroll them by the 11/16/18 date? If we enroll after the deadline - for example enroll a child 12/1/2018 do we add them at that time?</p>	<p>Enroll them in SIS as soon as you can.</p>
<p>I've noticed that the Unique Student Count in the Course Data Quality box on my SIS home page has been fluctuating over the past few days. I haven't exited or enrolled any students. What</p>	<p>There could be a number of things that affect this, please contact someone at our help desk at 217-558-3600 Option 3 so that we can get some more information about what exactly is changing and when.</p>



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causes the Unique Student Count number to fluctuate without input from me?	
The 45-day window and current policy of collecting data on Oct 1, will allow a child to be counted in two separate districts if they move between Oct 2 and Nov 15. Does no one see this as a problem?	This will not be a count of students enrolled between October 1st and November 16, it is a count of students enrolled on October 1st. The data is pulled from SIS on November 16 so even if a student transfers during this period they will only be counted once.
Did you just say that Pre-K is not included in the new funding calculation?	Pre-k is not included in the Home student Count, but they are included in the Special Education Pre-k, and EL counts.
Is there a timetable as to when the attendance collection will be available?	Planned Release date of February 21, 2019
Are individual schools required to enter data, or are districts	The School District's Superintendent will determent who enters data into SIS.
Will there be a process to resolve when districts won't/don't release students until after October 1 even though the student is/has been in our building October 1 and prior to October 1?	You would need to contact SIS Help desk for assistance at 217-558-3600 Option 3
Will there be a period of correction after the Nov 16th pull? To verify EL/Homeless and Special Ed indicators?	No
It was mentioned that there will be an EBF screen showing our summary. Will that be updateable?	To update the EBF information you would need to correct the missing data in SIS or ISTAR.
Are these enrollment counts something that serving schools submit, or is it something the home schools do?	Home schools enter enrollment information into SIS
Ran my Current vs Prev.. shows no 8th graders for 2018. Other reports show numbers for 8th grade last year?	You would need to contact SIS Help desk for assistance at 217-558-3600 Option 3
Will we be discontinuing the use of the annual Report Card Data Collection Form (ISBE 86-43) system?	At this time we do not know.
Where in SIS is data entered for students in a detention facility?	The home and Serving RCDTS



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Will 504 data need to be in ISBE data before the Nov. 16 data is pulled?	Yes
Is there a specific access level needed for the data quality dashboard	There is access levels for School level personnel and District level personnel.
If we exit a student in October - their enrollment will still be counted because their SIS enrollment would have been active on October 1st - correct?	Yes.
But if the EBF is based on SPED students in iStar on 11/16 won't we lose EBF funding/	No, it is checking if the student was receiving services on Oct 1st as per the EBF law.
I have been told that our special Ed coop should be entering their teachers for the teacher course assignments so we can then enter our student course assignments. When will there be a webinar that clearly states who is responsible for what? Will it be before the TCA/SCA is due in January???	We cannot answer this. However, the Division of Special Education Services can. They can be reached at 217-782-5589
The students with ISPs, what information needs to be reported through SIS? It would not be a typical registration because the student is not a resident.	If you have a parochial student receiving ISP services in your school district, you would enroll them in SIS with the private schooled student indicator set to yes.