

## Instructions for Entering Time Out and Restraint Data into the Student Information System

As of August 4, 2020, educational entities that serve public education students in Illinois are required to report instances of time out, isolated time out, and physical restraint to the Illinois State Board of Education (ISBE) within two school days pursuant to the Illinois Administrative Code (23 IAC 1.285).

Instructions for entering incident data into the Student Information System (SIS) are illustrated below. For questions regarding data reporting in SIS, please contact the SIS help desk at 217-558-3600 and select option 3.

Educational entities are to follow the instructions below to record time out and restraint data:

1. Go to IWAS: <https://sec.isbe.net/iwas/asp/login.asp?js=true>

**Illinois State Board of Education**  
Darren Reisberg, *Chairman*      Dr. Carmen I. Ayala, *State Superintendent of Education*

**Already have an account? Login Here :**

Login Name:   
Password:

☐ Remember Login Name

**LOG IN**

**Forgot Your Password?**  
If you have forgotten your login name or password, click on the link below.  
[Find Login/Password](#)


**New Partner - Sign up Now**

Some ISBE web-based systems require electronic signatures. You can create your own logon id and password by clicking on the following link. After you establish your logon, you will then have the ability to request authorization to use ISBE's systems.

[Sign Up Now](#)

**Need Help?**  
If you need help with logging in, the sign up procedure or your password, please click on the link below.  
[Help](#)

2. Log in with your entity's credentials.



# Illinois State Board of Education

Darren Reisberg, *Chairman*     Dr. Carmen I. Ayala, *State Superintendent of Education*

I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S   I W A S

Login: LLANGER

Home

**System Listing**

Pending Sign Ups

Pending Documents


Change Password

Search

Log Out


## My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

 [Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
Reporting	
Data Quality Dashboard	Authorized
Monthly	
Student Information System - Statewide	Authorized
Annual	

3. Select "System Listing" from menu.
4. Select "Student Information System" under "Monthly."



## Student Information System

Search SID

SESSION TIMEOUT 19:48

Login: ISM\_TEST\_4

Home

Student

**Search SID**

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment Pre-ID

Assessment Correction

Assessment Unassigned

Adjusted Cohorts

Evidence Based Funding

Average Daily Attendance

Prenatal

Early Childhood Transition

PA 100 - 105

Seal of Biliteracy

Teacher

Batch Files

Reports

Help

Log Out

Searching for a student can be done in two ways :

- By providing SID (Or)
- By providing First Name, Last Name, Date Of Birth, And Gender

Click 'Search' button.

Fields marked with an asterisk \* are required.

**Search Criteria**

\*SID

OR

\*Legal Last Name      \*Legal First Name

\*Date of Birth (mm/dd/yyyy)      \*Gender

**Additional Search Criteria**

Legal Middle Name

Birth Place Name

Mother's Maiden Name

Race/Ethnicity

Native Language

5. Search for student by ID.

Illinois State Board of Education

Student Information System

Search SID - Potential Match Summary

[SID HOME](#)
[ISBE HOME](#)
[LOGOUT](#)

SESSION TIMEOUT

19:52

Login: IBM TEST\_4

Home

Student

Search SID

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment Pre-ID

Assessment Correction

Assessment Unassigned

Adjusted Cohorts

Evidence Based Funding

Average Daily Attendance

Prenatal

Early Childhood Transition

PA 100 - 105

Seal of Biliteracy

Teacher

Batch Files

Reports

Help

Log Out

Search Criteria:

SID	Last Name	First Name	Middle Name	DOB	Gender	Race/Ethnicity	Birth Place Name	Native Language
123456788								

Search Results: 1 potential student matches found.

Action	Last Name	First Name	Middle Name	DOB	Gender	Race/Ethnicity	Birth Place Name	Native Language
<a href="#">View Details</a>	Smith	Jane		06/17/2005	Female	White		English

6. Click “View Details” for the student.

Illinois State Board of Education

Student Information System

Student Details

[SID HOME](#)
[ISBE HOME](#)
[LOGOUT](#)

SESSION TIMEOUT

19:50

Login: IBM TEST\_4

Home

Student

Search SID

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment Pre-ID

Assessment Correction

Assessment Unassigned

Adjusted Cohorts

Evidence Based Funding

Average Daily Attendance

Prenatal

Early Childhood Transition

PA 100 - 105

Seal of Biliteracy

Teacher

Batch Files

Reports

Help

Log Out

Click on the tabs to view the student details. To view School / District Name and contact information, please click on either the Home or Serving School RCDTS number.

SID: 123456789

Legal Last Name: Smith

Legal First Name: Jane

Legal Middle Name:

Student Demographic

Student Enrollment

Program Indicators

Student Enrollment: Active

Enrollment Type for Serving	Original entry into a U.S school	School Year for Serving	2020
RCDTS for Home	<a href="#">123456789012345</a>	RCDTS for Serving	<a href="#">123456789012345</a>
Enrollment Date for Serving	08/15/2019	Percent of Day Attended (PDA)	1.00
Entry/Grade Level for Serving	8 - Grade 8		
Discipline	<a href="#">View Details</a>		
Homeless		Regional Safe School Program	
Tuition In	No	Dual Language	Not A Participant in Dual Language Program
504 Plan	<a href="#">View Details</a>	Language of Instruction	
Exit Date			
Exit Status		Student Attendance	<a href="#">View Details</a>
Exit Type			
Student Course Assignment	<a href="#">View Details</a>	Physical Restraint and Time Out	<a href="#">View Details</a>
		1	

1 | 1

7. Select “Student Enrollment.”

**Illinois State Board of Education** **Student Information System** **Student Details**

Session: TIMEOUT 19:50

Click on the tabs to view the student details. To view School / District Name and contact information, please click on either the Home or Serving School RCDTS number.

SID: 123456789  
Legal Last Name: Smith  
Legal First Name: Jane  
Legal Middle Name:

Student Demographic Student Enrollment Program Indicators

Student Enrollment: Active

Enrollment Type for Serving	Original entry into a U.S school	School Year for Serving	2020
RCDTS for Home	123456789012345	RCDTS for Serving	123456789012345
Enrollment Date for Serving	08/15/2019	Percent of Day Attended (PDA)	1.00
Entry/Grade Level for Serving	8 - Grade 8		
Discipline	View Details		
Homeless		Regional Safe School Program	
Tuition In	No	Dual Language	Not A Participant in Dual Language Program
504 Plan	View Details	Language of Instruction	
Exit Date			
Exit Status		Student Attendance	View Details
Exit Type			
Student Course Assignment	View Details	Physical Restraint and Time Out	View Details
		1	

1 | 1

8. Select "View Details" next to "Physical Restraint and Time Out."

**Illinois State Board of Education** **Student Information System** **Physical Restraint and Time Out**


Session: TIMEOUT 19:54

SID: 123456789  
Legal Last Name: Smith  
Legal First Name: Jane  
Date of Birth: 06/17/2005  
Enrollment Date: 08/15/2019  
Home RCDTS: 123456789012345  
Serving RCDTS: 123456789012345  
Service Provider:  
Exit Date:

Physical Restraint and Time Out Records

Event Date	Event Number	Event Type	Event Start Time	Event End Time
No Physical Restraint and Time Out records found.				
		Return To Enrollment	Add Record	

9. Select "Add Record."

Physical Restraint and Time Out	
Student Id:	123456789
Name:	Smith, Jane
Enrollment Date:	08/15/2019
Exit Date:	
Event Number:	<input type="text"/>
Event Type:	--Select--
Event Date:	<input type="text"/> 
Event Time Started [hh:mm]:	<input type="text"/> <small>Type 'A' or 'P' to switch AM/PM</small>
Event Time Ended [hh:mm]:	<input type="text"/> <small>Type 'A' or 'P' to switch AM/PM</small>
Imminent Danger to Self:	<input type="radio"/> Yes <input type="radio"/> No
Imminent Danger to Staff:	<input type="radio"/> Yes <input type="radio"/> No
Imminent Danger to Others:	<input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

10. Enter information.

- **Event Number:** This refers to the number of events which occur on the SAME DAY. If there is only one incident for the day, enter 1. Enter subsequent numbers for additional events which occurred on the SAME DAY.
- **Event Type:** Select the intervention type from the drop-down menu.
- **Event Date:** Select the date on the calendar icon or enter the date of the event in the text box in MM/DD/YYYY format.  
  
*(Note: You can only enter events which occurred during the selected enrollment dates, tied to your entity in SIS. Please verify you selected the correct enrollment record when adding.)*
- **Event Time Started:** Start at far left of the field and type the time the event started. Enter “a” for a.m. and “p” for p.m.
- **Event Time Ended:** Start at far left of the field and type the time the event ended. Enter “a” for a.m. and “p” for p.m.

- **Imminent Danger to Self:** Select “Yes” or “No.”
- **Imminent Danger to Staff:** Select “Yes” or “No.”
- **Imminent Danger to Others:** Select “Yes” or “No.”

**Physical Restraint and Time Out**  
**Student Id:** 123456789  
**Name:** Smith, Jane  
**Enrollment Date:** 08/15/2019  
**Exit Date:**

**Event Number:**   
**Event Type:**   
**Event Date:**   
**Event Time Started [hh:mm]:**  Type 'A' or 'P' to switch AM/PM  
**Event Time Ended [hh:mm]:**  Type 'A' or 'P' to switch AM/PM  
**Imminent Danger to Self:** ☒ Yes ☐ No  
**Imminent Danger to Staff:** ☐ Yes ☒ No  
**Imminent Danger to Others:** ☒ Yes ☐ No

11. Click “Submit.”