

## 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>

2. Log in with your entity's credentials.

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

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."

Illinois State Board of Education    Student Information System

Search SID    SESSION TIMEOUT 19:48

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     Race/Ethnicity

Birth Place Name     Native Language

Mother's Maiden Name

Search

5. Search for student by ID.

Illinois State Board of Education **Student Information System** SIS Home SIS Home Logout  
 Search SID - Potential Match Summary SESSION TIMEOUT 19:52

Home **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** SIS Home SIS Home Logout  
 Student Details SESSION TIMEOUT 19:50

Home **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.**

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

Student Demographic **Student Enrollment** Program Indicators

**Student Enrollment: Active**

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

Illinois State Board of Education Student Information System Student Details

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
S04 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>
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8. Select "View Details" next to "Physical Restraint and Time Out."

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

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.”