



# Illinois State Board of Education

## Outside Course Assignment

# SIS School Year at a Glance

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- **January 14, 2022 by 4:00 p.m.**
  - Fall Student Course Assignments due without End Date/Final Grade
  - Fall Teacher Course Assignment Entry Records due
  - Verify Teacher and Student Course Assignments
  - Career and Technical Education (CTE) Courses
  - College Course Assignments
  - **Outside Course Assignments**



# Outside Course Assignment

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- **Courses entered on the local transcript must be submitted**
  - Outside Course Assignments are for Grades 9-12 only (Optional)
- **Student moves into the school district from one of the following:**
  - out-of-state public district
  - non-public school district
  - out-of-country (Student NOT born in any of the 50 states, the District of Columbia, Puerto Rico, or the U.S. Virgin Islands)
  - home schooled student
  - other (courses from other sources, IVS Illinois Virtual School, correspondence course, etc.)
- **Student must be actively enrolled in the home district to add Outside Course Assignments**



# Outside Course Assignment - Student Enrollment

- Student Enrollment - Link

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The user is logged in as 'IBM SIS Test User'. The 'Student' menu item is highlighted in the left sidebar. The main content area shows the 'Enrollments' tab for a student with SID 123456789. The student's legal name is 'Student' and their first name is 'Test'. The enrollment is active for the 2022 school year. The interface includes a table of enrollment details and a 'Collections' section with various links for more information.

Enrollment ID	School Year for Serving	Enrollment Type for Serving	Entry/Grade Level for Serving	Enrollment Date for Serving	Exit Date	Exit Status	Exit Type	RCDS for Home	RCDS for Serving	Percent of Day Attended (PDA)	Tuition Received	Dual Language	Language of Instruction
1	2022	Re-entry to the same school	11 - Grade 11	08/02/2021				123456789012345	123456789012345	1.00	No	Not A Participant in Dual Language Program	

**Collections**

<a href="#">Student Course Assignment</a>	<a href="#">View Details</a>	<a href="#">Physical Restraint and Time Out</a>	<a href="#">View Details</a>
<a href="#">Discipline</a>	<a href="#">View Details</a>	<a href="#">Student Attendance</a>	<a href="#">View Details</a>
<a href="#">Homeless</a>	<a href="#">View Details</a>	<a href="#">Regional Safe School Program</a>	
<a href="#">504 Plan</a>	<a href="#">View Details</a>	<a href="#">Historical Demographics</a>	<a href="#">View Details</a>

[Add Enrollment](#)

# Outside Course Assignment

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- View Courses

The screenshot shows the SIS (Student Information System) interface for the Illinois State Board of Education. The page title is "Student Course Assignment". The student information displayed is:

SID: 123456789	Legal First Name: Test	Middle Name:	Enrollment Date: 08/02/2021
Legal Last Name: Student	Serving RCDTS: 123546789012345	Service Provider:	School Year: 2022
Home RCDTS: 123546789012345	Exit Date:		

Below the student information, there is a light blue box with the following text: "To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the **Outside Course Assignment** page." The text "Outside Course Assignment" is highlighted with a red rectangular box.

At the bottom of the page, it says "No Courses Assigned" and there is an "Edit" button.

# Outside Course Assignment

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- Add Courses

The screenshot shows the SIS interface for adding outside courses. On the left is a dark blue sidebar with a hamburger menu icon, the Illinois State Board of Education logo, and the text 'SIS'. Below this are navigation options: 'IBM SIS Test User' (with a dropdown arrow), 'Home' (with a house icon), 'Student' (with a person icon and a dropdown arrow), 'Search', and 'Request New SID'. The main content area has a light gray header with a back arrow and the text '< Back To Course Assignments'. Below this is a dark blue header for 'Student Outside Course Assignment History'. The main form area contains the following fields: 'SID: 123456789', 'Legal Last Name: Student', 'Legal First Name: Test', and 'Middle Name:'. Below these is a 'School Year:' label followed by a dropdown menu showing '2022'. To the right of the dropdown is a blue button with white text that says 'Add Outside Courses', which is highlighted with a red rectangular border. At the bottom of the form area, it says 'No Courses Assigned'. In the top right corner of the page, there are links for 'Helpful Resources' and 'Contact Technical Support'.

# Outside Course Assignment

- **What SIS reports display the Outside Course Assignment Data?**
  - **Outside Course Assignment Reports**

The screenshot shows the SIS Reports interface. The left sidebar contains a menu with 'Reports' highlighted. The main content area displays a list of reports under the 'Student' and 'Course Assignments' categories. The 'Student Outside Course Assignment' report is highlighted with a red box.

Report Name	Summary	Details
Teacher/Student Course Assignment - Course Information		Details
Student Course Assignment	Summary	Details
Student Information	Summary	Details
Teacher Course Assignment		Details
Teacher Course Assignment for Outplaced Students		Details
<b>Student Outside Course Assignment</b>		<b>Details</b>
College Course Assignment	Summary	Details
Competency Based Education Student Course Assignment	Summary	Details



# Outside Course Assignment

- **Outside Course Assignment Report**

9/23/2021 9:36:04AM

## 2022 Student Outside Course Assignment - Student Information Report (Detail)

SIS Home District: 12345678901 ISBE Test District

Selection Criteria:

Student ID	Student Name	Birth Date	School Submitting Information
123456789	Student, Test	01/01/1999	123456789012345

State Course Code-Title	Local Course Code-Title	Term	Section	Course Level	Course Setting	Grade Level
22151A002 Secondary Transitional Experience Program	12345 STEP	Term 1	111	General	Online	12

  

Facility Type	Facility Name	School Year	Dual	Articulated	Start Date	End Date	Credit	Final
Illinois Non-Public School	Iron Man Private School	2022	No	No	08/04/2021	08/24/2021	0.500	A

**Total Unique Students: 1**

