



# Illinois State Board of Education



## Planning for School Year 2022

*Student Information System*

September 8, 2021



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# Agenda

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- **Welcome / Introductions**
- **2021 Spring and Fall Assessments**
- **KIDS**
- **Deadline: October 1, 2021**
  - **Seal of Biliteracy Application for SY 2022**
- **Deadline: November 6, 2021**
  - **Students Screened (EL Screener)**
  - **ACCESS Label File sent to Vendor**



# Agenda

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- **Deadline: November 12, 2021**
  - Eligible for Immigrant Education Program data due and extracted from SIS for funding eligibility and allocation calculations
  - Fall Enrollment Counts Submission Due
  - Service Provider (IDEA Services only)
  - Student Address (IDEA Services only)
- **Early Childhood Updates**
- **School Year 2022 Updates**
- **Upcoming Key Dates**
- **Districts' Next Steps**
- **Where to Direct Questions**



# Welcome / Introductions

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## Presenters

- **Adam Lowery**  
*SIS Project Manager*
- **David Arends**  
*ISBE SIS Business Analyst*
- **Tandi Turner**  
*ISBE SIS Business Analyst*
- **Kory Schacht**  
*ISBE SIS Business Analyst*

## ISBE Key Team Members

- **Scott Norton**  
*Director of Information Systems Software Solutions*
- **Maureen Font**  
*Director of Data Strategies & Analytics*

## Other Members of the SIS Team

- **Neli Kelley**  
*SIS Development Team*
- **Tim Damour**  
*SIS Development Team*
- **Mike Kowalski**  
*SIS Development Team*
- **Mike Pflugmacher**  
*SIS Development Team*
- **Don Finch**  
*SIS IT Technical Lead*
- **Preetam Priyadarshy**  
*ISBE SIS Business Analyst*
- **Roy Williamson**  
*ISBE SIS Business Analyst*



# ISBE SIS Resources

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## Resource documents are readily available:

- Located on the ISBE SIS webpage at <https://www.isbe.net/Pages/Student-Information-System.aspx>
  - ISBE SIS Announcements
  - User Manual
  - File Format Layouts
  - Excel Templates
    - Tips for Completing (*Data Collection Name*) Template
    - Steps for Creating and Uploading (*Data Collection Name*)
  - Data Elements and Validations Document
  - Archived Meetings and Presentations
  - Frequently Asked Questions





# Illinois State Board of Education

## 2021 ACCESS Scores

# 2021 ACCESS Scores

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- **ISBE opened the ACCESS Correction process on July 1, 2021.**
  - Demographic, Home School, and Grade details must reflect a student's status as of the last day of the ACCESS testing period.
  - Changes made to the ACCESS correction data only affect the ACCESS Correction data; they do **not** update the student demographics information in SIS.
    - Updates to SIS student demographic, enrollment, and program indicator data (and enrollment exits) must also continue through the end of the school year.
    - If student demographic errors are identified in the ACCESS Correction file, revisions must be made both via the ACCESS Correction file and within SIS (via the Student Demographic/Enrollment batch file or the available online areas).
  - An ACCESS Correction record can only be **added** if the student has an EL record in your district for the 2021 school year.

# 2021 ACCESS Scores

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- ACCESS Spring Preliminary Scores posted in SIS on August 7, 2021.
- ACCESS Fall Scores will be added to SIS on November 8, 2021. (All scores will then be posted)
- Verify students are not missing ACCESS Scores.
  - Run an ACCESS Scores Summary Report located under Reports in the Bilingual section.
    - Make report criteria selections.
    - Review Result Codes.
- Last Day of ACCESS Preliminary Data Review November 19, 2021
- ACCESS Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2021 due by December 21, 2021
- ACCESS Online Posting of Final Scores will be January 19, 2022

# 2021 ACCESS Scores

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- ACCESS Score Report - Summary

Illinois State Board of Education

Helpful Resources Contact Technical Support

SIS

adam lowery

Home

Student

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

**Reports**

Batch File Processing

District Data Verification

Seal of Biliteracy Application

Internal

Log Out

Reports

Search Reports...

Student

Assessment

Attendance

Bilingual

EL Screener	Summary	Details
EL	Summary	Details
ACCESS WIDA DRC Site File and Testing Waiver		Details
ACCESS Pre-Id	Summary	Details
ACCESS Assessment Correction	Summary	Details
<b>ACCESS Score</b>	<b>Summary</b>	<b>Details</b>
Student EL History	Summary	Details
Former EL Students Report		Details
Student ACCESS Scores History		Details
Unassigned Test Results		Details
eGMS EL Program Placement and Services	Summary	Details
eGMS Ceiling Calculator Funding Allocations	Summary	Details
eGMS EL Attendance Center Enrollment	Summary	Details



# 2021 ACCESS Scores

## • ACCESS Score Report - Summary

SIS Home District: 123456789		ISBE SD 101	
Grade:	All	Total	
Total Students:		6315	
SIS Grade Level: Kindergarten		1014	
SIS Grade Level: 1 - Grade 1		1139	
SIS Grade Level: 2 - Grade 2		1067	
SIS Grade Level: 3 - Grade 3		988	
SIS Grade Level: 4 - Grade 4		595	
SIS Grade Level: 5 - Grade 5		421	
SIS Grade Level: 6 - Grade 6		360	
SIS Grade Level: 7 - Grade 7		351	
SIS Grade Level: 8 - Grade 8		380	
Result Codes: 1		30	
Result Codes: 3		1	
Result Codes: 4		1	
Result Codes: 5		82	
Result Codes: 5 1		1	
Result Codes: None		6203	

### ▪ Possible Result Codes

- 1 = Missing Scores
- 2 = Missing EL Data
- 3 = No Action Required By School District. This Error Will Be Corrected By Vendor.
- 4 = Grade levels in Columns A and B are not the same. This item should be reviewed to ensure that the student was tested in the correct grade.
- 5 = Alternate ACCESS Test Score

# 2021 ACCESS Scores

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- Identify EL Students with Missing ACCESS Scores.
  - Run an ACCESS Score Detail Report located under Reports in the Bilingual section.
    - Make report criteria selections.
    - Sort by Error.

# 2021 ACCESS Scores

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- ACCESS Score Report - Detail

The screenshot displays the SIS Reports interface. The left sidebar contains a navigation menu with the following items: Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports (highlighted), Batch File Processing, District Data Verification, Seal of Biliteracy Application, Internal, and Log Out. The main content area is titled 'Reports' and features a search bar. Below the search bar, there are expandable sections for 'Student', 'Assessment', 'Attendance', and 'Bilingual'. The 'Bilingual' section is expanded, showing a list of reports. The 'ACCESS Score' report is highlighted with a red border. The table below shows the details of the reports:

Report Name	Summary	Details
EL Screener	Summary	Details
EL	Summary	Details
ACCESS WIDA DRC Site File and Testing Waiver		Details
ACCESS Pre-Id	Summary	Details
ACCESS Assessment Correction	Summary	Details
<b>ACCESS Score</b>	<b>Summary</b>	<b>Details</b>
Student EL History	Summary	Details
Former EL Students Report		Details
Student ACCESS Scores History		Details
Unassigned Test Results		Details
eGMS EL Program Placement and Services	Summary	Details
eGMS Ceiling Calculator Funding Allocations	Summary	Details
eGMS EL Attendance Center Enrollment	Summary	Details

# 2021 ACCESS Scores

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- ACCESS Assessment Score (Detail)
  - Criteria Screen: Select Sort By - Error

The screenshot displays the SIS Reports interface for the Illinois State Board of Education. The left sidebar contains navigation options such as Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports (highlighted with a red box), Batch File Processing, District Data Verification, Seal of Biliteracy Application, Internal, and Log Out. The main content area is titled 'ACCESS Score' and includes a 'Back To Reports' link. Below this, there are several filter sections: School Year (2021), School (All Schools), Grade (All Grades), Race/Ethnicity (All Races), Gender (Both), Title III Indicator (Both), Migrant Indicator (Both), IEP SpecEd Indicator (Both), IEP Immigrant Indicator (Both), and 504 Accommodation Indicator (Both). The 'Sort By' dropdown menu is highlighted with a red box and displays the text 'Error'. At the bottom of the filter section, there are buttons for 'View Report' and 'Create PDF Report'. The footer of the page includes links for Agency Information, Accessibility, Privacy Policy, and Careers at ISBE.

# ACCESS Correction and Scores

- **ACCESS Assessment Score – Detail Report**

2021 ACCESS Scores Report (Detail) Print Date:4/21/2021 2:18 am

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SIS Home District: 12345678912      ISBE SD 101

Selection Criteria:    Sorted By: error

Columns	H Mode of Administration Listening	O Mode of Response Writing	V Reading Proficiency Level
A SIS Grade Level	I Speaking Scale Score	P Comprehension Score	W Writing Proficiency Level
B Tested Grade Level	J Mode of Administration Speaking	Q Oral Scale Score	X Comprehension Proficiency Level
C Listening Tier	K Reading Scale Score	R Literacy Scale Score	Y Oral Proficiency Level
D Speaking Tier	L Mode of Administration Reading	S Composite (Overall) Scale Score	Z Literacy Proficiency Level
E Writing Tier	M Writing Scale Score	T Listening Proficiency Level	AA Composite (Overall) Proficiency Level
F Reading Tier	N Mode of Administration Writing	U Speaking Proficiency Level	
G Listening Scale Score			

**Result Codes**

1 = Missing Scores

2 = Missing EL Data

3 = Multiple test records exist for one student. Verify that the test records all belong to the identified student, or reassign the test records to the correct student(s). Duplicate test records will be merged by the vendor in the final report(s).

4 = Grade levels in Columns A and B are not the same. This item should be reviewed to ensure the student tested in the correct grade.

5 = Alternate ACCESS administration. If the student was not eligible for the Alternate ACCESS, contact ISBE.

**Mode of Administration:** O = Online    P = Paper
**Mode of Response - Writing:** KB = Keyboard    HW = Handwriting

Student ID	Student Name	Birth Date	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	BB	Codes
<div style="border: 1px solid gray; display: inline-block; padding: 2px 5px;">Total Students: 1</div>																															

# 2021 ACCESS Scores

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- Resolving Unassigned Test Results
  - Run an Unassigned Test Results Detail Report in the Bilingual section of Reports.
    - The test results for the students listed on this report could not be automatically matched to a student in the ACCESS Correction file.
  - Steps for Assigning Student Test Results:
    - Step 1: Add or update the unassigned student records found on this report to the ACCESS Correction data; this can be done via an online ACCESS Correction or through the corresponding batch file process (Student must have an EL record in SIS for the 2021 School Year).
    - Step 2: Overnight, the unassigned test results will be linked to the students' ACCESS Correction data.
    - Step 3: Verify the update using the ACCESS Scores Report and the Unassigned Test Results Report the next morning.

# 2021 ACCESS Scores

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- Verify your student Unassigned Test Results: Reports Page

The screenshot displays the SIS Reports page. The left sidebar contains a navigation menu with the following items: Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports (highlighted with a red box), Batch File Processing, District Data Verification, Seal of Biliteracy Application, Internal, and Log Out. The main content area is titled 'Reports' and features a search bar. Below the search bar is a table of reports. The 'Unassigned Test Results' report is highlighted with a red box. The table also includes 'Summary' and 'Details' links for each report.

Report Name	Summary	Details
EL Screener	Summary	Details
EL	Summary	Details
ACCESS WIDA DRC Site File and Testing Waiver		Details
ACCESS Pre-Id	Summary	Details
ACCESS Assessment Correction	Summary	Details
ACCESS Score	Summary	Details
Student EL History	Summary	Details
Former EL Students Report		Details
Student ACCESS Scores History		Details
Unassigned Test Results		Details
eGMS EL Program Placement and Services	Summary	Details
eGMS Ceiling Calculator Funding Allocations	Summary	Details
eGMS EL Attendance Center Enrollment	Summary	Details

# 2021 ACCESS Scores

## • Unassigned Test Results Reports - ACCESS

3/25/2019 2:21 pm

### Unassigned Test Results for School District: 12-34-567-89

**Note: The Unassigned Test Results Report contains Assessment records that have not been assigned to students.**

\* Test names followed by an asterisk are writing assessment test.

This report contains records of Test Results that have not been assigned to students. Follow the directions below for a Test Results record with accurate and complete data.

If a Test Results record displays inaccurate or missing data, the system will not be able to match and assign the results to the student's assessment record, call the ISBE Helpdesk at 217-558-3600 for technical support.

**Steps for Assigning ACCESS and Alternate ACCESS Test Results to an Assessment Record**

1. If a student has an unassigned ACCESS and Alternate ACCESS record with Error Code 1, verify the student has a current School Year Enrollment record in ISBE SIS and the student's EL Program Indicator is set to Yes. If necessary, either add a current School Year Enrollment record, or update the EL Program Indicator to Yes via the Demographics and Enrollment batch process. Then, either add or update the student's Assessment record via the Assessment link online or via the ACCESS Assessment Correction batch process.
2. The system will process, match, and assign accurate and complete Test Results records to students' Assessment records overnight.

**Error**

- 1 - Student is not identified as EL=YES in SIS and does not have an Assessment Correction record
- 2 - Student does not have an enrollment for the School Year
- 3 - Student not found - SID does not exist

Student ID	Student Name	Birth Date	Grade	Test	SIS Home School	Testing School	Error Code
You have no unassigned test results for your school district.							

**Total Students:**

# 2021 ACCESS Scores

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## Steps to Find Missing ACCESS Scores

- Verify the administration in WIDA AMS
  - Check that test sessions were completed (online administration)
  - Check that paper materials were returned to DRC.
  - If you know the test booklet numbers, that is one way that DRC or ISBE can search for the ACCESS test results.
- Check the Unassigned Records Report in SIS
- Check whether results were assigned to another student
  - A duplicate ACCESS test record exists for another student
  - An EL student whom you know did not test has scores
- Students that transferred may have results reported to another district; search with the Individual Student Reports tool in SIS
- Ask DRC to check the scans of the test booklets that were used (booklet number required).
- If the student was not enrolled or marked EL last year the record can not be assigned (contact the help desk)





# Illinois State Board of Education

## 2021 DLM-AA Scores Process

# 2021 DLM-AA Scores Process

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## Data Collection Practices for DLM-AA

- Student demographic uploads went through the Student Information System (SIS)
- SIS sent the last data update to the assessment vendor March 12 , 2021
- After March 12, 2021, contact Pam Hartwig for assistance:
  - [phartwig@isbe.net](mailto:phartwig@isbe.net)
- June 30, 2021 - DLM-AA Testing – Latest End Date (Spring)
- September 30, 2021 - DLM-AA Testing – Latest End Date (Fall)
- The DLM-AA Assessment Correction window began mid July of 2021
- DLM-AA Scores scheduled to be posted in SIS in the fall of 2021
- DLM-AA Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2021 due by Thursday, December 16, 2021

# 2021 DLM-AA Scores Process

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## Grade 12 Students

- The [FAQ document](#) posted on the [DLM-AA website](#) includes information verifying that current grade 12 students are allowed but not required to test.
- Therefore, it is not necessary for school staff to enter any [RNVTA](#) for a grade 12 student who does not test. SIS will enter [RNVTA 50](#) for every current grade 12 student to identify the student as being exempt. If the student tests, SIS will automatically remove the RNVTA.



# Illinois State Board of Education

## 2021 IAR Scores Process

# 2021 IAR Scores Process

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- The 2020-21 preliminary IAR score data was posted in SIS on July 14, 2021.
- Testing School and Test Code from the Pearson Score File will override the correction.
- If the Test Code of the Test Taken is inconsistent with the student's grade, error code 2 will appear on the IAR Score report.
- If RNVTA is provided for a student with valid score, it will be removed.
- For Private School students who did not test, '18 - PSS-SIS Use Only' will be applied after scores arrive.
- IAR (Spring) Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2021 due by Friday, September 3, 2021.
- IAR (Illinois Assessment of Readiness) (Fall) Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2021 due by Wednesday, January 19, 2022.





# Illinois State Board of Education

## 2021 SAT Scores Process

# 2021 SAT Scores Process

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- Corrections for SAT opened on Wednesday, April 28, 2021
- Scores for schools that test in spring 2021 were posted in SIS on August 6, 2021.
- SAT (Spring) Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2021 due by Friday, September 3, 2021.
- Scores for schools that test in fall 2021 are scheduled to be posted in SIS the week of January 10, 2022.
- SAT (Fall) Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2021 due by Friday, February 18, 2022.

# 2021 SAT Scores Process

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## Grade 12 Students

- The [FAQ document](#) posted on the [SAT website](#) includes information verifying that current grade 12 students are allowed but not required to test.
- Therefore, it is not necessary for school staff to enter any [RNVTA](#) for a grade 12 student who does not test. SIS will enter [RNVTA 50](#) for every current grade 12 student to identify the student as being exempt. If the student tests, SIS will automatically remove the RNVTA.



# 2021 Fall Assessments

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In March 2021, districts were offered the flexibility to administer the ISBE-provided SAT, IAR, and DLM-AA in spring 2021 or shift testing to fall 2021. Information on this slide pertains only to schools in districts that have shifted the administration to fall 2021.

## For Fall Testing Districts Only!

- Under Reports and Assessment in SIS:
  - Run the Assessment Scores Report – Details (for SAT, DLM-AA, or IAR, as applicable)
  - Select 2021 School Year
  - Review the report to see students with no score
- Additional students who transferred into your district new this year may also need to be assessed.
  - To determine this, run the Individual Student Report located under Reports – Individual Student – Assessment Data and Scores.
  - If a spring 2021 SAT or IAR score was received and matched, it will appear on this report.  
*Note: The student must be enrolled in your district for you to see this test information.*





# Illinois State Board of Education

## Kindergarten Individual Development Survey (KIDS)

# Step 1 – Enroll All Kindergarten Students

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- In order to transmit data to KIDStech, all Kindergarten students must first be enrolled.
  - Create KIDStech Account
  - **Step 1 – Enroll All Kindergarten Students**
  - Step 2 – Create Teacher Course Assignments
  - Step 3 – Create Student Course Assignments
  - Step 4 – Verify Kindergarten Class Roster
  - Step 5 – Transmit Data to KIDStech



**Note:** When enrolling students, if Home Language is not “English” (“000” via Batch), four additional questions will ultimately be triggered within the KIDS application.



# Step 2 – Create Teacher Course Assignments

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- Teacher Course Assignments must be created.
  - Create KIDStech Account
  - Step 1 – Enroll All Kindergarten Students
  - **Step 2 – Create Teacher Course Assignments**
  - Step 3 – Create Student Course Assignments
  - Step 4 – Verify Kindergarten Class Roster
  - Step 5 – Transmit Data to KIDStech



# Step 2 – Create Teacher Course Assignments

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- In order to create the necessary links between Teacher Course Assignments and Student Course Assignments, the data areas listed below must match exactly.
  - **Student Serving RCDTS must match the Teaching Location RCDTS**
  - **School Year**
  - **State Course Code**
  - **Term**
  - **Section Number**
- The Section Number is particularly important to double-check, due to the flexibility provided for this field.
- This is very important for data quality. We want to ensure that the appropriate teacher is being matched to the correct students.

# Step 2 – Create Teacher Course Assignments

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- KIDStech only tracks one teacher for any kindergarten student.
- If a student has more than one teacher, the KIDS teacher can be chosen based on the table below – use the highest ‘priority’ course the student is taking.

Priority	Course Code	State Course Title
1	51028A000	Language Arts (kindergarten)
2	51040A000	Reading (kindergarten)
3	51130A000	Writing (kindergarten)
4	52030A000	Mathematics (kindergarten)
5	53230A000	Science (kindergarten)
6	54430A000	Social Studies (kindergarten)
7	55030A000	Dance (kindergarten)
8	55070A000	Drama (kindergarten)
9	55130A000	Music (kindergarten)
10	55180A000	Art (kindergarten)
11	56030A000	Foreign Language (kindergarten)
12	58030A000	Physical Education (kindergarten)
13	73030A000	Non-subject Specific – kindergarten
14		All Other Courses



# Step 3 – Create Student Course Assignments

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- Student Course Assignments must be created and these must match corresponding Teacher Course Assignments.
  - Create KIDStech Accounts
  - Step 1 – Enroll All Kindergarten Students
  - Step 2 – Create Teacher Course Assignments
  - **Step 3 – Create Student Course Assignments**
  - Step 4 – Verify Kindergarten Class Roster
  - Step 5 – Transmit Data to KIDStech



# Step 3 – Create Student Course Assignments

<p><b><u>Student Information</u></b>                  Student ID                  SAP ID                  Student Last Name                  Student First Name                  Birth Date                  Home RCDTS</p>	<p><b><u>Teacher Information</u></b>                  IEIN                  Local Teacher ID                  Teacher Last Name                  Teacher First Name                  Teacher Birth Date                  Employer RCDTS</p>
<p><b><u>Location / Course</u></b>                  Serving School                  School Year                  State Course Code                  Term (Semester)                  Section Number</p>	<p><b><u>Location / Course</u></b>                  Teaching Location RCDTS                  School Year                  State Course Code                  Term (Semester)                  Section Number</p>
<p><b><u>Course Information</u></b>                  Local Course ID                  Local Course Title                  Student Course Start Date                  Course Level                  Course Credit                  Articulated Credit                  Dual Credit                  Course Setting                  Actual Attendance                  Total Attendance                  Single Parent Including Single                  Pregnant Woman                  Displaced Homemaker                  Course Numeric Grade                  Maximum Numeric Grade                  Student Course End Date                  Course Final Letter Grade/                  Completion Status</p>	<p><b><u>Course Information</u></b>                  Local Course ID                  Local Course Title                  Teacher Course Start Date                  Role of Professional                  Teacher Commitment                  Actual Attendance                  Total Attendance                  Teacher Course End Date                  Reason for Exit</p>

These 5 elements link a Teacher Course Assignment to a Student Course Assignment:

- Student Serving RCDTS must match Teaching Location RCDTS
- School Year
- State Course Code
- Term (Semester)
- Section Number

# Step 4 – Verify Kindergarten Class Roster

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- After Students have been matched to Teachers via Course Assignments, verify the Kindergarten Class Roster prior to transmitting the related data.
  - Create KIDStech Account
  - Step 1 – Enroll All Kindergarten Students
  - Step 2 – Create Teacher Course Assignments
  - Step 3 – Create Student Course Assignments
  - **Step 4 – Verify Kindergarten Class Roster**
  - Step 5 – Transmit Data to KIDStech



# Step 4 – Verify Kindergarten Class Roster

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## The “Generate Report” Button Allows Verification

The screenshot displays the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options, with 'Assessment' and 'KIDS' highlighted in red. The main content area shows 'Data Population to: KIDS Tech' with five steps. Step 4 is highlighted, and the 'Generate Report' button is also highlighted in red. Below the steps is a 'History of Data Transmission' table.

**Data Population to: KIDS Tech**

- Step 1** Enroll Kindergarten Students into SIS within 10 days of arriving at the school.
- Step 2** Enter Teacher Course Assignment data within 5 days of the start of class.
- Step 3** Enter Student Course Assignment data within 5 days of student's enrollment.
- Step 4** Select the button below to create a report of the Kindergarten Roster that will be transmitted to KIDS Tech. If a student does not appear in the report, the Student or Teacher Course Assignments were entered incorrectly. Once a Student and Teacher Course Assignment are entered, the State Course Code, Term and Section number must match to appear on the generated report.  
**Generate Report**
- Step 5** Once the report has been generated and reviewed, select the button below to transmit the data to KIDS Tech.  
**Transmit File**

**History of Data Transmission**

Record Count	Date Transmitted	User Id
295	5/10/2021 9:37:47 AM	<a href="#">View Data</a>
298	5/4/2021 6:36:23 AM	<a href="#">View Data</a>
297	4/21/2021 10:55:23 AM	<a href="#">View Data</a>
290	3/17/2021 1:08:11 PM	<a href="#">View Data</a>
282	9/26/2020 11:20:43 AM	<a href="#">View Data</a>
279	9/25/2020 8:30:24 AM	<a href="#">View Data</a>
418	10/11/2019 3:53:17 PM	<a href="#">View Data</a>
418	10/11/2019 2:11:16 PM	<a href="#">View Data</a>
417	10/9/2019 1:25:57 PM	<a href="#">View Data</a>
416	10/8/2019 10:28:02 AM	<a href="#">View Data</a>

1 2 3 4 5 6 7 8 9 10 ... >>





# Step 5 – Transmit Data to KIDStech

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- After data has been verified (and whenever updates are needed), transmit the Kindergarten data to KIDStech.
  - Create KIDStech Account
  - Step 1 – Enroll All Kindergarten Students
  - Step 2 – Create Teacher Course Assignments
  - Step 3 – Create Student Course Assignments
  - Step 4 – Verify Kindergarten Class Roster
  - **Step 5 – Transmit Data to KIDStech**



# Step 5 – Transmit Data to KIDStech

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## “Transmit File” Button (With Recent Files Below)

The screenshot shows the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options, with 'Assessment' and 'Pre-ID' highlighted. The main content area is titled 'Data Population to: KIDS Tech' and contains five steps. Step 5 includes a 'Transmit File' button, which is highlighted with a red box. Below the steps is a table titled 'History of Data Transmission' with the following data:

Record Count	Date Transmitted	User Id
295	5/10/2021 9:37:47 AM	View Data
298	5/4/2021 6:36:23 AM	View Data
297	4/21/2021 10:55:23 AM	View Data
290	3/17/2021 1:08:11 PM	View Data
282	9/26/2020 11:20:43 AM	View Data
279	9/25/2020 8:30:24 AM	View Data
418	10/11/2019 3:53:17 PM	View Data
418	10/11/2019 2:11:16 PM	View Data
417	10/9/2019 1:25:57 PM	View Data
416	10/8/2019 10:28:02 AM	View Data



# KIDS Assessment

## Early Childhood KIDS Assessment Results Summary and Detail Reports

The screenshot shows the SIS Reports interface. The left sidebar contains a navigation menu with the following items: Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports (highlighted), Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area is titled 'Reports' and features a search bar and a list of report categories. The 'Early Learning' category is expanded, showing a list of reports. The 'Early Childhood KIDS Assessment' report is highlighted with a red box, and its 'Summary' and 'Details' links are also highlighted.

Report Category	Summary	Details
Birth To Three	Summary	Details
Birth To Three Caregiver	Summary	Details
Birth To Three Well-Child Visit		Details
Early Childhood Report	Summary	Details
<b>Early Childhood KIDS Assessment</b>	<b>Summary</b>	<b>Details</b>
Early Childhood Outcomes	Summary	Details
Pre-K Follow-Up	Summary	Details





# Illinois State Board of Education

Seal of Biliteracy Application for SY 2022  
Deadline: October 1, 2021

# Seal of Biliteracy Application for SY 2022

44

- Only Districts with enrollments in grades 11-12 can apply for the Seal of Biliteracy.
- Districts must first complete a Seal of Biliteracy Application Online before Seal of Biliteracy Awards can be submitted.
- Application is due by October 1, 2021.
- The District Information is pulled from EPS (Entity Profile System).
- Coordinator Information, Minimum of one Language Projection, and Superintendent Signature check box are required to Submit Application.



# Seal of Biliteracy Application for SY 2022

## Seal of Biliteracy Application – Online Only

The screenshot shows the 'Seal of Biliteracy Application' web form. The interface includes a top navigation bar with the Illinois State Board of Education logo and 'Helpful Resources' / 'Contact Technical Support' links. A left sidebar contains navigation options like 'Home', 'Student', 'Assessment', and 'Seal of Biliteracy Application' (highlighted with a red box). The main form area is titled 'Seal of Biliteracy Application' and features a 'School Year' dropdown set to '2022'. It is divided into several sections: 'District Information' (with fields for District Name, Phone Number, Address Line 1, City, State, and Zip Code), 'Coordinator Information' (with fields for Name, Phone Number, Email, Address Line 1, Address Line 2, City, State, and Zip Code), and 'Projections of Student Participation for the School Year 2021 - 2022'. This section includes dropdowns for 'Language Of Biliteracy (Other than English)', input fields for 'Projected Number of Students to Receive Seal of Biliteracy' and 'Projected Number of Students to Receive Commendation toward Biliteracy', and a list of 'Projected method(s) to be used to document proficiency in foreign/world language' with radio and checkbox options. A 'Superintendent Verification' section contains a text box for a declaration and fields for 'Name of Superintendent', 'Superintendent's Email', 'Superintendent Signature', and 'Date Submitted'. A red box highlights an 'Edit' button in the bottom right corner.

Illinois State Board of Education

Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User 4

Home

Student

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

District Data Verification

Seal of Biliteracy Application

Log Out

### Seal of Biliteracy Application

School Year: 2022

**District Information**

District Name: ISBE SD 101  
Phone Number: 217-558-3600  
Address Line 1: 100 St  
City: Springfield  
State: IL  
Zip Code: 60001 - 1001

**Coordinator Information**

Name of Coordinator:   
Coordinator's Phone Number:   
Coordinator's Email:   
Address Line 1:   
Address Line 2:   
City:   
State: --Select--  
Zip Code:

**Projections of Student Participation for the School Year 2021 - 2022**

Language Of Biliteracy (Other than English): --Select--  
Projected Number of Students to Receive Seal of Biliteracy:   
Projected Number of Students to Receive Commendation toward Biliteracy:

**Projected method(s) to be used to document proficiency in foreign/world language:**

- Standard Assessment of four domains (Reading, Writing, Listening, Speaking)
- Portfolio Assessment (Maybe used if student falls into allowable category)
  - Student attains an "Intermediate mid" as a composite score or in one or more domains on a standardized assessment of the four domains
  - No standardized language assessment exists or no standardized assessment of all four domains exists for the language
  - Evaluating the language proficiency of a student with disabilities for whom the standardized assessment is inappropriate

[Add Language of Biliteracy](#)

**Superintendent Verification**

The district plans to participate in the State Seal of Biliteracy Program and agrees to adhere to program requirements included in 23 IL ADM Code Section 1.442.  
Or the district also plans to award the State Commendation toward Biliteracy to students who meet the requirements included in 23 IL ADM Code Section 1.442.

Name of Superintendent: SIS User  
Superintendent's Email: sis.user@101.com  
Superintendent Signature:   
Date Submitted:

[Edit](#)



# Seal of Biliteracy Application for SY 2022

## Seal of Biliteracy Application – Submit

Illinois State Board of Education Helpful Resources - Contact Technical Support

SIS

IBM SIS Test User 4

Home

Student

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

District Data Verification

**Seal of Biliteracy Application**

Log Out

### Seal of Biliteracy Application

School Year: 2022

**District Information**

District Name: ISBE SD 101  
Phone Number: 217-558-3600  
Address Line 1: 100 St  
City: Springfield  
State: IL  
Zip Code: 60001 - 1001

**Coordinator Information**

Name of Coordinator:   
Coordinator's Phone Number:   
Coordinator's Email:   
Address Line 1:   
Address Line 2:   
City:   
State: --Select--  
Zip Code:

Projections of Student Participation for the School Year 2021 - 2022

Language Of Biliteracy (Other than English)	Projected Number of Students to Receive Seal of Biliteracy	Projected Number of Students to Receive Commendation toward Biliteracy	Projected method(s) to be used to document proficiency in foreign/world language:
--Select--	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Standard Assessment of four domains (Reading, Writing, Listening, Speaking) <input type="checkbox"/> Portfolio Assessment (Maybe used if student falls into allowable category) <input type="checkbox"/> Student attains an "Intermediate mid" as a composite score or in one or more domains on a standardized assessment of the four domains <input type="checkbox"/> No standardized language assessment exists or no standardized assessment of all four domains exists for the language <input type="checkbox"/> Evaluating the language proficiency of a student with disabilities for whom the standardized assessment is inappropriate

**Superintendent Verification**

The district plans to participate in the State Seal of Biliteracy Program and agrees to adhere to program requirements included in 23 IL ADM Code Section 1.442.  
Or the district also plans to award the State Commendation toward Biliteracy to students who meet the requirements included in 23 IL ADM Code Section 1.442.

Name of Superintendent: SIS User  
Superintendent's Email: sis.user@101.com

Superintendent Signature:

Date Submitted:



# Seal of Biliteracy Application for SY 2022

## Seal of Biliteracy Application – Successfully Submitted

**Seal of Biliteracy Application**

School Year: 2022

Seal of Biliteracy Application Updated. Confirmation email will be sent soon.

District Information		Coordinator Information	
District Name:	ISBE SD 101	Name of Coordinator:	ISBE SIS
Phone Number:	217-558-3600	Coordinator's Phone Number:	222-222-2222
Address Line 1:	100 St	Coordinator's Email:	isbesis@email.com
City:	Springfield	Address Line 2:	100 N 1st
State:	IL	City:	Springfield
Zip Code:	60001 - 1001	State:	Illinois
		Zip Code:	60001

Projections of Student Participation for the School Year 2021 - 2022			
Language Of Biliteracy (Other than English)	Projected Number of Students to Receive Seal of Biliteracy	Projected Number of Students to Receive Commendation toward Biliteracy	Projected method(s) to be used to document proficiency in foreign/world language:
Armenian	1	0	<input type="radio"/> Standard Assessment of four domains (Reading, Writing, Listening, Speaking) <input type="radio"/> Portfolio Assessment (Maybe used if student falls into allowable category) <input type="checkbox"/> Student attains an "Intermediate mid" as a composite score or in one or more domains on a standardized assessment of the four domains <input type="checkbox"/> No standardized language assessment exists or no standardized assessment of all four domains exists for the for the language <input type="checkbox"/> Evaluating the language proficiency of a student with disabilities for whom the standardized assessment is inappropriate
Apache	2	2	<input type="radio"/> Standard Assessment of four domains (Reading, Writing, Listening, Speaking) <input type="radio"/> Portfolio Assessment (Maybe used if student falls into allowable category) <input checked="" type="checkbox"/> Student attains an "Intermediate mid" as a composite score or in one or more domains on a standardized assessment of the four domains <input type="checkbox"/> No standardized language assessment exists or no standardized assessment of all four domains exists for the for the language <input type="checkbox"/> Evaluating the language proficiency of a student with disabilities for whom the standardized assessment is inappropriate

**Superintendent Verification**

The district plans to participate in the State Seal of Biliteracy Program and agrees to adhere to program requirements included in 23 IL ADM Code Section 1.442. Or the district also plans to award the State Commendation toward Biliteracy to students who meet the requirements included in 23 IL ADM Code Section 1.442.

Name of Superintendent:	SIS User	Superintendent's Email:	sis.user@101.com
Superintendent Signature :		Date Submitted:	8/31/2021 3:49:47 PM

[Edit](#)

Agency Information | Accessibility | Privacy Policy | Careers at ISBE





# Illinois State Board of Education

Students Screened (EL Screener)  
Deadline: November 6, 2021

# 2022 SY EL Determination Upon Enrollment

49

- SIS uses the student's ACCESS results from the previous year to validate EL status upon enrollment.
- For the 2022 school year, due to the final ACCESS assessment results being received in January 2022, ISBE chose to use the EL determinations from school year 2020 when enrolling students.
  - Students that are determined EL can still be marked EL = Yes in SIS unless they **Met** proficiency on the ACCESS in 2020, those students must be EL - No
  - Students that **Did Not Meet** proficiency In 2020, even if they have met proficiency now In 2021 were forced to be enrolled as EL = yes for school year 2022 enrollment until the student's 2021 score record is applied and the determination updated.
  - For students that met proficiency in ACCESS 2020, ISBE will update the determination once final scores are received.
    - Update students EL status to No
    - Make the EL record Erroneous
    - Districts can update the languages after the determinations re-applied in January



# EL Screener

50

- EL Screener is mandatory when specific conditions apply.
  - EL Screener is mandatory for EL and Non-EL students that meet all the following criteria.
    - Home Language or Native Language other than English
    - Enrolled in Grades K-12 (Pre-k optional)
    - No EL screener or ACCESS for ELLs score exists in ISBE SIS
  - If a screener was not completed on the student, mark the Screener Type as “Not Tested.”



# EL Screener

51

- EL Screener data collected:
  - Online or
  - Batch.
- Student must be enrolled in the district to provide the Screener data in SIS. Student can take the screening test prior to start of school.
- School districts receiving a transfer student will be able to review the Screener data prior to enrollment.
- Screener Test types will include Pre-IPT, Pre-LAS 2000, ELTPS, other English Language Proficiency Test, Checklist Process, Interview Process, Observation Process, other Process, Model, W-APT, ACCESS for ELLs (e.g., for ELs transferred from other WIDA states), other State Assessment Results, Private Schooled Student, and (if applicable) an option for “Not Tested.” Some options are only applicable to Pre-K, as noted in the Data Elements.
- Only Kindergarten and 1st Semester 1<sup>st</sup> Grade students can be screened using the 09 – MODEL Screener.



# EL Screener

## Demographics Tab - EL Screener Link

The screenshot shows the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options such as Home, Student, Search, Request New SID, Multiple SID Merge, Exit Enrollment, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area displays the Demographics tab for a student with SID 123456789. The student's legal last name is abmrsxzDEILY, legal first name is NameELtoDL, and legal middle name is blank. Other fields include Date of Birth (09/26/2011), Race/Ethnicity (Two or More Races), Gender (Male), Student Lineage (Jr, II), Mother's Maiden Name, Student Address, and Gifted and Accelerated. The 'EL Screener' link is highlighted with a red box, and a 'View Details' link is also present. An 'Edit' button is located at the bottom right of the student information section.

Field	Value
SID	123456789
Legal Last Name	abmrsxzDEILY
Legal First Name	NameELtoDL
Legal Middle Name	
Date of Birth	09/26/2011
Gender	Male
Race/Ethnicity	Two or More Races
Student Lineage (Jr, II)	
Mother's Maiden Name	
Student Address	
Gifted and Accelerated	
EL Screener	<a href="#">View Details</a>
Seal of Biliteracy Awards	



# EL Screener View


Helpful Resources ▼ Contact Technical Support ▼

**SIS**

IBM SIS Test User ▼

Home

Student ▼

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment ▼

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing ▼

District Data Verification ▼

Seal of Biliteracy Application

[← Back To Demographic](#)

**EL Screener Data**

SID: 123456789	Legal Last Name: abmrsxzDEILY	Legal First Name: NameELtoDL	Date Of Birth: 09/26/2011	Home RCCTS: 123456789012345			
Screener Test	Other State Assessment Results		Tested Home RCCTS	123456789012345			
Test Date	09/26/2014		Grade Tested	3 - Grade 3			
Semester	Semester 1						
	Listening	Speaking	Reading	Writing	Composite Literacy	Composite Oral	Overall
Raw Score / Level							NA
Proficiency Level							
Was the student determined EL?	No						

Add New
Edit



# EL Screener

## Edit

Illinois State Board of Education Helpful Resources | Contact Technical Support

Back To Demographic

### EL Screener Data

SID: 123456789      Legal Last Name: abmrsxzDEILY      Legal First Name: NameELtoDL      Date Of Birth: 09/26/2011      Home RCDS: 123456789012345

Screener Test: Other State Assessment Results      Tested Home RCDS: 123456789012345

Test Date: 09/26/2014      Grade Tested: 3 - Grade 3

Semester: Semester 1

	Listening	Speaking	Reading	Writing	Composite Literacy	Composite Oral	Overall
Raw Score / Level	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NA		<input type="text"/>
Proficiency Level	<input type="text"/>						

Was the student determined EL?       Yes       No

Cancel      **Next**



# EL Screener

## Review

Illinois State Board of Education

Helpful Resources | Contact Technical Support

← Back To Demographic

### EL Screener Data

SID: 123456789	Legal Last Name: abmrsxzDELY	Legal First Name: NameELtoDL	Date Of Birth: 09/26/2011	Home RCDS: 123456789012345				
Screener Test	Other State Assessment Results	Tested Home RCDS	123456789012345					
Test Date	09/26/2014	Grade Tested	3 - Grade 3					
Semester	Semester 1							
	Listening	Speaking	Reading	Writing	Composite Literacy	Composite Oral	Overall	
Raw Score / Level							NA	
Proficiency Level								
Was the student determined EL?	No							

[Submit](#) [Change](#)



# EL Screener

## Update Successful

The screenshot shows the Illinois State Board of Education EL Screener interface. The top navigation bar includes the logo and "Helpful Resources" and "Contact Technical Support" links. A left sidebar contains navigation options such as "SIS", "IBM SIS Test User", "Home", "Student", "Search", "Request New SID", "Multiple SID Merge", "Exit Enrollment", "Assessment", "Adjusted Cohort", "Teacher", "Early Childhood Transition", "Prenatal", "Reports", "Batch File Processing", "District Data Verification", and "Seal of Biliteracy Application". The main content area is titled "EL Screener Data" and includes a "Back To Demographic" link. It displays student information: SID: 123546789, Legal Last Name: abmrsvzDEILY, Legal First Name: NameELtoDL, Date Of Birth: 09/26/2011, and Home RCOTS: 123546789012345. A red-bordered box highlights the message "EL Screener record updated successfully". Below this, a table shows test details: "Other State Assessment Results" (Tested Home RCOTS: 123456789012345), "09/26/2014" (Test Date, Grade Tested: 3 - Grade 3), and "Semester 1" (Semester). A table below lists proficiency levels: Listening, Speaking, Reading, Writing, Composite Literacy, Composite Oral, and Overall, with a "Raw Score / Level" of NA. A "Proficiency Level" section is also present. At the bottom, it asks "Was the student determined EL?" with a "No" response. "Add New" and "Edit" buttons are located at the bottom right.

Helpful Resources | Contact Technical Support

Back To Demographic

### EL Screener Data

SID: 123546789  
Legal Last Name: abmrsvzDEILY      Legal First Name: NameELtoDL      Date Of Birth: 09/26/2011      Home RCOTS: 123546789012345

**EL Screener record updated successfully**

Screener Test	Other State Assessment Results	Tested Home RCOTS	123456789012345
Test Date	09/26/2014	Grade Tested	3 - Grade 3
Semester	Semester 1		

	Listening	Speaking	Reading	Writing	Composite Literacy	Composite Oral	Overall
Raw Score / Level						NA	
Proficiency Level							

Was the student determined EL?      No

Add New      Edit



# EL Screener

## EL Screener Reports

The screenshot shows the SIS Reports page with the following structure:

- Header: Illinois State Board of Education logo and navigation links (Helpful Resources, Contact Technical Support).
- Left Sidebar: Navigation menu with 'Reports' highlighted.
- Main Content: 'Reports' section with a search bar and a list of reports.

Report Name	Summary	Details
EL Screener	Summary	Details
EL	Summary	Details
ACCESS WIDA DRC Site File and Testing Waiver		Details
ACCESS Pre-Id	Summary	Details
ACCESS Assessment Correction	Summary	Details
ACCESS Score	Summary	Details
Student EL History	Summary	Details
Former EL Students Report		Details
Student ACCESS Scores History		Details
Unassigned Test Results		Details
eGMS EL Program Placement and Services	Summary	Details
eGMS Ceiling Calculator Funding Allocations	Summary	Details
eGMS EL Attendance Center Enrollment	Summary	Details
eGMS Ceiling Calculator Funding (2017 and earlier)	Summary	Details
Seal of Biliteracy Application		Details
Seal of Biliteracy Application Statewide	Summary	
Seal of Biliteracy Awards	Summary	Details



# EL Screener

## EL Screener Reports

### 2021 EL Screener (Detail)

7/26/2021 11:51 am

SIS Home District: 12345678901 ISBE Test District

Selection Criteria: None Sorted By: Student Name

Columns		
<b>A</b> Gender	<b>H</b> Date EL Screener Test Taken	<b>P</b> Writing - Proficiency Level
<b>B</b> Race	<b>I</b> Listening - Raw Score/Level	<b>Q</b> Literacy Proficiency Level
<b>C</b> Grade Level at Time of Screener	<b>J</b> Listening - Proficiency Level	<b>R</b> Oral Proficiency Level
<b>D</b> Native Language Code	<b>K</b> Speaking - Raw Score/Level	<b>S</b> Overall or Composite Proficiency Level
<b>E</b> Home Language Code	<b>L</b> Speaking - Proficiency Level	<b>T</b> Final Determination of LEP Status
<b>F</b> Semester	<b>M</b> Reading - Raw Score/Level	<b>U</b> EL Indicator
<b>G</b> EL Screener Test Taken Code*	<b>N</b> Reading - Proficiency Level	<b>V</b> EL Screener is Required
	<b>O</b> Writing - Raw Score/Level	

EL Screener Test Taken Codes*	
<b>01</b> Pre-IPT (Pre-Idea Proficiency Test) (for PreK only)	<b>09</b> MODEL (Valid only for Kindergarten and 1st Semester Grade 1 students)
<b>02</b> PRE-LAS 2000 (Pre-Language Assessment Scale) (for PreK only)	<b>11</b> ACCESS for ELs test results from another State
<b>03</b> ELTPS (Early Language Proficiency Test Series) (for PreK Only)	<b>12</b> Other State Assessment Results
<b>04</b> Other English Language Proficiency Test (for PreK only)	<b>13</b> Private Schooled Student
<b>05</b> Checklist Process (for PreK only)	<b>14</b> WIDA Screener Online
<b>06</b> Interview Process (for PreK only)	<b>15</b> WIDA Screener Paper
<b>07</b> Observation Process (for PreK only)	<b>98</b> Provisional Screener
<b>08</b> Other Process (for PreK only)	<b>99</b> Not Tested

	Birth Date	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V			
Student ID: 123456789 Name: abmrsxzDEILY, NameELtoDL																										
Tested RCDTS: 123456789012345	09/26/2011	M	17	3	056	000	01	12	09/26/2014														N	Y	N	
Student ID: 123456789 Name: acfhijluvwXAGIMNOP, FirstnameNativeLang																										
Tested RCDTS: 123456789012345	09/28/2011	F	17	3	056	000	01	12	09/28/2014															N	N	N
Student ID: 123456789 Name: aglnrsvPQ, NameELtoDL																										
Tested RCDTS: 123456789012345	09/05/2011	M	17	3	056	000	01	12	09/05/2014															N	Y	N



# Illinois State Board of Education

2022 ACCESS Label File sent to Vendor  
Deadline: November 6, 2021

# 2022 ACCESS Pre-ID Report

## ACCESS Pre-ID Report

The screenshot shows the SIS Reports interface. On the left is a navigation menu with categories like Student, Assessment, and Reports. The main area displays a list of reports under the 'Bilingual' filter. The 'ACCESS Pre-Id' report is highlighted with a red box, and its 'Summary' and 'Details' links are visible.

Report Name	Summary	Details
EL Screener	Summary	Details
EL	Summary	Details
ACCESS WIDA DRC Site File and Testing Waiver		Details
<b>ACCESS Pre-Id</b>	<b>Summary</b>	<b>Details</b>
ACCESS Assessment Correction	Summary	Details
ACCESS Score	Summary	Details
Student EL History	Summary	Details
Former EL Students Report		Details
Student ACCESS Scores History		Details
Unassigned Test Results		Details
eGMS EL Program Placement and Services	Summary	Details
eGMS Ceiling Calculator Funding Allocations	Summary	Details
eGMS EL Attendance Center Enrollment	Summary	Details
eGMS Ceiling Calculator Funding (2017 and earlier)	Summary	Details
Seal of Bilingual Application		Details
Seal of Bilingual Application Statewide	Summary	
Seal of Bilingual Awards	Summary	Details



# 2022 ACCESS Pre-ID Report

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## ACCESS Pre-ID Report

### 2021 ACCESS Pre-ID (Detail)

8/2/2021 8:30 am

SIS Home District: 123456789 ISBE SD 101

Sorted By: Name

Columns	B Gender	D Ethnicity	F Migrant Indicator	H IDEA Services							
A Birth Date	C Enrollment Grade	E Native Language	G EL Indicator								
Student ID	Student Name	Home RCDTS	Serving RCDTS	A	B	C	D	E	F	G	H
123456789	ahjmuyzILMOSUY, NameELtoDL	123456789012345	123456789012345	09/23/2011	F	3 - Grade 3	Two or More Races	Apache	N	Y	N

**Total Students: 1**





# Illinois State Board of Education

Eligible for Immigrant Education Program

Deadline: November 12, 2021

# Eligible for Immigrant Education Program

63

- Eligible Immigrant student represents a student, ages 3-21, who was NOT born in any of the 50 states, the District of Columbia or Puerto Rico, and who has been attending schools in the U.S. for less than three full academic years.
  - If Student ID was created within the last 3 years, the “Country of Birth” and “Date First Enrolled in a U.S. School” must be submitted before the student can be exited.
    - If the **Country of Birth** is other than the “United States or Puerto Rico,” a **Date first Enrolled in a U.S. School** must also be provided.
  - Immigrant data can be submitted either online or via the batch process.
  - On November 12, 2021, the Eligible for Immigrant Education count for each district is extracted for funding eligibility and allocation calculations.
    - Students that exceed three years in SIS will not be counted.
    - Birth to 3 students will be excluded.



# Eligible for Immigrant Education Program

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- Country of Birth - Country codes
  - SIS Data Elements: <https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx>
- First Date of Entry into a U.S. School will be optional if the “Country of Birth” is one of the following:
  - 1000 (U.S.)
  - 9030 (Puerto Rico)
- If a student leaves the U.S., then re-enrolls, enter the number of months the student was gone (online only).
  - This is optional unless the student left the U.S. and then returned to school here.



# Eligible for Immigrant Education Program

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## Eligible for Immigrant link – Program Indicators Tab

The screenshot shows the SIS interface for the Illinois State Board of Education. The 'Program Indicators' tab is selected and highlighted with a red box. The student's SID is 123456789. The 'Legal Last Name' is ahjmyuzlLMOSUY and the 'Legal First Name' is NameELtoDL. The 'Legal Middle Name' field is empty. The table below lists various indicators and their status:

Indicator	Status	Indicator	Status
Homeless	No	Private School Student	No
21st Century Community Learning Centers	No	Migrant	No
IDEA Services	No	Free or Reduced Price Lunch (FRL) / Low Income	No
Alternate Assessment (DLM-AA)	No		
English Learner (EL)	Yes	Title I	Not a Participant in Title I Program
Native Language	Apache	Supplemental Educational Services (SES)	No
Home Language	English	Military Connected Student	No
Reading 1st - Optional	No	Reading Improvement Block Grant - Optional	
Immigrant Student Program - Optional			
Eligible	No		
Country Of Birth	United States of America	Date First Enrolled in a U.S School	
Months Gone - Optional			

An 'Edit' button is located at the bottom right of the table area, also highlighted with a red box.

# Eligible for Immigrant Education Program

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## Eligible for Immigrant Entry – Program Indicators Tab

**Program Indicators**

SID: 123456789  
Legal Last Name: ahjmyz2LMOSUY      Legal First Name: NameELtoDL      Legal Middle Name:

Homeless	<input type="radio"/> Yes <input checked="" type="radio"/> No	Private School Student	<input type="radio"/> Yes <input checked="" type="radio"/> No
21st Century Community Learning Centers	<input type="radio"/> Yes <input checked="" type="radio"/> No	Migrant	<input type="radio"/> Yes <input checked="" type="radio"/> No
IDEA Services	<input type="radio"/> Yes <input checked="" type="radio"/> No	Free or Reduced Price Lunch (FRL) / Low Income	<input type="radio"/> Yes <input checked="" type="radio"/> No
Alternate Assessment (DLM-AA)	<input type="radio"/> Yes <input checked="" type="radio"/> No	Title 1	<input type="text" value="Not a Participant in Title I Program"/>
English Learner (EL)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Supplemental Educational Services (SES)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Native Language	<input type="text" value="Apache"/>	Military Connected Student	<input type="radio"/> Yes <input checked="" type="radio"/> No
Home Language	<input type="text" value="English"/>	Reading Improvement Block Grant - Optional	<input type="radio"/> Yes <input type="radio"/> No
Reading 1st - Optional	<input type="radio"/> Yes <input checked="" type="radio"/> No	Country Of Birth	<input type="text" value="United States of America"/>
Immigrant Student Program - Optional		Date First Enrolled in a U.S School	<input type="text"/>
Months Gone - Optional	<input type="text"/>		

**Next** Cancel



# Eligible for Immigrant Education Program

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## Eligible for Immigrant Reports

The screenshot shows the SIS Reports interface. The left sidebar contains a navigation menu with 'Reports' highlighted. The main area displays a list of reports under the 'Demographics and Enrollment' category. The report 'Eligible For Immigrant Student Program (2015 and later)' is highlighted with a red box.

Report Name	Summary	Details
Demographics	Summary	Details
Enrollments	Summary	Details
Current Enrollment vs Previous Enrollment	Summary	
Enrollment Grade Discrepancies	Summary	
Enrollment Anomalies		Details
Enrollment Transfer	Summary	Details
Eligible For Immigrant Education (2007 - 2014)	Summary	Details
<b>Eligible For Immigrant Student Program (2015 and later)</b>	<b>Summary</b>	<b>Details</b>
Student Address	Summary	Details
504 Plan	Summary	Details
Gifted and Accelerated	Summary	Details
Deactivated School Districts (only for deactivated schools)	Summary	Details
Detention Center Enrollment Report		Details
Historical Demographics Report	Summary	Details

# Eligible for Immigrant Education Program

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## Eligible for Immigrant Report

### Illinois State Board of Education Student Information System Eligible for Immigrant Student Program Report

8/2/2021 8:40 am

SIS Home District: 12345678901 ISBE Test District

Selection Criteria: Currently Enrolled Students Only Sorted By: Student Name

Student ID	Name	Birth Date	Home RCDTS	Serving RCDTS	Country of Birth	First Date of Entry into a US School	Number of Months left the country	Eligible For Immigrant Student	Completed
123456789	aevzJLNRT, DOBgradelevelaevzJLNRT	08/11/2017	123456789012345	123456789012345	United States of America		0	No	Yes
123456789	aevzJLNRT, DOBgradelevelaevzJLNRT	08/16/1999	123456789012345	123456789012345	United States of America		0	No	Yes
123456789	ahjmuyzILMOSUY, NameELtoDL	09/23/2011	123456789012345	123456789012345	United States of America		0	No	Yes





# Illinois State Board of Education

Fall Enrollment Counts Submission  
Deadline: November 12, 2021

# Fall Enrollment Counts Submission

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- **Enrollment Guidelines**

- Submit Enrollment as soon as possible.
  - Enrollment Date: The month, day, and year of the first FULL day the student was scheduled to receive educational services for a continuous period during the CURRENT school year, regardless of whether the student was in attendance or absent that day. **Do not submit an enrollment record until the student has attended at least one day.**
- Exit Students as soon as they leave your district.
  - Exit Date: The month, day, and year of the last FULL day the student was scheduled to receive educational services during the CURRENT school year, regardless of whether the student was in attendance or absent that day.

- **What reports should I review?**

- Student Demographic (Summary/Detail)
- Student Enrollment (Summary/Detail)
- Current Enrollment vs. Previous Enrollment
- Enrollment Grade Discrepancies
- Enrollment Anomalies



# Fall Enrollment Counts Submission

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## SIS Status Panel

**Illinois State Board of Education**

**SIS**

ISBE Administrator

Home

Student

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

District Data Verification

Seal of Biliteracy Application

Internal

Log Out

---

**District Status as of 08/31/2021 09:03 AM**

District: -- All Districts --

Home | Serving

**District Metrics** | Early Childhood Metrics

Current Collection Completion Status	Required	Complete	Percent
Prenatal	728	3	0%
Birth To Three Student Programs	0	0	-
Birth To Three Program Providers	0	0	-
Birth To Three Caregivers	0	0	-
Early Childhood Outcomes (ECO) Ratings	0	0	-
Early Childhood Student Programs	2	0	0%
Early Childhood Program Providers	0	0	-
English Learner (EL)	2	2	100%
EL Screener	12	11	91%
Homeless	9	9	100%
Eligible for Immigrant Student Program	26	26	100%
Student Address for NEW IDEA students	1	1	100%
Regional Safe Schools Program (RSSP)	0	0	-
Student Discipline	NA	2	NA
504 Plan	NA	0	NA
Grades 3-12 Missing Final Letter Grade	2	0	0%

**Course Data Quality (K-12)**

Unique Course Count	1
Courses Missing Students	1
Courses Missing Teachers	0
Students Missing Courses	32

**Current Enrollments & Program Indicators**

Current Enrollment:  Current Enrollment |  EL |  IDEA |  Homeless |  FRL

Refresh



# Fall Enrollment Counts Submission

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## SIS Reports - Demographics (Summary)

The screenshot displays the SIS Reports interface for the Illinois State Board of Education. The left sidebar contains a navigation menu with 'Reports' highlighted. The main content area shows a list of reports under the 'Demographics and Enrollment' category. The 'Summary' link for the 'Demographics' report is highlighted with a red box.

Report Name	Summary	Details
Demographics	Summary	Details
Enrollments	Summary	Details
Current Enrollment vs Previous Enrollment	Summary	
Enrollment Grade Discrepancies	Summary	
Enrollment Anomalies		Details
Enrollment Transfer	Summary	Details
Eligible For Immigrant Education (2007 - 2014)	Summary	Details
Eligible For Immigrant Student Program (2015 and later)	Summary	Details
Student Address	Summary	Details
504 Plan	Summary	Details
Gifted and Accelerated	Summary	Details
Deactivated School Districts (only for deactivated schools)	Summary	Details
Detention Center Enrollment Report		Details
Historical Demographics Report	Summary	Details

# Fall Enrollment Counts Submission

## Demographics (Summary) – Criteria

Illinois State Board of Education

Helpful Resources Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

District Data Verification

Seal of Biliteracy Application

Back To Reports

### Demographics

School Year: 2022

Enrolled As Of Date: 08/02/2021 (MM/DD/YYYY)

School: All Schools

Home  Serving  Service Provider  Home But Not Serving  Serving But Not Home

Grade: All Grades

Native Language: All Languages

Race/Ethnicity: All Races

Gender:  Both  Male  Female

Read First Indicator:  Both  Yes  No

Read Improve Indicator:  Both  Yes  No

Title One Indicator: All

Homeless Indicator:  Both  Yes  No

Migrant Indicator:  Both  Yes  No

SES Indicator:  Both  Yes  No

EL Indicator:  Both  Yes  No

IDEA Services:  Both  Yes  No

FRL/Low Income Indicator:  Both  Yes  No

21st Century Indicator:  Both  Yes  No

Eligible For Immigrant Education:  Both  Yes  No

Private School Student Indicator:  Both  Yes  No

Military Connected Student Indicator:  Both  Yes  No

View Report Create PDF Report

# Fall Enrollment Counts Submission

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## Demographics Summary Report

### 2021 Demographics (Summary)

8/2/2021 10:06 am

SIS Home District: 12354678901 ISBE Test District  
Selection Criteria: Student Demographics = Current, Enrollments As Of = 08/02/2021

Grade Level:	All	Total
Total Students:		35
Race: Black or African American		16
Race: Two or More Races		17
Race: White		2
Native Language: Apache		4
Native Language: English		31
Home Language: English		35
Gender: Male		18
Gender: Female		17
Reading First:		0
Reading Improvement:		0
Title One: Not a Participant in Title I Program (13)		16
Title One: Schoolwide Title I Program (11)		19



# Fall Enrollment Counts Submission

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## SIS Reports - Demographics (Detail)

Illinois State Board of Education

Helpful Resources Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

**Reports**

Batch File Processing

District Data Verification

Seal of Biliteracy Application

Reports

Search Reports...

Student

Assessment

Attendance

Bilingual

Demographics and Enrollment

Demographics	Summary	Details
Enrollments	Summary	Details
Current Enrollment vs Previous Enrollment	Summary	
Enrollment Grade Discrepancies	Summary	
Enrollment Anomalies		Details
Enrollment Transfer	Summary	Details
Eligible For Immigrant Education (2007 - 2014)	Summary	Details
Eligible For Immigrant Student Program (2015 and later)	Summary	Details
Student Address	Summary	Details
504 Plan	Summary	Details
Gifted and Accelerated	Summary	Details
Deactivated School Districts (only for deactivated schools)	Summary	Details
Detention Center Enrollment Report		Details
Historical Demographics Report	Summary	Details

Discipline

# Fall Enrollment Counts Submission

## Demographics (Detail) – Criteria

Illinois State Board of Education

Helpful Resources | Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

District Data Verification

Seal of Biliteracy Application

< Back To Reports

### Demographics

School Year: 2021

Enrolled As Of Date: 08/02/2021 (MM/DD/YYYY)

School: All Schools

Home  Serving  Service Provider  Home But Not Serving  Serving But Not Home

Grade: All Grades

Native Language: All Languages

Race/Ethnicity: All Races

Gender:  Both  Male  Female

Read First Indicator:  Both  Yes  No

Read Improve Indicator:  Both  Yes  No

Title One Indicator: All

Homeless Indicator:  Both  Yes  No

Migrant Indicator:  Both  Yes  No

SES Indicator:  Both  Yes  No

EL Indicator:  Both  Yes  No

IDEA Services:  Both  Yes  No

FRL/Low Income Indicator:  Both  Yes  No

21st Century Indicator:  Both  Yes  No

Eligible For Immigrant Education:  Both  Yes  No

Private School Student Indicator:  Both  Yes  No

Military Connected Student Indicator:  Both  Yes  No

Sort By: SID

View Report | Create PDF Report



# Fall Enrollment Counts Submission

## Demographics Detail Report

### 2021 Demographics (Detail)

8/2/2021 10:10:29AM

SIS Home District: 123456789012345 ISBE Test District

Selection Criteria: Student Demographics = Current, Enrollments As Of = 08/02/2021 Sorted By: Student ID

Columns									
<b>A</b> Gender	<b>D</b> Enrollment Type Code *	<b>G</b> Title One	<b>J</b> Homeless	<b>L</b> SES	<b>O</b> FRL/Low Income	<b>R</b> Private School			
<b>B</b> Race Code *	<b>E</b> Reading First	<b>H</b> Native Language Code *	<b>K</b> Migrant	<b>M</b> EL	<b>P</b> 21st Century	<b>S</b> Military Connected			
<b>C</b> Grade Level	<b>F</b> Reading Improvement	<b>I</b> Home Language Code *	<b>N</b> IDEA Services		<b>Q</b> Eligible Immigrant Ed Prog				
<b>Title One</b>	<b>11</b> SchoolWide Title I Program	<b>12</b> Targeted Assistance Title I Program	<b>13</b> Not a Participant in Title I Program						

\* Race, Enrollment Type, Native Language and Home Language Codes definitions can be found on the Student Information System web site.

Student ID	Student Name	Birth Date	Birth Place	Home RCDTS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
123456789	Test1, Test	09/18/2012	ST LOUIS MO	123456789012345	M	14	2	04	N	N	11	000	000	N	N	N	N	Y	Y	N	N	N	N
123456789	Test2, Test	02/10/2003	Houston TX	123456789012345	M	14	11	04	N	N	11	000	000	N	N	N	N	Y	Y	N	N	N	N
123456789	Test3, Test	01/14/2005	SAINT LOUIS MO	123456789012345	F	14	10	04	N	N	11	000	000	N	N	N	N	Y	Y	N	N	N	N

# Fall Enrollment Counts Submission

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## SIS Reports - Enrollment (Summary)

The screenshot displays the SIS Reports interface for the Illinois State Board of Education. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports (highlighted), Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area is titled 'Reports' and includes a search bar. Below the search bar, there are dropdown menus for 'Student', 'Assessment', 'Attendance', 'Bilingual', and 'Demographics and Enrollment'. The 'Demographics and Enrollment' dropdown is expanded, showing a list of reports with 'Summary' and 'Details' links. The 'Enrollments' report has its 'Summary' link highlighted with a red box.

Report Name	Summary	Details
Demographics	Summary	Details
Enrollments	Summary	Details
Current Enrollment vs Previous Enrollment	Summary	
Enrollment Grade Discrepancies	Summary	
Enrollment Anomalies		Details
Enrollment Transfer	Summary	Details
Eligible For Immigrant Education (2007 - 2014)	Summary	Details
Eligible For Immigrant Student Program (2015 and later)	Summary	Details
Student Address	Summary	Details
504 Plan	Summary	Details
Gifted and Accelerated	Summary	Details
Deactivated School Districts (only for deactivated schools)	Summary	Details
Detention Center Enrollment Report		Details
Historical Demographics Report	Summary	Details

# Fall Enrollment Counts Submission

## Enrollment Summary Report

8/2/2021 10:13 am

### Illinois State Board of Education Student Information System Enrollment (Summary)

Home School / District RCDTS: 12345678901

Home School / District Name: ISBE Test District

Selection Criteria: Currently Enrolled Students Only

Home School: 123456789012345

ISBE Test High School

Serving School: 123456789012345	ISBE Test School	Grade	Count
Service Provider: 123456789012345	ISBE Test School		
		10 - Grade 10	1
		11 - Grade 11	5
		<b>Total</b>	<b>6</b>

Serving School: 123456789012345	ISBE Test School	Grade	Count
Service Provider: 123456789012345	ISBE Test School		
		9 - Grade 9	1
		<b>Total</b>	<b>1</b>

**Total by Home School: 7**



# Fall Enrollment Counts Submission

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## SIS Reports - Enrollment (Detail)

The screenshot displays the SIS Reports interface for the Illinois State Board of Education. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports (highlighted), Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area is titled 'Reports' and includes a search bar. Below the search bar, there are dropdown menus for 'Student', 'Assessment', 'Attendance', and 'Bilingual'. The 'Demographics and Enrollment' section is expanded, showing a list of reports with 'Summary' and 'Details' links. The 'Enrollments' report is highlighted with a red border.

Report Name	Summary	Details
Demographics	Summary	Details
Enrollments	Summary	Details
Current Enrollment vs Previous Enrollment	Summary	
Enrollment Grade Discrepancies	Summary	
Enrollment Anomalies		Details
Enrollment Transfer	Summary	Details
Eligible For Immigrant Education (2007 -2014)	Summary	Details
Eligible For Immigrant Student Program (2015 and later)	Summary	Details
Student Address	Summary	Details
504 Plan	Summary	Details
Gifted and Accelerated	Summary	Details
Deactivated School Districts (only for deactivated schools)	Summary	Details
Detention Center Enrollment Report		Details
Historical Demographics Report	Summary	Details

# Fall Enrollment Counts Submission

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## Enrollment Detail Report

8/2/2021 10:15 am

### Illinois State Board of Education Student Information System Enrollment (Detail)

Home School / District RCDTS: 12354678901

Home School / District Name: ISBE Test District

Selection Criteria: Currently Enrolled Students Only Sorted By: Name

SI#	Name	Date of Birth									
123456789	aevzJLNRT, DOBgradelevelaevzJLNRT	08/16/2017	Home: 123456789012345	Serving: 123456789012345	Provider:	Grade: B3	PDA: 1.00	Start: 08/11/2020	End:	Dual Lang: Not A P	Reason:
123456789	aevzJLNRT, DOBgradelevelaevzJLNRT	08/11/2017	Home: 123456789012345	Serving: 123456789012345	Provider:	Grade: PK	PDA: 1.00	Start: 08/11/2020	End:	Dual Lang: Not A P	Reason:
123456789	aevzJLNRT, DOBgradelevelaevzJLNRT	08/16/1999	Home: 123456789012345	Serving: 123456789012345	Provider:	Grade: 3	PDA: 1.00	Start: 08/11/2020	End:	Dual Lang: Not A P	Reason:
123456789	ahjmurvzJLMOSUY, NameELtoDL	09/23/2011	Home: 123456789012345	Serving: 123456789012345	Provider:	Grade: 3	PDA: 0.50	Start: 08/11/2020	End:	Dual Lang: One Wa	Reason:



# Fall Enrollment Counts Submission

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## SIS Reports - Current Enrollment vs Previous Enrollment

The screenshot shows the SIS Reports interface. The left sidebar contains a menu with 'Reports' highlighted. The main content area shows a list of reports under the 'Demographics and Enrollment' category. The 'Current Enrollment vs Previous Enrollment' report is highlighted with a red box, and its 'Summary' link is also highlighted with a red box.

Report Name	Summary	Details
Demographics	Summary	Details
Enrollments	Summary	Details
Current Enrollment vs Previous Enrollment	Summary	
Enrollment Grade Discrepancies	Summary	
Enrollment Anomalies		Details
Enrollment Transfer	Summary	Details
Eligible For Immigrant Education (2007 - 2014)	Summary	Details
Eligible For Immigrant Student Program (2015 and later)	Summary	Details
Student Address	Summary	Details
504 Plan	Summary	Details
Gifted and Accelerated	Summary	Details
Deactivated School Districts (only for deactivated schools)	Summary	Details
Detention Center Enrollment Report		Details
Historical Demographics Report	Summary	Details

# Fall Enrollment Counts Submission

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## Current Enrollment vs Previous Enrollment Report

9/1/2021 3:51 pm

### 2022 Current Enrollment vs. 2021 Previous Enrollment

Criteria: 19022087017

**12345678901 ISBE 101**

123456789010001	SIS East High School	2021 Enrollment	2022 Enrollment	Change
	9 - Grade 9	530	496	6%
	10 - Grade 10	575	527	9%
	11 - Grade 11	562	579	3%
	12 - Grade 12	588	629	6%
123456789010002	SIS North High School	2021 Enrollment	2022 Enrollment	Change
	9 - Grade 9	548	503	8%
	10 - Grade 10	545	555	1%
	11 - Grade 11	530	540	1%
	12 - Grade 12	607	594	2%



# Fall Enrollment Counts Submission

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## SIS Reports – Enrollment Grade Discrepancies

The screenshot shows the SIS Reports interface. The left sidebar contains a navigation menu with 'Reports' highlighted. The main content area displays a list of reports under the 'Reports' header. The 'Demographics and Enrollment' and 'Enrollment Grade Discrepancies' reports are highlighted with red boxes.

Report Name	Summary	Details
Demographics and Enrollment		
Demographics	Summary	Details
Enrollments	Summary	Details
Current Enrollment vs Previous Enrollment	Summary	
Enrollment Grade Discrepancies	Summary	
Enrollment Anomalies		Details
Enrollment Transfer	Summary	Details
Eligible For Immigrant Education (2007 - 2014)	Summary	Details
Eligible For Immigrant Student Program (2015 and later)	Summary	Details
Student Address	Summary	Details
504 Plan	Summary	Details
Gifted and Accelerated	Summary	Details
Deactivated School Districts (only for deactivated schools)	Summary	Details
Detention Center Enrollment Report		Details
Historical Demographics Report	Summary	Details

# Fall Enrollment Counts Submission

## Enrollment Grade Discrepancies Report

### 2022 Enrollment Grade Discrepancies Report

8/2/2021 10:25 am

Shown in this report are discrepancies between grades served in SIS (Student Information System) and EPS (Entity Profile System). To correct these discrepancies please either change the grades served data in SIS or make the change in EPS (both systems are available through IWAS). The grades served in EPS can only be updated by authorized people at the School District level, so please contact your district office if grades served data needs to be changed for one or more schools. If you have any additional questions about this report, please contact the Technology Support Call Center at 217-558-3600. Thank you.

123456789012345 ISBE Test School

Grades Served: K, 1, 2, 3, 4, 5

Enrollments in Grades Not Served  
5 - Grade 5

Non IDEA Services Count  
1

IDEA Services Count  
1



# Fall Enrollment Counts Submission

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## SIS Reports - Enrollment Anomalies

Illinois State Board of Education

Helpful Resources Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

**Reports**

Batch File Processing

District Data Verification

Seal of Biliteracy Application

Reports

Search Reports...

Student

Assessment

Attendance

Bilingual

**Demographics and Enrollment**

Demographics Summary Details

Enrollments Summary Details

Current Enrollment vs Previous Enrollment Summary

Enrollment Grade Discrepancies Summary

**Enrollment Anomalies** Details

Enrollment Transfer Summary Details

Eligible For Immigrant Education (2007 - 2014) Summary Details

Eligible For Immigrant Student Program (2015 and later) Summary Details

Student Address Summary Details

504 Plan Summary Details

Gifted and Accelerated Summary Details

Deactivated School Districts (only for deactivated schools) Summary Details

Detention Center Enrollment Report Details

Historical Demographics Report Summary Details

Discipline



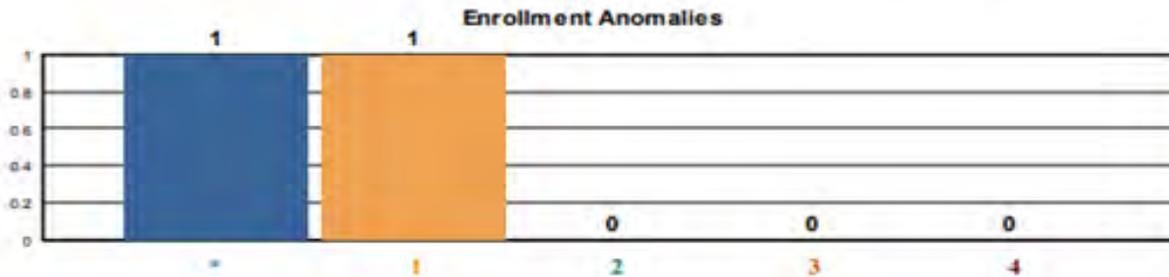
# Fall Enrollment Counts Submission

## Enrollment Anomalies Report

### Illinois State Board of Education Student Information System Enrollment Anomalies

8/2/2021 10:28 am

SIS Home District: 12345678901 ISBE Test District  
**Criteria:** Students with Current Enrollment Anomalies Only Show Only Current and Previous Year Enrollments



#### Current Year Enrollment Anomalie Codes:

- \* Total Students with Anomalies
- 1 Student Promoted in previous year but stayed in same grade.
- 2 Student Promoted in previous year but moved up more than 1 grade.
- 3 Student Promoted in previous year but moved down in grades.
- 4 Student Not Promoted in previous year but moved up in grades.

Total Students: 35

Students With Anomalies: 1

Percentage With No Anomalies: 97.14%

SID: 123456789 LUSTER, JORDAN			Gender: F	DOB: 04/30/2005	Homeless: N	IDEA Services: Y
Year	Home RCDTS	Serving RCDTS	Grade	Enroll	Exit	Exit Type
2020	123456789012345	123456789012345	9	08/15/2019	06/01/2020	05 - Promotion
2021	123456789012345	123456789012345	9	08/24/2020	06/03/2021	05 - Promotion
2021	123456789012345	123456789012345	9	06/21/2021		- Current Year Enrollment Anomalie Codes: 1



# Fall Enrollment Counts Submission

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- **What report to view after the November 12, 2021 Fall Enrollment deadline?**
  - Fall Enrollment Counts (Summary) (Final Data)
- **What are Fall Enrollment Counts used for?**
  - Evidence Based Funding (EBF)
  - Special Education Approval & Reimbursement (SEARS)
  - Every Student Succeeds Act (ESSA)
  - Profile of Special Education
  - IDEA Allocations
  - Special Education Report
  - EDEN
  - Teacher Loan Cancellation Program
  - Enrollment projection
  - Report Card Reports
  - Illinois State Report Card
  - Physical Education Exemption Report
  - School Technology Revolving Loan Program
  - Teacher Service Records
  - Early Childhood eGMS Grants



# Fall Enrollment Counts Submission

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## SIS Reports – Fall Enrollment Counts

The screenshot displays the SIS Reports interface. On the left, a dark blue sidebar contains a menu with the following items: IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports (highlighted with a red box), Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area is titled 'Reports' and features a search bar labeled 'Search Reports...'. Below the search bar, a list of report categories is shown, including Student, Course Assignments, Summative Designation, State Reporting (highlighted with a red box), Prenatal, and Miscellaneous Reporting. The 'State Reporting' category is expanded, revealing a list of reports: Fall Enrollment Counts (with a 'Summary' button highlighted in a red box), Spring Enrollment Counts (with a 'Summary' button), Homeless Counts (with a 'Summary' button), End of Year Reports, Report Card and Accountability Reports, and Prenatal. The top right corner of the interface includes links for 'Helpful Resources' and 'Contact Technical Support'.

# Fall Enrollment Counts Submission

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## Fall Enrollment Counts Criteria

The screenshot shows the SIS interface for Fall Enrollment Counts. The left sidebar contains navigation options: Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area is titled "Fall Enrollment Counts" and contains a form with the following fields:

- School Year: 2022
- Region: - Select Region -
- Category: [Dropdown]
- District: [Dropdown]
- School: [Dropdown]
- Enter the 15 digit RCDTS Code: [Text Input]
- Or:  Home  Serving
- Grade: All Grades
- Gender:  Both  Male  Female
- Read First Indicator:  Both  Yes  No
- Read Improve Indicator:  Both  Yes  No
- Title One Indicator: All
- Homeless Indicator:  Both  Yes  No
- Migrant Indicator:  Both  Yes  No
- SES Indicator:  Both  Yes  No
- EL Indicator:  Both  Yes  No
- IDEA Services:  Both  Yes  No
- FRL/Low Income Indicator:  Both  Yes  No
- 21st Century Indicator:  Both  Yes  No
- Native Language: All Languages
- Race/Ethnicity: All Races
- Eligible For Immigrant Education:  Both  Yes  No
- Private School Student Indicator:  Both  Yes  No
- Military Connected Student Indicator:  Both  Yes  No

At the bottom of the form, there are two buttons: "View Report" and "Create PDF Report".

# Fall Enrollment Counts Submission

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## Fall Enrollment Counts Report

### Fall Enrollment Counts for 2021 School Year

8/2/2021 10:34 am

SIS Home District: 12345678901 ISBE Test District

Selection Criteria: Enrolled As Of = 10/01/2020

Grade Level:	All	Total
Total Students:		5015
Race: American Indian or Alaska Native		2
Race: Asian		2
Race: Black or African American		4825
Race: Hispanic or Latino		80
Race: Native Hawaiian or Other Pacific Islander		5
Race: Two or More Races		49
Race: White		52
Native Language: Apache		4
Native Language: Chuj		1
Native Language: English		4943
Native Language: Other		1
Native Language: Spanish		66



# Fall Enrollment Counts Submission

## Evidence Based Funding Verification

Illinois State Board of Education

Helpful Resources Contact Technical Support

### Evidence Based Funding Enrollment Counts

#### Enrollment Counts for School Year 2022

Superintendent Verification

- Fall Enrollment Counts Confirmation is not available at this time.
- Spring Enrollment Counts Confirmation is not available at this time.

Enrollment Type	Enrollment Period	Special Ed Pre K	Kindergarten Half Day	Kindergarten	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Total
Home Student Enrollment	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Students from Deactivated Schools being Served by Other Districts	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Students Served by State Authorized Charter Schools	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
English Learners (PreK-12)	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Special Education Pre-K Students	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Students Served from Deactivated Schools	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Special Education Youth in Care	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Students Served by State Funded Schools	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Tuition-In Students	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Youth In Care in County Detention Centers	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Youth In Care in Group Homes	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Students Served by ROEs	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

[Download a List of Possible Special Education Youth-in-Care Students](#)





# Illinois State Board of Education

Service Provider (IDEA Services only)

Deadline: November 12, 2021

# Service Provider (IDEA Services only)

94

**IDEA Services students will have one Service Provider identified for each enrollment.**

- 01 – Yes (IEP/ISP)
- 02 – No

*Note: ISP Students must be identified as Private School Students (PSS Indicator = Yes)*

## **Service Provider- Required for I-STAR**

- Service Provider will default to the Serving RCDTS.
  - The Serving RCDTS code uniquely identifies the school/program where a student is educated.
- Service Provider RCDTS should NOT end in 6100, 6000, or 0000 for Special Education Cooperatives or Private Special Education Facilities.
- Service Provider is the entity providing services to the student and may or may not be the serving location.
- Service Provider data can only be edited by Home district (either online or batch file).
- For improved security, Service Providers will only be able to view students for which they provide services.
- Service Providers can update Student Course Assignments.



# Service Provider (IDEA Services only)

95

- **SIS/I-STAR Interaction**
  - All Students **MUST** have SIDs.
    - Parochial students
    - Birth to 3
    - Students evaluated and **NOT** served
  - Accurate Enrollment Districts and Dates directly affect funding.
    - RCCTS for Home = Resident District in I-STAR
    - RCCTS for Service Provider in SIS = State Serving Program in I-STAR
    - RCCTS for Serving in SIS = Serving School in I-STAR (Physical location of the student)
    - Enrollment/Exit Dates in SIS must encompass Begin/End Dates in I-STAR
  - I-STAR assumes SIS data is accurate.
  - I-STAR will provide errors when it validates against SIS data that does not match.
    - Changes may need to be made in I-STAR or SIS
  - If I-STAR records are disapproved, claims cannot be submitted and there will be an impact on funding for the district.

# Service Provider (IDEA Services only)

96

## How ISTAR/SIS Enrollments are Matched

- For students placed at a special-ed private facility (Fund B or F), ISTAR will be matching the private facility RCDTS to the SIS Serving School
  - We will be match to the SCHOOL level, not at the district level.
  - **This means** that staff will need to know the specific program at the facility that the student is placed in order to choose the correct RCDTS.
- For students who are home schooled (Fund P), ISTAR will be expecting an enrollment in the current school year.
  - **This means** that staff will need to know how to enter a student who is not attending the school full time.



# Service Provider (IDEA Services only)

97

## Special Education Report: SIS and I-STAR Alignment Report

The screenshot shows the SIS (State Information System) interface for the Illinois State Board of Education. On the left is a dark blue navigation menu with the following items: Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports (highlighted with a red box), Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area has a search bar and a list of report categories. The 'Special Education' category is expanded, showing a list of reports. The 'SIS and I-STAR Alignment Report' is highlighted with a red box, and a 'Details' link is visible to its right. Other categories include Student, Course Assignments, Student and Teacher Reports, Missing Courses, Summative Designation, State Reporting, Prenatal, and Miscellaneous Reporting.

# Service Provider (IDEA Services only)

98

## SIS and I-STAR Alignment Report: Errors Only

The screenshot displays the SIS and I-STAR Alignment Report interface. The left sidebar contains navigation options: Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area shows the following filters:

- School Year: 2021
- School: All Schools
- Report:  All  Errors Only
- Sort By: Home Error

At the bottom of the filter section, there are two buttons: "View Report" and "Create PDF Report". The "Create PDF Report" button is highlighted with a red box.

# Service Provider (IDEA Services only)

## SIS and I-STAR Alignment Report

### Illinois State Board of Education Student Information System 2021 SIS and I-STAR Alignment Report

7/20/2021 10:12 am

This report is intended to help align data from the Student Information System (SIS) and the IEP Special Education Tracking and Reporting system (I-STAR). The fields collected in each system are displayed across the page and are aligned with the corresponding element from the other system. If the data is missing from the field, it must be entered into the corresponding system. If the data is incorrect, district personnel should determine which system has the data entered incorrectly and proceed by correcting the data in that system.

- If Home school and or Serving school is incorrect in SIS, the student's enrollment must be exited as "Erroneous" with the Exit Enrollment Date set equal to the Enrollment Start date.
- If Service Provider is incorrect in SIS, update it by searching the student and updating the Service Provider. The student must be actively enrolled to update the Service Provider.
- IEP indicator and Private School Student indicator (PSS) must match the Fund Code entered into I-STAR. The PSS indicator indicates the student has a possible Individual Service Plan (ISP) in SIS.
- Student approval start and end dates in I-STAR must coincide with the SIS Student Enrollment start and end dates. Every approval record in I-STAR requires an enrollment record in SIS to be approved. An approval record in I-STAR should not begin before the SIS enrollment start date. An I-STAR approval record must end before the student's enrollment is exited. If these dates are out of range, the data must be corrected in the corresponding system.

Home District RCDTS: 12345678901

Home District Name: ISBE SD 101

Selection Criteria: Errors Only = Yes Sorted By: Home District Errors, Name

SID	Name	TEST, NAME		Date of Birth			
123456789		TEST, NAME		02/05/2002			
- SIS -	Home School:	Serving School:	Provider School:	IDEA Serv or PSS Ind:	Enrollment Start:	Enrollment End:	
- I-Star -	Resident District: 12345678901 No Match	Dist of Serving: 12345678901 No Match	Serving District: 12345678901 No Match	Fund Code: E (IEP) No Match	Approval Start: 08/15/2019 Dates Out of Range	Approval End: Dates Out of Range	
123456789		TEST, NAME		03/11/2000			
- SIS -	Home School:	Serving School:	Provider School:	IDEA Serv or PSS Ind:	Enrollment Start:	Enrollment End:	
- I-Star -	Resident District: 12345678901 No Match	Dist of Serving: No Match	Serving District: not found No Match	Fund Code: B (IEP) No Match	Approval Start: 08/12/2019 Dates Out of Range	Approval End: Dates Out of Range	
123456789		TEST, NAME		04/18/2003			
- SIS -	Home School: 123456789012345	Serving School: 123456789012345	Provider School: 123456789012345	IDEA Serv or PSS Ind: IEP	Enrollment Start: 09/02/2020	Enrollment End: 10/07/2020	
- I-Star -	Resident District: No Match	Dist of Serving: No Match	Serving District: No Match	Fund Code: () No Match	Approval Start: Dates Out of Range	Approval End: Dates in Range	
- SIS -	Home School: 123456789012345	Serving School: 123456789012345	Provider School: 123456789012345	IDEA Serv or PSS Ind: IEP	Enrollment Start: 01/19/2021	Enrollment End: 04/08/2021	
- I-Star -	Resident District: No Match	Dist of Serving: No Match	Serving District: No Match	Fund Code: () No Match	Approval Start: Dates Out of Range	Approval End: Dates in Range	



# Service Provider (IDEA Services only)

100

## Student Enrollment – Service Provider Link

The screenshot displays the SIS interface for a student named Test1. The 'Enrollments' tab is active, showing a table of enrollment details. The 'RCDS for Service Provider' field is highlighted with a red box, indicating the current service provider link. The 'Edit' button next to it is also highlighted. The interface includes a sidebar with navigation options and a top header with the Illinois State Board of Education logo and user information.

Field	Value
SID	123456789
Legal Last Name	Test1
Legal First Name	Test
Legal Middle Name	
Enrollments	1 2 3 4 5 6 7 8 9
Enrollment Status	Enrollment is active
School Year for Serving	2021
Enrollment Type for Serving	Transfer in from within District
Entry/Grade Level for Serving	2 - Grade 2
Enrollment Date for Serving	06/21/2021
Exit Date	
Exit Status	
Exit Type	
RCDS for Home	123456789012345
RCDS for Serving	123456789012345
RCDS for Service Provider	123456789012345 <a href="#">Edit</a>
Percent of Day Attended (PDA)	1.00
Tuition In	No
Dual Language	Not A Participant in Dual Language Program
Language of Instruction	
Student Course Assignment	<a href="#">View Details</a>
Physical Restraint and Time Out	<a href="#">View Details</a>
Student Attendance	<a href="#">View Details</a>
Discipline	
Homeless	
504 Plan	<a href="#">View Details</a>
Regional Safe School Program	

[Add Enrollment](#)

# Service Provider (IDEA Services only)

101

## Student Enrollment – Service Provider Edit

Illinois State Board of Education

Helpful Resources Contact Technical Support

< Back To Enrollment

### Service Provider

SID: 12456789  
Legal Last Name: Test1  
Home RCDTS: 123456789012345

Legal First Name: Test  
Serving RCDTS: 123456789012345

Middle Name:  
Service Provider: 123456789012345

Same as Serving RCDTS

Enter 15 digit RCDTS Code

Select Region, Category, District and School

Region: - Select Region -

Category:

District / Entity:

School:

Submit



# Service Provider (IDEA Services only)

102

## SIS Reports – Enrollment Report (Service Provider)

The screenshot shows the SIS Reports interface. The left sidebar contains the following menu items: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports (highlighted), Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area is titled 'Reports' and includes a search bar. Below the search bar, there is a 'Student' dropdown menu. The 'Demographics and Enrollment' menu item is highlighted with a red box. The 'Enrollments' report is highlighted with a red box and has 'Summary' and 'Details' links. The 'Enrollments' report is the selected report.

Report Name	Summary	Details
Demographics	Summary	Details
<b>Enrollments</b>	<b>Summary</b>	<b>Details</b>
Current Enrollment vs Previous Enrollment	Summary	
Enrollment Grade Discrepancies	Summary	
Enrollment Anomalies		Details
Enrollment Transfer	Summary	Details
Eligible For Immigrant Education (2007 - 2014)	Summary	Details
Eligible For Immigrant Student Program (2015 and later)	Summary	Details
Student Address	Summary	Details
504 Plan	Summary	Details
Gifted and Accelerated	Summary	Details
Deactivated School Districts (only for deactivated schools)	Summary	Details
Detention Center Enrollment Report		Details
Historical Demographics Report	Summary	Details

# Service Provider (IDEA Services only)

103

## Enrollment Report - Select Service Provider

The screenshot displays the SIS (State Information System) interface for the Illinois State Board of Education. The page is titled "Enrollments" and is part of a "Reports" section. The left sidebar contains navigation options such as Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, and District Data Verification. The main content area shows configuration options for the enrollment report, including School Year (Active Enrollments Only), School (All Schools), Grade (All Grades), IDEA Services (Both selected), Private School Student Indicator (Both selected), Tuition-In (Both selected), Dual Language (All), and Sort By (Name). The "Service Provider" radio button is selected and highlighted with a red box. Below the configuration options, there are two buttons: "View Report" and "Create PDF Report", with the latter also highlighted by a red box. The top right corner of the page includes links for "Helpful Resources" and "Contact Technical Support".



# Service Provider (IDEA Services only)

104

- **What SIS report displays the Service Provider Data?**
  - Student Enrollment Reports

8/2/2021 10:39 am

**Illinois State Board of Education**  
**Student Information System**  
**Enrollment (Detail)**

---

**Service Provider RCDTS: 123456789012345**  
Service Provider Name: ISBE Test SD

Selection Criteria: Currently Enrolled Students Only    Sorted By: Name

SID	Name	Date of Birth					Dual Lang:	Reason:
123456789	Test1, Test	10/25/2015					Not A P	
Home: 123456789012345    Serving: 123456789012345		<b>Provider: 123456789012345</b>	Grade: K	PDA: 1.00	Start: 10/29/2020	End:		
123456789	Test2, Test	01/02/2014					Not A P	
Home: 123456789012345    Serving: 123456789012345		Provider: 123456789012345	Grade: 1	PDA: 1.00	Start: 08/20/2020	End:		





# Illinois State Board of Education

Student Address

Deadline: November 12, 2021

# Student Address

106

- Student Address
  - Online
  - Batch
- Students exited that have IDEA Services set to “Yes” must have an active address record
- Students that are Low Income and participating in a CEP or NSLP School as part of the P-EBT program
- Primary address (the resident household)
  - Optional secondary address
- The student address must be provided for a student in grades Pre-K–12 when the IDEA Services has been set to “Yes” in SIS on the Program Indicator tab or student is Low Income and participating in a CEP or NSLP School as part of the P-EBT program



# Student Address

107

- SIS will only check for a student's address upon exit enrollment. If the student is not IDEA Services or Low Income at that time, the address validation will not be enforced.
- Students may or may not be IDEA Services when address data is submitted. An address may be provided for a non-IDEA Services student; however, it is not required.
- An address may only be provided by the Home district of the active enrollment.
  - A home district can change the status from "Active" to "Inactive" to remove the address record.

# Student Address

108

## Student Demographics – Student Address Link

The screenshot shows the SIS interface for a student's demographics. The 'Demographic' tab is selected and highlighted with a red box. The student's information is displayed in a table-like format. The 'Student Address' link is also highlighted with a red box.

Field	Value	Action
SID	123456789	
Legal Last Name	Test	
Legal First Name	Test	
Legal Middle Name		
Date of Birth	01/01/2000	
Gender	Female	
Race/Ethnicity	Black or African American	
Student Lineage (Jr, II)		
Birth Place Name		
Mother's Maiden Name		
EL Screener	<a href="#">View Details</a>	
Seal of Biliteracy Awards		
Student Address		<a href="#">View Details</a>
Gifted and Accelerated		<a href="#">View Details</a>

[Edit](#)

# Student Address

109

## Edit Student Address

Illinois State Board of Education

Helpful Resources | Contact Technical Support

< Back To Demographic

### Student Address

SID: 123456789      Legal Last Name: Test      Legal First Name: Test      Date Of Birth: 01/01/2000      Home RCDS: 123456789012345

Primary Address

Status  ACTIVE  INACTIVE

Street Address 1

Street Address 2

City

State

Zip

Zip + 4

Cancel



# Student Address

110

- **What SIS report displays the Student Address Data?**
  - Student Address Reports

The screenshot shows the SIS Reports interface. The left sidebar contains a menu with 'Reports' highlighted. The main area shows a list of reports under the 'Demographics and Enrollment' category. The 'Student Address' report is highlighted with a red box, and its 'Summary' and 'Details' links are also highlighted.

Report Name	Summary	Details
Demographics	Summary	Details
Enrollments	Summary	Details
Current Enrollment vs Previous Enrollment	Summary	
Enrollment Grade Discrepancies	Summary	
Enrollment Anomalies		Details
Enrollment Transfer	Summary	Details
Eligible For Immigrant Education (2007 - 2014)	Summary	Details
Eligible For Immigrant Student Program (2015 and later)	Summary	Details
<b>Student Address</b>	<b>Summary</b>	<b>Details</b>
504 Plan	Summary	Details
Gifted and Accelerated	Summary	Details
Deactivated School Districts (only for deactivated schools)	Summary	Details
Detention Center Enrollment Report		Details

# Student Address

111

## Student Address Report

### Illinois State Board of Education Student Information System 2022 Student Address Report

8/24/2021 8:25 am

SIS Home District: 12345678901 ISBE Test District

Selection Criteria: IDEA Services = Yes Sorted By: Student Name

Errors: 1 - Missing Required Address 2 - No Active Address

Student ID	Name	Birth Date	IDEA Services	FRL/Low Income	Address Completed	Errors
123456789	Test, Test	01/01/2000	Yes	Yes	Yes	

Home RCDTS: 123456789012345 Status: Active Type: Primary Address: 100 ISBE Street ISBE, IL 12345

Total Students: 1





# Illinois State Board of Education

## Early Learning Updates

# 2022 School Year Birth to 3 Updates

113

## New View/Edit Birth to 3 page

- Indicator Updates
  - Updated data collection screen
    - Data collection now grouped by sections
  - Required field updates
    - Family Structure
      - Select one of the following – Both Parents in Home, Living with an Adult other than Guardian, Parents have joint custody, Single Parent Family, or Youth in Care
    - Child Welfare Involvement Within the Past Year
      - Select Yes or No
    - Child of Teen Parents (If Family Structure is not “Youth in Care”)
      - Select Yes or No
    - Number of Months Child was Breastfed during Enrollment
      - Enter a number equal to, or less than, total number of months enrolled
    - Infant Born with a Low Birth Weight
      - Select Yes or No
    - Preterm Birth (before 37 weeks) (If Family Structure is not “Youth in Care”)
      - Select Yes or No
    - Total Number of Hours Student spent in DCFS Licensed Child Care Home During the Fiscal Year (PI hours only)
      - Enter a number equal to or less than 8760



# 2022 School Year Birth to 3 Updates

114

## New View/Edit Birth to 3 page

- Other Updates
  - Youth in Care is now included in Family Structure
  - Screening for Eligibility Tool is now Developmental Screening
  - Screening for Social Emotional Development is now Child Developmental Screening for Social and Emotional Development
  - Service Location has been moved to Programs and Providers
  - Program Model has been moved to Programs and Providers



# Indicators Field Categories

115

Birth to 3 add/edit page has been updated and now is broken into categories.

Family

Parent

Child

(Note: The Indicator page must be filled out, and saved, prior to being able to access Programs & Providers, Well Child Visits, Prenatal, or Caregivers pages.)

The screenshot displays the SIS interface for the Illinois State Board of Education. On the left is a navigation menu with options like Home, Student, Search, Request New SID, Multiple SID Merge, Exit Enrollment, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, Seal of Biliteracy Application, and Log Out. The main content area shows a student profile for 'DOBgradelevelabhqstz CFHNQSY abhqstzCFHNQSY' with enrollment date '08/11/2020 - Present' and RCDTS for Home and Serving both as '500821890223006'. Below the profile is a list of indicators: Programs & Providers, Well Child Visits, Prenatal, and Caregivers. The 'Indicators' section is active, showing a message: 'The indicators below must be completed before you can access the other Birth to Three sections.' The 'Family' section contains: 'Total Number of Home Visits During the Fiscal Year' (text input), 'Family Structure' (dropdown), 'Household Income Criteria' (dropdown), and five radio button questions about receiving Child Support, TANF, WIC, Housing Subsidy, and SNAP. The 'Parent' section contains: 'Total Number of Parent Groups/Sessions Attended During the Fiscal Year' (text input), 'Biological Mother's Date of Birth' (text input), and a radio button question about marriage at birth. The 'Child' section contains a radio button question about 'Child Welfare Involvement Within the Past Year'.

# Indicators New Required Fields (Family Section)

116

The following new data field is required to be able to save a new, or updated, record:

**Family Structure**

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options such as Home, Student, Assessment, and Reports. The main content area shows the 'Indicators' section for a student record. The 'Family' section is highlighted, and the 'Family Structure' field is marked as required. The form includes several input fields and radio buttons for various indicators.

**Indicators**

The indicators below must be completed before you can access the other Birth to Three sections.

**Family**

Total Number of Home Visits During the Fiscal Year

**Family Structure**

Household Income Criteria

Student's Family is Receiving Child Support  Yes  No

Student's Family is Receiving TANF  Yes  No

Student's Family is Receiving WIC  Yes  No

Student's Family is Receiving a Housing Subsidy  Yes  No

Student's Family is Receiving SNAP  Yes  No

**Parent**

Total Number of Parent Groups/Sessions Attended During the Fiscal Year

Biological Mother's Date of Birth

Parent was Married at time of Student's Birth  Yes  No

**Child**

Child Welfare Involvement Within the Past Year  Yes  No

# Indicators New Required Fields (Child Section)

117

- The following new data fields are required to be able to save a new, or updated, record:
- **Child Welfare Involvement Within the Past Year**
- **Child of Teen Parents** (If Family Structure is not "Youth in Care")
- **Number of Months Child was Breastfed during Enrollment**
- **Infant Born with a Low Birth Weight**
- **Preterm Birth (before 37 weeks)** (If Family Structure is not "Youth in Care")
- **Total Number of Hours Student spent in DCFS Licensed Child Care Home During the Fiscal Year (PI hours only)**

The screenshot displays the SIS (State Information System) interface for the Illinois State Board of Education. The user is logged in as 'IBM SIS Test User'. The left sidebar contains navigation options such as Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, Seal of Biliteracy Application, and Log Out. The main content area shows the 'Child' section form with the following fields and indicators:

- Prenatal** (0)
- Caregivers** (0)
- Total Number of Parent Groups/Sessions Attended During the Fiscal Year: 1
- Biological Mother's Date of Birth: 09/01/1990
- Parent was Married at time of Student's Birth: Yes (selected), No
- Child**
- Child Welfare Involvement Within the Past Year**: Yes, No (No selected)
- Child of Teen Parents**: Yes, No (No selected)
- Number of Months Child was Breastfed during Enrollment**: 1
- EI Number - Optional: Enter a number
- Infant Born with a Low Birth Weight**: Yes, No (No selected)
- Preterm Birth (before 37 weeks)**: Yes, No (No selected)
- Total Number of Hours Student spent in DCFS Licensed Child Care Center During the Fiscal Year (PI hours only): 10
- Total Number of Hours Student spent in DCFS Licensed Child Care Home During the Fiscal Year (PI hours only)**: 10
- Developmental Screening: Ages & Stages Questionnaire®
- Child Developmental Screening for Social and Emotional Development: Not Screened
- Save** button

At the bottom of the page, there are links for Agency Information, Accessibility, Privacy Policy, and Careers at ISBE.



# Indicators Screen Update (Family Section)

118

■ Youth in Care, previously a Yes/No indicator, has been included in the **Family Structure** drop down menu.

The screenshot displays the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options such as Home, Student, Search, Request New SID, Multiple SID Merge, Exit Enrollment, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, Seal of Biliteracy Application, and Log Out. The main content area shows the student's profile with the name DOBgradelevelabhqstz CFHNQSY abhqstzCFHNQSY and enrollment date 08/11/2020 - Present. Below the profile is a list of indicators: Indicators (checked), Programs & Providers (0), Well Child Visits (0), Prenatal (0), and Caregivers (0). The 'Indicators' section is expanded to show the 'Family' section. The 'Family Structure' dropdown menu is open, showing options: Both Parents in Home, Select a value, Both Parents in Home, Living with an Adult other than Guardian, Parents have joint custody, Single Parent Family, and Youth in Care (highlighted). Other indicators in the Family section include: Total Number of Home Visits During the Fiscal Year (1), Household Income Criteria, Student's Family is Receiving Child Support, Student's Family is Receiving TANF, Student's Family is Receiving WIC, Student's Family is Receiving a Housing Subsidy, and Student's Family is Receiving SNAP. The 'Parent' section includes: Total Number of Parent Groups/Sessions Attended During the Fiscal Year (1), Biological Mother's Date of Birth (09/01/1990), and Parent was Married at time of Student's Birth (Yes/No). The 'Child' section includes: Child Welfare Involvement Within the Past Year (Yes/No) and Child of Teen Parents (Yes/No).

# Indicators Screen Update (Child Section)

119

- Screening for Eligibility Tool is now **Developmental Screening**
- Screening for Social Emotional Development is now **Child Developmental Screening for Social and Emotional Development**
- (Note: Service Location has been moved to Programs and Providers)
- (Note: Program Model has been moved to Programs and Providers)

The screenshot displays the SIS interface for the Child section. The navigation menu on the left includes options like Home, Student, Assessment, and Teacher. The main content area shows a form with the following fields:

- Prenatal: 0
- Caregivers: 0
- Total Number of Parent Groups/Sessions Attended During the Fiscal Year: 1
- Biological Mother's Date of Birth: 09/01/1990
- Parent was Married at time of Student's Birth: Yes (selected), No
- Child Welfare Involvement Within the Past Year: No (selected), Yes
- Child of Teen Parents: No (selected), Yes
- Number of Months Child was Breastfed during Enrollment: 1
- EI Number (Optional): Enter a number
- Infant Born with a Low Birth Weight: No (selected), Yes
- Preterm Birth (before 37 weeks): No (selected), Yes
- Total Number of Hours Student spent in DCFS Licensed Child Care Center During the Fiscal Year (PI hours only): 10
- Total Number of Hours Student spent in DCFS Licensed Child Care Home During the Fiscal Year (PI hours only): 10
- Developmental Screening: Ages & Stages Questionnaire®
- Child Developmental Screening for Social and Emotional Development: Not Screened

The 'Save' button is located at the bottom right of the form. The footer includes links for Agency Information, Accessibility, Privacy Policy, and Careers at ISBE.

# 2022 School Year Birth to 3 Updates

120

## Programs and Providers (New Collection)

- Displays any current Programs listed for the student
  - Provider(s) will display under the Program if one, or more, have been created and attached to the Program
- Create a Program
  - Once a Program has been created, a Provider may also be created to be attached to the Program
- Program Required Fields
  - Program
    - Select one of the following – Early Head Start or Prevention Initiative
  - Service Location
    - Select one of the following - DCFS Licensed Day Care Family Child Care Home, DCFS Licensed Day Care/Center-Based, or Home Visiting
  - Start Date
    - Must enter, or select, a date equal to or after enrollment date
- Providers Required Fields
  - Provider Type
    - Select one of the following – Family Support Specialist, Home Visitor, Teacher, or Teacher Assistant
  - IEIN
    - Must enter a valid IEIN number less than 10 digits



# Programs and Providers Landing Page

121

- Once the Indicators page has been properly filled out, and saved, the user can access the Programs and Providers page.
- The user can **view/edit** an existing Program or **create** a new Program.

The screenshot shows the SIS (State Information System) interface for the Illinois State Board of Education. The page is titled "Programs & Providers" and features a sidebar menu on the left with options like "Home", "Student", "Assessment", and "Reports". The main content area displays a user profile for "IBM SIS Test User" and a table of programs. The table has columns for Program Type, Program Model, Program Date, and Actions. A single row is visible for "Early Head Start" with a date range of "06/01/2021 - Present". Below the table, there are options for "Items per page" (set to 10) and "Show Erroneous Records". The footer includes links for "Agency Information", "Accessibility", "Privacy Policy", and "Careers at ISBE".

Program Type	Program Model	Program Date	Actions
Early Head Start	Early Head Start (EHS)	06/01/2021 - Present	

# Programs and Providers Landing Page

122

Clicking the **Toggle Providers** button will then display any **Providers** attached to the Program if available.

The screenshot displays the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options such as Home, Student, Assessment, and Reports. The main content area shows a user profile for 'DOBgradelevelabhqstz CFHNQSY abhqstzCFHNQSY' with enrollment dates from 08/11/2020 to Present. Below the profile, there are sections for Indicators, Programs & Providers (1), Well Child Visits (0), Prenatal (0), and Caregivers (0). The Programs & Providers section is expanded to show a table with columns for Program Type, Program Model, Program Date, and Actions. The table lists 'Early Head Start' with a model of 'Early Head Start (EHS)' and a date range of '06/01/2021 - Present'. Below this, the Providers section is also expanded, showing a table with columns for Provider, IEIN, Provider Date, and Actions. The table lists 'Amy Samet Teacher' with an IEIN of '265611' and a date range of '06/01/2021 - Present'. The interface includes a search bar, pagination controls, and a footer with links for Agency Information, Accessibility, Privacy Policy, and Careers at ISBE.

# View/Edit or Add Program Pop-Up

123

- When selecting to view/edit or create a new Program, a pop-up displays with the current Program information or to enter the new Program information.
- User will enter information in a top-down format starting with Program.
- (NOTE: The pop-up advises the user which fields are optional.)

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. A user is logged in as 'IBM SIS Test User'. The main content area shows a 'Programs & Providers' section with a search bar and a table of programs. A 'Back To Enrollment' link is visible at the top. A 'Programs & Providers' table is partially visible with columns for 'Program Date' and 'Actions'. A '1-1 of 1 Results' indicator is shown below the table.

The 'Add Program' pop-up form is open, displaying the following fields:

- Program** (Required): A dropdown menu with the placeholder text 'Select a value'.
- Service Location** (Required): A dropdown menu with the placeholder text 'Select a 'Program' first'.
- Program Model** (Required): A dropdown menu with the placeholder text 'Select a 'Service Location' first'.
- Start Date**: A text input field with the placeholder 'mm/dd/yyyy'.
- End Date - Optional**: A text input field with the placeholder 'mm/dd/yyyy'.
- End Reason - Optional**: A dropdown menu with the placeholder text 'Set a 'End Date' first'.

The pop-up form includes 'Close' and 'Save' buttons at the bottom right.

# Add Program Provider Pop-Up

124

Once a Program has been successfully added, a new pop-up displays asking if the user would like to add a Provider to the new Program.

If user clicks Confirm, a new pop-up displays to Add Provider

If user clicks Cancel, the Programs and Providers landing page displays with the new program.

The screenshot shows the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options like Home, Student, Assessment, and Reports. The main content area displays a 'Programs & Providers' table with columns for Program Type, Program Model, Program Date, and Actions. A pop-up dialog titled 'Add Program Provider' is overlaid on the table, asking 'Would you like to add a provider for the newly created program?' with 'Cancel' and 'Confirm' buttons.

Program Type	Program Model	Program Date	Actions
Early Head Start	Early Head Start (EHS)	06/01/2021 - Present	[Edit] [Add Provider]
Prevention Initiative	--	07/01/2021 - Present	[Edit] [Add Provider]

# Add Provider Pop-Up

125

- User will enter information in a top-down format starting with Program.

- (NOTE: The pop-up advises the user which fields are optional.)

- Once the user successfully adds the Provider, the Programs and Providers landing page displays.

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. A dark blue sidebar on the left contains navigation options such as 'Home', 'Student', 'Assessment', 'Adjusted Cohort', 'Teacher', 'Early Childhood Transition', 'Prenatal', 'Reports', 'Batch File Processing', 'District Data Verification', 'Seal of Biliteracy Application', and 'Log Out'. The main content area shows a user profile for 'IBM SIS Test User' with fields for 'DOB', 'Grade Level', 'IEIN', and 'Enrollment Date'. A 'Back To Enrollment' link is visible. A white 'Add Provider' pop-up form is overlaid on the screen, containing the following fields: 'Provider Type' (dropdown), 'IEIN' (text input), 'Gateways Registry Member Id - Optional' (text input), 'Provider has a Gateways Credential - Optional' (dropdown), 'Start Date' (text input with '07/01/2021' entered), 'End Date - Optional' (text input with 'mm/dd/yyyy' placeholder), and 'End Reason - Optional' (dropdown with 'Set a 'End Date' first' selected). 'Close' and 'Save' buttons are at the bottom of the pop-up. In the background, a table with columns 'Program Date' and 'Actions' is partially visible, showing rows for '06/01/2021 - Present' and '07/01/2021 - Present'. The footer of the page includes 'Agency Information', social media icons, 'Accessibility', 'Privacy Policy', and 'Careers at ISBE'.

# 2022 School Year Birth to 3 Updates

126

## Well Child Visits (New Collection)

- Displays any current Well Child Visits listed for the student
  - Current Visits can be removed (deleted) from the child's display
- Create a Well Child Visit
- Well Child Visit Required Fields
  - Type
    - Select one of the following – Newborn, By 1 month, 2 months, 4 months, 6 months, 9 months, 12 months, 15 months, 18 months, 24 months, 30 months, or 3 years
  - Date Received
    - Enter, or select, a date that is equal to or prior to the enrollment exit date. (Note: This date can be prior to the enrollment entry date)

# Well Child Visits Landing Page

127

Once the Indicators page has been properly filled out, and saved, the user can access the Well Child Visits landing page.

The user can view/edit an existing Visit, delete an existing Visit, or create a new Visit.

The screenshot shows the SIS (State Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options such as Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, Seal of Billiteracy Application, and Log Out. The main content area displays a user profile for 'DOBgradelevelabhqstz CFHNQSY abhqstzCFHNQSY' with enrollment dates from 08/11/2020 to Present. Below the profile, there are sections for 'Indicators' (checked), 'Programs & Providers' (2), 'Well Child Visits' (1), 'Prenatal' (0), and 'Caregivers' (1). The 'Well Child Visits' section is expanded to show a table with columns for Type, Date Received, and Actions. The table contains one entry: 'By 1 month' received on '06/01/2021'. The table also includes a search bar, a '+ Add' button, and pagination controls showing '1-1 of 1 Results'.

# View/Edit or Add Well Child Visits Pop-Up

128

The screenshot displays the SIS interface for the Illinois State Board of Education. A 'Well Child Visits' pop-up form is open, allowing a user to add a new visit. The form includes a 'Type' dropdown menu with 'Select a value' and a 'Date Received' field with a placeholder 'mm/dd/yyyy'. The background shows a student profile for 'DOBgradelevelabhqstz CFHNQSY abhqstzCFHNQSY' and a table of existing visits.

Type	Date Received	Actions
By 1 month	06/01/2021	

1-1 of 1 Results < >

- When selecting to view/edit or create a new Visit, a pop-up displays with the current Visit information or to enter the new Visit information.
- User will enter information in a top-down format starting with Type.
- Once the user successfully updates or adds the Visit, the Well Child Visit landing page displays.



# 2022 School Year Birth to 3 Updates

129

- Prenatal (Current Collection)
  - Removed reason of “Exited for New Fiscal Year” as an available reason to link records
  - Added reason of “Program/Services Ended” as an available reason to link records
  - No new required fields



# Prenatal Link Landing Page

130

- Once the Indicators page has been properly filled out, and saved, the user can access the Prenatal Link page.

- The Prenatal Link landing page will display one, or more, Prenatal Record(s), if applicable, that can be linked based upon the Link Rules listed by clicking the Info button.

- The Link button, listed under Actions, will begin the Prenatal Link.

The screenshot shows the SIS interface for the Prenatal Link page. On the left is a dark blue navigation sidebar with the Illinois State Board of Education logo at the top. The sidebar includes a search bar and various menu items such as 'Home', 'Student', 'Assessment', 'Adjusted Cohort', 'Teacher', 'Early Childhood Transition', 'Prenatal', 'Reports', 'Batch File Processing', 'District Data Verification', 'Seal of Billiteracy Application', and 'Log Out'. The main content area is titled 'Back To Enrollment' and features a student profile card for 'DOBgradelevelabhqstz CFHNQSY abhqstzCFHNQSY' with enrollment dates from 08/11/2020 to Present. Below the profile are sections for 'Indicators' (checked), 'Programs & Providers' (2), 'Well Child Visits' (1), 'Prenatal' (0), and 'Caregivers' (1). To the right is a 'Prenatal' table with a search bar and a table with columns: Prenatal Id, Mother's Maiden Name, Mother's Birthdate, and Actions. A single record is shown with Prenatal Id 202000325, Mother's Maiden Name Buntyn, and Mother's Birthdate 09/01/1990. The Actions column contains a blue link icon. Below the table is a pagination control showing 'Items per page 10' and '1-1 of 1 Results'. At the bottom of the page are links for 'Agency Information', 'Accessibility', 'Privacy Policy', and 'Careers at ISBE'.

# Prenatal Link Confirmation

131

- Once a user clicks the Link button to begin the Prenatal Link, a pop-up displays to confirm, or cancel, the link.
- If the user clicks “Yes, create link” then the link will be completed, and the user is taken back to the Prenatal Link landing page.
- If the user clicks “No, cancel” then the link will not be completed, and the user is taken back to the Prenatal Link landing page.

The screenshot shows the SIS (State Information System) interface for the Illinois State Board of Education. The user is logged in as 'IBM SIS Test User'. The main content area displays a 'Prenatal' record for a student with ID 'DOBgradelevelabhqstz CFHNQSY abhqstzCFHNQSY' and enrollment date '08/11/2020 - Present'. A table lists prenatal records with columns for Prenatal Id, Mother's Maiden Name, and Mother's Birthdate. A pop-up dialog titled 'Link Prenatal Record' is displayed, asking 'Would you like to link this prenatal record to this birth-to-three record?' with two buttons: 'Yes, create link' and 'No, cancel'.

Prenatal Id	Mother's Maiden Name	Mother's Birthdate	Actions
202000325	Buntyn	09/01/1990	<a href="#">Link</a>

# 2022 School Year Birth to 3 Updates

132

- Caregivers (Current Collection)
  - Updated Caregiver section
  - New Required Fields
    - First Name
      - Enter alpha characters, spaces, and/or dashes up to a maximum of 30 characters
    - Last Name
      - Enter alpha characters, spaces, and/or dashes up to a maximum of 30 characters  
(Note: Apostrophes are not accepted, names such as O'Brien should be spelled as OBrien)

# Caregivers Landing Page

133

- Once the Indicators page has been properly filled out, and saved, the user can access the updated Caregivers landing page.
- The user can **view/edit** an existing Caregiver or **create** a new Caregiver.

Illinois State Board of Education

SIS

IBM SIS Test User

Home

Student

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

District Data Verification

Seal of Biliteracy Application

Log Out

Back To Enrollment

DOBgradelevelabhqstz  
CFHNQSY  
abhqstzCFHNQSY

Enrollment Date  
08/11/2020 - Present

RCDTS for Home  
500821890223006

RCDTS for Serving  
500821890223006

Indicators ✓

Programs & Providers 2

Well Child Visits 0

Prenatal 0

Caregivers 1

Caregivers

Search

Relationship	Name	Birthdate	Actions
Biological Mother	Jane Doe	01/01/1990	<span>✎</span>

Items per page: 10

1-1 of 1 Results

Show Erroneous Records

Agency Information Accessibility Privacy Policy Careers at ISBE

# View/Edit or Add Caregivers Pop-Up

134

- When selecting to view/edit or create a new Caregiver, a pop-up displays with the current Caregiver information or to enter the new Caregiver information.
- User will enter information in a top-down format starting with Relationship.
- (NOTE: First Name and Last name are now required fields)
- Once the user successfully updates or adds the Caregiver, the Caregivers landing page displays.

The screenshot displays the SIS interface for the Illinois State Board of Education. A 'Back To Enrollment' link is visible at the top. The main content area shows a student profile with fields for 'DOB', 'gradelevel', 'CFHNQS', and 'abhqstzCFHM'. Below this, there are sections for 'Indicators', 'Programs & Provider', 'Well Child Visits', and 'Prenatal'. The 'Caregivers' section is highlighted in the left sidebar. A 'Add Caregiver' pop-up form is overlaid on the screen, containing the following fields:

- Relationship: Select a value
- Student Id: Optional, Enter a value
- First Name: Enter a value
- Last Name: Enter a value
- BirthDate: mm/dd/yyyy
- Race: Select a value
- Education Level: Select a value
- Employment Status: Select a value

Buttons for 'Close' and 'Save' are located at the bottom right of the pop-up. The background shows a table with columns for 'Birthdate' and 'Actions', with a row containing '01/01/1990' and an edit icon. The footer includes 'Agency Information', 'Accessibility', 'Privacy Policy', and 'Careers at ISBE'.

# 2022 School Year Prenatal Updates

135

- New Search Page
- Updated Data Collection Page
  - Data Collection now grouped by section
- New Required Fields in Data Collection
  - Education Received
  - Employment Status
  - Is Homeless
- Field Updates
  - Marital Status
  - RCDT/ Entity Search
  - RCDTS/ Entity Search
  - Services



# Search Page: Prenatal ID/ Maiden Name and Birthday

136

- If locating an existing record, the user can perform a search by **Prenatal ID** or by **Maiden Name and Birthdate**.

The screenshot displays the 'Prenatal Records' search interface. On the left is a dark blue sidebar with the Illinois State Board of Education logo and navigation menu items: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area has a dark blue header with 'Prenatal Records' and a search icon. Below the header is a table with columns: Prenatal Id, Name, Maiden Name, Birthdate, Started, Exited, and Actions. The table is currently empty, showing the message 'No records to display. Please update filter criteria.' To the right of the table is a search filter panel with three input fields: 'Prenatal Id' (highlighted in green), 'Maiden Name' (highlighted in blue), and 'Birthdate' (highlighted in blue). The filter panel also includes an 'OR' radio button, a 'Reset' button, and a 'Search' button. The bottom of the page features a footer with 'Agency Information', social media icons, 'Accessibility', 'Privacy Policy', and 'Careers at ISBE'.

# Search Results: Prenatal ID/ Maiden Name and Birthday

137

- The record that returns can be selected for either viewing or updating.

The screenshot shows the SIS Prenatal Records interface. On the left is a dark blue sidebar with a menu containing: IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, Seal of Biliteracy Application, and Log Out. The main content area is titled 'Prenatal Records' and features a table with the following data:

Prenatal Id	Name	Maiden Name	Birthdate	Started	Exited	Actions
202001611	Jane Doe	Smith	06/21/1990	05/01/2021		Select

To the right of the table is a search panel with a green header 'Prenatal Id' containing a text input field with the value '202001611'. Below this is an 'OR' separator, followed by a 'Maiden Name' section with a text input field, and a 'Birthdate' section with a date input field (format mm/dd/yyyy). At the bottom of the search panel are 'Reset' and 'Search' buttons. The footer of the page includes 'Agency Information', social media icons for Twitter and Facebook, and links for 'Accessibility', 'Privacy Policy', and 'Careers at ISBE'.

# Search Results: Prenatal ID/ Maiden Name and Birthday

138

- The record that returns can be selected for either viewing or updating.

The screenshot shows the SIS (State Information System) interface for Prenatal Records. The header includes the Illinois State Board of Education logo and navigation links for 'Helpful Resources' and 'Contact Technical Support'. A left sidebar contains a menu with options like 'Home', 'Student', 'Assessment', 'Adjusted Cohort', 'Teacher', 'Early Childhood Transition', 'Prenatal', 'Reports', 'Batch File Processing', 'District Data Verification', and 'Seal of Biliteracy Application'. The main content area displays a table of Prenatal Records with columns for Prenatal Id, Name, Maiden Name, Birthdate, Started, Exited, and Actions. A search panel on the right allows filtering by Prenatal Id, Maiden Name, or Birthdate, with a 'Search' button and a 'Reset' link.

Prenatal Id	Name	Maiden Name	Birthdate	Started	Exited	Actions
202001611	Jane Doe	Smith	06/21/1990	05/01/2021		Select

# Search Page: Add New Record

139

- If creating a new record, click the circled **+** button in the top right corner of the screen

The screenshot displays the SIS Prenatal Records search interface. On the left is a navigation menu with options like Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area is titled 'Prenatal Records' and contains a table with columns: Prenatal Id, Name, Maiden Name, Birthdate, Started, Exited, and Actions. The table is currently empty, displaying the message 'No records to display. Please update filter criteria.' To the right of the table is a search form with input fields for 'Prenatal Id', 'Maiden Name', and 'Birthdate' (with a date format 'mm/dd/yyyy'). There are 'Reset' and 'Search' buttons at the bottom of the form. A green box highlights a '+' button in the top right corner of the search area.

# Updated Data Collection Screen

140

- After the user selects to either view/update an existing record or add a new record, an updated data collection screen displays.
- (NOTE) The data collection is the same for both the individual data collection, and batched data.

The screenshot displays the SIS (State Information System) interface for the Illinois State Board of Education. The page is titled "Mother's Demographic" and contains several sections of data entry forms:

- Mother's Demographic:** Fields for First Name, Middle Name - Optional, Last Name, Maiden Name, Birthdate (mm/dd/yyyy), SIS Student Id - Optional, Race (Please select an option), Marital Status (Please select an option), Education Received (Please select an option), and Employment Status (Please select an option). There is also a "History" button and a checkbox for "Is Homeless" (Yes/No).
- Contact Information - Optional:** Fields for Address, City, State (dropdown menu set to Illinois), Zip Code, County (Please select an option), and Phone Number.
- Prenatal Information:** Fields for Grantee RCDT (with Entity Lookup), Serving RCDTS (with Entity Lookup), Due Date (mm/dd/yyyy), Trimester Start (Please select an option), Start Date (mm/dd/yyyy), Exit Date (mm/dd/yyyy), and Exit Reason (Please select an option).
- Services:** A table with columns for Fiscal Year, Service Type, Count, and Actions. The table is currently empty, displaying "No records to display."

The sidebar on the left includes navigation options: Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The top right corner has links for "Helpful Resources" and "Contact Technical Support".

# Data Collection Groupings

141

The new data collection screen has been broken up into the following data groupings:

Mother's Demographic

Contact Information

Prenatal Information

Services

Illinois State Board of Education

Helpful Resources Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

District Data Verification

Seal of Biliteracy Application

Log Out

Mother's Demographic

First Name Middle Name - Optional Last Name

Maiden Name Birthdate mm/dd/yyyy SIS Student Id - Optional Race Please select an option

Marital Status History Education Received Employment Status

Please select an option Please select an option Please select an option

Is Homeless

Yes  No

Contact Information - Optional

Address City State Illinois

Zip Code County Please select an option Phone Number

Prenatal Information

Grantee RCDT Entity Lookup Serving RCDTS Entity Lookup Due Date mm/dd/yyyy Trimester Start Please select an option

Start Date mm/dd/yyyy Exit Date mm/dd/yyyy Exit Reason Please select an option

Services 0

Fiscal Year	Service Type	Count	Actions
No records to display.			

# New Data Collection Required Fields Added

142

- The following new data fields are required to be able to save a new, or updated, record:

- Education Received

- Employment Status

- Is Homeless

The screenshot displays the SIS (State Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options such as Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area shows a form titled 'Mother's Demographic' with the following fields:

- Mother's Demographic:**
  - First Name, Middle Name - Optional, Last Name
  - Maiden Name, Birthdate (mm/dd/yyyy), SIS Student Id - Optional, Race (Please select an option)
  - Marital Status (Please select an option), **Education Received** (Please select an option), **Employment Status** (Please select an option)
  - Is Homeless** (Yes/No)
- Contact Information - Optional:**
  - Address, City, State (Illinois)
  - Zip Code, County (Please select an option), Phone Number
- Prenatal Information:**
  - Grantee RCDT, Serving RCDTS, Due Date (mm/dd/yyyy), Trimester Start (Please select an option)
  - Start Date (mm/dd/yyyy), Exit Date (mm/dd/yyyy), Exit Reason (Please select an option)
- Services:** A table with columns for Fiscal Year, Service Type, Count, and Actions. The table is currently empty, displaying 'No records to display.'

# Marital History Addition

143

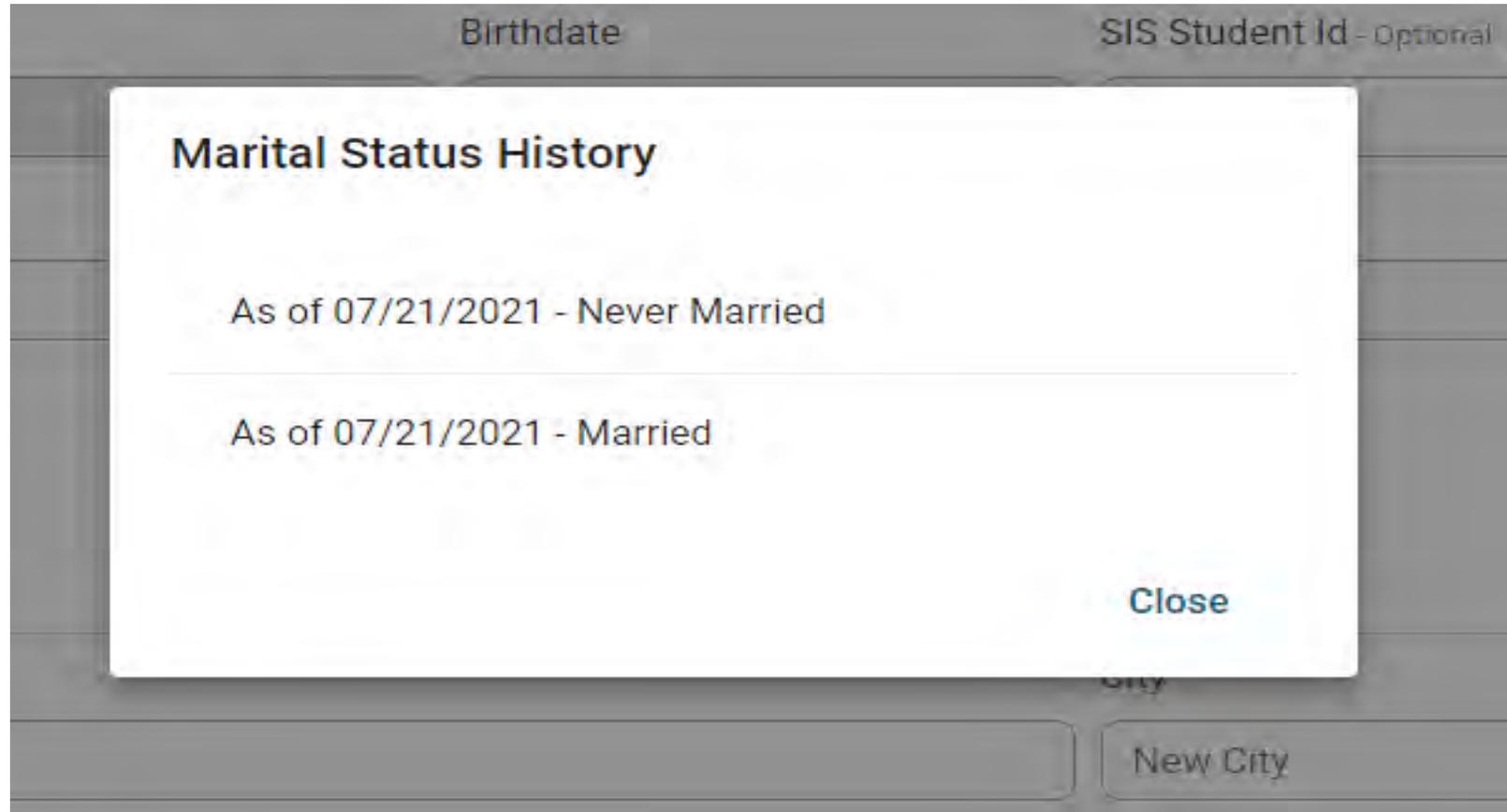
- Marital History has been added and can be viewed by clicking on the **History** button.

The screenshot displays the SIS (State Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options: IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area is titled 'Mother's Demographic' and includes several sections: 'Mother's Demographic' with fields for First Name, Middle Name - Optional, Last Name, Maiden Name, Birthdate, SIS Student Id - Optional, Race, Marital Status (highlighted in green), Education Received, and Employment Status; 'Is Homeless' with Yes/No radio buttons; 'Contact Information - Optional' with fields for Address, City, State, Zip Code, County, and Phone Number; 'Prenatal Information' with fields for Grantee RCDT, Serving RCDTS, Due Date, Trimester Start, Start Date, Exit Date, and Exit Reason; and 'Services' with a table showing Fiscal Year, Service Type, Count, and Actions. The 'History' button is highlighted in yellow. The bottom of the page indicates 'No records to display.'

# Marital History Addition

144

- When a user clicks on the **History** button, a pop-up displays showing all Marital Statuses entered, and saved.



Birthdate SIS Student Id - Optional

### Marital Status History

As of 07/21/2021 - Never Married

---

As of 07/21/2021 - Married

Close

City

New City



# Grantee RCDT Update

145

- Home RCDT has now been updated to Grantee RCDT.
- (NOTE): The Grantee is the entity that applied for funding and was approved to operate/administer an Early Childhood Block Grant Program.

The screenshot shows the SIS application interface for the Illinois State Board of Education. The left sidebar contains navigation options: Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area is titled 'Mother's Demographic' and includes fields for First Name, Middle Name (Optional), Last Name, Maiden Name, Birthdate, SIS Student Id (Optional), Race, Marital Status, Education Received, Employment Status, and Is Homeless. Below this is 'Contact Information - Optional' with fields for Address, City, State, Zip Code, County, and Phone Number. The 'Prenatal Information' section is highlighted in green and includes a 'Grantee RCDT' field, 'Serving RCDTS', 'Due Date', 'Trimester Start', 'Start Date', 'Exit Date', and 'Exit Reason'. At the bottom, there is a 'Services' table with columns for Fiscal Year, Service Type, Count, and Actions. The table currently displays 'No records to display.'

# Entity Lookup Screen

146

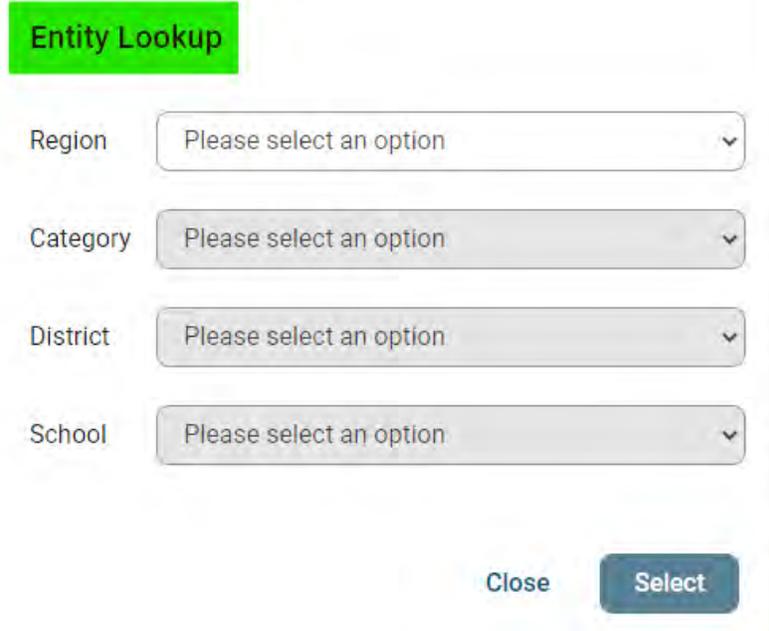
A button for Grantee RCDT Entity Lookup and Serving RCDTS Entity Lookup have been added so that the user can locate an RCDT or RCDTS number if they do not know it.

The screenshot shows the SIS application interface for the Illinois State Board of Education. The left sidebar contains navigation options: IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, Seal of Biliteracy Application, and Log Out. The main content area is titled 'Mother's Demographic' and includes fields for First Name, Middle Name (Optional), Last Name, Maiden Name, Birthdate, SIS Student Id (Optional), Race, Marital Status, Education Received, Employment Status, and Is Homeless. Below this is 'Contact Information - Optional' with fields for Address, City, State, Zip Code, County, and Phone Number. The 'Prenatal Information' section includes Grantee RCDT, Serving RCDTS, Due Date, Trimester Start, Start Date, Exit Date, and Exit Reason. Two 'Entity Lookup' buttons are highlighted in green, one next to the Grantee RCDT field and one next to the Serving RCDTS field. At the bottom, there is a 'Services' table with columns for Fiscal Year, Service Type, Count, and Actions, and a message 'No records to display.'

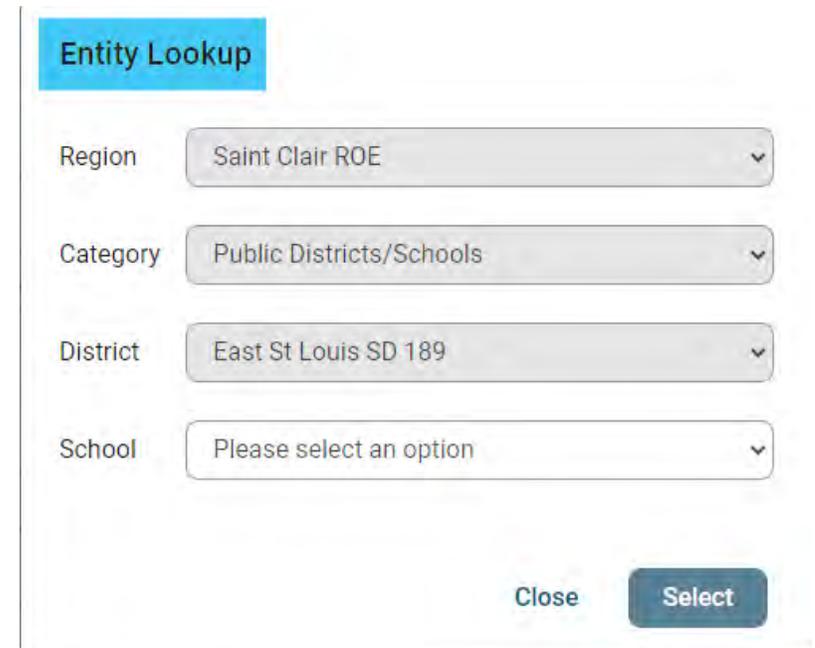
# Entity Lookup Screen

147

- Clicking the Grantee RCDT **Entity Lookup** button will display a pop-up box that has the user enter the following information:
  - Region
  - Category
  - District
  - School
- 
- Clicking the Serving RCDTS **Entity Lookup** button will display a pop-up box that has already filled in the Serving RCDTS Region, Category, and District and will only require the user to select the School.



The form is titled "Entity Lookup" in a green header. It contains four dropdown menus: "Region" (Please select an option), "Category" (Please select an option), "District" (Please select an option), and "School" (Please select an option). At the bottom right, there are two buttons: "Close" and "Select".



The form is titled "Entity Lookup" in a blue header. It contains four dropdown menus: "Region" (Saint Clair ROE), "Category" (Public Districts/Schools), "District" (East St Louis SD 189), and "School" (Please select an option). At the bottom right, there are two buttons: "Close" and "Select".



# Services Section Update

148

- The Services section has been updated to allow multiple year collection for the same, or different, service(s).
- (NOTE) User no longer needs to exit a record for “Fiscal Year” with this update.
- (NOTE) At least one service is still required on exit.

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, Seal of Biliteracy Application, and Log Out. The main content area shows a form with various fields for student information, including Marital Status, Education Received, Employment Status, Is Homeless, Contact Information (Address, City, State, Zip Code, County, Phone Number), and Prenatal Information (Grantee RCDT, Serving RCDTS, Due Date, Trimester Start, Start Date, Exit Date, Exit Reason). A 'Services' section is highlighted in green, showing a table with columns for Fiscal Year, Service Type, Count, and Actions. The table currently displays 'No records to display.' and includes 'Back' and 'Save' buttons. The footer contains links for Agency Information, Accessibility, Privacy Policy, and Careers at ISBE.

# Services Section Update

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- The Services section has been updated to allow multiple year collection for the same, or different, service(s).
- (NOTE) At least one service is still required on exit.

The screenshot displays the SIS (State Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area shows a user profile form with the following sections:

- Personal Information:** Married (dropdown), High Schol Diploma/GED (dropdown), Employed 20 hours or more per week (dropdown).
- Homeless Status:** Is Homeless (checkboxes for Yes and No, with No selected).
- Contact Information - Optional:** Address (123 Sesame Street), City (New City), State (Illinois), Zip Code (61234), County (Sangamon), Phone Number (999-999-9999).
- Prenatal Information:** Grantee RCDT (51084186025), Serving RCDTS (50082189022001C), Due Date (09/01/2021), Trimester Start (2nd Trimester), Start Date (05/01/2021), Exit Date (mm/dd/yyyy), Exit Reason (Please select an option).
- Services:** A table with 4 columns: Fiscal Year, Service Type, Count, and Actions. It contains two rows: 2022 Parent Groups/Sessions (Count: 2) and 2021 Home Visits (Count: 1).

At the bottom of the form are 'Back' and 'Save' buttons. The footer includes 'Log Out', 'Agency Information', 'Accessibility', 'Privacy Policy', and 'Careers at ISBE'.



# Illinois State Board of Education

## School Year 2022 Updates

# When Use of RTO is Permitted

## Public Act 102-0339

***Isolated time out, time out, and physical restraint, other than prone physical restraint, may be used only if:***

- (i) The student's behavior presents an imminent danger of serious physical harm to the student or to others;
- (ii) Other less restrictive and intrusive measures have been tried and have proven to be ineffective in stopping the imminent danger of serious physical harm;
- (iii) There is no known medical contraindication to its use on the student; and
- (iv) The school staff member or members applying the use of time out, isolated time out, or physical restraint on a student have been trained in its safe application, as established by rule by the State Board of Education.



# Definitions

**Time out** - A behavior management technique for the purpose of calming or de-escalation that involves the involuntary monitored separation of a student from classmates with an adult trained under 1.285(i) for part of the school day, only for a brief time, in a non-locked setting. [23 IAC 1.285(a)(2)]

**Isolated time out** – The involuntary confinement of a student alone in a time out room or other enclosure outside the classroom without a supervising adult in the time out room or enclosure. [23 IAC 1.285(a)(1)]

**Physical Restraint** – Holding a student or otherwise restricting a student's movements. [23 IAC 1.285 (b)]



# Definitions (continued)

**Supine restraint** – A physical restraint in which a student is held face up on the floor or other surface and physical pressure is applied to the student's body to keep the student in the supine position. [23 IAC 1.285(d)(5)]

**Prone restraint** – A physical restraint in which a student is held face down on the floor or other surface and physical pressure is applied to the student's body to keep the student in the prone position. [23 IAC 1.285(d)(5)]

Prone restraint is allowed in school year 2021- 22.

# Prone Restraint Requirements

1. The student's Behavior Intervention Plan specifically allows for prone restraint of the student
2. The Behavior Intervention Plan was put into place before January 1, 2021
3. The student's Behavior Intervention Plan has been approved by the IEP team
4. The school staff member or staff members applying the use of prone restraint on a student have been trained in its safe application as established by rule by the State Board of Education
5. The school must be able to document and demonstrate to the IEP team that the use of other de-escalation techniques provided for in the student's Behavior Intervention Plan were ineffective
6. The use of prone restraint occurs within the 2021-2022 school year.



# Definitions (SIS)

Prone Restraint (only required if Event Type is Prone)

- **BIP Allowed** – The Behavior Intervention Plan (BIP) in the student's IEP specifically notes that prone restraint can be used, and BIP was created prior to January 1, 2021.
- **BIP Approved** – The Behavior Intervention Plan was created by and agreed upon by members of the IEP team, if the IEP was finalized the BIP was approved.
- **De-escalation** – Interventions used prior to a prone restraint in an attempt avoid doing the restraint



# Definitions (continued)

**Mechanical restraint** - means the use of any device or equipment to limit a student's movement or to hold a student immobile. Mechanical restraint does not include any restraint used to

- i. Treat a student's medical needs
- ii. Protect a student who is known to be at risk of injury resulting from a lack of coordination or frequent loss of consciousness
- iii. Position a student with physical disabilities in a manner specified in the student's individualized education program, federal Section 504 plan, or other plan of care
- iv. Provide a supplementary aid, service, or accommodation, including, but not limited to, assistive technology that provides proprioceptive input or aids in self-regulation or
- v. Promote student safety in vehicles used to transport students.



# Definitions (continued)

**Chemical restraint** - Means the use of medication to control a student's behavior or to restrict a student's freedom of movement.

- Chemical restraint does not include medication that is legally prescribed and administered as part of a student's regular medical regimen to manage behavioral symptoms and treat medical symptoms.



# Mechanical and Chemical Restraint

Mechanical restraint and chemical restraint are prohibited for all Illinois students.



# Definitions (continued)

## Time Out/Isolated Time Out Additional Considerations

The deprivation of necessities needed to sustain the health of a person, including, without limitation, the denial or unreasonable delay in the provision of the following, is prohibited:

- (1) Food or liquid at a time when it is customarily served;
- (2) Medication; or
- (3) The use of a restroom.

Except in circumstances in which there is a risk of self-injury or injury to staff or others, a student in isolated time out or time out shall not have his/her/their clothing removed, including, but not limited to, shoes, shoelaces, boots, or belts.



# Definitions (SIS)

Timeout Out/Isolated Time Out *(only required if Event Type is Time Out or Isolated Time Out)*

- **Food/Drink Access** – At customary times and if reasonable to provide, the student was allowed food and drink access.
- **Restroom Access** – If requested, or at customary times, the student was allowed to use the restroom.
- **Medication Access** – The student's medication was provided at the prescribed times.
- **Clothing Removed** – Unless the student removed the clothing him/herself or if the clothing on the student's body is presenting a safety concern for themselves or staff engaged in the RTO, the student's clothing should remain on their body. This includes shoes, shoelaces, boots, or belts.



# Definitions (SIS)

Timeout Out/Isolated Time Out (only required if Event Type is Time Out or Isolated Time Out)

- **Met Code Requirements**

- Time out/Isolated Time Out enclosure is the same ceiling height as the surrounding room.
- Meets 23 IAC 180 requirements.

- **Room Construction**

- Constructed of materials that cannot be used by students to harm themselves or others.
- NO electrical outlets or exposed wiring.
- NO object within the enclosure that can be used by students to harm themselves or others.
- Designed so the student cannot climb the walls.



# Definitions (SIS)

- Time Out/Isolated Time Out (only required if Event Type is Time Out or Isolated Time Out)
  - **Space Large Enough**
    - Time out/Isolated Time Out enclosure is large enough to accommodate not only the student but also any other individual needed.
  - **Visual Monitoring**
    - Continuous visual monitoring of and communication with the student in time out/isolated time out
  - **Door Composition/Lock/Block**
    - Steel door or solid-core construction wood door.
    - If the door has a viewing panel, the panel is unbreakable.
    - NOT fitted with a locking mechanism.
    - NOT blocked by furniture or other inanimate objects.



# Time Out/Isolated Time Out Enclosure

Any enclosure used for isolated time out or time out shall:

- A) Meet all of the health/life safety requirements of 23 Ill. Adm. Code 180;
- B) Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being placed in isolated time out or time out but also, if applicable, any other individual who is required to accompany that student under this Section;
- C) Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls;
- D) Be designed to permit continuous visual monitoring of and communication with the student;  
and
- E) If fitted with a door, be fitted with either a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable. The door shall not be fitted with a locking mechanism or be physically blocked by furniture or any other inanimate object at any time during the isolated time out or time out.



# Definitions (continued)

- Participants
  - **Event Participant** is any person who is actively engaged in the restraint/time out/isolated time out.
  - **Event Safety Check Participant** is a person who conducts safety checks of the student in an RTO incident.
    - Prone Restraints must have a safety check every 15 minutes
    - Isolated Time Out and Time Out must have a safety check entered every 30 minutes
  - An **Event Participant** is **NOT** a person who is solely documenting the restraint instance(s).



# RTO SIS Data Entry Process

The screenshot displays the SIS Data Entry Process interface. At the top left is the Illinois State Board of Education logo and the text "Illinois State Board of Education". To the right are links for "Helpful Resources" and "Contact Technical Support". A dark blue sidebar on the left contains a menu with items: "Home", "Student", "Search", "Request New SID", "Multiple SID Merge", "Exit Enrollment", "Assessment", "Adjusted Cohort", "Teacher", "Early Childhood Transition", "Prenatal", "Reports", and "Log Out". The main content area is titled "Search SID" and features a search form with the following fields: "SID" (empty), "Legal Last Name" (filled with "Washington"), "Legal First Name" (filled with "George"), "Date of Birth" (filled with "11/08/2004"), and "Gender" (dropdown menu with "Male" selected). A "Search" button is located at the bottom right of the form. At the bottom of the page, there are links for "Agency Information", "Accessibility", "Privacy Policy", and "Careers at ISBE".



# RTO SIS Data Entry Process

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Once the student is located, the student is selected.

The screenshot displays the SIS (Student Information System) interface. On the left is a dark blue navigation sidebar with the following items: SIS, IBM SIS Test User 4, Home, Student (with sub-items: Search, Request New SID, Multiple SID Merge, Exit Enrollment), Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, and Log Out. The top right of the page has links for 'Helpful Resources' and 'Contact Technical Support'. The main content area is titled 'Search SID - Potential Match Summary' and shows search criteria for SID 990586018. Below this, it states 'Search Results: 1 potential student matches found.' and displays a table with the following data:

SID	Last Name	First Name	Middle Name	DOB	Gender	Race/Ethnicity	Birth Place Name	Native Language	Action
990586018	Washington	George		11/11/2003	Male	White		English	Select

At the bottom of the page, there are links for 'Agency Information', 'Accessibility', 'Privacy Policy', and 'Careers at ISBE'.

# RTO SIS Data Entry Process

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 4'. The main navigation menu on the left includes options like Home, Student, Search, Request New SID, Exit Enrollment, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The top navigation bar shows tabs for Demographic, Enrollments, Program Indicators, Services, and RTO. The RTO tab is selected, and a red arrow points to it. Below the navigation, the user's profile for 'Jonathan Doe' (DOB: 10/01/2008) is visible. The main content area is titled 'RTO Event' and features a search bar, a '+ Add' button (highlighted with a red arrow), and a table with columns: Event Date, Event #, Event Type, Start Time, End Time, Total Time, and Actions. The table currently shows 1-1 of 1 Results. Below the table, there is a checkbox for 'Show Erroneous Records' and a 'Log Out' button at the bottom left. The footer contains links for Agency Information, Accessibility, Privacy Policy, and Careers at ISBE.




Helpful Resources - Contact Technical Support

SIS
IBM SIS Test User 4
Demographic
Enrollments
Program Indicators
Services
RTO

[Home](#)
[Student](#)
[Search](#)
[Request New SID](#)
[Exit Enrollment](#)
[Assessment](#)
[Adjusted Cohort](#)
[Teacher](#)
[Early Childhood Transition](#)
[Prenatal](#)
[Reports](#)
[Batch File Processing](#)
[District Data Verification](#)
[Seal of Bilingual Application](#)
[Log Out](#)

[RTO Event](#)
[Event Participants](#)

[Return to Event Summary](#)



Jonathan Doe  
10/01/2008

### RTO Event

Event #

Reporting Entity  Home  Serving

RCDTS for Home

Region:  Category:

RCDT:  School:

RCDTS for Serving

Same as Home RCDTS

Enter the 15 digit Serving RCDTS code

Select Region, Category, District and School

Region:

Category:

District / Entity:

School:

Event Type

Event Date

Event Time Started [hh:mm]

Event Time Ended [hh:mm]

Imminent Danger to Self  Yes  No

Imminent Danger to Staff  Yes  No

Imminent Danger to Others  Yes  No

Other Reason (Must be answered if no one in Imminent Danger)  Yes  No

#### Prone Restraint - Additional Info

BIP Allowed  Yes  No

BIP Approved  Yes  No

De-escalation  Yes  No

#### Isolated Time Out and Time Out Additional Info

Food/Drink Access  Yes  No

Restroom Access  Yes  No

Medication Access  Yes  No

Clothing Removed  Yes  No

Met Code Requirements  Yes  No

Visual Monitor  Yes  No

Room Construction  Yes  No

Door Composition/Lock/Block  Yes  No

Space Large Enough  Yes  No

[Next](#)




Helpful Resources | Contact Technical Support

**SIS**  
 IBM SIS Test User 4

Demographic | Enrollments | Program Indicators | Services | **RTO**

[<< Return to Event Summary](#)

  
**Jonathan Doe**  
 10/01/2008

RTO Event ✔

**Event Participant** 1

**RTO Event** Search

Event Date	Event #	Event Type	Start Time	End Time	Total Time	Actions
08/21/2021	1	Supine Restraint	8:30am	8:45am	15m	

**Event Participant** +

Event Participant Title	Was Participant Trained?	Actions
Principal	Yes	
Police	No	

**Event Saftey Check Participant** +

Saftey Check Participant	Was Participant Traned?	Check Time	Actions
Nurse	Yes	8:35am	
Teacher	Yes	8:45am	

Show Deleted Participants
 **Submit**

1-1 of 1 Results < >

**Illinois**  
 State Board of  
 Education

# RTO SIS Data Entry Process

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The screenshot displays the SIS (State Information System) interface for the Illinois State Board of Education. The user is logged in as 'IBM SIS Test User 4'. The main navigation menu on the left includes options like Home, Student, Search, Request New SID, Exit Enrollment, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The top navigation bar shows 'Demographic', 'Enrollments', 'Program Indicators', 'Services', and 'RTO'. The 'RTO' tab is active, showing a 'Return to Event Summary' link. The main content area displays a profile for 'Jonathan Doe' (DOB: 10/01/2008) and a list of RTO events. One event is selected, and a modal form titled 'Event Participant' is open. The modal form includes a search bar, a dropdown for 'Participant Title', and a question 'Was the participant Trained?' with radio buttons for 'Yes' and 'No'. The 'Save' button is highlighted with a red box. The bottom right of the modal shows 'Close' and 'Submit' buttons. The page footer includes the Illinois State Board of Education logo and the SIS logo.

# RTO SIS Data Entry Process

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The screenshot displays the SIS (State Information System) interface for the Illinois State Board of Education. The main navigation menu on the left includes options like Home, Student, Search, Request New SID, Exit Enrollment, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, Seal of Biliteracy Application, and Log Out. The user is logged in as 'IBM SIS Test User 4'. The top navigation bar shows 'Demographic', 'Enrollments', 'Program Indicators', 'Services', and 'RTO'. The 'RTO' tab is active, showing a list of 'RTO Event' entries. One entry for 'Jonathan Doe' (DOB: 10/01/2008) is selected, and the 'Event Participant' tab is active. A modal window titled 'Event Saftey Check Participant' is open, allowing data entry for a specific event. The modal contains fields for 'Event Date' (08/21/2021), 'Event Safety Check Participant Title' (a dropdown menu), 'Was the participant Trained?' (radio buttons for Yes and No, with 'No' selected), 'Event Check Time' (a text input field), and a checkbox for 'No Event Safety Check Conducted'. The modal also has 'Close' and 'Save' buttons, with the 'Save' button highlighted by a red box. The 'Event Participant' list includes roles like Principal, Police, Nurse, and Teacher. The 'Event Saftey Check' section has a 'Submit' button. The bottom of the modal shows '1-1 of 1 Results' and navigation arrows.

# RTO SIS Data Entry Process

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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 4'. The main navigation menu on the left includes options like Home, Student, Search, Request New SID, Exit Enrollment, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The top navigation bar shows 'Demographic', 'Enrollments', 'Program Indicators', 'Services', and 'RTO'. The 'RTO Event' section is active, showing a table with one event record for Jonathan Doe. The event details include: Event Date: 08/21/2021, Event #: 1, Event Type: Supine Restraint, Start Time: 8:30am, End Time: 8:45am, Total Time: 15m. Additional information includes SY:2022, Home RCDTS: 123456789012345, and Serving RCDTS: 123456789012345. The event was submitted at 1:00pm on 8/12/2021. Below the table, there is a 'Show Deleted Records' checkbox and a 'Log Out' button.

Illinois State Board of Education

Helpful Resources | Contact Technical Support

SIS

IBM SIS Test User 4

Home

Student

Search

Request New SID

Exit Enrollment

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

District Data Verification

Seal of Biliteracy Application

Log Out

Demographic | Enrollments | Program Indicators | Services | **RTO**

Jonathan Doe  
10/01/2008

**RTO Event** Search +

Event Date	Event #	Event Type	Start Time	End Time	Total Time	Actions
08/21/2021	1	Supine Restraint	8:30am	8:45am	15m	

SY:2022 Home RCDTS: 123456789012345 Serving RCDTS: 123456789012345 Submitted 1:00pm 8/12/2021

Items per page: 10 1-1 of 1 Results < >

Show Deleted Records

RTO Event

Event Participants

# Important RTO Timelines

- Local designated school official should be notified as soon as possible, but no later than end of the day of the incident.
- If a student is subject to isolated time out, time out, or physical restraint, the school must make a reasonable attempt to notify the student's parent or guardian on the same day the RTO imposed.
- Within one business day after any use of isolated time out, time out, or physical restraint, the school district or other entity serving the student shall send the written form to the student's parents or guardians.
- No later than two school days after any use of isolated time out, time out, or physical restraint, the school district or other entity serving the student shall, in a form and manner prescribed by the State Superintendent, submit the information required under subsection 23 IAC 1.285(f)(1) to the State Superintendent.



# Things TO DO

- Establish local RTO data input procedures now.
- Communicate those procedures to all building principals, special education coordinators, nonpublic schools, etc.
- Ensure that ALL students have active enrollments in SIS at all times.
  - Extended School Year – Local or other locations
  - Summer School – Local
  - Prior to batch upload for the school year, complete manual enrollment entry for the student with an incident of RTO
- Enter RTO data according to the regulatory timelines.



# Things NOT to do

- DO NOT drop students from enrollment if they will be attending either summer school or receiving ESY services over the summer:
  - At your district
  - At other serving locations
- If a student enrollment record is marked as erroneous and they have RTO records attached to it, when the student is enrolled again, the RTO information will need to be re-entered on the active enrollment.





# Illinois State Board of Education

## Upcoming Key Dates

# Upcoming Key Dates

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Activity	Deadline
Seal of Biliteracy Application for SY 2022 due	October 1, 2021 4:00 pm.
ACCESS Label File sent to Vendor	November 6, 2021 4:00 p.m.
Eligible for Immigrant Education Program data due from SIS for funding eligibility and allocation calculations	November 12, 2021 4:00 p.m.
School Year 2022 Fall Enrollment Counts submissions due	
Service Provider data due (IDEA Services only)	
Student Addresses due (IDEA Services only)	



# Upcoming Key Dates

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## Upcoming SIS Webinars

Activity	Date & Time
SY 2022 Assessment Process Webinar	November 18, 2021 at 1:30 p.m.
SY 2022 Spring SIS Assessment Update	T.B.A. February 2022
End of SY 2022 and Planning for SY 2023	T.B.A. April 2022
End of Year 2022 Report Card Data Verification	T.B.A. May 2022





# Illinois State Board of Education

## Districts' Next Steps

# Districts' Next Steps

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- Enroll all students as soon as possible.
- Include SIDs on all uploaded files.
- Complete SY 2022 Seal of Biliteracy Application.
- Verify students are screened for EL Services and on the ACCESS Pre-ID.
- Verify that all Eligible for Immigrant Program data is accurate and complete.
- Verify Fall Enrollment Counts
- Verify Student Service Provider.
- Verify Student Addresses.
- Sign up for the November 18, 2021, SY 2022 Assessment Process Webinar





# Illinois State Board of Education

## Where to Direct Questions

# Where to Direct Questions

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## ISBE Help Desk

- (217) 558-3600 - Option 3
- [help@isbe.net](mailto:help@isbe.net)
  - SIS Policy Questions will be directed to the proper department at ISBE
  - SIS Technical Questions will be directed to the SIS Helpdesk



# Where to Direct Questions

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## **Notice – This Webinar is being Recorded**

This webinar is being recorded. Please do not provide any Student, Personal, or Vendor information.



# Illinois State Board of Education

Questions



# Illinois State Board of Education

Thank You!