

## **The SY2019 Spring Enrollment Counts Deadline is Tuesday, April 16, 2019, at 4:00 p.m.**

### **Attention Administrators of Schools with Students in Grades PreK-12**

The Spring Enrollment Data Verification in SIS / EBF Data Quality Dashboard Deadline is Tuesday, **April 16, 2019, at 4:00 p.m.** Check your data accuracy now!

This notice is being sent to inform administrators of the approaching deadline to verify the Spring Enrollment Counts. School districts are responsible for the accuracy of ISBE Student Information System (SIS) enrollment data, including the correct enrollment of students in Home and Serving schools. The accuracy of enrollment data will have an impact on all other data reporting including the Illinois Report Card.

To ensure spring enrollment student count data is accurate for Evidence-Based Funding (EBF) calculations, districts need to verify their spring enrollment data by Tuesday, April 16, 2019.

#### **How do I verify my Evidenced Based Funding Counts?**

1. Login to SIS via IWAS.
2. Click on **Evidenced Based Funding** in the menu on the left.
3. Review **Home Student Enrollment**
4. If necessary, you can click on the number underneath a grade level to download a full list of the students used to create this count.
5. If necessary, you can hover over with your mouse on the **information icon** to the left of the **Enrollment Type** for explanation of where the data is coming from.
6. If the number that are shown are accurate then have your superintendent click on the Check box labeled **“Please review and confirm the Spring Enrollment Counts for the current school year!”**
7. A new box will appear, asking you to confirm that your districts counts are accurate, if they are correct select **“Yes”**

#### **Note:**

*Evidenced Based Funding counts are based on the students' Home School as of March 1<sup>st</sup> of the school year, but **exclude students who have a Fund code of L or P in ISTAR** as they are either Home Schooled or a Private School Student.*

*If you find error with your student counts, please contact the SIS Help Desk by calling 217-558-3600, select Option 3 and ask for a SIS technician.*

*If you have any questions regarding Evidenced Based Funding policy, please contact Data Strategies and Analytics by calling 312-814-9192.*

