

Illinois State Board of Education

Requesting a New State ID

Requesting a New State ID

Use the process described in this module to request a state ID for a student who does not have one.

This online function allow you to search for existing students or request state IDs for new students



Requesting a New State ID

- Request New SID

SIS

IBM SIS Test User 4

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Helpful Resources

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ACCESS Scores have been posted. Please review ACCESS Scores and unassigned and make any corrections as needed.

SIS Key Dates

Jul 26, 2021	SAT (Spring) Final Scores posted in SIS (Anticipated the week of July 26, 2021)
Jul 31, 2021	Exit Student Enrollment
Aug 02, 2021	Provisional ACCESS Results for Spring 2021
Aug 09, 2021	DLM-AA Testing – Earliest Start Date (Fall)
Aug 09, 2021	IAR Testing Online and Paper – Earliest Start Date (Fall)
Aug 13, 2021	Gifted and Accelerated data submissions finalized
Aug 13, 2021	College and Career Readiness Indicator submissions
Aug 13, 2021	Adjusted Cohort Graduation Rates for SY 2021 Finalized

Next SIS Webinar

Student Information System - Planning For School Year 2022,
Wednesday, September 08, 2021 at 1:30 PM CST
[Click here to Register!](#)

District Status as of 06/29/2021 07:09 PM

School

All Schools

☒ Home

☐ Serving

District Metrics

Early Childhood Metrics

Current Collection Completion Status	Required	Complete	Percent
Prenatal	0	0	-
Birth To 3	0	0	-
Birth To 3 Caregiver Demographics	0	0	-
Early Childhood Outcomes (ECO) Ratings	25	25	100%
Early Childhood Student Programs	295	293	99%
Early Childhood Program Providers	301	301	100%
English Learner (EL)	58	58	100%
EL Screener	12	12	100%
Homeless	132	132	100%

Current Enrollments & Program Indicators

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Equity • Quality • Collaboration • Community

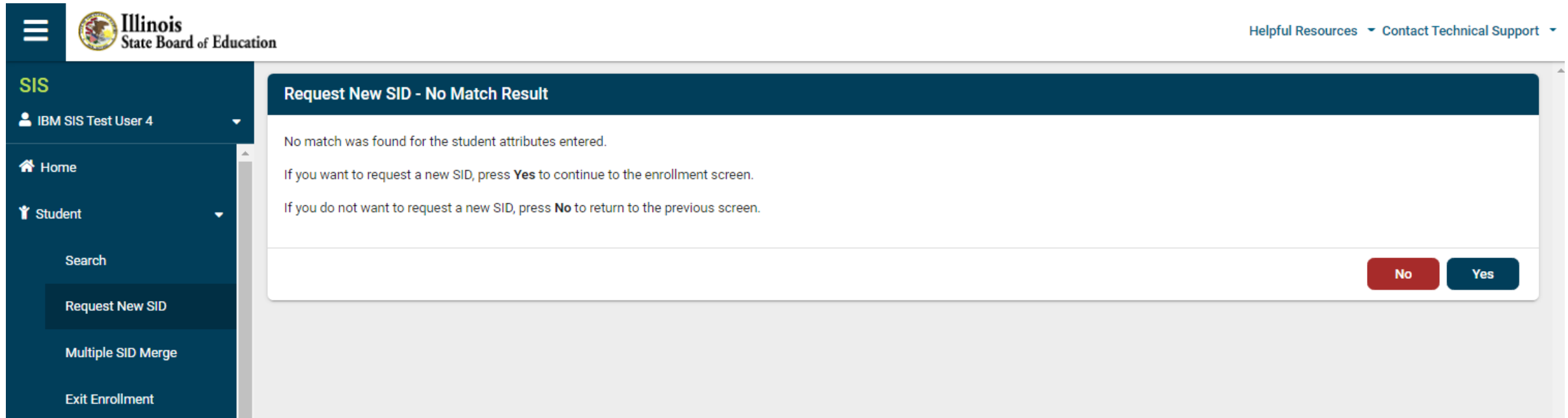
Requesting a New State ID

- Request New SID - Enter Mandatory Student Attributes

The screenshot displays the SIS (Student Information System) portal for the Illinois State Board of Education. The left sidebar contains navigation options: Home, Student, Search, Request New SID (highlighted with a red box), Multiple SID Merge, Exit Enrollment, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, and Log Out. The main content area is titled 'Request New SID' and contains a form with the following fields: Legal Last Name, Legal First Name, Legal Middle Name (with an asterisk indicating it is mandatory), Date of Birth (format mm/dd/yyyy), Gender (dropdown menu), Race/Ethnicity (dropdown menu), Student Lineage (Optional, dropdown menu), Birth Place Name (Optional), and Mother's Maiden Name (Optional). A 'Next' button is located at the bottom right of the form, also highlighted with a red box. The top right of the page includes links for 'Helpful Resources' and 'Contact Technical Support'.

Requesting a New State ID

- Request New SID – Search Results : No matching Students



The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation links: Home, Student, Search, Request New SID, Multiple SID Merge, and Exit Enrollment. The main content area shows a message titled "Request New SID - No Match Result". The message states: "No match was found for the student attributes entered. If you want to request a new SID, press **Yes** to continue to the enrollment screen. If you do not want to request a new SID, press **No** to return to the previous screen." At the bottom right of the message box are two buttons: "No" (red) and "Yes" (dark blue).

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Helpful Resources ▾ Contact Technical Support ▾

Request New SID - No Match Result

No match was found for the student attributes entered.

If you want to request a new SID, press **Yes** to continue to the enrollment screen.

If you do not want to request a new SID, press **No** to return to the previous screen.

No Yes

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- Request New SID – Search Results : Possible Matching Students

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Request New SID - Match Summary

Search Criteria:

Last Name	First Name	Middle Name	DOB	Gender	Race/Ethnicity	Birth Place Name	Native Language
Smith	John		01/01/200*	Male	Black or African American		

Search Results: 1 potential student matches found.

SID for the student potentially exists. The matches found are displayed below. Please review each individual record before requesting a new SID. If any are a match to your student information, please click **Select**.

Last Name	First Name	Middle Name	DOB	Gender	Race/Ethnicity	Birth Place Name	Native Language
SMITH	John		01/01/200*	Male	Black or African American		English

Student Detail

SID	123456789	First Name	John	Middle Name	
Last Name	SMITH	Gender	Male	Race	Black or African American
Birth Date	01/01/200*	Native Language	English	Mothers' Maiden Name	
Birth Place					

Enrollment Detail

Enrollment Date	08/15/2022	RCDTS for Home	9999999999999999
Exit Date		RCDTS for Serving	9999999999999999
Grade	3 - Grade 3	Percent of Day Attended (PDA)	1.00
Exit Status		Exit Type	

SelectRequest New SID



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Demographic Validations

- **Date of Birth**
 - Format is mm/dd/yyyy
 - Students must be between 1 day and 22 years old
 - Birth to 3 students must be born on or before the Enrollment date and less than 3 years of age
 - Pre-K students must be at least 3 years old on the enrollment date and less than 6 years old as of September 1st of current school year.
 - K – 12 students must be at least 3 years old and less than 22 years on the enrollment date.
- **Name Fields**
 - Use only alpha characters and spaces, or one hyphen
 - Periods, commas, and apostrophes are not accepted
 - Middle Name Exception: Asterisk is accepted for “no legal middle name”
 - Space or apostrophe in names such as O’Brien should be removed and submitted as OBrien
 - If appropriate (such as for Hispanic children), use mother’s maiden name followed by a hyphen (-) and then the father’s last name (no spaces)



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- **Home school RCDTS validations**

- Only Home School/Facility Districts may add/update public school district, or other state funded school
- The Serving RCDTS cannot end in “9000” (Home, Serving, and Service Provider facilities can add and update Student Course Assignments.)
- Home RCDTS codes cannot end in 0000, 90xx, 93xx, or 92xx
 - Private facilities with codes ending in 0000 should contact the ISBE Helpdesk
- Home RCDTS for Entry/Grade Levels 01 through 12 cannot be a 3000 school

- **Serving School RCDTS validations**

- A Regional Office of Education (ROE) cannot have a code ending in “0000.”

- **RCDTS breakdown**

- | | | |
|-----|------------------------------|--------------|
| ▪ R | Region Code | 2 Characters |
| ▪ C | County Code | 3 Characters |
| ▪ D | District/Serving Entity Code | 4 Characters |
| ▪ T | Type Code | 2 Characters |
| ▪ S | School Code | 4 Characters |



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- **Student Demographics Enrollment File Format**

- Student ID
- SAP ID
- Legal Last Name
- Legal First Name
- Legal Middle Name
- Lineage Code
- Mother's Maiden Name
- Race Code
- Gender Code
- Birth Date
- Birth Place Name
- Reading 1st Indicator
- Reading Improvement Block Grant Indicator
- Title 1 Indicator
- Eligible for Immigrant Education Program
- Home Language
- Native Language
- Homeless Indicator
- Migrant Indicator
- Private School Student
- Military Connected Student Indicator
- SES Indicator
- EL Indicator
- IDEA Services
- Alternate Assessment Indicator* (NEW)
- Dual Language
- Language of Instruction
- FRL/Low Income Indicator
- 21st Century Indicator
- Enrollment Type
- Enrollment Date
- RCDTS for Home School
- RCDTS for Serving School
- Entry/Grade Level
- School Year
- PDA - Percent of Day Attended
- Tuition-In Indicator



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Percent of Day Attended (PDA)

The percentage of a FULL day the student attends.

- Acceptable values will be .01 to 1.00.
- The value must be > 0 and ≤ 1.00 (If only one enrollment exists, the value will typically be 1.00; multiple Enrollments should usually add up to 1.00)

Note - PDA can be found in the following SIS Batch File Formats:

- Student Demographic Enrollment
- Demographics and Early Childhood



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- **Enrollment Validations**

- A student can be actively enrolled in only one Home School
- A student may attend multiple Serving Schools
- School Year must be the current school year
- Enrollment date must be in mm/dd/yyyy format and within the date range of July 1 to July 31 for the current School Year (i.e. 07/01/2022, through 07/31/2023)
- Enrollment Date cannot be a future date
- Student should only be entered as “Original entry to US schools” one time



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▪ Enrollment Validations (Continued)

- The “Enrollment Date” must be greater than the student’s previous “Exit Date”, unless the previous enrollment record was identified as “Erroneous”.
 - The Enrollment Date is the first day of full attendance and the Exit Date is the last full day of enrollment the student completed.
- Home School, Serving School, and Grade Level cannot be updated in an existing record. If they are incorrect, the student enrollment must be “exited” as “Erroneous” and a new, accurate enrollment record must be created instead.
- A student cannot have more than one active enrollment in different grade levels.
- If using the batch process to submit the data, all Early Childhood students (Pre-K) must be entered using the Demographic and Early Childhood File Format.
- Students cannot re-enroll after they graduate (i.e., if exit code 06 was used)



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- **Grade Level = Evaluation (22)**
 - For potential IDEA Services students (required by I-STAR)
 - Only available when Requesting a New SID Online
 - Birth to 22 years old



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- **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
 - RCDTS for Home = Resident District in I-Star
 - RCDTS for Service Provider in SIS = Serving District in I-Star
 - RCDTS for Serving in SIS = Serving School in I-Star
 - Enrollment/Exit Dates in SIS must include 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, records must match
 - If I-STAR records are dis-approved, claims cannot be submitted and there will be an impact on funding for the district



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- Request New SID – Enrollment Information



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Request New SID - New Enrollment Information

Last Name : feature

First Name : testname

Middle Name :

RCDTS for Home

Region : Saint Clair ROE

Category : Public Districts/Schools

District : East St Louis SD 189

RCDT : 50082189022

School : East St Louis Senior High School -- 0043

RCDTS for Serving

Same as Home RCDTS

Enter the 15 digit Serving RCDTS code

Select Region, Category, District and School

Region : -- Select a Region --

Category :

District / Entity :

School :

Details

Enrollment Date for Serving (mm/dd/yyyy)

Enrollment Type for Serving

Entry/Grade Level for Serving

School Year for Serving

Percent of Day Attended (PDA)

Tuition In

Dual Language

08/11/2020

Transfer in from another District

10 - Grade 10

2020 - 2021

1.00

Yes

No

Not A Participant in Dual Language Program

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IDEA Services

- 01 – Yes (IEP/ISP)
- 02 – No

Note: ISP Students must also be Private School Students (PSS Indicator = Yes)

- **IDEA Services students will have one Service Provider identified for each enrollment**
 - Service Provider will default to the Serving RCDTS
 - Serving RCDTS code that uniquely identifies the school/program where a student is being educated



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- **Early Childhood (Pre-K) Enrollment Validations**

- If IDEA Services is Yes, the Home RCDTS must be a public school
- All students must be at least 3 years old on the 1st day of class (enrollment date)
- Non-IDEA Service Student must be less than 5 years old on September 1st.
- IDEA Service Student must be less than 6 years old on September 1st.
 - If the student was enrolled in an Early Childhood Program when they were 5 or 6 years of age, the system will allow them to enroll even after turning 6 (IDEA Services = No) or 7 (IDEA Services = Yes).

- **Early Childhood Validations**

- When the student is actively enrolled in the District, the Home AND Serving District can now update the student's Early Childhood record
- All dates must be in the mm/dd/yyyy format and cannot be future dates



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- **Program Indicator Validations**

- If student is an English Learner (EL), the Native Language cannot be English.
 - Once set to “Yes”, the EL Indicator cannot be updated to “No” until the EL record contains all the mandatory data and the appropriate Date EL Services Ended and Reason for Ending EL Services.
 - To meet English Proficiency the minimum Overall Composite Proficiency Level on ACCESS must be 4.8 or higher.
 - If ALL requirements are met, the student's EL indicator should be “No”, otherwise it should remain set to “Yes”.
 - For additional information, please visit [ISBE English Learners webpage](#) for additional information



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- **Program Indicator Validations**

- SES Indicator and Tuition-In Indicator for Pre-K must be set to “No”
- When enrolling a Birth to 3 student (Grade Level “00”), the following mandatory fields will be set to “02” or “No” when the file is processed or will be forced “No” online
 - 21st Century Indicator
 - IDEA Services
 - EL Indicator
 - Private School Student Indicator (PSS)
 - Title 1 Indicator
 - SES Indicator
 - Tuition-In Indicator



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- **Program Indicator Validations**

- Students Under Evaluation will have the following mandatory Program Indicators set to “No”:
 - Homeless
 - 21st Century Indicator
 - IDEA Services
 - EL Indicator
 - Private School Student
 - Free or Reduced Price Lunch (FRL) / Low Income
 - Title 1 Indicator will default to “Not a Participant in Title I Program”
 - SES Indicator
 - Tuition-In Indicator
- Native and Home Language must be provided for all grade levels



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- **Private School Student Indicator (PSS)**

- A private school student is a student whose parent/guardian has chosen to enroll the student in a nonpublic school (e.g., parochial) for general education, with the parent(s) bearing the cost of the student's private education. This includes students who are being home schooled by their parents.
- Students with disabilities who are being served by the district under an IDEA Individualized Services Plan (ISP).
- Students who are dually enrolled in a nonpublic school and in their public school district of residence (i.e., their home district) in order to take career and technical education (CTE) coursework at a public school.

- **Private School Student Indicator (PSS) Validations**

- Grades Pre-K – 12
- If IDEA Services is “Yes” and Private School Student (PSS) is “No” the student is IEP (Individual Education Plan)
- If IDEA Services is “Yes” and Private School Student (PSS) is “Yes” the Student is ISP (Individual Service Plan)



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- **Military-Connected Student (ESSA Requirement)**

- Indicator Options - Yes/No
- Mandatory - Yes
- Indicator Definition - A student who's Legal Guardian is a member of the Armed Forces or Full-time National Guard on active duty. The terms "Armed Forces," "active duty," and "fulltime National Guard duty" have the same meanings as defined in 10 U.S.C. 101(a)(4), 101(d)(1), and 101(d)(5).
 - "Armed Forces" means the Army, Navy, Air Force, Space Force, Marine Corps, and Coast Guard.
 - "Active duty" means full-time duty in the active military service of the United States, including full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty.
 - "Full-time National Guard duty" means training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States or the Air National Guard of the United States in the member's status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia under section 316, 502, 503, 504, or 505 of title 32 for which the member is entitled to pay from the United States or for which the member has waived pay from the United States.
- Must be the same for dual enrolled students
- If in the middle of an enrollment the legal guardians are no longer members of the armed forces, maintain Yes until the next enrollment
 - If unknown set to "no"
 - For more information, see the [ISBE Children of Military Families webpage](#)



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- Request New SID - Program Indicators Screen

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Program Indicators

Legal Last Name: feature

Legal First Name: testname

Legal Middle Name:

Homeless

☐ Yes ☒ No

21st Century Community Learning Centers

☐ Yes ☒ No

IDEA Services

☐ Yes ☒ No

Alternate Assessment (DLM-AA)

☐ Yes ☒ No

English Learner (EL)

☐ Yes ☒ No

Native Language

English

Home Language

English

Reading 1st - Optional

☐ Yes ☐ No

Immigrant Student Program - Optional

Country Of Birth

United States of America

Months Gone - Optional

Private School Student

☐ Yes ☒ No

Migrant

☐ Yes ☐ No

Free or Reduced Price Lunch (FRL) / Low Income

☐ Yes ☒ No

Title 1

Not a Participant in Title I Program

Supplemental Educational Services (SES)

☐ Yes ☒ No

Military Connected Student

☐ Yes ☒ No

Reading Improvement Block Grant - Optional

☐ Yes ☐ No

Date First Enrolled in a U.S School

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- Request New SID - Review

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Review

Please review the student information before confirming your request for a new SID.

Student Demographic

Legal Last Name	feature	Legal First Name	testname
Legal Middle Name	*	Date of Birth	09/09/2009
Gender	Male	Race/Ethnicity	White
Student Lineage		Birth Place Name	
Mother's Maiden Name			

Change Demographics

Student Enrollment

RCDTS for Home	500821890220043	RCDTS for Serving	500821890220043
Enrollment Date for Serving	08/11/2020	Enrollment Type for Serving	Transfer in from another District
Entry/Grade Level for Serving	10 - Grade 10	School Year for Serving	2021
Percent of Day Attended (PDA)	1.00	Dual Language	Not A Participant in Dual Language Program
Tuition In	No	Language Of Instruction	

Change Enrollment

Program Indicators

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	Title 1	Not a Participant in Title I Program
English Learner (EL)	No	Supplemental Educational Services (SES)	No
Native Language	English	Military Connected Student	No
Home Language	English	Reading Improvement Block Grant - Optional	
Reading 1st - Optional			
Immigrant Student Program - Optional			
Eligible			
Country Of Birth	United States of America	Date First Enrolled in a U.S School	
Months Gone - Optional			



Change Program Indicators

Submit



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- New SID Assigned!



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Demographic

Enrollments

Program Indicators

CCRI Information

A new SID has been assigned.
SID: 123456789

Legal Last Name: feature

Legal First Name: testname

Legal Middle Name:

Date of Birth09/09/2009

Race/EthnicityWhite

Birth Place Name

EL ScreenerView Details

Seal of Biliteracy Awards

Gender



Student Lineage (Jr, II)


Mother's Maiden Name

Student AddressView Details

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Equity • Quality • Collaboration • Community

