

# Illinois State Board of Education

Restraint and Time Out

# SIS School Year at a Glance

2

## Submit data and verify accuracy of (Deadline - July 31):

- Prenatal data
- Birth to 3 data
- Caregiver Demographic data (Birth to 3)
- *College Course Assignments*
- College and Career Readiness Indicator
- Early Childhood Outcomes Entry and Progress Ratings for Pre-K Students with IEPs
- Early Childhood Program data
- Early Childhood Transition data
- *EL Information*
- *EL Screener*
- Gifted and Accelerated data
- Homeless data
- *Immigrant data*
- *Outside Course Assignments (Grades 9-12 only)*
- **Restraint and Time Out data**
- Regional Safe School Program (RSSP) data
- *Service Provider data (Students with IDEA Services only)*
- *Student Address data (Students with IDEA Services only)*
- *Student Course Assignments (K-12)*
- *Teacher Course Assignments (K-12)*



# Restraint and Time Out

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Search for Student by their SID

Illinois State Board of Education

Helpful Resources ▾ Contact Technical Support ▾

**SIS**

IBM SIS Test User 4 ▾

Home

Student ▾

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment ▾

Adjusted Cohort

Teacher

Early Childhood Transition

Log Out ↗

**Search SID**

SID

OR

Legal Last Name  Legal First Name

Date of Birth (mm/dd/yyyy)  Gender

Search

Agency Information Accessibility Privacy Policy Careers at ISBE



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# Restraint and Time Out

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Click on 'Select' to select the student

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 ↗

[< Back To Search](#)



### Search SID - Potential Match Summary

Search Criteria:

SID	Last Name	First Name	DOB	Gender
123456789				

Search Results: 1 potential student matches found.



SID	Last Name	First Name	Middle Name	DOB	Gender	Race/Ethnicity	Birth Place Name	Native Language	Action
123456789	new	new		02/02/2005	Female	Asian		English	Select

[Agency Information](#)   [Accessibility](#) [Privacy Policy](#) [Careers at ISBE](#)

# Restraint and Time Out

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## Select 'RTO' Tab

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**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 ↗

< Back To Search

Demographic

Enrollments

Program Indicators

CCRI Information

Services

**RTO**

SID: 123456789

Legal Last Name: new

Legal First Name: new

Legal Middle Name:

Date of Birth02/02/2005

GenderFemale

Race/EthnicityAsian

Student Lineage (Jr, II)

Birth Place Name

Mother's Maiden Name



EL ScreenerView Details

Student AddressView Details

Seal of Biliteracy Awards

Gifted and AcceleratedView Details

Edit

Agency Information   Accessibility Privacy Policy Careers at ISBE



# Restraint and Time Out

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## Add RTO Event:

- Click on the '+' sign to add a RTO Event

The screenshot displays the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation links: 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 RTO section with a search bar and a table header. A red box highlights the '+' button in the top right corner of the RTO Events section, indicating where to click to add a new event.

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**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 ↗

Demographic Enrollments Program Indicators CCRI Information Services **RTO**

SID: 123456789  
Legal Last Name: new Legal First Name: new Legal Middle Name:

**RTO Events** Search +

Date	Nbr	Type	Start Time	Total Time	Enrollment	Participants	Actions
– No Results Found –							

Items per page 10 ▾ 0 of 0 Results < >

☐ Show Deleted Records

Agency Information Accessibility Privacy Policy Careers at ISBE



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# Restraint and Time Out

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## Event Details Page

- Based on the Event Type selection, Additional Details will be required

The screenshot shows the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation links: 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 'RTO Event' and includes fields for SID (123456789), Legal Last Name (new), Legal First Name (new), and Legal Middle Name. Below these are tabs for Demographic, Enrollments, Program Indicators, CCRI Information, Services, and RTO. The RTO tab is active, showing a form for event details. The form includes fields for Event Type (a dropdown menu), Home RCDTS, Serving RCDTS, Event Date (mm/dd/yyyy), Event Time Started (hh:mm:00 AM), and Event Time Ended (hh:mm:00 AM). There are also radio buttons for 'Imminent Danger To Self', 'Imminent Danger To Staff', 'Imminent Danger To Others', and 'Other Reason' (Yes/No). A text area for 'Other Reason' is provided with a note: 'Must be answered if no one is in Imminent Danger'. A checkbox asks 'Did student sustain an injury during RTO event?' with Yes/No options. Below the form is a table for 'Participants' with columns: Title, Trained, Type, Check Time, and Actions. The table currently shows 'No Results Found'. At the bottom, there is a checkbox for 'Show Deleted Records', a disclaimer: 'By clicking Submit, I certify that the information I have submitted is complete and accurately reflects the information included in the ISBE form 11-01 that was completed following the instance of restraint, time-out, and/or isolated time-out.', and buttons for 'Cancel' and 'Submit'.

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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

Demographic Enrollments Program Indicators CCRI Information Services RTO

SID:123456789  
Legal Last Name: new Legal First Name: new Legal Middle Name:

< Back To RTO Summary

**RTO Event**

Event Type

Home RCDTS

Serving RCDTS

Event Date

Event Time Started

Event Time Ended

Did student sustain an injury during RTO event? ☐ Yes ☐ No

Imminent Danger To Self ☐ Yes ☐ No

Imminent Danger To Staff ☐ Yes ☐ No

Imminent Danger To Others ☐ Yes ☐ No

Other Reason ☐ Yes ☐ No

Must be answered if no one is in Imminent Danger

**Participants**

Title	Trained	Type	Check Time	Actions
-- No Results Found --				

☐ Show Deleted Records

By clicking Submit, I certify that the information I have submitted is complete and accurately reflects the information included in the ISBE form 11-01 that was completed following the instance of restraint, time-out, and/or isolated time-out.

Cancel Submit



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# Restraint and Time Out

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## Event Type: Physical Restraint

Demographic

Enrollments

Program Indicators

CCRI Information

Services

RTO

SID:123456789

Legal Last Name: new

Legal First Name: new

Legal Middle Name:

< Back To RTO Summary

RTO Event

Event Type ⓘ

Physical Restraint

Home RCDTS

Serving RCDTS

Event Date ⓘ

mm/dd/yyyy

Event Time Started ⓘ

hh:mm:00 AM

Event Time Ended ⓘ

hh:mm:00 AM

Did student sustain an injury during RTO event? ⓘ

Yes  No

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 is in Imminent Danger

Participants

Title

Trained

Type

Check Time

Actions

No Results Found





# Restraint and Time Out

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## Event Type: Supine Physical Restraint

Demographic

Enrollments

Program Indicators

CCRI Information

Services

RTO

SID:123456789

Legal Last Name: new

Legal First Name: new

Legal Middle Name:

[Back To RTO Summary](#)

RTO Event

Event Type ⓘ

Supine Physical Restraint

Imminent Danger To Self ⓘ

☐ Yes ☐ No

Home RCDTS

Q

Imminent Danger To Staff ⓘ

☐ Yes ☐ No

Serving RCDTS

Q

Imminent Danger To Others ⓘ

☐ Yes ☐ No

Event Date ⓘ

mm/dd/yyyy

Other Reason ⓘ

☐ Yes ☐ No

Event Time Started ⓘ

hh:mm:00 AM

Must be answered if no one is in Imminent Danger

Event Time Ended ⓘ

hh:mm:00 AM

Did student sustain an injury during RTO event? ⓘ

☐ Yes ☐ No

Participants

+


Title	Trained	Type	Check Time	Actions
— No Results Found —				



# Restraint and Time Out

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## Event Type: Prone Physical Restraint

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DemographicEnrollmentsProgram IndicatorsCCRI InformationServicesRTO

SID:123456789  
Legal Last Name: newLegal First Name: newLegal Middle Name:

[← Back To RTO Summary](#)


**RTO Event**

Event Type ⓘ  
Home RCDTS  
Serving RCDTS  
Event Date ⓘ  
Event Time Started ⓘ  
Event Time Ended ⓘ  
Did student sustain an injury during RTO event? ⓘ  
BIP Allowed ⓘ  
De-escalation ⓘ

Prone Physical Restraint  
  
  
mm/dd/yyyy  
hh:mm:00 AM  
hh:mm:00 AM  
☐ Yes ☐ No  
☐ Yes ☐ No  
☐ Yes ☐ No

Imminent Danger To Self ⓘ  
Imminent Danger To Staff ⓘ  
Imminent Danger To Others ⓘ  
Other Reason ⓘ  
Must be answered if no one is in Imminent Danger  
BIP Approved ⓘ

☐ Yes ☐ No  
☐ Yes ☐ No  
☐ Yes ☐ No  
☐ Yes ☐ No  
☐ Yes ☐ No

**Participants** 


Title	Trained	Type	Check Time	Actions
-------	---------	------	------------	---------



# Restraint and Time Out

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## Event Type: Time Out

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DemographicEnrollmentsProgram IndicatorsCCRI InformationServicesRTO

SID:123456789  
Legal Last Name: newLegal First Name: newLegal Middle Name:

[← Back To RTO Summary](#)

**RTO Event**

Event Type ⓘ  
Time Out

Home RCDTS

Serving RCDTS

Event Date ⓘ  
mm/dd/yyyy

Event Time Started ⓘ  
hh:mm:00 AM

Event Time Ended ⓘ  
hh:mm:00 AM

Did student sustain an injury during RTO event? ⓘ  
☐ Yes ☐ No

Met Code Requirements ⓘ  
☐ Yes ☐ No

Room Construction ⓘ  
☐ Yes ☐ No

Door Composition / Lock / Block ⓘ  
☐ Yes ☐ No

Space Large Enough ⓘ  
☐ Yes ☐ No

Visual Monitor ⓘ  
☐ Yes ☐ No

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 is in Imminent Danger

Food Drink Access ⓘ  
☐ Yes ☐ No

Medication ⓘ  
☐ Yes ☐ No

Restroom Access ⓘ  
☐ Yes ☐ No

Clothing Removed ⓘ  
☐ Yes ☐ No

**Participants** 

Title	Trained	Type	Check Time	Actions
-------	---------	------	------------	---------


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# Restraint and Time Out

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## Event Type: Isolated Time Out

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DemographicEnrollmentsProgram IndicatorsCCRI InformationServicesRTO

SID:123456789  
Legal Last Name: newLegal First Name: newLegal Middle Name:

[← Back To RTO Summary](#)

**RTO Event**

Event Type ⓘ  
Isolated Time Out

Home RCDTS

Serving RCDTS

Event Date ⓘ  
mm/dd/yyyy

Event Time Started ⓘ  
hh:mm:00 AM

Event Time Ended ⓘ  
hh:mm:00 AM

Did student sustain an injury during RTO event? ⓘ  
☐ Yes ☐ No

Met Code Requirements ⓘ  
☐ Yes ☐ No

Room Construction ⓘ  
☐ Yes ☐ No

Door Composition / Lock / Block ⓘ  
☐ Yes ☐ No

Space Large Enough ⓘ  
☐ Yes ☐ No

Visual Monitor ⓘ  
☐ Yes ☐ No

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 is in Imminent Danger

Food Drink Access ⓘ  
☐ Yes ☐ No

Medication ⓘ  
☐ Yes ☐ No

Restroom Access ⓘ  
☐ Yes ☐ No

Clothing Removed ⓘ  
☐ Yes ☐ No

**Participants** 

Title	Trained	Type	Check Time	Actions
-------	---------	------	------------	---------



# Restraint and Time Out

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## Event Details Validations (Example Provided for Event Type: Time Out)

'Met Code Requirements' field is **View Only**

If Room Construction, Door Composition/Lock/Block, Space Large Enough, Visual Monitor is set as 'Yes'

Then

'Met Code Requirements' field will be automatically set as 'Yes'

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< Back To RTO Summary

**RTO Event 01/25/2022**

Event Type ⓘ Time Out ▾

Home RCDTS 123456789012345 🔍

Serving RCDTS 123456789012345 🔍

Event Date ⓘ 01/25/2022

Event Time Started ⓘ 10:00:00 AM ▾

Event Time Ended ⓘ 10:30:00 AM ▾

Did student sustain an injury during RTO event? ⓘ ☐ Yes ☒ No

**Met Code Requirements ⓘ** ☒ Yes ☐ No

Room Construction ⓘ ☒ Yes ☐ No

Door Composition / Lock / Block ⓘ ☒ Yes ☐ No

Space Large Enough ⓘ ☒ Yes ☐ No

Visual Monitor ⓘ ☒ Yes ☐ No

Imminent Danger To Self ⓘ ☐ Yes ☐ No

Imminent Danger To Staff ⓘ ☐ Yes ☐ No

Imminent Danger To Others ⓘ ☐ Yes ☐ No

Other Reason ⓘ ☐ Yes ☐ No

Must be answered if no one is in Imminent Danger

Food Drink Access ⓘ ☐ Yes ☐ No

Medication ⓘ ☐ Yes ☐ No

Restroom Access ⓘ ☐ Yes ☐ No

Clothing Removed ⓘ ☐ Yes ☐ No

**Participants** +

Title	Trained	Type	Check Time	Actions
-------	---------	------	------------	---------



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# Restraint and Time Out

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## Event Details Validations (Example Provided for Event Type: Time Out)

'Met Code Requirements' field is **View Only**

If at least one of the fields (Room Construction, Door Composition/Lock/Block, Space Large Enough, Visual Monitor) is selected as 'No'

Then

'Met Code Requirements' field will be automatically set as 'No'

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< Back To RTO Summary

**RTO Event 01/25/2022**

Event Type <sup>i</sup> Time Out

Home RCDTS 123456789012345

Serving RCDTS 123456789012345

Event Date <sup>i</sup> 01/25/2022

Event Time Started <sup>i</sup> 10:00:00 AM

Event Time Ended <sup>i</sup> 10:30:00 AM

Did student sustain an injury during RTO event? <sup>i</sup> ☐ Yes ☒ No

**Met Code Requirements <sup>i</sup>** ☐ Yes ☒ No

Room Construction <sup>i</sup> ☒ Yes ☐ No

Door Composition / Lock / Block <sup>i</sup> ☒ Yes ☐ No

Space Large Enough <sup>i</sup> ☐ Yes ☒ No

Visual Monitor <sup>i</sup> ☒ Yes ☐ No

Imminent Danger To Self <sup>i</sup> ☐ Yes ☐ No

Imminent Danger To Staff <sup>i</sup> ☐ Yes ☐ No

Imminent Danger To Others <sup>i</sup> ☐ Yes ☐ No

Other Reason <sup>i</sup> ☐ Yes ☐ No

Must be answered if no one is in Imminent Danger

Food Drink Access <sup>i</sup> ☐ Yes ☐ No

Medication <sup>i</sup> ☐ Yes ☐ No

Restroom Access <sup>i</sup> ☐ Yes ☐ No

Clothing Removed <sup>i</sup> ☐ Yes ☐ No

**Participants** +

Title	Trained	Type	Check Time	Actions
-------	---------	------	------------	---------



# Restraint and Time Out

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## Event Details Validations (Example Provided for Event Type: Time Out)

If all the Imminent Danger Options are set as 'No'

Then

'Other Reason' should be set to 'Yes'

If at least one of the Imminent Danger Options is set as 'Yes'

Then

'Other Reason' can be set to 'No', provided there are no other reasons to restrain the student

The screenshot shows the 'RTO Event 01/25/2022 Nbr 1' form. It includes fields for Event Type (Time Out), Home RCDTS, Serving RCDTS, Event Date (01/25/2022), Event Time Started (10:00:00 AM), and Event Time Ended (10:30:00 AM). There are radio buttons for 'Did student sustain an injury during RTO event?' (Yes/No). A section for 'Imminent Danger' includes radio buttons for 'Imminent Danger To Self', 'Imminent Danger To Staff', and 'Imminent Danger To Others', all set to 'No'. Below this is the 'Other Reason' section, which has a red border and a red note: 'Must be YES when no other reason is indicated' and 'Must be answered if no one is in Imminent Danger'. The 'Other Reason' radio button is set to 'Yes'. At the bottom, there are radio buttons for 'Met Code Requirements', 'Room Construction', 'Door Composition / Lock / Block', 'Space Large Enough', 'Visual Monitor', 'Food Drink Access', 'Medication', 'Restroom Access', and 'Clothing Removed', all set to 'No'.



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# Restraint and Time Out

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## Event Details Validations (Example Provided for Event Type: Time Out)

If 'Other Reason' is set as 'Yes'

Then

'Text Box' cannot be left empty

Maximum of 500 characters is allowed in the box

The screenshot shows the 'RTO Event 01/25/2022 Nbr 1' form. The 'Event Type' is 'Time Out'. The 'Home RCDTS' and 'Serving RCDTS' are both '123456789012345'. The 'Event Date' is '01/25/2022', 'Event Time Started' is '10:00:00 AM', and 'Event Time Ended' is '10:30:00 AM'. The 'Did student sustain an injury during RTO event?' is 'No'. The 'Met Code Requirements', 'Room Construction', 'Door Composition / Lock / Block', 'Space Large Enough', and 'Visual Monitor' are all 'Yes'. The 'Imminent Danger To Self', 'Imminent Danger To Staff', and 'Imminent Danger To Others' are all 'Yes'. The 'Other Reason' is 'Yes', and the text box below it is empty, with a red border and a message: 'Other Reason Text' must not be empty. The 'Food Drink Access', 'Medication', 'Restroom Access', and 'Clothing Removed' are all 'No'.

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< Back To RTO Summary

**RTO Event 01/25/2022 Nbr 1**

Event Type ⓘ Time Out

Home RCDTS 123456789012345 🔍

Serving RCDTS 123456789012345 🔍

Event Date ⓘ 01/25/2022

Event Time Started ⓘ 10:00:00 AM

Event Time Ended ⓘ 10:30:00 AM

Did student sustain an injury during RTO event? ⓘ ☐ Yes ☒ No

Met Code Requirements ⓘ ☐ Yes ☒ No

Room Construction ⓘ ☒ Yes ☐ No

Door Composition / Lock / Block ⓘ ☒ Yes ☐ No

Space Large Enough ⓘ ☐ Yes ☒ No

Visual Monitor ⓘ ☒ Yes ☐ No

Imminent Danger To Self ⓘ ☒ Yes ☐ No

Imminent Danger To Staff ⓘ ☒ Yes ☐ No

Imminent Danger To Others ⓘ ☒ Yes ☐ No

Other Reason ⓘ ☒ Yes ☐ No

Must be answered if no one is in Imminent Danger

'Other Reason Text' must not be empty.

Food Drink Access ⓘ ☒ Yes ☐ No

Medication ⓘ ☒ Yes ☐ No

Restroom Access ⓘ ☒ Yes ☐ No

Clothing Removed ⓘ ☐ Yes ☒ No







# Restraint and Time Out

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## Add Event Details

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**RTO Event 01/25/2022**

Event Type ⓘ  
Time Out

Home RCDTS  
123456789012345

Serving RCDTS  
123456789012345

Event Date ⓘ  
01/25/2022

Event Time Started ⓘ  
10:00:00 AM

Event Time Ended ⓘ  
10:30:00 AM

Did student sustain an injury during RTO event? ⓘ  
☐ Yes ☒ No

Imminent Danger To Self ⓘ  
☒ Yes ☐ No

Imminent Danger To Staff ⓘ  
☒ Yes ☐ No

Imminent Danger To Others ⓘ  
☒ Yes ☐ No

Other Reason ⓘ  
☐ Yes ☒ No  
Must be answered if no one is in Imminent Danger

Met Code Requirements ⓘ  
☒ Yes ☐ No

Room Construction ⓘ  
☒ Yes ☐ No

Door Composition / Lock / Block ⓘ  
☒ Yes ☐ No

Space Large Enough ⓘ  
☒ Yes ☐ No


Visual Monitor ⓘ  
☒ Yes ☐ No

Food Drink Access ⓘ  
☒ Yes ☐ No

Medication ⓘ  
☒ Yes ☐ No

Restroom Access ⓘ  
☒ Yes ☐ No

Clothing Removed ⓘ  
☐ Yes ☒ No

**Participants** 

Title	Trained	Type	Check Time	Actions
-------	---------	------	------------	---------




# Restraint and Time Out

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## Add Event Participant Validation

- At least one Event Participant must be provided

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**RTO Event 01/25/2022**

Event Type ⓘ  
Time Out

Home RCDTS  
123456789012345

Serving RCDTS  
123456789012345

Event Date ⓘ  
01/25/2022

Event Time Started ⓘ  
10:00:00 AM

Event Time Ended ⓘ  
10:16:00 AM

Did student sustain an injury during RTO event? ⓘ  
☐ Yes ☒ No

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 is in Imminent Danger

Met Code Requirements ⓘ  
☒ Yes ☐ No

Room Construction ⓘ  
☒ Yes ☐ No

Door Composition / Lock / Block ⓘ  
☒ Yes ☐ No

Space Large Enough ⓘ  
☒ Yes ☐ No

Visual Monitor ⓘ  
☒ Yes ☐ No

Food Drink Access ⓘ  
☒ Yes ☐ No

Medication ⓘ  
☒ Yes ☐ No

Restroom Access ⓘ  
☒ Yes ☐ No

Clothing Removed ⓘ  
☐ Yes ☒ No

**Participants** Please add at least one Event Participant. +

Title	Trained	Type	Check Time	Actions
— No Results Found —				

☐ Show Deleted Records

Cancel Submit



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- Click on '+' sign to add an Event Participant



# Restraint and Time Out

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## Add Event Participant Details – Pop Up

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[← Back To RTO Summary](#)

**RTO Event 01/25/2022**

Event Type ⓘ

Home RCDTS

Serving RCDTS

Event Date ⓘ

Event Time Started ⓘ

Event Time Ended ⓘ

Did student sustain an injury during RTO event? ⓘ

Met Code Requirements ⓘ

Room Construction ⓘ

Door Composition / Lock / Block ⓘ

Space Large Enough ⓘ

Visual Monitor ⓘ

Time Out

1234567890123

1234567890123

01/25/2022

10:00:00 AM

10:30:00 AM

☒ Yes

☐ No

☒ Yes

☐ No

☒ Yes

☐ No

☐ Yes

☒ No

☒ Yes

☐ No

☒ Yes

☐ No

☒ Yes

☐ No

☐ Yes

☒ No

☒ Yes

☐ No

☒ Yes

☐ No

☒ Yes

☐ No

☐ Yes

☒ No

Restroom Access ⓘ

Clothing Removed ⓘ

Close

Save

Participant

×

Type

☒ Event

Participant Title

Was Participant Trained? ⓘ

☐ Yes ☐ No

Title

Trained

Type

Check Time

Actions



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## 21

[illegible]

# Restraint and Time Out

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## Event Participant Details Summary

A 'To Be Added' tag is displayed on the participants which are saved

The Participants will be added once we submit the form

Click on '+' sign again to provide additional Event Participants

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**RTO Event 01/25/2022**

Event Type: Time Out  
Home RCDTS: 123456789012345  
Serving RCDTS: 123456789012345  
Event Date: 01/25/2022  
Event Time Started: 10:00:00 AM  
Event Time Ended: 10:30:00 AM  
Did student sustain an injury during RTO event? No  
Met Code Requirements: No  
Room Construction: Yes  
Door Composition / Lock / Block: Yes  
Space Large Enough: No  
Visual Monitor: Yes

Imminent Danger To Self: Yes  
Imminent Danger To Staff: Yes  
Imminent Danger To Others: Yes  
Other Reason: No  
Must be answered if no one is in Imminent Danger

Food Drink Access: Yes  
Medication: Yes  
Restroom Access: Yes  
Clothing Removed: No

**Participants**

Title	Trained	Type	Check Time	Actions
To Be Added Special Education Teacher	Yes	Event Participant	—	

☐ Show Deleted Records

By clicking Submit, I certify that the information I have submitted is complete and accurately reflects the information included in the ISBE form 11-01 that was completed following the instance of restraint, time-out, and/or isolated time-out.

Cancel Submit



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# Restraint and Time Out

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## Safety Check Participant Validation (Example Provided for Event Type: Time Out)

At least one Safety Check Participant is required if:

Event Type is one of the following:

- Physical Restraint
- Prone Physical Restraint
- Supine Physical Restraint

AND

Event Duration  $\geq$  15 minutes

OR

Event Type is one of the following:

- Time Out
- Isolated Time Out

AND

Event Duration  $\geq$  30 minutes

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Helpful Resources Contact Technical Support

< Back To RTO Summary

RTO Event 01/25/2022

Event Type

Home RCDTS

Serving RCDTS

Event Date

Event Time Started

Event Time Ended

Imminent Danger To Self ☒ Yes ☐ No

Imminent Danger To Staff ☒ Yes ☐ No

Imminent Danger To Others ☒ Yes ☐ No

Other Reason ☐ Yes ☒ No

Must be answered if no one is in Imminent Danger

Did student sustain an injury during RTO event? ☐ Yes ☒ No

Met Code Requirements ☒ Yes ☐ No

Room Construction ☒ Yes ☐ No

Door Composition / Lock / Block ☒ Yes ☐ No

Space Large Enough ☒ Yes ☐ No

Visual Monitor ☒ Yes ☐ No

Food Drink Access ☒ Yes ☐ No

Medication ☒ Yes ☐ No

Restroom Access ☒ Yes ☐ No

Clothing Removed ☐ Yes ☒ No

Participants Please add at least one Safety Check Participant.

Title	Trained	Type	Check Time	Actions
<a href="#">To Be Added</a> Special Education Teacher	Yes	Event Participant	--	<a href="#">Edit</a> <a href="#">Delete</a>

☐ Show Deleted Records

Cancel [Submit](#)



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# Restraint and Time Out

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## Add Safety Check Participant Details

Safety Check option is displayed only after at least one Event Participant is provided, and then you can add a Safety Check Participant

Select the Safety Check option and provide the Safety Check Participant Details and click on 'Save'

If 'Performed Safety Check' is set to 'Yes' then 'Safety Check Time' is Mandatory

The screenshot displays the 'RTO Event 01/25/2022' form. A modal window titled 'Participant' is open, showing options for adding a participant. The 'Type' section has 'Safety Check' selected. The 'Safety Check Participant Title' dropdown is set to 'Administrator (Principal etc)'. The 'Was Safety Check Participant Trained?' question is answered 'Yes'. The 'Performed Safety Check' question is also answered 'Yes', which has triggered the 'Safety Check Time' field to become mandatory, with '10:06:00 AM' entered. The 'Save' button is highlighted with a red box. In the background, a table lists participants, including a 'Special Education Teacher'.

Title	Trained	Type	Check Time	Actions
To Be Added Special Education Teacher	Yes	Event Participant	--	



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# Restraint and Time Out



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## Participant Details Summary


A 'To Be Added' tag is displayed on the safety participants which are saved

Verify all details then click on 'Submit' to save the data


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Event Type 


Time Out 

Home RCDTS


123456789012345 


Serving RCDTS


123456789012345 


Event Date 


01/25/2022

Event Time Started 

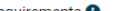
10:00:00 AM 

Event Time Ended 


10:30:00 AM 

Did student sustain an injury during RTO event? 


☐ Yes ☒ No

Met Code Requirements 


☐ Yes ☒ No

Room Construction 


☒ Yes ☐ No

Door Composition / Lock / Block 


☒ Yes ☐ No

Space Large Enough 


☐ Yes ☒ No

Visual Monitor 


☒ Yes ☐ No

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 is in Imminent Danger

Food Drink Access 


☒ Yes ☐ No

Medication 


☒ Yes ☐ No





Restroom Access 

☒ Yes ☐ No

Clothing Removed 

☐ Yes ☒ No

Participants 

Title	Trained	Type	Check Time	Actions
<div><div>To Be Added</div>Special Education Teacher</div>	Yes	Event Participant	—	 
<div><div>To Be Added</div>Administrator (Principal etc)</div>	Yes	Safety Check Participant	10:16:00 AM	 

☐ Show Deleted Records

By clicking Submit, I certify that the information I have submitted is complete and accurately reflects the information included in the ISBE form 11-01 that was completed following the instance of restraint, time-out, and/or isolated time-out.

Cancel 

Submit



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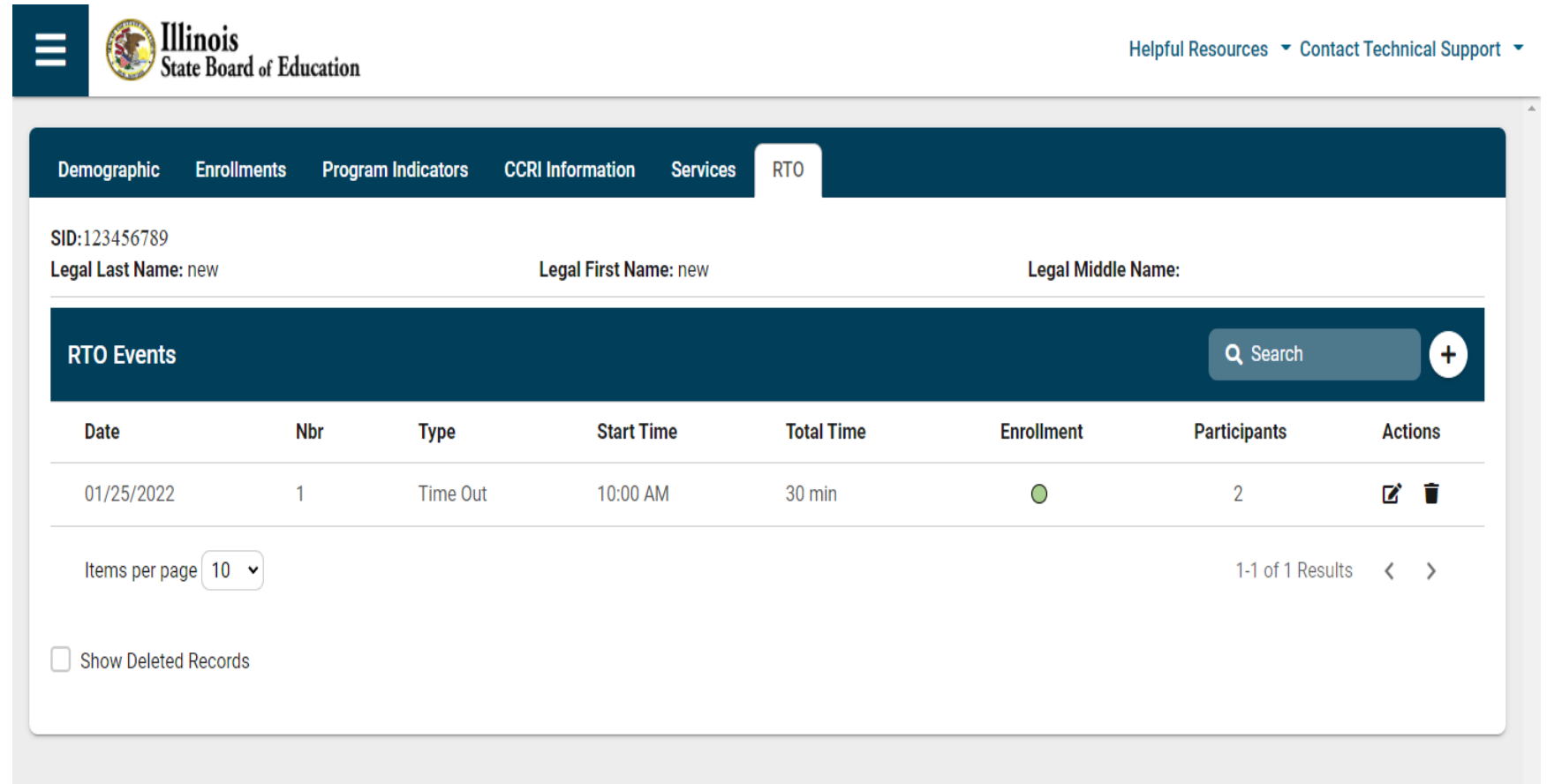


# Restraint and Time Out

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## Event Summary Page

After Successfully submitting the data, it will be directed to the Summary Page where you can see the summary of all the submitted events






The screenshot shows the Illinois State Board of Education (ISBE) website interface. At the top, there is a navigation bar with a menu icon, the ISBE logo, and links for "Helpful Resources" and "Contact Technical Support". Below this is a secondary navigation bar with tabs for "Demographic", "Enrollments", "Program Indicators", "CCRI Information", "Services", and "RTO". The "RTO" tab is currently selected.

Below the navigation bar, the page displays the following information:

- SID: 123456789
- Legal Last Name: new
- Legal First Name: new
- Legal Middle Name:

The main section is titled "RTO Events" and features a search bar with a magnifying glass icon and a plus sign icon. Below this is a table with the following columns: Date, Nbr, Type, Start Time, Total Time, Enrollment, Participants, and Actions.

Date	Nbr	Type	Start Time	Total Time	Enrollment	Participants	Actions
01/25/2022	1	Time Out	10:00 AM	30 min		2	 

Below the table, there is a "Items per page" dropdown menu set to "10" and a "Show Deleted Records" checkbox. The bottom right corner of the table area shows "1-1 of 1 Results" with left and right arrow icons.



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# Restraint and Time Out

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## Event Summary Page – Matched/Unmatched Enrollment

If the record matches with an enrollment in SIS a **GREEN** signal appears on the 'Enrollment' field

If the record does not match with an enrollment in SIS a **RED** signal appears on the 'Enrollment' field

The screenshot displays the Illinois State Board of Education's RTO Events page. The page header includes the Illinois State Board of Education logo and navigation links for Helpful Resources and Contact Technical Support. The main content area features a tabbed interface with options for Demographic, Enrollments, Program Indicators, CCRI Information, Services, and RTO. The RTO tab is selected, showing a list of RTO events. The table has columns for Date, Nbr, Type, Start Time, Total Time, Enrollment, Participants, and Actions. The Enrollment column contains a green signal for the first event (01/25/2022) and a red signal for the second event (08/09/2021). A red box highlights the Enrollment column. The page also includes a search bar, a dropdown for items per page (set to 10), and a checkbox for Show Deleted Records.

Date	Nbr	Type	Start Time	Total Time	Enrollment	Participants	Actions
01/25/2022	1	Time Out	10:00 AM	30 min	●	2	
08/09/2021	1	Physical Restraint	02:00 PM	20 min	●	1	



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# Restraint and Time Out

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## RTO Event - Edit

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Helpful Resources ▾ Contact Technical Support ▾







DemographicEnrollmentsProgram IndicatorsCCRI InformationServicesRTO

SID:123456789  
Legal Last Name: newLegal First Name: newLegal Middle Name:

RTO Events

Search

+

Date	Nbr	Type	Start Time	Total Time	Enrollment	Participants	Actions
01/25/2022	1	Time Out	10:00 AM	30 min		2	 
08/09/2021	1	Physical Restraint	02:00 PM	20 min		1	 

Items per page 10 ▾1-2 of 2 Results<>


☐ Show Deleted Records



# Restraint and Time Out

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## RTO Event Details – Edit/Submit

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Helpful Resources ▾ Contact Technical Support ▾

Event Type ⓘ  
Time Out

Home RCDTS  
123456789012345

Serving RCDTS  
123456789012345

Event Date ⓘ  
01/25/2022

Event Time Started ⓘ  
10:00:00 AM

Event Time Ended ⓘ  
10:30:00 AM

Did student sustain an injury during RTO event? ⓘ  
☐ Yes ☒ No

Met Code Requirements ⓘ  
☐ Yes ☒ No

Room Construction ⓘ  
☒ Yes ☐ No

Door Composition / Lock / Block ⓘ  
☒ Yes ☐ No

Space Large Enough ⓘ  
☐ Yes ☒ No

Visual Monitor ⓘ  
☒ Yes ☐ No

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 is in Imminent Danger





Food Drink Access ⓘ  
☒ Yes ☐ No

Medication ⓘ  
☒ Yes ☐ No

Restroom Access ⓘ  
☒ Yes ☐ No

Clothing Removed ⓘ  
☐ Yes ☒ No

Participants

Title	Trained	Type	Check Time	Actions
Special Education Teacher	Yes	Event Participant	--	 
Administrator (Principal etc)	Yes	Safety Check Participant	10:16:00 AM	 

☐ Show Deleted Records

By clicking Submit, I certify that the information I have submitted is complete and accurately reflects the information included in the ISBE form 11-01 that was completed following the instance of restraint, time-out, and/or isolated time-out.



Cancel **Submit**



# Restraint and Time Out

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## RTO Event - Delete

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Helpful Resources ▾ Contact Technical Support ▾

DemographicEnrollmentsProgram IndicatorsCCRI InformationServicesRTO

SID:123456789  
Legal Last Name: newLegal First Name: newLegal Middle Name:

RTO Events

Search +

Date	Nbr	Type	Start Time	Total Time	Enrollment	Participants	Actions
01/25/2022	1	Time Out	10:00 AM	30 min		2	 
08/09/2021	1	Physical Restraint	02:00 PM	20 min		1	 

Items per page 10 ▾1-2 of 2 Results < >

☐ Show Deleted Records



# Restraint and Time Out

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## RTO Event – Delete Confirmation

Illinois State Board of Education

Helpful Resources ▾ Contact Technical Support ▾

Demographic Enrollments Program Indicators CCRI Information Services **RTO**

SID: 123456789  
Legal Last Name: new

**RTO Events**

Date	Nbr	Type
01/25/2022	1	Time Out
08/09/2021	1	Physical Restraint

Items per page 10 ▾

☐ Show Deleted Records

Legal Middle Name:

Search +

Enrollment	Participants	Actions
	2	
	1	

1-2 of 2 Results < >

**Delete Event Record** x

This event and any related data will be removed.

Event Date: 08/09/2021

Event Number: 1

Event Type: Physical Restraint

Event Start Time: 02:00 PM

Participant Count: 1

Cancel **Confirm**

Agency Information Accessibility Privacy Policy Careers at ISBE



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# Restraint and Time Out

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## RTO Event – Show Deleted Records

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Helpful Resources ▾ Contact Technical Support ▾




DemographicEnrollmentsProgram IndicatorsCCRI InformationServicesRTO

SID:123456789  
Legal Last Name: newLegal First Name: newLegal Middle Name:

RTO Events

Search

+

Date	Nbr	Type	Start Time	Total Time	Enrollment	Participants	Actions
01/25/2022	1	Time Out	10:00 AM	30 min		2	 

Items per page 10 ▾1-1 of 1 Results<>

☐ Show Deleted Records





# Restraint and Time Out

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## RTO Event – Deleted Records List (View Only)

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State Board of Education

Helpful Resources ▾ Contact Technical Support ▾

DemographicEnrollmentsProgram IndicatorsCCRI InformationServicesRTO

SID:123456789  
Legal Last Name: newLegal First Name: newLegal Middle Name:

RTO Events

Date	Nbr	Type	Start Time	Total Time	Enrollment	Participants	Actions
01/25/2022	1	Time Out	10:00 AM	30 min		2	
01/25/2022	2	Time Out	10:00 AM	30 min		—	
08/09/2021	1	Physical Restraint	02:00 PM	20 min		—	

Items per page 10 ▾

1-3 of 3 Results < >


☒ Show Deleted Records



# Restraint and Time Out

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## RTO Event – Deleted Event (View Only)

Helpful Resources ▾ Contact Technical Support ▾

[< Back To RTO Summary](#)

**RTO Event 01/25/2022 Nbr 2**

Event Type ⓘ

Time Out ▾

Home RCDTS

500821890220043 🔍

Serving RCDTS

500821890220043 🔍

Event Date ⓘ

01/25/2022

Event Time Started ⓘ

10:00:00 AM ▾

Event Time Ended ⓘ

10:30:00 AM ▾

Did student sustain an injury during RTO event? ⓘ

☐ Yes ☒ No

Met Code Requirements ⓘ

☐ Yes ☒ No

Room Construction ⓘ

☒ Yes ☐ No

Door Composition / Lock / Block ⓘ

☒ Yes ☐ No

Space Large Enough ⓘ

☐ Yes ☒ No

Visual Monitor ⓘ

☒ Yes ☐ No

Imminent Danger To Self ⓘ ☐ Yes ☒ No

Imminent Danger To Staff ⓘ ☐ Yes ☒ No

Imminent Danger To Others ⓘ ☐ Yes ☒ No

Other Reason ⓘ ☒ Yes ☐ No

Must be answered if no one is in Imminent Danger


Please mention

Food Drink Access ⓘ ☒ Yes ☐ No

Medication ⓘ ☒ Yes ☐ No

Restroom Access ⓘ ☒ Yes ☐ No

Clothing Removed ⓘ ☐ Yes ☒ No

**Participants** 

Title	Trained	Type	Check Time	Actions
Special Education Teacher	Yes	Event Participant	—	
Social Worker	No	Safety Check Participant	—	

By clicking Submit, I certify that the information I have submitted is complete and accurately reflects the information included in the ISBE form 11-01 that was completed following the instance of restraint, time-out, and/or isolated time-out.

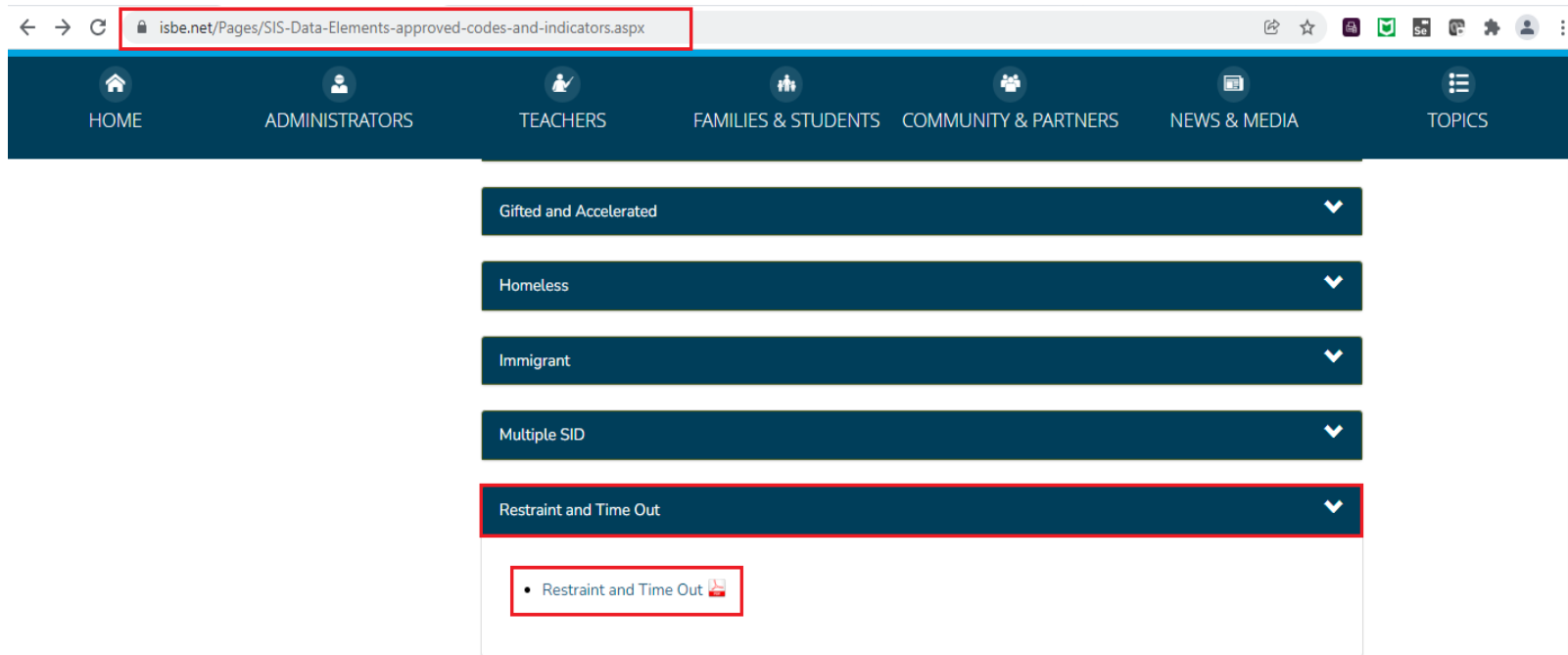
[Cancel](#) [Submit](#)



# Restraint and Time Out

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- Data Elements and Validations document for Restraint and Time Out is readily available in ISBE SIS
  - Navigate to SIS Webpage >> Data Elements and Validations >> Restraint and Time Out  
( **Link:** <https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx> )



For additional **support regarding data entry**, please contact the **SIS helpdesk** at **217-558-3600 Option 3** or emailing [help@isbe.net](mailto:help@isbe.net)

For **policy questions** or questions about the data please contact the **Student Care Department** by emailing [restrainttimeout@isbe.net](mailto:restrainttimeout@isbe.net).



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