



Illinois State Board of Education

Student Course Assignment

SIS School Year at a Glance

2

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



Student Course Assignment

3

Student Course Assignment Resources: <https://www.isbe.net/Pages/Illinois-State-Course-System.aspx>

- Student Course Assignment Catalog
 - One catalog combined for Grades K – 12



Student Course Assignment

4

Use a Secondary Course Code if you are providing High School Credit:

- 52052A000 Algebra I
 - If high school credit, use 02052A000
- 52061A000 Integrated Math-Multiyear Equivalent
 - If high school credit, use 02061A000
- 52069A000 Algebra-Other
 - If high school credit, use 02069A000
- 52074A000 Principles of Algebra and Geometry
 - If high school credit, use 02074A000
- 52075A000 Particular Topics in Geometry
 - If high school credit, use 02075A000
- 52079A000 Geometry-Other
 - If high school credit, use 02079A000



Student Course Assignment

5

▪ **Term Definitions**

- Y1 = Year Long (K - 8 only)
- Y2 = Year Long Summer (K - 8 only)
- S1 = Semester 1
- S2 = Semester 2
- S3 = Semester Summer
- T1 = Trimester 1
- T2 = Trimester 2
- T3 = Trimester 3
- T4 = Trimester Summer
- Q1= Quarter 1
- Q2= Quarter 2
- Q3= Quarter 3
- Q4= Quarter 4
- Q5= Quarter Summer



Student Course Assignment

- **Credit Guidelines (Prior to Secondary Courses Grades K - 8)**

- Primary goals: To better reflect the specific curriculum and to help link Teacher Course Assignments to Student Course Assignments
- Prior to Secondary (K-8) - Student Course Assignments may be submitted as Year Long, Semesters, or Trimesters.

Y1 and Y2	Year Long, Year Long 2 (Summer)	1.00
S1, S2 and S3	Semester 1 (Fall), Semester 2 (Spring) and Semesters 3 (Summer)	0.50
T1, T2, T3 and T4	Trimester 1 (Fall), Trimester 2 (Winter), Trimester 3 (Spring) and Trimester 4 (Summer)	0.33
Q1, Q2, Q3, Q4 and Q5	Quarter 1, Quarter 2, Quarter 3, Quarter 4 and Quarter 5 (Summer)	0.25



Student Course Assignment

- **Credit Guidelines (Secondary Courses Grades 9-12)**

- Primary goals: To better reflect the specific curriculum and to help link Teacher Course Assignments to Student Course Assignments AND to collect complete transcript-level course data
- High School Student Course Assignments may be submitted as Semesters, Trimesters or Quarters
- Ensure End of the Year reporting is consistent and repeatable across district

S1, S2 and S3	Semester 1 (Fall), Semester 2 (Spring) and Semester 3 (Summer)	0.50
T1, T2, T3 and T4	Trimester 1 (Fall), Trimester 2 (Winter), Trimester 3 (Spring) and Trimester 4 (Summer)	0.33
Q1, Q2, Q3, Q4 and Q5	Quarter 1, Quarter 2, Quarter 3, Quarter 4 and Quarter 5 (Summer)	0.25



Student Course Assignment

- **Reporting Student Course Assignments (K-12)**

- Student Course Assignments are entered at the beginning and end of each term or when a student changes courses

- **Submitting Final Letter Grades for Student Course Assignments**

- Final Letter Grades must be submitted at the end of each term
- SIS will populate all K-2 courses (and when feasible 3-12 courses) that are missing Final Letter Grades according to the Exit Type Code provided at the time the enrollment is exited
 - **SIS will not overwrite Final Letter Grades that have already been submitted**
 - **Home, Serving or Service Provider Schools can update the Final Letter Grade at any time**



Student Course Assignment

- When a student enrollment is exited, the following grades will be applied:

Code	Definition	Prior to Secondary Courses (K-2)	Prior to Secondary Courses (3-8)	Secondary Courses
2	Transfer to another public school within the district	N (26)	N (26)	W (17)
3	Transfer to Home Schooled	N (26)	N (26)	W (17)
4	Transfer to Private School	N (26)	N (26)	W (17)
5	Promotion	P (24)	Must be Provided	Must be Provided
6	Graduated			Must be Provided
7	Death	N (26)	N (26)	W (17)
8	Expulsion	N (26)	N (26)	W (17)
9	Dropped Out	N (26)	N (26)	W (17)
10	Transfer to GED program	N (26)	N (26)	W (17)
11	Moved, not known to be continuing	N (26)	N (26)	W (17)
12	Retained in same grade or demoted to a lower grade	R (25)	Must be Provided	Must be Provided
14	Aged Out			W (17)
15	Certificate of Completion			W (17)
16	Victim of a Violent Crime	N (26)	N (26)	W (17)
17	Change in Serving School or Percent of Day Attended	N (26)	N (26)	W (17)
18	Moved Out of the United States	N (26)	N (26)	W (17)
19	Transfer to another public school district out of Illinois	N (26)	N (26)	W (17)
20	Transfer to another public school district in Illinois	N (26)	N (26)	W (17)
99	Erroneous enrollment	99	99	99



Student Course Assignment

10

- **Student Course Assignment Validations**
 - Student Course Assignment can be added or updated via the following:
 - Online
 - Batch
 - The Home, Serving and Service Provider District *can* submit Student Course Assignment data
 - The Home District is still ultimately responsible for ensuring data is collected; the Home, Serving and Service Provider districts must communicate to determine who is entering the data
 - Student does NOT need to be actively enrolled at the time of submission
 - Serving school and Service Provider school can only view courses for students it is serving



Student Course Assignment

11

▪ Student Course Assignment Validations

- To add or to update a record, the student must have a valid district enrollment record in SIS with the following characteristics:
 - Enrollment record Home RCDTS matches Student Course Assignment record Home RCDTS
 - Enrollment record Serving RCDTS matches Student Course Assignment record Serving RCDTS
 - Enrollment School Year matches Student Course Assignment School Year
 - Course Start Date must be equal to or greater than the Student's Enrollment Date
 - Course End Date must be equal to or less than the Student's Exit Enrollment Date
 - Enrollment Exit/Withdrawal Type does not equal Code 99 (Erroneous Enrollment)



Student Course Assignment

12

- **Student Course Assignment Validations**
 - A school can view and edit all Student Course Assignment data for the enrollments where it is identified as the Home School, Serving School or Service Provider School.
 - SIS ensures active enrollment can view all Student Course Assignments:
 - Once the student is enrolled, all past assignments can be viewed.
 - Student Course Assignment data can only be entered on students in Grades K-12.



Student Course Assignment

13

- **Update/Edit Student Course Assignments**

- The following elements must match to update the Student Course Assignment record:
 - SID
 - Home RCDS
 - Serving RCDS
 - School Year
 - Term
 - State Course Code
 - Section Number
- Total Attendance and Actual Attendance can be sent with the start of the course and updated throughout the term.



Student Course Assignment

14

- **Additional mandatory data collected on the Student Course Assignment**
 - Course Level (Remedial, General, Enriched or Honors)
 - Course Setting (Traditional, Online or Other alternative)
 - Language the Course was Taught In
 - Refer to the Language codes listed in the SIS Data Elements (001 - Spanish, 002 - Greek etc...)
 - 000 - English will be accepted but can be left blank
 - If record left blank it is assumed the course was taught in English
 - Competency Based Education (Yes or No)
 - Link to SIS Data Elements:
 - <https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx>



Student Course Assignment

15

- Student Enrollment – Student Course Assignment Link

The screenshot displays the SIS interface for the Illinois State Board of Education. The top navigation bar includes 'Helpful Resources' and 'Contact Technical Support'. The left sidebar lists various SIS functions such as 'Home', 'Student', 'Assessment', and 'Reports'. The main content area shows the 'Enrollments' tab for a student with SID 123456789. A yellow banner indicates 'Enrollment has been exited'. Below this, a table lists enrollment details including 'School Year for Serving' (2022), 'Enrollment Type for Serving' (Transfer in from within District), and 'Exit Status' (Permanent). A 'Collections' section is visible, with 'Student Course Assignment' highlighted in red and a 'View Details' link. Other collections include 'Physical Restraint and Time Out', 'Student Attendance', and 'Regional Safe School Program'. An 'Add Enrollment' button is located at the bottom right.

Collection	Action
Student Course Assignment	View Details
Physical Restraint and Time Out	View Details
Student Attendance	View Details
Regional Safe School Program	

Student Course Assignment

16

- **View Courses**

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The page is titled "Student Course Assignment" and shows details for a student with SID 123456789. The student's legal last name is "Test", legal first name is "Test", middle name is blank, and enrollment date is 08/11/2021. The student's home RCDTS is 123456789012345, serving RCDTS is 123456789012345, and service provider is 123456789012345. The school year is 2022. The page indicates "No Courses Assigned" and includes an "Edit" button.

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 Enrollment

Student Course Assignment

SID: 123456789

Legal Last Name: Test Legal First Name: Test Middle Name: Enrollment Date: 08/11/2021

Home RCDTS: 123456789012345 Serving RCDTS: 123456789012345 Service Provider: 123456789012345 School Year: 2022

Exit Date:

No Courses Assigned

Edit

Student Course Assignment

17

- Search Courses

The screenshot shows the SIS Student Course Assignment page. At the top left is the Illinois State Board of Education logo. The top right has links for 'Helpful Resources' and 'Contact Technical Support'. A 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 is titled 'Student Course Assignment' and includes a 'Back To Enrollment' link. It displays student information: SID: 123546789, Legal Last Name: Test, Legal First Name: Test, Middle Name: , Enrollment Date: 08/11/2021, Home RCDTS: 123456789012345, Serving RCDTS: 123456789012345, Service Provider: 123456789012345, and School Year: 2022. Below this, there are dropdown menus for 'Subject Area' (set to Mathematics) and 'State Course' (with a search box containing '53'). A list of course options is shown below the search box, including '02072A000-Geometry', '02053A000-Algebra I-Part 1', '02153A000-Technical Mathematics', and '02153A001-High School Transitional Math 4 - Technical Math'. A 'View State Course Catalog' link and an 'Add Course' button are also present. At the bottom right, there are 'Next' and 'Cancel' buttons.

Student Course Assignment

18

- Search Courses

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 Bilingual Application

< Back To Enrollment

Student Course Assignment

SID: 123546789
Legal Last Name: Test
Home RCDTS: 123456789012345
Exit Date:

Legal First Name: Test
Serving RCDTS: 123456789012345

Middle Name:
Service Provider: 123456789012345

Enrollment Date: 08/11/2021
School Year: 2022

Subject Area: Mathematics

State Course: 02072A000-Geometry

Academic Term: 53

02053A000-Algebra I-Part 1

02153A000-Technical Mathematics

02153A001-High School Transitional Math 4 - Technical Math

View State Course Catalog

No Courses Assigned

Next Cancel



Student Course Assignment

19

- Add Course

Illinois State Board of Education

Helpful Resources ▾ Contact Technical Support ▾

< Back To Enrollment

Student Course Assignment

SID: 123456789 Legal Last Name: Test Legal First Name: Test Middle Name: Enrollment Date: 08/03/2021
Home RCDTS: 123456789012345 Serving RCDTS: 123456789012345 Service Provider: 123456789012345 School Year: 2022
Exit Date:

To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the *Outside Course Assignment* page.

Subject Area:

State Course:

Academic Term:

[View State Course Catalog](#)

No Courses Assigned

Student Course Assignment

20

- View Courses

The screenshot shows the SIS interface for adding a course. The header includes the Illinois State Board of Education logo and navigation links like 'Helpful Resources' and 'Contact Technical Support'. A left sidebar contains navigation options such as 'Home', 'Student', 'Search', 'Request New SID', 'Exit Enrollment', 'Assessment', 'Adjusted Cohort', 'Teacher', 'Early Childhood Transition', 'Prenatal', 'Reports', 'Batch File Processing', and 'District Data Verification'. The main content area is titled 'Student Course Assignment' and includes a 'Back To Enrollment' link. It displays student information: SID: 123456798, Legal Last Name: Test, Legal First Name: Test, Middle Name: , Enrollment Date: 08/03/2021, Home RCDTS: 123456789012345, Serving RCDTS: 123456789012345, Service Provider: 123456789012345, and School Year: 2022. A light blue box provides instructions for entering course data from various facilities. Below this are three dropdown menus for 'Subject Area' (Mathematics), 'State Course' (02153A000-Technical Mathematics), and 'Academic Term' (S1 - Semester 1). A 'View State Course Catalog' link and an 'Add Course' button are also present. A table below shows the selected course with columns for Academic Term, State Course Id, State Course Title, Section, Start, End, Credit, Grade, and Action. The first row is highlighted with a red border and contains 'Semester 1', '02153A000', 'Technical Mathematics', and 'Action' buttons (Select, Delete). 'Next' and 'Cancel' buttons are at the bottom right.

Illinois State Board of Education

Helpful Resources | Contact Technical Support

< Back To Enrollment

Student Course Assignment

SID: 123456798 Legal Last Name: Test Legal First Name: Test Middle Name: Enrollment Date: 08/03/2021
Home RCDTS: 123456789012345 Serving RCDTS: 123456789012345 Service Provider: 123456789012345 School Year: 2022
Exit Date:

To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the *Outside Course Assignment* page.

Subject Area:

State Course:

Academic Term:

[View State Course Catalog](#)

Academic Term	State Course Id	State Course Title	Section	Start	End	Credit	Grade	Action
Semester 1	02153A000	Technical Mathematics						<input type="button" value="Select"/> <input type="button" value="Delete"/>

Student Course Assignment

21

- Edit Courses

Helpful Resources | Contact Technical Support

SIS

IBM SIS Test User

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

< Back To Enrollment

Student Course Assignment

SID: 123456789 Legal Last Name: Test Legal First Name: Test Middle Name: Enrollment Date: 08/03/2021
Home RCDTS: 123456789012345 Serving RCDTS: 123456789012345 Service Provider: 123456789012345 School Year: 2022
Exit Date:

To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the *Outside Course Assignment* page.

Subject Area:

State Course:

Academic Term:

[View State Course Catalog](#)

Academic Term	State Course Id	State Course Title	Section	Start	End	Credit	Grade	Action
Academic Term	Semester 1							<input type="button" value="Update"/> <input type="button" value="Cancel"/>
State Course Id	02153A000		Local Course Code					
State Course Title	Technical Mathematics		Local Course Title					
Credit	<input type="text" value="1.00"/>		Section					
Course Level	<input type="text" value="General"/>		Course Setting					
Start	<input type="text" value="08/11/2021"/>		End					
Language Course Was Taught In	<input type="text" value="- Select -"/>		Grade					
Numeric Grade Actual	<input type="text"/>		Numeric Grade Maximum					
Attendance Actual	<input type="text"/>		Attendance Total					
Dual Credit	<input type="radio"/> Yes <input checked="" type="radio"/> No		Community College Course					
Competency Based Education	<input type="radio"/> Yes <input checked="" type="radio"/> No		Articulated Credit					
Single Parents or Pregnant Women	<input type="radio"/> Yes <input type="radio"/> No		Displaced Homemaker					

Student Course Assignment

- View Courses

Helpful Resources Contact Technical Support

SIS

- IBM SIS Test User
- Home
- Student
 - Search
 - Request New SID
 - Exit Enrollment
- Assessment
- Adjusted Cohort
- Teacher
- Early Childhood Transition
- Prenatal
- Reports
- Batch File Processing
- District Data Verification

< Back To Enrollment

Student Course Assignment

SID: 123456789

Legal Last Name: Test

Home RCDTS: 123456789012345

Exit Date:

Legal First Name: Test

Serving RCDTS: 123456789012345

Middle Name:

Service Provider: 123456789012345

Enrollment Date: 08/03/2021

School Year: 2022

To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the *Outside Course Assignment* page.

Subject Area:

Mathematics

State Course:

02153A000-Technical Mathematics

Academic Term:

S1 - Semester 1

View State Course Catalog

Add Course

Academic Term	State Course Id	State Course Title	Section	Start	End	Credit	Grade	Action
Semester 1	02153A000	Technical Mathematics	ABC	08/11/2021		1.00		Select Delete

Next

Cancel

Student Course Assignment

23

- Review Courses

Helpful Resources ▾ Contact Technical Support ▾

☰SISIBM SIS Test User ▾HomeStudent ▾SearchRequest New SIDExit EnrollmentAssessment ▾Adjusted CohortTeacherEarly Childhood TransitionPrenatal

< Back To Enrollment

Student Course Assignment

SID: 123456789

Legal Last Name: Test	Legal First Name: Test	Middle Name:	Enrollment Date: 08/03/2021
Home RCDTS: 123456789012345	Serving RCDTS: 123456789012345	Service Provider: 123456789012345	School Year: 2022
Exit Date:			

To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the *Outside Course Assignment* page.

Academic Term	State Course Id	State Course Title	Section	Start	End	Credit	Grade
Semester 1	02153A000	Technical Mathematics	ABC	08/11/2021		1.00	

Submit Change Cancel



Student Course Assignment

24

- Updated Successful

appsqa.isbe.net/SIS/Search/wfStudentCourseAssignment2.aspx

Illinois State Board of Education

Helpful Resources Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Search

Request New SID

Exit Enrollment

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

< Back To Enrollment

Student Course Assignment

SID: 123456789

Legal Last Name: Test Legal First Name: Test Middle Name: Enrollment Date: 08/03/2021

Home RCDTS: 123456789012345 Serving RCDTS: 123456789012345 Service Provider: 123456789012345 School Year: 2022

Exit Date:

To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the *Outside Course Assignment* page.

The course assignment has been successfully updated.

Academic Term	State Course Id	State Course Title	Section	Start	End	Credit	Grade
Semester 1	02153A000	Technical Mathematics	ABC	08/11/2021		1.000	

Edit

Student Course Assignment

25

- **Student Enrollment #2**

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The user is logged in as 'IBM SIS Test User'. The 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 right corner has links for 'Helpful Resources' and 'Contact Technical Support'.

The main content area shows the 'Enrollments' tab selected for a student with SID 123456789 and Legal Last Name 'Test'. The student's legal first and middle names are also listed. Below this, a table shows enrollment details for the current active enrollment (ID 1):

Field	Value
School Year for Serving	2022
Enrollment Type for Serving	Re-entry to the same school
Entry/Grade Level for Serving	12 - Grade 12
Enrollment Date for Serving	08/03/2021
Exit Date	
Exit Status	
Exit Type	
RCDS for Home	500821890220043
RCDS for Serving	500821890220043 < Area Career Center
RCDS for Service Provider	500821890220043 Edit
Percent of Day Attended (PDA)	1.00
Tuition Received	No
Dual Language	Not A Participant in Dual Language Program
Language of Instruction	

Below the enrollment details, there are sections for 'Collections' and 'Add Enrollment'. The 'Collections' section includes links to view details for Student Course Assignment, Physical Restraint and Time Out, Student Attendance, Discipline, Homeless, and 504 Plan. The 'Add Enrollment' button is located at the bottom right of the main content area.

Student Course Assignment

26

- View Courses

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The page title is "Student Course Assignment". The user is logged in as "IBM SIS Test User". The page shows student details for a student with SID 123456789, Legal Last Name: Test, Legal First Name: Test, Middle Name: , and Enrollment Date: 08/11/2021. The Home RCDTS is 500821890220043 and the Serving RCDTS is 240327900404000. The Service Provider is 123456789012345 and the School Year is 2022. The page indicates "No Courses Assigned" and has an "Edit" button.

Illinois State Board of Education

Helpful Resources Contact Technical Support

< Back To Enrollment

Student Course Assignment

SID: 123456789
Legal Last Name: Test Legal First Name: Test Middle Name: Enrollment Date: 08/11/2021
Home RCDTS: 500821890220043 Serving RCDTS: 240327900404000 Service Provider: 123456789012345 School Year: 2022
Exit Date:

No Courses Assigned

Edit



Student Course Assignment

27

- SIS Reports – Student Course Assignment

The screenshot displays the SIS Reports interface. The left sidebar contains navigation options: 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. A list of report categories is shown, with 'Course Assignments' and 'Student and Teacher Reports' highlighted. The 'Student and Teacher Reports' category is expanded, showing a table of reports with 'Student Course Assignment' highlighted. The table has columns for the report name, 'Summary', and 'Details'.

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

Student Course Assignment

- Student Course Assignment Report

2022 Student Course Assignment - Course Information (Detail)

8/24/2021 10:20:14AM

SIS Home School: 123456789012345 ISBE Test District
 Selection Criteria: Show Local Course Codes = No Show Students = Yes

State Course Code: 02153A000	State Course Title: Technical Mathematics	Assigned By: School	CTE Course: N
Term: Semester 1			
Section: ABC			

Student ID	Student Name	Birth Date	Private School	Serving	Grade	Course Level	Course Setting	Credit	Start Date	Dual	Articulated	End Date	Grade A/T	Attend A/T	Final	CBE	Lang. Taught In
123456789	Test, Test	01/01/2000	No	123456789012345	12	General	Online	1.000	08/11/2021	No	No		/	/		No	

Total Students In This Section: 1

Total Students In This Section By State Course Code: 1

	Courses	Students
Assigned by EFE:	0	1
Assigned by School:	1	1
Total:	1	

