2020 Student Information System (SIS) Student Discipline Data

Attention Administrators: One or more of the schools within your district have not entered required 2020 SIS Student Discipline data.

If you have a school that does NOT have Student Discipline data to report then please ignore this email communication.

- Please ensure your Student Discipline data is **valid and accurate**!
- Complete all 2020 Student Discipline data **by July 31, 2020 at 11:59 p.m**.

If you have verified your district's Student Discipline data is complete and correct, then **please ignore this message**. **You do not need to call the help desk.**

Verifying Student Discipline Data

1. Click 'Home' on the left to access the SIS Dashboard.

2. Refer to the **Current Enrollment Data Completion Status** chart, "Student Discipline."

3. Your current student discipline count is shown.

   Note: Total Required and **% Complete** columns will always show 'N/A.'

4. Click the "Student Discipline" link for student details.

5. If your district has entered Discipline Group Numbers, you can run **Reports > Student > Student Discipline by Group Number** – (Summary or Detail) to review. If your district did not use Group Numbers, these reports will correctly show no results.

6. Provide and correct your data.

Student Discipline documentation is located on the ISBE website at
https://www.isbe.net/Pages/Student-Information-System.aspx.

To access the SIS Student Discipline Groups Templates:
1. Click on **Excel Templates** located on the upper right side of the screen.

2. Scroll down the page and click on **Student Discipline Groups**.

   The following links will display:

   - Windows User Template - Excel

   - Mac User Template - Excel

   - Tips for Completing the Student Discipline Groups User Template

   - Steps for Creating and Uploading the Student Discipline Groups User Template

To access SIS Student Discipline Data Elements:

1. Click on **Data Elements**, located on the upper left side of the screen.

2. Scroll down the page and click on **Student Discipline.**

3. Click on **Disciplinary Action Codes** for approved codes and indicators.

If you have questions, please call the ISBE Help Desk at 217-558-3600 Option 3 and ask for SIS support.