

## Reviewing School Year 2018 Student Mobility

To ensure your School Year 2018 data is accurate in the Illinois Report Card on October 31, 2018, review and finalize your student mobility data:

1. Exit your student enrollments soon. The deadline to exit student enrollments from SIS is **July 31, 2018**.
2. After you have submitted enrollment exits, review your school and/or district's "Student Mobility" Reports and verify for accuracy.
3. Edit Enrollment records as necessary to correct errors prior to **July 31, 2018**.

Instructions to access the mobility reports in IWAS and edit enrollment records are included below.

### What is Mobility?

Student Mobility incidents are "non-normal" movements (e.g., enrollment exit before 5/10). An enrollment is identified as "late" if the enrollment date is after 10/1, or as an "early exit" if the exit date is before 5/10. An enrollment can also be both an "early exit" and a "late enrollment." Enrollments in a school year beginning after May 10th are considered summer school. A student with a non-normal movement in their enrollment record counts as a "mobile" student.

### How do mobility rates differ between the school and district level?

If a student exits from one school to another within the same district, the student is counted once as mobile at the district level (because the student did not enter or exit the district). However, both schools would count the student as mobile as part of their respective school mobility rates. Likewise, when a student is promoted in the middle of the school year to a grade in the same school, that student is counted once as mobile at the school level.

**Note:** Remember to exit all student enrollments before verifying Student Mobility data.

Mobility Reports count students once by Serving School (private school students are not counted).

### Review the Mobility Reports in SIS

1. Login to SIS via IWAS.
2. On the left, click on **Reports> State Reporting> Report Card and Accountability> Student Mobility** (Summary and Detail).
3. Run the report by Serving.

### Change Enrollment Exit Type

You can change the Exit Type for students (e.g., specify an erroneous enrollment) that your district enrolled and exited in this school year.

1. To change student enrollment online, search and view details.
2. Choose the correct enrollment (this school year and your school).
3. Click **Edit Enrollment** to change the Exit Type for the student.
4. Choose 99 to specify an erroneous enrollment.
5. Press **Submit** to update the record.

6. The pop-up confirms your update. Press **Close**.

You can also change the Exit Type using the Exit Enrollment (V2) batch submission.

1. Ensure the student(s) are exited.
2. Optionally, to get all of you exited students from SIS, login to SIS and use the **Request File** link to request your district's Exit file. Note: Be sure to specify "Exited Enrollments Only."
3. To update student Exit data using a SIS Template, select the **Exit Enrollment V2** batch file template, download, copy your district's exit data and use paste values, and then upload:
  - **Exit Date, Home** and **Serving RCDTS** must match
  - Enter an alternate Exit Type (e.g., 99) into 3-M.

**For an Exit Date change**, please contact the SIS help desk (217) 558-3600, option 3 and ask SIS Support to assist.

### **Student Mobility Rate Calculation and Categories**

$$\frac{(\text{Sum "late enrollments" for K-12 students}) + (\text{Sum of "early exit" enrollments for K-12 students})}{(\text{Count of K-12 students enrolled since 10/1 or later of current school year})}$$

<b>Late Enrollment:</b>	Includes enrollments beginning after October 1, 2017 and enrollment beginning before May 10, 2018.
<b>Early Exit:</b>	Includes enrollments ended after October 1, 2017 and enrollment ending before May 10, 2018.
<b>Enrollment (All Students):</b>	All students enrolled on or after October 1, 2017 and on or before May 10, 2018
<b>Mobility Rate %:</b>	Is the sum of unduplicated student count with a late enrollment or early exit, divided by the Enrollment (All Students).

For further assistance, please contact the SIS help desk (217) 558-3600, option 3 and ask for SIS Support.