Illinois State Board of Education

SIS End of School Year 2006 and Planning for School Year 2007

All Schools Meeting

May, 2006
Agenda

- ISBE SIS Project Team
- School Year 2005-2006 Year-End Exit Enrollment Submittals
- School Year 2006-2007 SIS Changes
- School Year 2007 Beginning-of-Year Enrollment Submittals
- Summer 2006 SIS Training
- ISBE SIS Upcoming Key Dates
- Districts Next Steps
- Where Do I Direct My Questions?
- Questions & Answers
ISBE SIS Project Team

- **ISBE Key Team Members**
  - Connie Wise ISBE User Project Manager
  - Terry Chamberlain Data Systems Administrator

- **IBM Key Team Members**
  - Howard Hammel Project Manager
  - Jaimie McQuirt Support Team Lead
  - Annette Boxman Support Team
School Year 2006 Year-End Exit Enrollment Submittals

- SIS 2006 school year enrollment records must be exited by August 15, 2006

- Each exited enrollment record must include the following exit/withdrawal information:
  - Enrollment Exit Date
    - The month, day, and year on which a student no longer attends a school or an educational institution.
    - The format is mm/dd/yyyy – 05/31/2006.
  - Exit Status
    - Enter code 01 for permanent.
  - Enrollment Exit/Withdrawal type code
    - See the Enrollment Exit/Withdrawal Type Code Table found under the Data Elements section on the SIS website: www.isbe.net/sis.
Year-End Exit Enrollment Submittals cont.

- Enrollment records may be exited either on-line (one-at-a-time) or via the batch process (multiple records).
  - On-line process
    - Use the IWAS/SIS/Exit Enrollment screen to enter a student’s SID and either the last name, first name or date of birth.
    - Select the enrollment record to exit.
    - Enter the required data in the appropriate fields.
    - Press ‘submit’ to exit the enrollment record.
Year-End Exit Enrollment Submittals cont.

- Batch file process
  - Use the Exit Student Enrollment batch file format (.txt, .xml, or .csv).
  - Enter the required student demographic and exit/withdrawal information.
  - Upload the batch file via IWAS/SIS/Upload File screen.
  - Review returned file result codes to confirm all enrollment records were successfully exited.
  - Resubmit any corrected records using the same batch file process.
School Year 2006-2007 SIS Changes

Changes for the 2007 School Year include the following:

- Revised Enrollment/Entry Type Codes
- Revised Enrollment Exit/Withdrawal Codes
- New Program Indicators
### School Year 2006-2007 SIS Changes cont.

#### Revised Enrollment/Entry Type Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Data Element Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Transfer in from another district</td>
<td>A student who transfers in from another public school district.</td>
</tr>
<tr>
<td>02</td>
<td>Original entry into a U.S. school</td>
<td>A student who enters a United States public school for the first time.</td>
</tr>
<tr>
<td>03</td>
<td>Re-entry to the same school</td>
<td>A student who had previously entered any class in a school and then continues his/her membership in the same school from one term to the next.</td>
</tr>
<tr>
<td>04</td>
<td>Transfer in from within district</td>
<td>A student who transfers in from within a public school district.</td>
</tr>
</tbody>
</table>
## School Year 2006-2007 SIS Changes cont.

### Revised Enrollment Exit/Withdrawal Type Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Data Element Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Transfer to another public school district</td>
<td>A student who transfers out of a public school district to another public school/district.</td>
</tr>
<tr>
<td>02</td>
<td>Transfer to another public school within the district</td>
<td>A student who transfers out of a public school to another public school within the same district.</td>
</tr>
<tr>
<td>03</td>
<td>Transfer to Home Schooled</td>
<td>A student who transfers out of a public school to be home schooled by parents.</td>
</tr>
<tr>
<td>04</td>
<td>Transfer to Private School</td>
<td>A student who transfers out of a public school to a private facility.</td>
</tr>
<tr>
<td>05</td>
<td>Promotion</td>
<td>The practice of promoting a student from one grade to another grade.</td>
</tr>
<tr>
<td>06</td>
<td>Graduated with regular, advanced, International Baccalaureate, or other type of diploma</td>
<td>A student who has received a regular high school diploma upon completion of state and local requirements for both coursework and assessment or a high school diploma from a program other than the regular school program.</td>
</tr>
</tbody>
</table>
School Year 2006-2007 SIS Changes cont.

<table>
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<tr>
<th>Code</th>
<th>Data Element Value</th>
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</tr>
</thead>
<tbody>
<tr>
<td>07</td>
<td>Death</td>
<td>A student whose membership is terminated because he/she died during or between regular school sessions.</td>
</tr>
<tr>
<td>08</td>
<td>Expulsion</td>
<td>A student who left school involuntarily due to an expulsion approved by appropriate school authorities.</td>
</tr>
<tr>
<td>09</td>
<td>Dropped out</td>
<td>A Student who stops attending school for reasons and a specified length of time considered by the state or district to constitute “dropping out.”</td>
</tr>
<tr>
<td>10</td>
<td>Transferred to GED program</td>
<td>A student who has transferred to a GED program prior to the completion of his or her secondary education.</td>
</tr>
<tr>
<td>11</td>
<td>Moved, not known to be continuing</td>
<td>A student who has moved outside his or her attendance area and is not known to be continuing his/her elementary or secondary education.</td>
</tr>
<tr>
<td>12</td>
<td>Retained in same Grade</td>
<td>The practice of not promoting a student to the next grade level at the end of the regular school session.</td>
</tr>
<tr>
<td>99</td>
<td>Erroneous enrollment</td>
<td>Closing an erroneously created enrollment record.</td>
</tr>
</tbody>
</table>
**School Year 2006-2007 SIS Changes cont.**

- **New Program Indicators**

<table>
<thead>
<tr>
<th>Code</th>
<th>Data Element Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 or 02</td>
<td>Reading 1&lt;sup&gt;st&lt;/sup&gt; Indicator</td>
<td>Identifies a student (K-3) in specific 20 school Districts that is a participant in the Reading 1&lt;sup&gt;st&lt;/sup&gt; Program.</td>
</tr>
<tr>
<td>01 or 02</td>
<td>Reading Improvement Block Grant Program Indicator</td>
<td>Identifies a student (K-6) that has been selected to receive services provided with Reading Improvement Block Grant funds.</td>
</tr>
<tr>
<td>01 or 02</td>
<td>Title 1 Indicator</td>
<td>Identifies a student that is a participant in federally funded Title 1 reading or mathematics instruction.</td>
</tr>
</tbody>
</table>
School Year 2006-2007 SIS Changes cont.

- **Location of New Program Indicators**
  - Reading 1st Indicator
    - Former Place Holder 4
    - 12th element in the Student Demographic/Enrollment File Format / Column L of Excel Template
  - Reading Improvement Block Grant Program Indicator
    - Former Place Holder 1
    - 13th element in the Student Demographic/Enrollment File Format / Column M of the Excel Template
  - Title 1 Indicator
    - Former Place Holder 2
    - 14th element in the Student Demographic/Enrollment File Format / Column N of the Excel Template
Beginning-of-Year Enrollment Submittals

- New enrollment records must be submitted for each student at the beginning of the school year 2007 (2006-2007)
  - New enrollments may be created once the previous years enrollment is exited
  - The new codes, indicators and format will be required starting on August 16, 2006

- The Student Demographic file format is used to create the new enrollment records and must include the student’s existing SID
  - To find a student’s SID, access the SIS application via IWAS/SIS, and select the Search SID functionality.
  - If a student has not been assigned a State SID or the State SID is unknown, that field will be blank and SIS will assign a new SID and create the enrollment record for school year 2007.
  - The file format may be .txt, .xml or .csv.
  - An Excel template to create the Student Demographic .csv file and the tip sheet for completing the excel template is available on www.isbe.net/sis.
  - The four digit School Year to be used in the file is 2007
Beginning-of-Year Enrollment Submittals cont.

- Only the Home School/District may submit enrollment records
  - Submit only active students that are currently enrolled in the school year 2006 – 2007
  - Home School/Districts must create the enrollment records for students for whom they are the Home school and are served at other facilities (example: special education facilities)
  - Home School/Districts may create multiple enrollment records when a student attends 2 or more serving schools (example: a student attends one school in the morning and a different school in the afternoon such as a vocational education facility)

- New enrollment records for School Year 2007 must be submitted by October 31, 2006 (will be used for the Fall Housing report)
Summer 2006 SIS Training

- Training will be targeted for beginner SIS users who never attended a training class or for anyone who would like a refresher course
  - On-line and batch functionality, including creating CSV files
- **Locations:** 3 sites – Southern, Central, and Northern Illinois
- **Dates:**
  - Week of July 31, 2006 to August 4, 2006
  - Week of August 7, 2006 to August 11, 2006
  - Week of August 14, 2006 to August 18, 2006
- **Times:**
  - On-Line: 9:00 – 10:30 AM (Morning Session) / 1:00 – 2:30 PM (Afternoon Session)
  - Batch: 10:30 AM – 12:00 PM (Morning Session / 2:30 – 4:00 PM (Afternoon Session)
- Specific dates and locations to be announced
- Registration will be online via ISBE site
## ISBE SIS Upcoming Key Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day to exit enrollments for School Year 2006</td>
<td>08/15/2006</td>
</tr>
<tr>
<td>First Day new codes, indicators and file format will be required</td>
<td>08/16/2006</td>
</tr>
<tr>
<td>Deadline for Fall Enrollment submission (School Year 2007 Student Demographics - enrollments)</td>
<td>10/31/2006</td>
</tr>
</tbody>
</table>
Districts Next Steps

- Exit enrollment records for all students at close of the School Year 2006 (no later than August 15, 2006)

- Revise local systems to include new program indicators and map new Enrollment Entry Type codes and Enrollment Exit/Withdrawal codes for School Year 2007

- Conform to the 2006 – 2007 School Year Student Demographic File Format Layout (applicable starting August 16, 2006)

- Sign up appropriate personnel for SIS training sessions scheduled the first three weeks of August, 2006
Where Do I Direct My Questions?

- ISBE Help Desk
  - (217) 558-3600
  - help@isbe.net

- SIS Policy Questions will be directed to the Data Analysis Division

- SIS Technical Questions will be directed to the IBM team
Questions & Answers

Discussion / Questions
ISBE Contact Information

Connie Wise
217.782.3950
cwise@isbe.net

Terry Chamberlain
217.782.4313
tchamber@isbe.net