

Identifying Students Who Will Be on Your Accountability Rosters Who are Not on the 5 Essentials Rosters:

Students are tied for purposes of accountability to their home school of longest enrollment where that enrollment is equal to or greater than 134 calendar days (a.k.a. “half a school year”). Climate surveys are rostered by serving school. Therefore, it is the responsibility of the home school to make sure students who are placed elsewhere are taking a climate survey in their serving location.

1. Log into SIS.
2. Go to **Reports -> Demographics and Enrollments -> Enrollments -> Detail** and click the Detail link.

The screenshot shows the SIS Reports interface. On the left is a dark blue sidebar with a menu. The 'Reports' item at the bottom of the sidebar is highlighted with a red box. The main content area is titled 'Reports' and contains a search bar and a list of report categories. The 'Demographics and Enrollment' category is highlighted with a red box. Below it, the 'Enrollments' report is highlighted with a red box, and its 'Details' link is also highlighted with a red box.

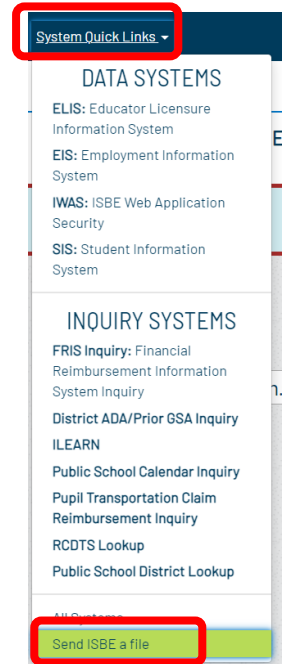
3. Choose **Active Enrollments Only** as the Year, and choose the **Home But Not Serving** radio button under School. Change the format from PDF to **Excel**. Click Create Report.

The screenshot shows the 'Enrollments' report configuration screen. The 'School Year' dropdown is set to 'Active Enrollments Only' and is highlighted with a red box. The 'School' dropdown is empty. Under the 'School' section, the 'Home But Not Serving' radio button is selected and highlighted with a red box. The 'Grade' dropdown is set to 'All Grades'. The 'IDEA Services', 'Private School Student Indicator', and 'Tuition Received' sections each have 'Both' selected. The 'Dual Language' dropdown is set to 'All'. The 'Sort By' dropdown is set to 'Name'. At the bottom, the 'EXCEL' format dropdown is highlighted with a red box, and the 'Create Report' button is also highlighted with a red box.

4. Save the file and compare that list to your 5Essentials Roster. Most likely, these students will be missing.

5. Send ONLY the students who are MISSING from your 5Essentials roster to ISBE using the Send ISBE a File Tool. To do this:

- i. Go to www.isbe.net
- ii. In the upper left hand corner of the page, click the **System Quick Links** menu and choose **Send ISBE a File** from the dropdown.
- iii. Use the field under the Sender Information to enter your name, the name of your school, and your email address.
- iv. Under the Receiver Information, please type SHEN in and choose Shangte, Shen as the receiver.
- v. Click the first Choose File button and attach the report you downloaded from SIS.
- vi. Under the Message heading, enter “5Essentials Roster Check” as the Subject link.
- vii. When done, click the Submit button in the lower right hand corner.
- viii. ISBE will then reply (typically within about 48 hrs) confirming that these students are either (1) Rostered at another serving school that you should contact to ensure participation, or (2) on a “Precode for Accountability Roster” that will precode these students for you as not eligible to participate. In the case a student is not on either of those two rosters, additional contact will follow.



Welcome to ISBE's file transfer page. Enter the information below to transmit a data file to an ISBE employee.
For technical assistance, please contact our Call Center at 217-558-3600.

Sender Information

Name :

Entity Name :

eMail Address :

Receiver Information

ISBE eMail Name :

Attachment(s)

Choose File	<input type="text" value="Rock Island.xlt"/>
Choose File	No file chosen
Choose File	No file chosen
Choose File	No file chosen

If uploading from a removable drive please do not remove the media from the drive.

Message

Subject :

Message :