

Enrollment

Data Element	Mandatory	Data Type	Code	Value	Description	Validation Rules / Notes
						<ul style="list-style-type: none"> • The Home School District is the only entity allowed to request a SID, submit enrollment information to ISBE SIS, update student records, and exit student enrollments. <ul style="list-style-type: none"> - Online, the Home RCDT code is not modifiable and may not be overridden. - Through the batch process, the RCDT in the header row must match the RCDT code in the RCDT for Home School field. • The Home RCDTS is not the District RCDTS code (ending in four zeros). • All active enrollments must have the same Home RCDTS. <ul style="list-style-type: none"> - The system does not allow a student to be enrolled in two different Home RCDTS at the same time. • Only one active enrollment for each Serving RCDTS. <ul style="list-style-type: none"> - The system does not allow two enrollments to exist with the same Serving RCDTS. <ul style="list-style-type: none"> • Students cannot be enrolled into SIS if a previous enrollment exists with an Exit Type Code of "06 – Graduated". • Student cannot have more than one active enrollment in different grade levels. • Enrollment Start Date cannot be updated. Enrollment Entry Type Code can be updated via batch. • The Percent of Day Attended (PDA) cannot be updated. • The Entry/Grade Level cannot be updated (exit student and re-enroll to change the Entry/Grade Level). <ul style="list-style-type: none"> • If a Student is IDEA Services = 'Yes', then Home RCDTS must be a public school district. • If student's Entry/Grade Level is 14 Pre-K and IDEA Services is 01 'Yes', then Home RCDTS must be a public school district. • All students in grades Early Childhood thru 12 must be at least 3 years old on the first day of class (Enrollment Date). • Non-IDEA Service Student must be less than 5 years old on September 1. • IDEA Service Student must be less than 6 years old on September 1. • If the student was enrolled in an Early Childhood Program when they were 5 or 6 years of age, the system will allow them to enroll even after turning 6 (IDEA Services = No) or 7 (IDEA Services = Yes). <ul style="list-style-type: none"> • Birth to 3 students only - Student must be less than 3 years of age and must be born on or before the Enrollment Date. • When enrolling a Birth to 3 student (Entry/Grade Level '00'), the following mandatory fields will be set to '02' or 'No': <ul style="list-style-type: none"> - Title 1 Indicator - IDEA Services - SES Indicator - EL Indicator - Century 21 Indicator - Tuition Received Indicator <p>PSS Student - CTE Student</p> <p>Students who are dually enrolled in a nonpublic school and in their public school district of residence (i.e., their home district) in order to take career and technical education (CTE) coursework at a public school. In this case, the student's home district is responsible for enrolling the private school student in SIS, including submitting the student's CTE course assignment(s).</p> <p>The student's home school in SIS will be a regular high school operated by the district, appropriate to the student's current grade and the grade(s) served by the school. The student's serving school(s) in SIS will be the location(s) where the student is taking CTE coursework (i.e. Area Career Center, Region Center).</p>

Enrollment

Data Element	Mandatory	Data Type	Code	Value	Description	Validation Rules / Notes
<p>Note: These private school students (PSS – CTE) will not be included in adjusted cohort graduation rate calculations. Their participation in state testing will vary, depending on the course(s) they are taking at a public school.</p> <p>Note (Only for SY 2022):</p> <ul style="list-style-type: none"> • IDEA Students who turned 22 Years in School Year 2021 and were not able to receive services are eligible to resume/receive services in School Year 2022 • For above mentioned IDEA students, Date of Birth can be above 22 and less than 24 as on enrollment date and should be less than 24 as on exit date • IDEA students who turned 22 years and were exited as Graduated or Aged Out in SY 2021 are allowed to enroll in SY 2022 • IDEA students who turned 22 years and were exited as Death or Expulsion or Moved Out of the United States in SY 2021 should not be allowed to enroll in SY 2022 						
Dual Language	Mandatory	Char(2)				• If Dual Language is '01' or '02' then Language of Instruction is required.
			01	Two Way Immersion	Dual language, Two-Way serves both English proficient students and English learners from the same language background in a self-contained classroom with the goal of bilingualism and biliteracy. Core academic subjects are taught in both English and the home language of the English learners. In a departmentalized setting, the same description applies. ESL instruction is provided.	
			02	One Way Immersion	Dual language, One-Way serves only English learners from the same language background in a self-contained classroom with the goal of bilingualism and biliteracy. Core academic subjects are taught in both English and the home language of the English learners. in a departmentalized setting, the same description applies. ESL instruction is provided.	
			03	Not a Participant in Dual Language Program	Not a Participant in Dual Language Program	
Language of Instruction	Optional, Mandatory only If Dual Language = to 01 or 02	Char(3)		See Language Code .		

Enrollment

Data Element	Mandatory	Data Type	Code	Value	Description	Validation Rules / Notes
Enrollment/ Entry Type	Mandatory	Char(2)			The circumstances under which the student is admitted to a school or an educational institution. Student may only be original entry to US schools once during their school career.	
			01	Transfer in from another District	A student who transfers in from another public or non-public school district, a home school, or Early Childhood Center.	
			02	Original entry into a U.S. school	A student who enters a United States public school or Early Childhood Center for the first time. (Can only be entered once per student.)	
			03	Re-entry to the same school	A student who had previously entered any class in a school or Early Childhood Center and then continues his or her membership in the same school or Early Childhood Center from one term to the next because of a promotion or demotion, or who transfers from one homeroom or class to another during a regular school session.	
			04	Transfer in from within District	A student who transfers in from within a public school district.	
			05	Transferred in accordance with PA 97-0495	A student who has been expelled or suspended in excess of twenty (20) days and administratively transferred to a Regional Safe Schools Program (RSSP) or an Alternative Learning Opportunities Program (ALOP), in accordance with PA 97-0495 and Sections 10-22.6, 13B-20.25, and 34-19 of the School Code.	
Enrollment/ Entry Date	Mandatory	Char(10)	mm/dd/yyyy		<p>The begin date of a student's enrollment would be the first day the school expected that student to attend. If the student did not attend on the expected day due to an excused absence, the student should be enrolled on the expected date and the student is marked absence. If the school has no contact with the student or family then the first day of enrollment would be the first day the student attends. Do not submit an enrollment record until the student has attended at least one day.</p> <ul style="list-style-type: none"> • All students must be at least 3 years old on the 1st day of class. • Enrollment Date cannot be future date. • Pre-K students with IDEA Service = No must be less than 5 years old on September 1 of the current school year. 	<ul style="list-style-type: none"> • Enrollment Date cannot be a future date. • The Enrollment Date must be greater than the student's previous Exit Enrollment Date unless the enrollment record was identified as Erroneous.

Enrollment

Data Element	Mandatory	Data Type	Code	Value	Description	Validation Rules / Notes
						<ul style="list-style-type: none"> Pre-K students with IDEA Service = Yes must be less than 6 years old on September 1 of the current school year.
RCDTS for Home School	Mandatory	Char(15)	rrccdddtssss		Region-County-District-Type-School code that uniquely identifies the elementary, middle/junior, or high school a student attends or would attend if not placed/transferred to another school/program to receive needed services. <ul style="list-style-type: none"> Home school RCDTS cannot end in "92xx", "93xx" or "90xx" for all students 	<ul style="list-style-type: none"> Home RCDTS cannot be 92xx, 93xx or 90xx.
RCDTS for Serving School	Mandatory	Char(15)	rrccdddtssss		Region-County-District-Type-School code that uniquely identifies the school/program where a student is being educated.	<ul style="list-style-type: none"> Serving RCDTS cannot end in "9000". Serving RCDTS Cannot end in "0000" if it is an ROE, public school district, or other state funded school
Entry/Grade Level	Mandatory	Char(2)			Additional instructional services, usually provided on a one-to-one basis, to supplement regular instruction.	
			00		Birth to 3	
			14		Pre-K	Attendance in an early childhood program.
			15		Kindergarten	
			01		Grade 1	
			02		Grade 2	
			03		Grade 3	
			04		Grade 4	
			05		Grade 5	
			06		Grade 6	
			07		Grade 7	
			08		Grade 8	

Enrollment

Data Element	Mandatory	Data Type	Code	Value	Description	Validation Rules / Notes
			09	Grade 9		
			10	Grade 10		
			11	Grade 11		
			12	Grade 12		
			22	Evaluation	Only used when "Requesting a SID" needed for entering student IDEA Services Evaluations into the ISBE I-STAR system.	<ul style="list-style-type: none"> Evaluation (22) - Entry/Grade Level code is used for a student requesting a new SID.
School Year	Mandatory	Char(4)	xxxx	School year applicable.		<ul style="list-style-type: none"> School Year must be current year.
Percent of Day Attended (PDA)	Mandatory	Numeric (4)	x.xx	The percentage of a FULL day the student attends. Acceptable values will be .01 to 1.00.		<ul style="list-style-type: none"> The sum of the PDA of all existing active Serving School Enrollments and of the new Serving School Enrollment must be less than or equal to '1.00'. The PDA is greater than '0' and less than or equal to '1.00'
Tuition Received	Mandatory	Char(2)		Students residing in a school district who choose to attend another public school district where their parents pay that school district tuition. The Tuition Received Indicator only applies to public school students.		<ul style="list-style-type: none"> Tuition Received Indicator must be "no" if Private School Student (PSS) indicator is set to "Yes" Tuition Received Indicator must be set to "no" for Evaluation, Birth to 3 and Pre-k (Ages 3-5) Grade levels
			01	Yes		
			02	No		

Enrollment