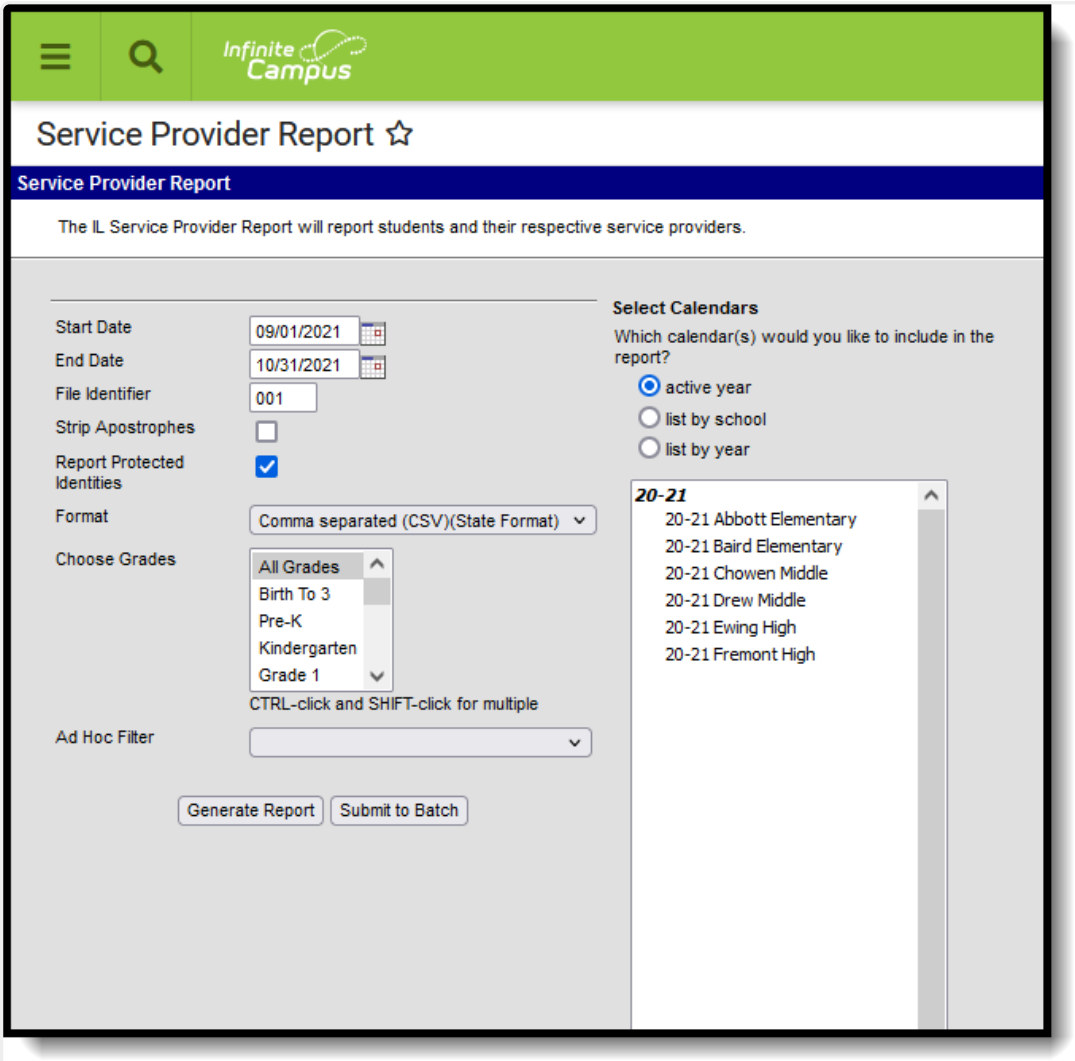
Service Provider Report (Illinois)

Last Modified on 07/13/2026 1:02 pm CDT

Tool Search: Service Provider Report

The Service Provider Report collects students' Service Provider information, as recorded on the students' Enrollment records.



Service Provider Report

Report Logic

Students who have an enrollment record (this includes primary, partial and special education enrollments) where the Service Provider field is populated on the Special Ed Fields Enrollment Editor are included in the report. Enrollment dates must fall within the Start and End Dates entered on the extract editor.

Values for the Service Provider field are populated in the Attribute Dictionary within the

Enrollment attribute.

Students are not included when:

- The Enrollment record is marked as No Show or as State Exclude.
- The Calendar of enrollment is marked as State Exclude.
- The Grade Level of enrollment is marked as State Exclude.

Report Editor

The following fields are available for selection.

Field	Description
Start Date **End Date**	Entered dates are used to return service provider information. The Start Date populates with the start date of the selected calendar. The End Date populates with the end date of the selected calendar. If multiple calendars are selected, the latest start and end dates are used. Enter different dates by typing in *mmddyy* format or using the calendar icon to choose dates.
File Identifier	Indicates the number attached to the end of the file name and is used to differentiate the file from other files generated.
Strip Apostrophes	When marked, the following marks are removed from student names and other reported data: • Apostrophes ('), Commas (,), Periods (.) • Umlaut (Ö) • Tilde (Ñ) • Grave Accents (Ò), Acute Accents (Ó) • Circumflex (Ô) When not marked, these marks are not removed.
Report Protected Identities	When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields.
Format	Determines how the report generates. Use the **Comma Separate (CSV) (State format)** when submitting the report to the state. Use the **HTML** option when reviewing data prior to state submission.

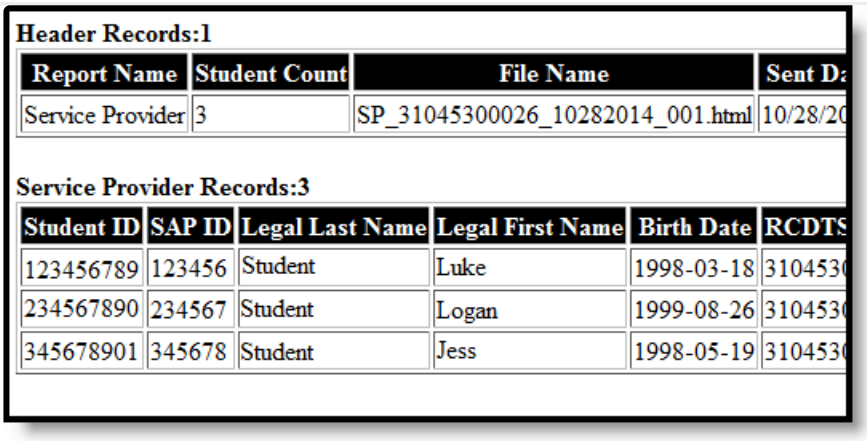
Field	Description
Student Selection	Select students by choosing one or more grade levels or a saved ad hoc filter to use when generating this report. Only those students in the selected grade levels report if they meet the reporting requirements. Only those students included in the filter report if they meet the reporting requirements.
Calendar Selection	At least one calendar needs to be selected for the report to generate. Calendars can be chosen by **Active Year**, by **School** or by **Year**. If a calendar is selected in the Campus toolbar, that calendar is automatically selected.
Report Generation	The report can be generated immediately using the **Generate Extract** button. When there is a larger amount of data chosen (several calendars, large date range, etc.), use the **Submit to Batch** button, which allows the user to choose when the report is generated. See the Batch Queue article for more information.

Generate the Service Provider Report

1. Enter the **Start Date** and **End Date** required for the report.
2. Enter the **File Identifier** value.
3. If desired, mark the **Strip Apostrophes** checkbox.
4. If desired, mark the **Report Protected Identities** checkbox.
5. Select the desired **Format** for the report.
6. Select students by choosing **Grade Levels** or an **Ad hoc Filter** from the dropdown list.
7. Select the desired **Calendar(s)**.
8. Click the **Generate Report** button to display the results immediately; click the **Submit to Batch** button to schedule when the report is generated.

	A	B	C	D	E	
1	Service Provider	3	SP_310453	10/28/2014	310453000260000	
2	Student ID	SAP ID	Legal Last	Legal First Name	Birth Date	RCDTS
3	123456789	123456	Student	Luke	3/18/1998	31045
4	234567890	234567	Stydent	Logan	8/26/1999	31045
5	345678901	345678	Student	Jess	5/19/1998	31045
6						

Service Provider Report - State Format (CSV)



Header Records:1

Report Name	Student Count	File Name	Sent D
Service Provider	3	SP_31045300026_10282014_001.html	10/28/20

Service Provider Records:3

Student ID	SAP ID	Legal Last Name	Legal First Name	Birth Date	RCDTS
123456789	123456	Student	Luke	1998-03-18	310453
234567890	234567	Student	Logan	1999-08-26	310453
345678901	345678	Student	Jess	1998-05-19	310453

Service Provider Report - HTML Format

Report Layout

Report Header

Data Element	Description	Location
Report Name	Reports the name of the extract being generated. This always reports a value of **Service Provider.**	N/A
Student Count	Reports the total number of records that appear on the report.	N/A
File Name	SP + RCDT or District Name + _ + Date (mmddyyy)_File Identifier (i.e.,SP_310453000260_01302015_001.txt)	N/A
Sent Date	Indicates the date the report was generated.	N/A
RCDTS Code	The Region-County-District-Type-School code that uniquely identifies the school generating the extract. *RRCCCDDDDTTSSSS, 15 characters*	School & District Settings > District Information > State District Number, Type, Region Number, County School & District Settings > School Information > State School Number District.districtID District.county District.region School.number

Report Layout

Data Element	Description	Location
Student ID	Reports the student's state ID. *Numeric, 9 digits*	Census > People > Demographics > Person Identifiers > Student State ID Person.stateID
SAPID	Reports the student's locally assigned ID. *Numeric, 6 digits*	Census > People > Demographics > Person Identifiers > Local Student Number Person.studentID
Legal Last Name	Reports the student's legal last name. When the Report Protected Identities checkbox is marked on the report editor, the student's last name reports from the Legal Last Name field if populated. *Alphanumeric, 20 characters*	Census > People > Identity Information > Last Name Identity.lastName Census > People > Identities > Protected Identity Information > Legal Last Name Identity.legalLastName
Legal First Name	Reports the student's legal first name. When the Report Protected Identities checkbox is marked on the report editor, the student's first name reports from the Legal First Name field if populated. *Alphanumeric, 20 characters*	Census > People > Identity Information > First Name Identity.firstName Census > People > Identities > Protected Identity Information > Legal First Name Identity.LegalfirstName
Birth Date	Reports the student's date of birth. *Date field, 10 characters (MM-DD-YYYY)*	Census > People > Demographics > Person Information > Birth Date Identity.birthDate

Data Element	Description	Location
RCDTS for Home School	The Region-County-District-Type-School code that uniquely identifies the elementary, middle/junior, or high school the student attends or would attend if not placed/transferred to another school/program to receive needed services. *RRCCCDDDDTTSSSS, 15 characters*	School & District Settings > District Information > District Information School & District Settings > School Information > School Editor > School Detail Student Information > General > Enrollments > State Reporting Fields > Home District and Home School District.districtID District.county District.region School.number Enrollment.resident School Enrollment.resident District
RCDTS for Serving School	The Region-County-District-Type-School code that uniquely identifies the school/program where a student is being educated. *RRCCCDDDDTTSSSS, 15 characters*	System Administration > Resources > District Information > District Information System Administration > Resources > School > School Editor > School Detail Student Information > General > Enrollments > State Reporting Fields > Serving District and Serving School District.districtID District.county District.region School.number Enrollment.serving School

Data Element	Description	Location
Service Provider RCDTS	Reports the assigned code on the Special Education Fields Enrollment Editor. *Numeric, 15 digits*	Student Information > General > Enrollment > Special Education Fields > Service Provider EnrollmentIL.serviceProvider System Settings > Custom > Attribute/Dictionary > Enrollment > Service Provider