

# Service Provider Report (Illinois)

Last Modified on 06/10/2024 2:49 pm CDT

[Report Logic](#) | [Report Editor](#) | [Generate the Service Provider Report](#) | [Report Layout](#)

**Tool Search:** Service Provider Report

The Service Provider Report collects student's Service Provider information, as recorded on the student's Enrollment record.

## 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
<b>Start Date</b> <b>End Date</b>	<p>Entered dates are used to return service provider information.</p> <p>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.</p> <p>Enter different dates by typing in <i>mmdyy</i> format or using the calendar icon to choose dates.</p>
<b>File Identifier</b>	Indicates the number attached to the end of the file name and is used to differentiate the file from other files generated.
<b>Strip Apostrophes</b>	<p>When marked, the following marks are removed from student names and other reported data:</p> <ul style="list-style-type: none"> <li>• Apostrophes (')</li> <li>• Commas (,)</li> <li>• Periods (.)</li> <li>• Umlaut (Ö)</li> <li>• Tilde (Ñ)</li> <li>• Grave Accents (Ò), Acute Accents (Ó)</li> <li>• Circumflex (Ô)</li> </ul> <p>When not marked, these marks are not removed.</p>
<b>Report Protected Identities</b>	When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields.
<b>Format</b>	Determines how the report generates. Use the <b>Comma Separate (CSV) (State format)</b> when submitting the report to the state. Use the <b>HTML</b> option when reviewing data prior to state submission.

Field	Description
<b>Student Selection</b>	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.
<b>Calendar Selection</b>	At least one calendar needs to be selected for the report to generate. Calendars can be chosen by <b>Active Year</b> , by <b>School</b> or by <b>Year</b> . If a calendar is selected in the Campus toolbar, that calendar is automatically selected.
<b>Report Generation</b>	The report can be generated immediately using the <b>Generate Extract</b> button. When there is a larger amount of data chosen (several calendars, large date range, etc.), use the <b>Submit to Batch</b> button, which allows the user to choose when the report is generated. See the <a href="#">Batch Queue</a> 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 of the report immediately; click the **Submit to Batch** button to determine when the report generates.

	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	RCDT
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 Date
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	3104530
234567890	234567	Student	Logan	1999-08-26	3104530
345678901	345678	Student	Jess	1998-05-19	3104530

Service Provider Report - HTML Format

# Report Layout

## Report Header

Data Element	Description	Location
<b>Report Name</b>	Reports the name of the extract being generated. This always reports a value of <b>Service Provider</b> .	N/A
<b>Student Count</b>	Reports the total number of records that appear on the report.	N/A
<b>File Name</b>	SP + RCDT or District Name + _ + Date (mmddyyy)_File Identifier (i.e.,SP_310453000260_01302015_001.txt)	N/A
<b>Sent Date</b>	Indicates the date the report was generated.	N/A
<b>RCDTS Code</b>	The Region-County-District-Type-School code that uniquely identifies the school generating the extract.  <i>RRCCDDDDTTSSSS, 15 characters</i>	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
<b>Student ID</b>	<p>Reports the student's state ID.</p> <p><i>Numeric, 9 digits</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; Student State ID</p> <p>Person.stateID</p>
<b>SAPID</b>	<p>Reports the student's locally assigned ID.</p> <p><i>Numeric, 6 digits</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; Local Student Number</p> <p>Person.studentID</p>
<b>Legal Last Name</b>	<p>Reports the student's legal last name.</p> <p>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.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>Census &gt; People &gt; Identity Information &gt; Last Name</p> <p>Identity.lastName</p> <hr/> <p>Census &gt; People &gt; Identities &gt; Protected Identity Information &gt; Legal Last Name</p> <p>Identity.legalLastName</p>
<b>Legal First Name</b>	<p>Reports the student's legal first name.</p> <p>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.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>Census &gt; People &gt; Identity Information &gt; First Name</p> <p>Identity.firstName</p> <hr/> <p>Census &gt; People &gt; Identities &gt; Protected Identity Information &gt; Legal First Name</p> <p>Identity.LegalfirstName</p>
<b>Birth Date</b>	<p>Reports the student's date of birth.</p> <p><i>Date field, 10 characters (MM-DD-YYYY)</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Birth Date</p> <p>Identity.birthDate</p>

Data Element	Description	Location
<b>RCDTS for Home School</b>	<p>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.</p> <p><i>RRCCDDDDDTTSSSS, 15 characters</i></p>	<p>School &amp; District Settings &gt; District Information &gt; District Information</p> <p>School &amp; District Settings &gt; School Information &gt; School Editor &gt; School Detail</p> <p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Home District and Home School</p> <p>District.districtID District.county District.region School.number Enrollment.resident School Enrollment.resident District</p>
<b>RCDTS for Serving School</b>	<p>The Region-County-District-Type-School code that uniquely identifies the school/program where a student is being educated.</p> <p><i>RRCCDDDDDTTSSSS, 15 characters</i></p>	<p>System Administration &gt; Resources &gt; District Information &gt; District Information</p> <p>System Administration &gt; Resources &gt; School &gt; School Editor &gt; School Detail</p> <p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Serving District and Serving School</p> <p>District.districtID District.county District.region School.number Enrollment.serving School</p>

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