ISBE Homeless Extract (Illinois)

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The ISBE Homeless Extract reports students who are considered homeless. Students must have an active homeless record within the selected calendar in order to be included in the extract.

ISBE Homeless Extract Editor

Report Logic

A student is included in the report when the student has a Homeless record in the selected calendar AND has an active enrollment on the entered Effective Date on the extract editor.

The student's Homeless Start Date must be before the Effective Date entered on the Extract Editor and before the selected Calendar's end date. The student's Homeless End Date must be on or after the start date of the selected Calendar. If the student has multiple homeless records that meet these requirements, the record with the most recent start date is used, then the record with the lowest homelessID is used.

A student must have at least one enrollment record in the selected calendar. If the student has multiple enrollments in the same calendar, Primary enrollments report first, then Partial, then Special Ed.

Students are not included when:

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

Report Editor

The following fields are available for selection.

Field	Description
Extract Type	Selection determines the extract that is generated. For this instance, select the **Homeless** option.
Effective Date	Entered date (the current date is auto-populated) determines the students who are actively enrolled and are included in the report based on other reporting logic criteria.
File Identifier	Indicates the number attached to the end of the file name and is used to differentiate the file from other files generated.
Students without State IDs	When marked, the report returns students who do not have state IDs assigned.
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 **State Format (Comma Delimited)** when submitting the report to the state. Use the **HTML** or **Tab Delimited** option when reviewing data prior to state submission.
Ad hoc	Select a saved ad hoc filter to use when generating this report. Only those students included in the filter will be returned on the 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 Report

1. Select Homeless from the **Extract Type** dropdown list.
2. Enter the **Effective Date** of the report.
3. Enter the **File Identifier**. This is the number attached to the end of the file name, used to differentiate the file from other files generated.
4. Check the **Students w/o stateIDs** checkbox, if desired, to include students without assigned state IDs within the report.
5. If desired, mark the **Strip Apostrophes** checkbox.
6. If desired, mark the **Report Protected Identities** checkbox.
7. Select the **Format**. To review data prior to submission, use the HTML format. When submitting data to the state, use the State Format (Comma Delimited).
8. Select which **Calendar(s)** to include within the report.
9. Select the **Generate Extract** button or use the **Submit to Batch** option. The report will appear in a separate window in the designated format.

ISBE Homeless Extract - HTML Format

ISBE Homeless Extract - State Format (comma delimited)

ISBE Homeless Extract - Tab Delimited

ISBE Homeless Extract Layout

Header Layout

Element	Description	Location
File Type	The name of the extract being generated. Will always report a value of Homeless.	N/A
Total Records	The total amount of records generated.	N/A
File Name	HM + RCDT or District Name + _ + Date (mmddyyy)_File Identifier (i.e., HM_31045300026_06222005_001.txt)	N/A
Sent Date	The date the extract was generated.	N/A
RCDTS	The Region-County-District-Type-School code that uniquely identifies the school generating the extract. *RRCCCDDDDDTTSSSS, 15 characters*	School & District Settings > District > District Information > State District Number, Type, Region Number, County; School & District Settings > School > School Information > State School Number; District.districtID District.county District.region School.number

Extract Layout

Element	Description	Location
State ID	The student identifier assigned in the ISBE SIS. *Numeric, 9 digits*	Census > People > Demographics > Person Identifiers > State ID Person.stateID
Local SAP ID	The Student ID number used by the school to identify the student within their local system. *Numeric, 50 digits*	Census > People > Demographics > Person Identifiers > Student Number Person.studentNumber

Element	Description	Location
Last Name	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. *Alphabetical, 30 characters*	Census > People > Identity Information > Last Name Identity.lastName Census > People > Identities > Protected Identity Information > Legal Last Name Identity.legalLastName
First Name	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. *Alphabetical, 30 characters*	Census > People > Identity Information > First Name Identity.firstName Census > People > Identities > Protected Identity Information > Legal First Name Identity.LegalfirstName
Birth Date	The student's date of birth. *Date field, 10 digits (MM/DD/YYYY)*	Census > People > Demographics > People > Person Information > Birth Date Identity.birthdate
RCDTS 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. *Numeric, 15 characters (RRCCCDD DDDTTSSSS)*	School & District Settings > District > District Information > State District Number, Type, Region Number, County System Administration > Resources > School > State School Number Student Information > General > Enrollment > State Reporting Fields > Home School, Home District District.districtID District.county District.region School.number Enrollment.residentSchool Enrollment.residentDistrict

Element	Description	Location
RCDTS Serving School	The Region-County-District-Type-School code that uniquely identifies the school/program where a student is being educated. *Numeric, 15 characters (RRCCCDD DDDTTSSSS)*	School & District Settings > District > District Information > State District Number, Type, Region Number, County School & District Information > School > School Information > State School Number Student Information > General > Enrollments > State Reporting Fields > Serving School District.districtID District.county District.region School.number Enrollment.residentSchool Enrollment.residentDistrict
Unaccompanied Youth Status	Identifies the student as not being in the physical custody of a parent/guardian and who fits the McKinney-Vento definition of homeless. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > Unaccompanied Youth Homeless.unaccompaniedYouth
Primary Nighttime Residence	Indicates student's primary nighttime residence. *Numeric, 2 digits*	Student Information > Program Participation > Homeless > Primary Nighttime Residence Homeless.primaryNightTimeResidence

Element	Description	Location
Tutoring and Other Instructional Support	Indicates the student is receiving tutoring, supplemental instruction, and other educational services that help homeless children and youth reach the same challenging State content and State student performance standards to which all children are held. As clearly specified in the ESEA, as reauthorized by the NCLB Act, all academic enrichment programs for disadvantaged students, including programs for homeless students, must be aligned with State standards and curricula. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > McKinney-Vento Services: Tutoring/ Instructional Support Homeless.servicesReceived
Expedited Evaluations	Indicates the eligible student is evaluated to measure their strengths and needs. These evaluations should be done promptly in order to avoid a gap in the provision of necessary services to those children and youth. Evaluations may also determine a homeless child or youth's eligibility for other programs and services, including educational programs for gifted and talented students, special education and related services for children with disabilities, English language acquisition, vocational education, school lunch, before-and-after school programs, and appropriate programs or services under ESEA. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > McKinney-Vento Services: Expedited Evaluations Homeless.servicesReceived

Element	Description	Location
Staff Development Awareness	Indicates staff is participating in programs and other activities designed to raise awareness among educators and pupil services personnel of the rights of homeless children and youth as a result of their homelessness. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > McKinney-Vento Services: Staff Development and Awareness Homeless.servicesReceived
Health Referrals	Indicates the student was found eligible and was given a referral to medical, dental, mental, and/or other health services. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > McKinney-Vento Services: Health Referrals Homeless.servicesReceived
Early Childhood	Indicates the student receives services related to developmentally appropriate early childhood education programs for homeless children of preschool age if such programs are not provided through other Federal, State, or local funds. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > McKinney-Vento Services: Early Childhood Programs Homeless.servicesReceived
Assistance Participation	Indicates the student is being provided services and assistance to attract, engage or retain homeless children and unaccompanied youth in public school programs and services that are available to other students in their district. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > McKinney-Vento Services: Assistance with Program Participation Homeless.servicesReceived

Element	Description	Location
Ancillary Programs	Indicates the student is participating in before-and after-school programs, mentoring, and summer programs for homeless children and youth. Qualified personnel may provide homework assistance, tutoring, and supervision of there educational instruction in carrying out these activities. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > McKinney-Vento Services: Mentoring Programs Homeless.servicesReceived
Obtain Transfer Records	Indicates the school of origin (Home School) is paying student's fees and costs associated with tracking, obtaining, and transferring records necessary for the continued enrollment of a student in school. The records may include birth certificates, guardianship records, immunization records, academic records, and evaluations of students needed to determine eligibility for other programs and services. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > McKinney-Vento Services: Obtain/Transfer Records Homeless.servicesReceived
Parental Education	Indicates the student's Parents or Guardian are being offered or provided education and training programs regarding the rights their children have as homeless individuals and educational and other resources available to their children. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > McKinney-Vento Services: Parent Rights/Resources Education Homeless.servicesReceived

Element	Description	Location
Coordination with Schools and Agencies	Indicates student is participating in programs coordinated with local service agencies and other service providers including programs under the Runaway and Homeless Youth Act. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > McKinney-Vento Services: School/Agency Coordination Homeless.servicesReceived
Counseling	Indicates the student is participating in pupil services programs providing violence prevention counseling and referrals to such counseling. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > McKinney-Vento Services: Counseling Homeless.servicesReceived
Domestic Violence Program	Indicates the student is participating in programs addressing the particular needs of eligible students that may arise from domestic violence. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > McKinney-Vento Services: Domestic Violence Program Homeless.servicesReceived
Provided Clothing	Indicates the student is being provided basic needs such as school uniforms, school supplies, and health-related needs. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > McKinney-Vento Services: Clothing Homeless.servicesReceived

Element	Description	Location
School Supplies	Indicates the student is being provided school supplies at shelters, temporary housing facilities, and other locations as appropriate. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > McKinney-Vento Services: School Supplies Homeless.servicesReceived
Referral Other Programs	Indicates the student has been referred to liaisons or other programming outside of school for health, mental health, dental, and other appropriate services in the community. Other "appropriate" services may include housing, shelter, job training, public assistance, food and nutrition, and legal assistance. Student is receiving one or more of these "Other" Programs or services. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > McKinney-Vento Services: Referral to Other Programs/Services Homeless.servicesReceived
Attendance Emergency Assistance	Indicates the student is provided extraordinary or emergency services as necessary to enroll and retain such children and youth in school. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > McKinney-Vento Services: Attendance Emergency Assistance Homeless.servicesReceived

Element	Description	Location
Other Services	Indicates the school is providing subgrant services for the student through programs on school grounds or at other facilities. If services are provided on school grounds, the schools may use McKinney-Vento funds to provide the same services to other children and youth who are determined by the LEA to be at risk of failing in, or dropping out of school. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > McKinney-Vento Services: Other Services/Activities Homeless.servicesReceived
Eligible Homeless Service	Indicates the student is provided with enrichment programs and other supplemental services as school activities. Liaisons are required to ensure that children and youth in homeless situations have a full and fair opportunity to succeed in school. Enrichment programs clearly support that requirement. The extent that individual students experiencing homelessness can benefit from such programs, the student must be provided access to these programs. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > Barriers to Education > Eligible for Homeless Service Homeless.educationalBarriers

Element	Description	Location
School Selection	Indicates the school district shall to the extent feasible, keep a homeless child or youth in the School of Origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian. School of Origin is defined as the school the student attended when permanently housed or the school in which the student was last enrolled. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > Barriers to Education > School Selection Homeless.educationalBarriers
Transportation	Indicates the student is provided transportation. If the parent or guardian chooses the school of origin and it is in another district, the districts must agree on how to divide responsibility and cost of providing transportation and share equally. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > Barriers to Education > Transportation Homeless.educationalBarriers
School Records	Indicates the school has received the student's previous school information, and if not, has made arrangements to place the student correctly. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > Barriers to Education > School Records Homeless.educationalBarriers
Immuniz or Other Med Records	Indicates the school has been provided immunization records from either the student or from previous schools. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > Barriers to Education > Immunizations/Medical Records Homeless.educationalBarriers

Element	Description	Location
Other Barriers	Indicates that fees associated with extra-curricular activities such as club dues and/or sports uniforms for the student were eliminated. Student discipline and expulsion rules apply to students in homeless situations in the same way they apply to housed students. Schools must be careful not to discipline or penalize students for behavior related to homelessness. Any child identified as homeless by a liaison or shelter director is automatically eligible for free school meals. Reports as 01 (Yes) or 02 (No). *Numeric, 2 digits*	Student Information > Program Participation > Homeless > Barriers to Education > Other Barriers Homeless.educationalBarriers