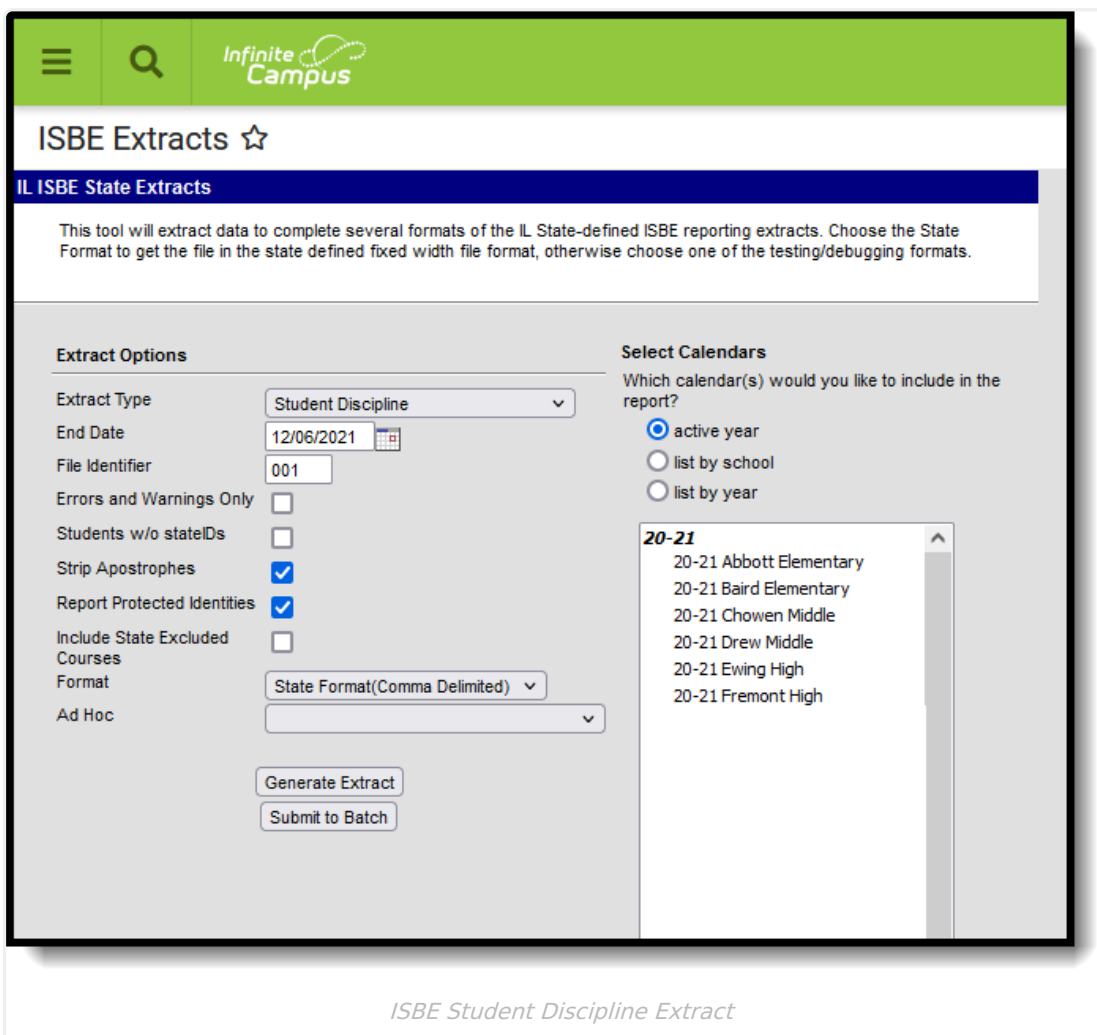# ISBE Student Discipline Extract (Illinois)

Last Modified on 12/14/2025 8:45 pm CST

 Report Logic | Report Editor | Generate the Report | Warning Layout | ISBE Student Discipline Extract Layout

Tool Search: ISBE Extracts

The ISBE Student Discipline Extract reports all student discipline incidents within the selected calendar(s). This extract allows users to meet state requirements for submitting ISBE discipline information.

ISBE Student Discipline Extract

Report Logic

The following report logic is enforced:

- The student must have an enrollment (of any type) that is active during the incident date.
- Students must have a role of offender or participant in a behavior event that is tied to a State

Event Type code.

- The student must have a resolution mapped to a state resolution code (Behavior > Behavior Managements > Resolution; System Administration > Behavior > Behavior Event > State Mapping).

- The duration tied to the resolution must be greater than or equal to .5 of the school day.

Students considered State Excluded **WILL** appear on the report.

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 **Exit Student Enrollment** option.
End Date	Entered date reflects the end date of the enrollment records to return. Dates are entered in *mmddyy* format or choose the calendar icon to choose a date. This is a required field.
File Identifier	Indicates the number attached to the end of the file name and is used to differentiate the file from other files generated.
Errors and Warnings Only	When marked, only the Errors and Warnings Report generates.
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.

Field	Description
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 **Student Discipline** from the **Extract Type** dropdown list.
2. Enter an **End Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. All behavior incidents before this date within the selected calendar(s) are included in the report.
3. Enter the **File Identifier**. This is the number attached to the file name, differentiating the file from other Student Discipline files generated.
4. If desired, mark the **Errors and Warnings Report Only** checkbox. See the Warning Layout section for details.
5. If desired, check the **Students without State IDs** checkbox to include students without State IDs within the report.
6. If desired, mark the **Strip Apostrophes** checkbox.
7. If desired, mark the **Report Protected Identities** checkbox.
8. Select the **Format** of the generated report. For reviewing information prior to submission to the state, use the HTML format. When submitting to the state, use the State Format (Comma Delimited).
9. Select which **Calendar(s)** to include with the report.
10. 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 Student Discipline Extract - HTML Format

SBE Student Discipline Extract - State Format (Comma Delimited)

ISBE Student Discipline - Tab Delimited

Warning Layout

Before the Student Discipline Extract is generated, a warning will appear listing behavior events that do not have a Resolution Duration entered. The warning reads: "The following students have one or more of the following resolution types tied to a behavior event AND no duration has been filled in for the resolution. These students will NOT appear on the report unless a duration value of .5 or greater is given to the resolution"

> If generating the report using the Submit to Batch Queue button, this warning layout does not generate.

WarningError Records: 3
The following students have one or more of the following resolution types tied to a behavior event AND no duration has been filled in for the resolution. These students will NOT appear on the report unless a duration value of .5 or greater is given to the resolution.
01: Expulsion - Received Educational Services
02: Expulsion - Did not receive educational services
03: In-school Suspension
04: Out of School Suspension
05: Transfer to Alternative Program
06: Unilateral removal to an interim alternative educational setting by school personnel
07: Removal to an interim alternative educational setting by a hearing officer
99: Erroneous Record

School Name	Last Name	First Name	Gender	Resolution Type	Resolution Start Date	Resolution End Date
10-11 Summer School Program	Test	Heather	F	PLACED ON DISCIPLINARY WARNING	07/07/2010	
10-11 Summer School Program	Test	Brian	M	PLACED ON DISCIPLINARY WARNING	07/08/2010	07/07/2011
10-11 Summer School Program	Test	James	M	OUT OF SCHOOL SUSPENSION	06/29/2010	07/06/2010

ISBE Student Discipline Errors and Warnings

Element Name	Description	Location
School Name	The name of the school in which the student is enrolled. *Alphanumeric, 40 characters*	School Information > Name School.name
Student 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. *Alphanumeric, 30 characters*	Demographics > Person Information > Last Name Identity.lastName Identities > Protected Identity Information > Legal Last Name Identity.legalLastName
Student 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. *Alphanumeric, 30 characters*	Demographics > Person Information > First Name Identity.firstName Identities > Protected Identity Information > Legal First Name Identity.LegalfirstName
Gender	Identification of the student as Male or Female. When the Report Protected Identities checkbox is marked on the report editor, the student's gender reports from the Legal Gender field if populated. *Alphanumeric, 1 character*	Demographics > Person Information > Gender Identity.gender Identities > Protected Identity Information > Legal Gender Identity.legalGender

Element Name	Description	Location
Resolution Type	The method of punitive or corrective action taken by the school or court authority to reprimand or rehabilitate a student after and offense is committed. *Numeric, 2 digits*	Behavior > Resolution > Behavior Resolution BehaviorResolution. code
Resolution Start Date	The date the behavior resolution began. *Date field, 10 characters (MM/DD/YYYY)*	Behavior > Behavior Resolution > Resolution Date BehaviorResolution.discAssignDate
Resolution End Date	The date the behavior resolution ended. *Date field, 10 characters (MM/DD/YYYY)*	Behavior > Behavior Resolution > End Date BehaviorResolution.endDate

ISBE Student Discipline Extract Layout

Header Layout

Element	Description	Location
FileType	The name of the extract being generated. Will always report a value of Student Discipline Groups.	N/A
Total Records	The total amount of records generated.	N/A
File Name	DI + RCDT or District Name + _ + Date (mmddyyy)_File Identifier (i.e., DI_3104500026_06222005_001.txt)	N/A
SentDate	The date the extract was generated.	N/A

Element	Description	Location
RCDTS	The Region-County-District-Type-School code that uniquely identifies the school generating the extract. *RRCCCDDDDDTTSSSS, 15 characters*	District Information > State District Number, Type, Region Number, County School Information > State School Number District.districtID District.county District.region School.number

Extract Layout

Element	Description	Location
Student ID	The student identifier assigned in the ISBE SIS. *Numeric, 9 digits*	Demographics > Person Identifies > Student Number Person.studentNumber
SAP ID	The Student ID number used by the school to identify the student within their local system. *Numeric, 50 digits*	Demographics > Person Identifiers > State ID Person.studentNumber
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. *Alphanumeric, 30 characters*	Demographics > Person Information > Last Name Identity.lastName Identities > Protected Identity Information > Legal Last Name Identity.legalLastName

Element	Description	Location
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. *Alphanumeric, 30 characters*	Demographics > Person Information > First Name Identity.firstName Identities > Protected Identity Information > Legal First Name Identity.LegalfirstName
Birth Date	The student's date of birth. *Date field, 10 characters (MM/DD/YYYY)*	Demographics > 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. *RRCCCDDDDDTTSSSS, 15 characters*	District Information > State District Number, Type, Region Number, County; System Administration > Resources > School > State School Number Enrollment > State Reporting Fields > Home School, Home District District.districtID District.county District.region School.number Enrollment.residentSchool Enrollment.residentDistrict
RCDTS Serving School	The Region-County-District-Type-School code that uniquely identifies the school/program where a student is being education. *RRCCCDDDDDTTSSSS, 15 characters*	District Information > State District Number, Type, Region Number, County; System Administration > Resources > School > State School Number Enrollments > State Reporting Fields > Serving School District.districtID District.county District.region School.number Enrollment.residentSchool Enrollment.residentDistrict

Element	Description	Location
School Year	The school year for which the enrollment record is applicable. *Numeric, 4 digits (YYYY)*	School Year Setup > School Years Editor > Active Year School.endDate
Incident Date	The month, day and year on which the incident occurred. *Date field, 10 characters (MM/DD/YYYY)*	Behavior Management > Detail Information > Date of Incident BehaviorEvent.timestamp
Group Incident Number	Reports the Incident ID number to which the behavior event is tied. *Numeric, 6 digits*	Behavior Management > Incident Detail Information > Incident ID BehaviorEvent.incidentID
Incident Number	A sequential number that identifies multiple incidents received by an individual in a single day. This number will always report 01 unless the student has multiple incidents within a day. This number does not have to reflect the sequence in which the events or resolution occurred. If a student has a behavior event where the student was given two resolutions, the first resolution would report an incident number of 01 and the second would report 02. *Numeric, 2 digits*	Behavior Management > Events and Participants > Add Resolution > Resolution ID BehaviorEvent.eventID
Disability Type	The student's primary disability. The student's Primary Disability is used at the time of the incident. The Start Date and End Date of the student's active IEP is used to determine the student's primary disability at the time the incident occurred. The IEP does not have to be locked. *Numeric, 2 digits*	Special Ed > Documents > IEP; Student Information > General > Enrollments > Special Ed Fields > Primary Disability Enrollment.disability1

Element	Description	Location
Incident Type	An occurrence involving the student's violation of any of the school or school district's established codes of conduct. *Numeric, 2 digits*	Behavior Management > Events and Participants>Event Type BehaviorEvent.name
Disciplinary Action	Reports the State Resolution Type Code name mapped to the event. *Numeric, 2 digits*	Behavior Management > Events and Participants > Add Resolution > Resolution Name BehaviorResolution.code
Disciplinary Duration	The number of days of disciplinary action. Values of .5 or less do not report, even if all other criteria is met. *Numeric, 2 digits*	Behavior Management > Events and Participants > Add Resolution > IL Disciplinary Duration Behavior.schoolDaysDuration