

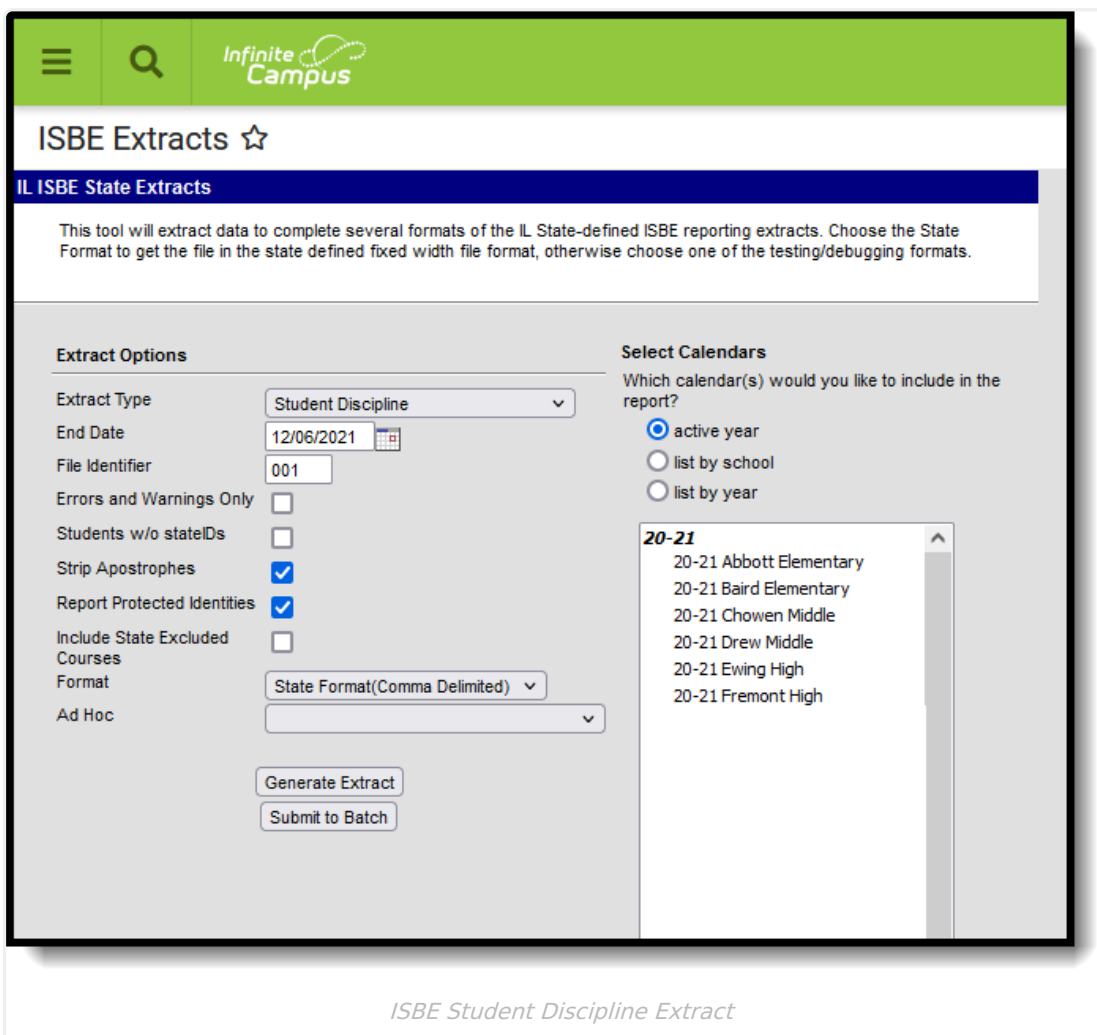
# ISBE Student Discipline Extract (Illinois)

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## 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.



The screenshot shows the 'ISBE Extracts' tool interface. At the top, there's a green header with the 'Infinite Campus' logo. Below it, a blue bar reads 'ISBE Extracts ☆'. A dark blue bar below that says 'IL ISBE State Extracts'. A white box contains the text: 'This tool will extract data to complete several formats of the IL State-defined ISBE reporting extracts. Choose the State Format to get the file in the state defined fixed width file format, otherwise choose one of the testing/debugging formats.'

The main area is divided into two columns. The left column, titled 'Extract Options', contains the following fields:
 

- Extract Type:** A dropdown menu set to 'Student Discipline'.
- End Date:** A date field set to '12/06/2021' with a calendar icon.
- File Identifier:** A text field set to '001'.
- Errors and Warnings Only:** A checkbox that is unchecked.
- Students w/o stateIDs:** A checkbox that is unchecked.
- Strip Apostrophes:** A checkbox that is checked.
- Report Protected Identities:** A checkbox that is checked.
- Include State Excluded Courses:** A checkbox that is unchecked.
- Format:** A dropdown menu set to 'State Format(Comma Delimited)'.
- Ad Hoc:** A dropdown menu.

 At the bottom of this column are two buttons: 'Generate Extract' and 'Submit to Batch'.

The right column, titled 'Select Calendars', contains the text: 'Which calendar(s) would you like to include in the report?'. Below this are three radio buttons:
 

- ☒ active year
- ☐ list by school
- ☐ list by year

 A scrollable list box shows the selected year '20-21' and a list of schools:
 

- 20-21 Abbott Elementary
- 20-21 Baird Elementary
- 20-21 Chowen Middle
- 20-21 Drew Middle
- 20-21 Ewing High
- 20-21 Fremont High

At the bottom of the interface, the text 'ISBE Student Discipline Extract' is displayed.

## 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
<b>Extract Type</b>	Selection determines the extract that is generated. For this instance, select the <b>Exit Student Enrollment</b> option.
<b>End Date</b>	Entered date reflects the end date of the enrollment records to return. Dates are entered in <i>mmdyy</i> format or choose the calendar icon to choose a date. This is a required field.
<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>Errors and Warnings Only</b>	When marked, only the Errors and Warnings Report generates.
<b>Students without State IDs</b>	When marked, the report returns students who do not have state IDs assigned.
<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 ('), Commas (,), 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.

Field	Description
<b>Format</b>	Determines how the report generates. Use the <b>State Format (Comma Delimited)</b> when submitting the report to the state. Use the <b>HTML</b> or <b>Tab Delimited</b> option when reviewing data prior to state submission.
<b>Ad hoc</b>	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.
<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 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.

#### Header Records:1

FileType	TotalRecords	FileName	SentDate	RCDTS
Student Discipline Groups	0	DI_31008300026_04292015_001.html	04/29/2015	310083000260000

#### Student Discipline Records:5

Student ID	SAP ID	Last Name	First Name	Birth Date	RCDTS Home School	RCDTS Serving School	School Year	Incident Date
600000002	000000	Rodriguez	Alexander	04/30/1994	310453000263000	310453000263000	2011	07/07/2010
600000002	000000	Rodriguez	Heather	10/05/1992	310453000263000	310453000263000	2011	07/07/2010
600000002	000000	Rodriguez	Brian	09/22/1993	310453000263000	310453000263000	2011	07/07/2010
600000002	000000	Rodriguez	Tishawn	12/03/1995	310453000263000	310453000263000	2011	06/29/2010
600000002	000000	Rodriguez	Sonia	04/06/1994	310453000263000	310453000263000	2011	06/22/2010

ISBE Student Discipline Extract - HTML Format

```
Student Discipline Groups,0,DI_31008300026_04292015_001.csv,04/29/2015,310083000260000
111111111,222222,TEST,Emil,03/25/1994,310453000260004,310453000260004,2010,01/05/2010,01,99,06,03,01
111111111,222222,TESTER,Maximiliano,06/21/1993,310453000260002,310453000260002,2009,10/08/2008,01,99,06,04,01
111111111,222222,TESTER,Maximiliano,06/21/1993,310453000260002,310453000260002,2009,10/24/2008,01,99,06,04,01
111111111,222222,TESTER,Maximiliano,06/21/1993,310453000260002,310453000260002,2009,02/04/2009,01,99,06,03,01
111111111,222222,TESTER,Maximiliano,06/21/1993,310453000260002,310453000260002,2009,02/18/2009,01,99,03,04,10
111111111,222222,TESTER,Maximiliano,06/21/1993,310453000260002,310453000260002,2009,03/05/2009,01,99,06,03,01
111111111,222222,TESTER,Maximiliano,06/21/1993,310453000260002,310453000260002,2009,04/16/2009,01,99,06,03,01
111111111,222222,TESTER,Maximiliano,06/21/1993,310453000260002,310453000260002,2010,10/23/2009,03,99,02,03,01
111111111,222222,TESTER,Maximiliano,06/21/1993,310453000260002,310453000260002,2010,10/23/2009,03,99,02,04,01
111111111,222222,TESTER,Maximiliano,06/21/1993,310453000260002,310453000260002,2010,10/23/2009,03,99,02,04,02
111111111,222222,TESTER,Maximiliano,06/21/1993,310453000260002,310453000260002,2010,01/14/2010,01,99,06,03,01
111111111,222222,TESTER,Francisco,01/14/1993,310453000260002,310453000260002,2009,02/23/2009,01,99,06,03,01
111111111,222222,TESTER,Francisco,01/14/1993,310453000260002,310453000260002,2010,03/04/2010,02,99,06,03,01
```

SBE Student Discipline Extract - State Format (Comma Delimited)

```
FileType TotalRecords FileName SentDate RCDTS
Student Discipline Groups 3748 DI_31045300026_01302014_001.txt 01/30/2014 310453000260000
StateID LocalSAPID LastName FirstName MiddleName LineageCode MotherMaidenName Race
111111111 222222 TESTER Max * SOLANO 11 M 06211993 Mexico
111111111 222222 TESTER Yuri * 11 F 04111995 Elgin IL
111111111 222222 TESTER Alex * Muir 16 M 07231995 Elgin IL
111111111 222222 TESTER Alyssa * 16 F 01031996 Maplewood MN
111111111 222222 TESTER Fran * Post M 01141993
111111111 222222 TESTERS Noe * 11 M 07141995 Elgin IL
111111111 222222 TESTERS Abigail * Vargas 11 F 04281993 Tacambaro Mex
111111111 222222 TESTERS Abimael * Vargas 11 M 04281993 Tacambaro Mex
111111111 222222 TESTING Timothy 13 M 05161995 Elgin IL
111111111 222222 TESTER 13 M 10231993 Kathmandu Nepal
111111111 222222 TEST Richard 13 M 06151995 Illinois
```

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.

Warning/Error 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
<b>School Name</b>	<p>The name of the school in which the student is enrolled.</p> <p><i>Alphanumeric, 40 characters</i></p>	<p>School Information &gt; Name</p> <p>School.name</p>
<b>Student Last Name</b>	<p>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.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Demographics &gt; Person Information &gt; Last Name</p> <p>Identity.lastName</p> <hr/> <p>Identities &gt; Protected Identity Information &gt; Legal Last Name</p> <p>Identity.legalLastName</p>
<b>Student First Name</b>	<p>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.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Demographics &gt; Person Information &gt; First Name</p> <p>Identity.firstName</p> <hr/> <p>Identities &gt; Protected Identity Information &gt; Legal First Name</p> <p>Identity.LegalfirstName</p>
<b>Gender</b>	<p>Identification of the student as Male or Female.</p> <p>When the Report Protected Identities checkbox is marked on the report editor, the student's gender reports from the Legal Gender field if populated.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Demographics &gt; Person Information &gt; Gender</p> <p>Identity.gender</p> <hr/> <p>Identities &gt; Protected Identity Information &gt; Legal Gender</p> <p>Identity.legalGender</p>

Element Name	Description	Location
<b>Resolution Type</b>	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.  <i>Numeric, 2 digits</i>	Behavior > Resolution > Behavior Resolution  BehaviorResolution. code
<b>Resolution Start Date</b>	The date the behavior resolution began.  <i>Date field, 10 characters (MM/DD/YYYY)</i>	Behavior > Behavior Resolution > Resolution Date  BehaviorResolution.discAssignDate
<b>Resolution End Date</b>	The date the behavior resolution ended.  <i>Date field, 10 characters (MM/DD/YYYY)</i>	Behavior > Behavior Resolution > End Date  BehaviorResolution.endDate

# ISBE Student Discipline Extract Layout

## Header Layout

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

Element	Description	Location
<b>RCDS</b>	<p>The Region-County-District-Type-School code that uniquely identifies the school generating the extract.</p> <p><i>RRCCDDDDDTTSSSS, 15 characters</i></p>	<p>District Information &gt; State District Number, Type, Region Number, County</p> <p>School Information &gt; State School Number</p> <p>District.districtID District.county District.region School.number</p>

## Extract Layout

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

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



Element	Description	Location
<b>School Year</b>	<p>The school year for which the enrollment record is applicable.</p> <p><i>Numeric, 4 digits (YYYY)</i></p>	<p>School Year Setup &gt; School Years Editor &gt; Active Year</p> <p>School.endDate</p>
<b>Incident Date</b>	<p>The month, day and year on which the incident occurred.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Behavior Management &gt; Detail Information &gt; Date of Incident</p> <p>BehaviorEvent.timestamp</p>
<b>Group Incident Number</b>	<p>Reports the Incident ID number to which the behavior event is tied.</p> <p><i>Numeric, 6 digits</i></p>	<p>Behavior Management &gt; Incident Detail Information &gt; Incident ID</p> <p>BehaviorEvent.incidentID</p>
<b>Incident Number</b>	<p>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.</p> <p>This number does not have to reflect the sequence in which the events or resolution occurred.</p> <p>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.</p> <p><i>Numeric, 2 digits</i></p>	<p>Behavior Management &gt; Events and Participants &gt; Add Resolution &gt; Resolution ID</p> <p>BehaviorEvent.eventID</p>
<b>Disability Type</b>	<p>The student's primary disability.</p> <p>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.</p> <p><i>Numeric, 2 digits</i></p>	<p>Special Ed &gt; Documents &gt; IEP; Student Information &gt; General &gt; Enrollments &gt; Special Ed Fields &gt; Primary Disability</p> <p>Enrollment.disability1</p>

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