

ISBE 504 Extract

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Tool Search: ISBE Extract

The Section 504 Extract reports active students in the selected calendar as of the report date where an active Section 504 record exists (Student Information > Program Participation > Section 504). One record reports for each calendar of enrollment.

Report Logic

One record reports for each student who has a Primary Enrollment in the selected calendar AND meets one of the following:

- The student has a 504 record with an end date on or after the Effective Date entered on the report editor, OR
- The student has a 504 record that does not have an end date and the start date of the 504 record is on or after the student's enrollment start date.

One record reports for each calendar of enrollment. When the student has multiple enrollments, each with unique RCDTS Serving Schools and Home Schools, one record reports. For students whose 504 has a future end date, the extract reports the current 504 record with a blank end date.

A record reports even when the student is no longer enrolled as of the entered Effective Date. This captures students who may have had an active 504 record prior to the Effective Date in the selected calendar and includes those students who were enrolled, ended enrollment (withdrew) and re-enrolled in the same calendar.

Report Editor

Field	Description
Extract Type	Selection determines the extract that is generated. For this instance, select the 504 option.
Effective Date	Entered date is used to return current enrollments for the report. This field automatically populates with the current date, but can be changed by entering a new date in <i>mm/dd/yyyy</i> format or by clicking the calendar icon to select a date. This date is required in order to generate the report. <ul style="list-style-type: none"> • If an enrollment record has an end date before the effective date, that record is not included • If an enrollment record has an end date after the effective date or does not have an end date, that record is included.
File Identifier	Indicates the number attached to the end of the file name and is used to differentiate the file from other files generated.
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 are 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 **504** from the **Extract Type** field.
2. Enter the **Effective Date** for the report.
3. Enter a **File Identifier**. This is a three-digit number attached to the file name used to differentiate it from other ISBE Demographic and Enrollment Extract files generated.
4. Select which **Format** to generate the report in. To preview information before submitting to the state, use the HTML format. When submitting data to the state, use the State Format (Comma Delimited).
5. If desired, select an **Ad hoc Filter** from which to pull the student set.
6. Select which **Calendars** to include within the report.
7. Select the **Generate Extract** button or use the **Submit to Batch** option. The report displays

in a separate window in the designated format.

504 Extract Layout

Header Layout

Element	Description	Location
File Type	The name of the extract being generated. This always reports a value of 504 Plan.	N/A
Student Count	The total amount of records generated.	N/A
File Name	EN + RCDT or District Name + _ + Date (mmddyyy)_File Identifier (i.e., EN_310453000260_01302015_001.txt)	N/A
File Date	The date the extract was generated. <i>Date field, 8 characters (MMDDYYYY)</i>	N/A
RCDTS	The Region-County-District-Type-School code that uniquely identifies the school generating the extract. <i>RRCCDDDDDTTSSSS, 15 characters</i>	District Information > State District Number, Type, Region Number, County School Information > State School Number District.districtID District.county District.region District.type School.number

Extract Layout

Element	Description	Location
Student ID	The student identifier assigned in the ISBE SIS. <i>Numeric, 9 digits</i>	Demographics > Person Identifies > State ID Person.stateID

Element	Description	Location
SAP ID	<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 > Person Identifiers > Student Number</p> <p>Person.studentNumber</p>
Legal Last Name	<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>Alphabetical, 30 characters</i></p>	<p>Demographics > Person Information > Last Name</p> <p>Identity.lastName</p> <hr/> <p>Identities > Protected Identity Information > Legal Last Name</p> <p>Identity.legalLastName</p>
Legal First Name	<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>Alphabetical, 30 characters</i></p>	<p>Demographics > Person Information > First Name</p> <p>Identity.firstName</p> <hr/> <p>Identities > Protected Identity Information > Legal First Name</p> <p>Identity.legalFirstName</p>
Date of Birth	<p>The student's date of birth.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Demographics > Person Information > Birth Date</p> <p>Identity.birthDate</p>

Element	Description	Location
<p>RCDTS Home School</p>	<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>When the Home School field is populated, that value and the Home District value is concatenated.</p> <ul style="list-style-type: none"> • When the Home School field is blank but the Home District field is populated, the Home District reports and is concatenated with the School of Enrollment. • When the Home School field is populated but the Home District field is not, the reported value is concatenated with the District Region value. • When the Home School and Home District fields are blank, standard RCDTS logic is used. <p><i>RRCCDDDDTTSSSS, 15 characters</i></p>	<p>Enrollments > State Reporting Fields > Home School, Home District</p> <p>District.districtID District.county District.region School.number Enrollment.residentSchool Enrollment.residentDistrict</p>

Element	Description	Location
RCDTS Serving School	<p>The Region-County-District-Type-School code that uniquely identifies the school/program where a student is being educated.</p> <p>When the Serving School field is populated, that value and the Serving District value is concatenated.</p> <ul style="list-style-type: none"> • When the Serving School field is blank but the Serving District field is populated, the Serving District reports and is concatenated with the School of Enrollment. • When the Serving School field is populated but the Serving District field is not, the reported value is concatenated with the District Region value. • When the Serving School and Serving District fields are blank, standard RCDTS logic is used. <p><i>RRCCDDDDTTSSSS, 15 characters</i></p>	<p>District Information > State District Number, Type, Region Number, County</p> <p>School Information > State School Number</p> <p>Enrollment > State Reporting Fields > Serving School, Serving District</p> <p>District.districtID District.county District.region School.number Enrollment.servingSchool Enrollment.servingDistrict</p>
School Year	<p>The school year for which the enrollment is applicable.</p> <p><i>YYYY, 4 digits</i></p>	<p>School Year Setup > End Date</p> <p>School.endDate</p>

Element	Description	Location
<p>504 Plan Start Date</p>	<p>Reports the month, day and year on which the 504 Plan began.</p> <p>A record reports for each enrollment start date aligned to the student.</p> <ul style="list-style-type: none"> • If the student has ended enrollment and re-enrolled by the Effective Date entered on the Report editor, the student is included twice. • If the Enrollment Start Date is before the 504 Plan Start Date, the 504 Plan Start Date reports. • If the Enrollment Start Date is after the 504 Plan Start Date, the Enrollment Start Date reports. <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>504 > Start Date</p> <p>Section504.startDate</p> <hr/> <p>Enrollment > Start Date</p> <p>Enrolmment.startDate</p>
<p>504 Plan End Date</p>	<p>Reports the month, day and year on which the 504 Plan ended, as entered on the 504 record.</p> <p>When the student is no longer enrolled AND the 504 End Date field is not populated, the enrollment end date reports.</p> <p>When the Enrollment End Date is not populated AND the 504 End Date is not populated, a blank value reports.</p> <p>When the 504 Plan is continuing into the next school year, the 504 Plan Date should equal the Enrollment Exit Date.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Student Information > Program Participation > 504 > End Date</p> <p>Section504.endDate</p> <hr/> <p>Enrollment > End Date</p> <p>Enrollment.endDate</p>
<p>Delete Record</p>	<p>This field reports blank.</p>	<p>N/A</p>

