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Report Logic | Report Editor | Generate the Report | ISBE Exit Student Enrollment Extract Layout

Tool Search: ISBE Extracts

The ISBE Exit Student Enrollment Extract reports all student enrollments that have ended during the selected calendar(s). This extract allows users to meet state requirements for submitting ISBE exit enrollment information.

SBE Extracts 🚖	Reporting > IL State Reporting > ISBE Extra
This tool will extract data to complete several formats of the IL State-defined ISBE report fixed width file format, otherwise choose one of the testing/debugging formats.	ing extracts. Choose the State Format to get the file in the state defined
Extract Options Extract Type Exit Student Enrollment File 001 Start Date	Select Calendars Which calendar(s) would you like to include in the report? active year Usis by school
End Date Students w/ o statelDS Strip Values	24-25 ADAMS 24-25 ADAMS 24-25 ADAMS ALT SRV SCHL 24-25 CONNORS ALT SRV SCHL 24-25 CONNORS PROAF WALK 24-25 CONNORS Pro-K Full Day 24-25 CONNORS Pro-K Full Day 24-25 CONNORS Pro-K FM 24-25 DANIELS 24-25 DANIELS 24-25 CEDAR RIDGE 24-25 CEDAR RIDGE 24-25 CEDAR RIDGE 24-25 FRANKLIN ALT SRV SCHL 24-25 FRANKLIN MUSIC 24-25 FRANKLIN MUSIC 24-25 FRANKLIN MOSE ALT SF 24-25 HAMILTON HOOSE MWF 24-25 MADISON MUSIC

# **Report Logic**

This extract only reports students whose enrollment end date falls on or within the start and end dates entered in the Extract Editor.

## **Actual Attendance Calculation**

When the Use Whole/Half Day checkbox is NOT marked on the Extract editor, the calculation for days present, excused absences, and unexcused absences follows these definitions.

Term	Calculation/Definition	
Instructional Period	A Calendar Period where the <b>Non-Instructional</b> checkbox is not marked.	



Term	Calculation/Definition
Scheduled Day	A Calendar Day where the <b>Instructional</b> checkbox is marked AND <b>Attendance</b> checkbox is marked, in which the student has at least one <i>Instructional Period</i> scheduled.
Minutes Scheduled	The sum of the minutes the student has scheduled in <i>Instruction Periods</i> minus <b>Lunch Minutes</b> within a <i>Scheduled Day</i> .
Minutes Absent	The difference of <i>Minutes Scheduled</i> minus the sum of all <i>Instructional Periods</i> where attendance <b>Status</b> = Absent less <b>Present Minutes.</b>
Minutes Present	The difference of Minutes Scheduled minus Minutes Absent.
Minutes Absent Excused	The difference of <i>Minutes Scheduled</i> minutes the sum of all <i>Instructional Periods</i> where attendance <b>Status</b> =Absent AND <b>Excuse</b> = Excused less <b>Present Minutes.</b>
Minutes Absent Unexcused	The difference of <i>Minutes Scheduled</i> minutes the sum of all <i>Instructional Periods</i> where attendance <b>Status</b> =Absent AND <b>Excuse</b> = Unexcused less <b>Present Minutes</b> .
Present Day	The quotient of Minutes Present divided by Minutes Scheduled.
Absent Excused Day	The quotient of <i>Minutes Absent Excused</i> divided by <i>Minutes Scheduled</i> .
Absent Unexcused Day	The quotient of <i>Minutes Absent Unexcused</i> divided by <i>Minutes Scheduled.</i>

## Whole Day/Half Day Attendance

The calculation for Days Present, Excused Absences, and Unexcused absences follows these definitions **when the Use Whole/Half Day checkbox IS marked on the Extract editor:** 

Schedule	Calculation/Description				
Regular So	Regular Schedule				
Calendar Setup	<ul> <li>The <b>Regular Schedule</b> checkbox on the Period Schedule must be marked.</li> <li>Only grades 2-12 use a regular schedule.</li> <li>Only students who have Primary or Special Ed service type enrollments are included.</li> <li>If a student attends any portion of an instructional period, the student receives credit for attending the full period.</li> </ul>				

Schedule	Calculation/Description			
Minutes Present	Present is define Status of Absent	ed as any minutes for t (the status MUST be	which there is no a absent for minutes	ttendance code v to be deducted).
	Minutes Pres	ent Claimable Da	ys	
	300 or more	1		
	150-299	.5		
	0-149	0		
Block Sche	edule			
Minutes	<ul> <li>Only students who have Primary or Special Ed service type enrollments are included.</li> <li>Students only receive credit for the minutes they are actually in class.</li> <li>Present is defined as any minutes where there is no attendance code or whe</li> </ul>			
	<ul> <li>Pre-K and Kindergarten Full Day/Partial Day is determined by the stude schedule.</li> <li>If the student has more than 239 minutes of instructional/attendar periods scheduled, the student qualifies for Full Day.</li> <li>If the student has less than 240 minutes of instructional/attendard periods scheduled, the student qualifies for Partial Day.</li> </ul>			
	Grade Level	Minutes Present	Claimable Days	Absent Days
	Pre-K	240 or more	1.0	0.0
	Pre-K	60-239	0.5	0.5
	Pre-K	0-59	0.0	1.0
	K-1	240 or more	1.0	0.0
	K-1	120-239	0.5	0.5
	K-1 K-1	120-239 0-119	0.5	0.5
	K-1 K-1 Grades 2-12	120-239 0-119 300 or more	0.5 0.0 1.0	0.5 1.0 0.0
	K-1 K-1 Grades 2-12 Grades 2-12	120-239 0-119 300 or more 150-299	0.5 0.0 1.0 0.5	0.5 1.0 0.0 0.5

#### Partial Enrollment Service Type Information

The value does NOT exceed 1.0 per day.



Schedule	Calculation/Description		
Block Schedule	<ul> <li>For students who have a <b>Partial Enrollment</b> in a <b>Block Schedule</b> setting, the following calculation is used:</li> <li>If a student is enrolled in 80 minutes or more of instructional AND attendance periods, total attendance (the number of minutes the student attended on that day) is divided by 300 to get their daily attendance number.</li> <li>This number is rounded to the nearest one-hundredth of a decimal.</li> <li>If a student attended 160 minutes, the calculation would be 160/300=.53.</li> <li>If a student is scheduled for 79 minutes, the student would report 0 days present and 0 days absent.</li> </ul>		
Regular Schedule	<ul> <li>For students who have a Partial Enrollment in a Regular Schedule setting, the following calculation is used:</li> <li>Students in a regular period schedule must receive 1/6 of a day of attendance for every 40 minutes of instruction they attend.</li> <li>This number must be rounded to the nearest one-hundredth of a decimal.</li> <li>If a student is scheduled for 160 minutes, the calculation would be (160/40)/6 = 0.67 (rounded from .666).</li> <li>If a student is scheduled for 79 minutes, the student would report 0 days present and 0 days absent.</li> </ul>		
Absences			
<ul> <li>Excused and Unexcused absences are determined each day.</li> <li>If Claimable Day is less than 1, the total difference in the Excused or Unexcused data element reports, whichever has the most total minutes. <ul> <li>Partial Day Pre-K and K can never be absent for more than 0.5 day.</li> </ul> </li> <li>If Excused Absence minutes = Unexcused Absence minutes in a day, report the last Excuse of the day.</li> </ul>			

• If a student is scheduled for 300 minutes with 100 minutes of Excused Absences and 50 minutes of Unexcused Absences, the student would report 0.5 Days Present, 0.5 Days Excused Absences, and 0.0 Days Unexcused Absences.

# **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 <b>Exit Student Enrollment</b> option.
File Identifier	Indicates the number attached to the end of the file name and is used to differentiate the file from other files generated.
Start Date	Entered date reflects the start date of enrollment records to return. Dates are entered in <i>mmddyy</i> format or choose the calendar icon to choose a date.



Field	Description		
End Date	Entered date reflects the end date of the enrollment records to return. Dates are entered in <i>mmddyy</i> format or choose the calendar icon to choose a date.		
Students without State IDs	When marked, the report returns students who do not have state IDs assigned.		
Strip Apostrophes	<ul> <li>When marked, the following marks are removed from student names and other reported data:</li> <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> <li>When not marked, these marks are not removed.</li> </ul>		
Use Whole/Half Day	When marked, the Days Present, Excused Absences and Unexcused Absences fields report uses a whole day/half day calculation. See the Report Logic section for details on the calculation.		
Report Protected Identities	When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields.		
Include State Excluded Courses	When marked, courses marked as State Exclude are included in the attendance calculation.		
Exclude Cross- Site Data	<ul> <li>Cross-site section enrollment data is <b>not</b> included in the report when checked.</li> <li>Cross-site enrollment functionality must be enabled at the district level for the checkbox to display.</li> <li>Defaults to checked.</li> </ul>		
Format	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 before 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	For the report to generate, at least one calendar needs to be selected. Calendars can be chosen by <b>Active Year</b> , <b>School</b> , or <b>Year</b> . If a calendar is selected in the Campus toolbar, it is automatically selected.		

Field	Description
Report Generation	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 <u>Batch Queue</u> article for more information.

## **Generate the Report**

- 1. Select the Exit Student Enrollment from the Extract Type dropdown list.
- 2. Enter a File Identifier.
- 3. Enter the desired **Start Date** and **End Date** to return students whose enrollment records fall within the entered dates.
- 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. Determine if actual attendance calculations are used, or if whole day/half day calculations are used. If whole day/half day, mark the **Use Whole/Half Day** checkbox.
- 7. If desired, mark the **Report Protected Identities** checkbox.
- 8. Select the desired **Format** of the extract.
- 9. Select an Ad hoc filter to return those students included in the filter.
- 10. Select which **Calendar(s)** to include within the report.
- 11. Click the **Generate Extract** button or the **Submit to Batch** button. The extract will appear in a separate window in the designated format.



HTML Example

Exit Stu	ident Eni	rollment,67,WD_31045300026_01302014_001.txt,01/30/2014,310453000260000
123456789	,123456	,Tester ,Lesslie,01/07/1992,310453000260002,310453000260002,08/01/2010,01,09
·123456789	123456	,Testingstu, Victoriano, 09/11/1992, 310453000260002, 310453000260002, 08/01/2010, 01, 09
123456789	123456	,Testingstude ,Anthony,12/16/1993,310453000260002,310453000260002,08/01/2010,01,01
120400700	120400	,Testingstude, Cynthia,07/26/1996,310453000260002,310453000260002,08/01/2010,01,01
120400709	123430	, Testing, Lydia, 07/02/1995, 310453000260002, 310453000260002, 08/01/2010, 01, 04
123456789	,123456	, Testerst, Jonathan, 10/28/1991, 310453000260002, 310453000260002, 08/01/2010, 01, 01
123456/89	,123456	, Testerstude, , Ryan, 09/23/1991, 310453000260002, 310453000260002, 08/01/2010, 01, 09
:123456789	,123456	Testingstu, Guadalupe, 03/27/1991, 310453000260002, 310453000260002, 08/01/2010, 01, 09
123456789	,123456	, Teststude, Ian, 02/08/1993, 310453000260002, 310453000260002, 08/01/2010, 01, 09
·123456789	,123456	, Testingstudent _, Peter, 04/09/1992, 310453000260002, 310453000260002, 08/01/2010, 01, 09
123456789	123456	, Testerstu, Paige, 01/20/1992, 310453000260002, 310453000260002, 08/01/2010, 01, 09
123456799	123456	, Teststud, Brendon, 10/27/1995, 310453000260002, 310453000260002, 08/01/2010, 01, 01
120400709	123430	, Testingstu, Adam, 09/17/1992, 310453000260002, 310453000260002, 08/01/2010, 01, 01
123456/89	,123456	, Testerstud , Jenni, 12/29/1992, 3104 53000260002, 3104 53000260002, 08/01/2010, 01, 01

State Format (Comma Delimited) Example



FileTypeTotalRecordsFileNameFileDateRCDTSExit Student Enrollment1WD\_31045300026\_08242017\_001.tsv08/24/2017 310453000260000Student ID SAP IDLegal Last Name Legal First NameBirth DateRCDTS for Home School RCDTS for Serving SchoolDaysPresentExcused Absences Unexcused AbsencesEnrollment ExitDateEnrollment Exit StatusEnrollment Exit/Withdrawal Type600000000300000AndersonKristin11/11/1997310453000000000310453000000000103

Tab Delimited Example

## ISBE Exit Student Enrollment Extract Layout

#### **Header layout**

Element	Description	Location
File Type	The name of the extract being generated. Will always report a value of Exit Student.	N/A
Total Records	The total amount of records generated.	N/A
File Name	WD + RCDT or District Name + _ + Date (mmddyyy)_File Identifier (i.e., 31045300026_06222005_001.txt)	N/A
File 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.	District Information > State District Number, Type, Region Number, County School Information > State School Number
	characters	District.districtID District.county District.region School.number

### **Extract Layout**



Element	Description	Location
Student ID	Reports the State ID from Demographics.	Demographics > Person Identifiers > State ID
	Numeric, 9 digits	Person.stateID
SAP ID	Reports the Local Student Number from Demographics.	Demographics > Person Identifiers > Student Number
	Alphanumeric, 50 characters	Person.studentNumber
Legal Last Name	Reports Legal Last Name from Identity if extract editor's Report Protected Identities = true and IegalFirstName is not null on the person's active Identity record.	Identities > Identity Information > Last Name Identity.lastName
	Otherwise, reports First Name from Identity.	Identities > Protected Identity Information > Legal Last Name
	Only alphabetical characters (A-Z) are reported; non-alphabetical characters are removed (apostrophes, etc.).	Identity.legalLastName
	Alphanumeric, 30 characters	
Legal First Name	Reports Legal First Name from Identity if extract editor's Report Protected Identities = true and IegalFirstName is not null on the person's active Identity record.	Demographics > Person Information > First Name Identity.firstName
	Otherwise reports First Name from Identity.	Identities > Protected Identity Information > Legal First Name
	Only alphabetical characters (A-Z) are reported; non-alphabetical characters are removed (apostrophes, etc.).	Identity.legalFirstName
	Alphanumeric, 30 characters	



Element	Description	Location
Birth Date	Reports the Birth Date from Identity. <i>Date Field, 10</i> <i>characters (MM/DD/YYYY)</i>	Identities > Identity Information > Birth Date Identity.birthDate
RCDTS for Home School	<ul> <li>If Home District and Home School are not null on enrollment: <ul> <li>Combine the two codes to form a 15-digit value.</li> <li>Pull from the most recent enrollment within the selected date range on the extract editor.</li> </ul> </li> <li>If the Home School is null, use the default value. If no default value exists, use the current enrollment.</li> <li>Numeric, 15 digits (RRCCCDDDDDTTSSSS)</li> </ul>	District Information > District Info School Information > School Editor > School Detail Enrollments > State Reporting Fields < Home District, Home School Enrollment.residentDistrict Enrollment.residentSchool District.regionNumber District.county County.number District.number District.type School.number
RCDTS for Serving School	<ul> <li>If Serving District and Serving School are not null on enrollment: <ul> <li>Combine the two codes to form a 15-digit value.</li> <li>Pull from the most recent enrollment within the selected date range on the extract editor.</li> </ul> </li> <li>If the Serving School is null, use the default value. If no default value exists, use the current enrollment.</li> <li>Numeric, 15 digits (RRCCCDDDDDTTSSSS)</li> </ul>	District Information > District Info School Information > School Editor > School Detail Enrollments > State Reporting Fields > Service District, Serving School Enrollment.servingSchool District.regionNumber District.county County.number District.number District.type School.number
Filler Field	N/A	N/A
Filler Field	N/A	N/A
Filler Field	N/A	N/A



Element	Description	Location
Enrollment Exit Date	Reports End Date from Enrollment. Date field, 10 characters (MM/DD/YYYY)	Enrollments > General Enrollment Information > End Date Enrollment.endDate
Enrollment Exit Status	Reports End Type from Enrollment. <i>Numeric, 2 digits</i>	Enrollments > General Enrollment Information > End Type Enrollment.endType
Enrollment Exit/ Withdrawal Type	Reports End Status from Enrollment. <i>Numeric, 2 digits</i>	Enrollments > General Enrollment Information > End Status Enrollment.endStatus