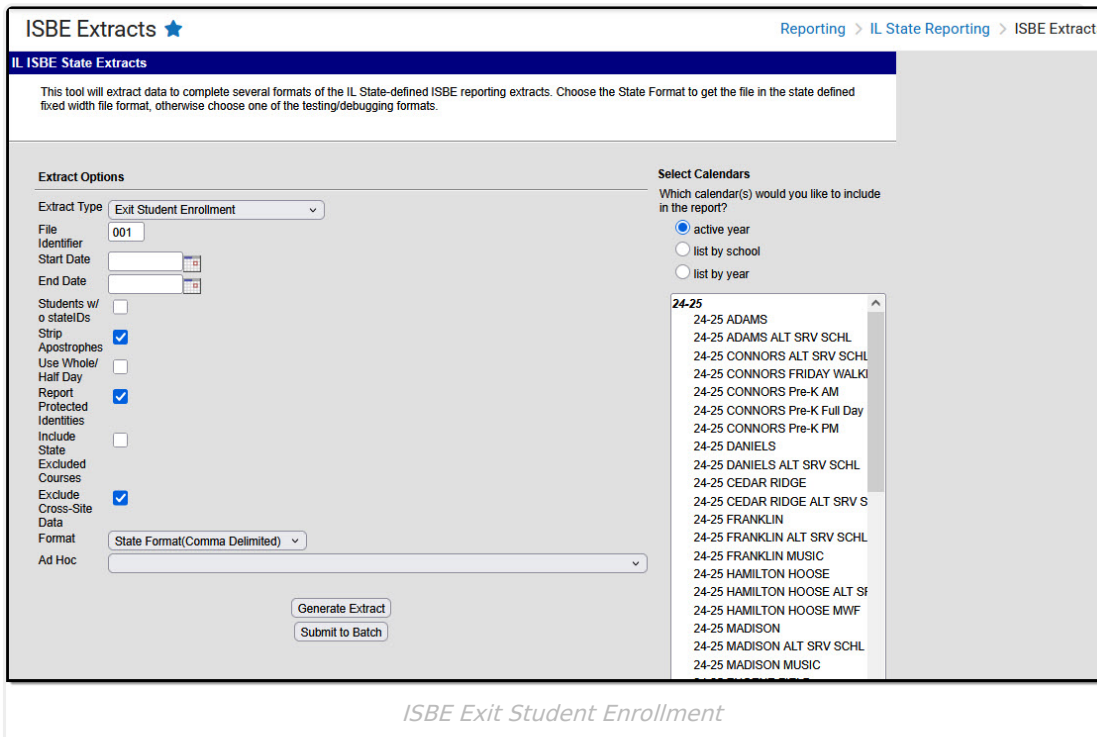# ISBE Exit Student Enrollment Extract (Illinois)

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

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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.

ISBE Exit Student Enrollment

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 **Non-Instructional** checkbox is not marked.

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

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

Schedule	Calculation/Description
Minutes Present	Present is defined as any minutes for which there is no attendance code with a Status of Absent (the status MUST be absent for minutes to be deducted).

Minutes Present	Claimable Days
300 or more	1
150-299	.5
0-149	0

Block Schedule

Schedule	Calculation/Description
Calendar Setup	• The **Regular Schedule** checkbox on the Period Schedule is not marked. • Only students who have Primary or Special Ed service type enrollments are included. • Students only receive credit for the minutes they are actually in class.

Minutes Present	• Present is defined as any minutes where there is no attendance code or where there is an attendance code that is tied to a status of Tardy, Present, or Early Release. In order for minutes to be deducted the status must be Absent.
	• Pre-K and Kindergarten Full Day/Partial Day is determined by the student's schedule.
	  ○ If the student has more than 239 minutes of instructional/attendance periods scheduled, the student qualifies for Full Day.
	  ○ If the student has less than 240 minutes of instructional/attendance periods scheduled, the student qualifies for Partial Day.

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	0-119	0.0	1.0
Grades 2-12	300 or more	1.0	0.0
Grades 2-12	150-299	0.5	0.5
Grades 2-12	0-149	0.0	1.0

Partial Enrollment Service Type Information
The value does NOT exceed 1.0 per day.

Schedule	Calculation/Description
Block Schedule	For students who have a **Partial Enrollment** in a **Block Schedule** setting, the following calculation is used: • 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. • This number is rounded to the nearest one-hundredth of a decimal. • If a student attended 160 minutes, the calculation would be 160/300= .53. • If a student is scheduled for 79 minutes, the student would report 0 days present and 0 days absent.
Regular Schedule	For students who have a **Partial Enrollment** in a **Regular Schedule** setting, the following calculation is used: • Students in a regular period schedule must receive 1/6 of a day of attendance for every 40 minutes of instruction they attend. • This number must be rounded to the nearest one-hundredth of a decimal. • If a student is scheduled for 160 minutes, the calculation would be (160/40)/6 = 0.67 (rounded from .666). • If a student is scheduled for 79 minutes, the student would report 0 days present and 0 days absent.
Absences	

- Excused and Unexcused absences are determined each day.
- If Claimable Day is less than 1, the total difference in the Excused or Unexcused data element reports, whichever has the most total minutes.
  - Partial Day Pre-K and K can never be absent for more than 0.5 day.
- If Excused Absence minutes = Unexcused Absence minutes in a day, report the last Excuse of the day.
- 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 **Exit Student Enrollment** 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 *mmddyy* 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 *mmddyy* 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	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.
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	Cross-site section enrollment data is **not** included in the report when checked. • Cross-site enrollment functionality must be enabled at the district level for the checkbox to display. • Defaults to checked.
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 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 **Active Year**, **School,** or **Year**. 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 **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 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.

Header Records:1

FileType	TotalRecords	FileName	FileDate	RCDTS
Exit Student Enrollment	1	WD_31045300026_08242017_001.html	08/24/2017	310453000260000

Exit Student Enrollment Records:1

Student ID	SAP ID	Legal Last Name	Legal First Name	Birth Date	RCDTS for Home School	RCDTS for Serving School	Days Present	Excused Absences	Unexcused Absences	Enrollment Exit Date	Enrollment Exit Status	Enrollment Exit/Withdrawal Type
600000000	300000	Anderson	Kristin	11/11/1998	310453000000000	310453000000000	94.89	0.00	0.00	01/23/2017	01	03

HTML Example

```
Exit Student Enrollment,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
123456789 ,123456 , Testingstude ,Cynthia,07/26/1996,310453000260002,310453000260002,08/01/2010,01,01
123456789 ,123456 , 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
123456789 ,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
123456789 ,123456 , Teststud,Brendon,10/27/1995,310453000260002,310453000260002,08/01/2010,01,01
123456789 ,123456 , Testingstu,Adam,09/17/1992,310453000260002,310453000260002,08/01/2010,01,01
123456789 ,123456 , Testerstud ,Jenni,12/29/1992,310453000260002,310453000260002,08/01/2010,01,01
```

State Format (Comma Delimited) Example

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

Element	Description	Location
Birth Date	Reports the Birth Date from Identity. *Date Field, 10 characters (MM/DD/YYYY)*	Identities > Identity Information > Birth Date Identity.birthDate
RCDTS for Home School	If Home District and Home School are not null on enrollment: • Combine the two codes to form a 15-digit value. • Pull from the most recent enrollment within the selected date range on the extract editor. If the Home School is null, use the default value. If no default value exists, use the current enrollment. *Numeric, 15 digits (RRCCCDDDDDTTSSSS)*	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	If Serving District and Serving School are not null on enrollment: • Combine the two codes to form a 15-digit value. • Pull from the most recent enrollment within the selected date range on the extract editor. If the Serving School is null, use the default value. If no default value exists, use the current enrollment. *Numeric, 15 digits (RRCCCDDDDDTTSSSS)*	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. *Numeric, 2 digits*	Enrollments > General Enrollment Information > End Type Enrollment.endType
Enrollment Exit/ Withdrawal Type	Reports End Status from Enrollment. *Numeric, 2 digits*	Enrollments > General Enrollment Information > End Status Enrollment.endStatus