

Last Modified on 06/09/2025 10:58 am CDT

Report Logic | Report Editor | Generate the Report | Report Layout

Tool Search: ISBE Extracts

The ISBE Physical Restraint and Time Out Extract reports students who have been physically restrained or assigned to a time out or an isolated time out as part of a Behavior Response to a Behavior Incident.

	∕∽ us	Q Search for a tool or student				
ISBE Extracts Reporting > IL State Re	ISBE Extracts ☆ Reporting > IL State Reporting > ISBE Extracts					
SBE State Extracts						
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.						
Extract Options		Select Calendars				
Extract Type Effective Date File Identifier Students w/o stateIDs Strip Apostrophes Report Protected Identities Format Ad Hoc	Physical Restraint and Time Out 08/27/2020 09/27/2020 State Format(Comma Delimited) Generate Extract Submit to Batch	Which calendar(s) would you like to include in the report?				
	ISRE Divisio	al Postraint and Time Out				
ISBE Physical Restraint and Time Out						

Report Logic

All students who are assigned a Behavior Response Type of the following in the selected calendar are included in the report:

- P: Physical Restraint
- T: Time Out
- I: Isolated Time Out
- PP: Prone Physical Restraint
- SP: Supine Physical Restraint

All behavior response records during the specified time (before the entered Effective Date, before the end of the selected calendar, after the start of the selected calendar) are included. This means multiple records for a student are reported.



The date of the Behavior Response must fall on or before the Effective Date entered in the Extract Editor, on or before the Calendar End Date and must be on or after (or null) the Calendar Start Date.

The student must have at least one enrollment record in the selected calendar and the enrollment start date must be less than or the same as the Effective Date entered on the extract editor.

Students are not reported when:

- The enrollment record is marked as **State Exclude** or **No Show**.
- The Grade Level of Enrollment is marked as Exclude from State Reporting.
- The Calendar of enrollment is marked as **Exclude**.

Report Editor

Field	Description
Extract Type	Selection determines the extract that is generated. For this instance, select the Physical Restraint and Time Out 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. 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.
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 <u>Batch Queue</u> article for more information.

Generate the Report

- 1. Select Physical Restraint and Time Out 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 itself from other ISBE Demographic and Enrollment Extract files generated.
- 4. Select the **Students w/o stateIDs** checkbox to include students without state IDs within the report.
- 5. If desired, mark the **Strip Apostrophes** checkbox.
- 6. If desired, mark the **Report Protected Identities** checkbox.
- 7. Select which **Format** to generate the report in. To preview information prior to submission to the state, use the HTML format. When submitting data to the state, use the State Format (Comma Delimited).
- 8. If desired, select an Ad hoc Filter from which to pull the student set.
- 9. Select which **Calendars** to include within the report.
- 10. Select the **Generate Extract** button or use the **Submit to Batch** option. The report displays in a separate window in the designated format.





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I Pł	nysical R	estraint an	d Time Out,:	1,Physical_I	Restraint_a	nd_Time_O	ut_310453	00026_081	02020_001	.csv,08/10/2	2020,31045	530002600	00		
2 12	2345678	9,123456,	Student,Abra	aham,06/20	0/2002,123	8456789012	34,123456	78901234,2	2020,2020-0	05-01 00:00	:00.0,2282	50,01,11:0	0:00,15:00:0	00,02,02,02	
3															
1															
j –															
5															
1															
	ISPE Physical Pastraint and Time Out State Format														

ISBE Physical Restraint and Time Out, State Format

Physical-1 - Noter File Edit Format FileType Physical Restra Student ID 123456789	pad View Help TotalRe sint and SAP ID 123456	cords FileNa Time Out 1 Last Name Student	ne SentDa Physical_Restr First Name Abraham	ate RCDTS raint_and_Time_Ou Birth Date 06/20/2002	t_31045300026_08102020 _RCDTS Home School 123456789010234	001.tsv 08/10/2020 RCDTS Serving School 12345678901234 2020	- 310453000260000 School Year 2020-05-01 00:00
ISBE Physical Restraint and Time Out, Tab Delimited							

Report Layout

Header Layout

Element	Description	Location
File Type	The name of the extract being generated. Will always report a value of Physical Restraint and Time Out.	N/A
Total Records	The total amount of records generated. <i>Numeric</i>	N/A
File Name	Physical_Restraint_and_Time_Out_RCDT_Date _Fileidentifier.ext or .csv	N/A
File Date	The date the extract was generated. <i>MMDDYYYY</i>	N/A



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

Extract Layout

Element	Description	Location
Student ID	The student identifier assigned in the ISBE SIS.	Demographics > Person Identifies > State ID
	Numeric, 9 digits	Person.studentStateID
SAP ID	The Student ID number used by the school to identify the student within their local system.	Demographics > Person Identifiers > Student Number Person.studentNumber
	Numeric, 50 digits	



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



Element	Description	Location
RCDTS for 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.	District Information > Region Number District.regionNumber
		District Information > County District.county
		District Information > State District Number
	When the Enrollment	District.number
	Home District and Enrollment Home School fields are populated, the two codes are concatenated. <i>RRCCCDDDDDTTSSSS, 15</i> <i>characters</i>	District Information > Type
		District.type
		School Information > State School Number
		School.number
School Year	Reports the school year	School Year Setup > End Year
Year	submitted. Data for school year 2020-2021 reports as 2021.	Calendar.endYear
	Numeric, 4 digits (YYYY)	
Delete Record	This is used to delete the PRTO record with code 99. If PRTO record is valid, this field is blank.	N/A
	Numeric, 4 digits	



Element	Description	Location
Event Date	Reports the month, day and year on which the behavior response occurred. Date field, 10 digits (YYYY-MM-DD)	Behavior Management > Response Details > Response Date BehaviorResponse.date
Event Number	Reports the sequential number to identify a specific event when a student has multiple events. The default value is 01. Multiple events report sequentially, from smallest incident ID to largest (e.g., 01, 02, etc.). <i>Numeric, 2 digits</i>	Behavior Management > Incident ID BehaviorEvent.incidentID
Event Type	 Reports the type of behavior response assigned to the student. Reports 01: Physical Restraint when the Behavior Response is P: Physical Restraint, defined as holding a student or otherwise restricting a student's movements. Reports 02: Time Out when the Behavior Response is T: Time Out, defined as a behavior management technique for the purpose of calming or de-escalation that 	Behavior Management > Response Details > Response Type BehaviorResponseType.responseType



Element	involves the Description involuntary	Location
	monitored	
	separation of a	
	student from	
	classmates with an	
	adult trained under	
	subsection (i) for	
	part of the school	
	day, only for a brief	
	time, in a non-locked	
	setting.	
	Reports 03:	
	Isolated Time Out	
	when the Behavior	
	Response is I:	
	Isolated Time Out,	
	defined as the	
	involuntary	
	confinement of a	
	student alone	
	in a time out room or	
	other enclosure	
	outside the	
	classroom without a	
	supervising adult in	
	the time out room or	
	enclosure.	
	Reports 04: Prone	
	Physical	
	Restraint when the	
	Behavior Response	
	is PP: Prone	
	Physical Restraint,	
	defined as a physical	
	restraint in which a	
	student is held face	
	down on the lloor of	
	physical prossure is	
	physical pressure is	
	applied to the	
	keep the student in	
	the prope position	
	Reports 05: Supine	
	Physical	
	Restraint when the	
	Rehavior Response	
	Denavior Response	



Element	is SP: Supine Description Physical Restraint,	Location
	defined as a physical restraint in which a student is held face up on the floor or other surface and physical pressure is applied to the student's body to keep the student in the supine position.	
Event Start Time	Numeric, 2 algits Reports the start time of the behavior response. <i>Time field, 4 digits</i> (HH:MM:SS)	Behavior Management > Response Detail > Response Start Time BehaviorResponse.startTime
Event End Time	Report the end time of the behavior response. <i>Time field, 4 digits</i> <i>(HH:MM:SS)</i>	Behavior Management > Response Detail > Response Start Time BehaviorResponse.endTime
Imminent Danger to Self	Reports whether the student was considered to be an imminent danger to self during the response. Reports a value of 01 when the Student was an Imminent Danger to Self during the response checkbox is marked on the Student Response Detail. Otherwise, reports a value of 02. <i>Numeric, 2 digits</i>	Behavior Management > Response Detail > Student Details > Student was an Imminent Danger to Self during Response BehaviorResponse.imminentDangerToSelf



Element	Description	Location
Imminent Danger to Staff	Reports whether the student was considered to be an imminent danger to staff during the response. Reports a value of 01 when the Student was an Imminent Danger to Staff during the response checkbox is marked on the Student Response Detail. Otherwise, reports a value of 02. <i>Numeric, 2 digits</i>	Behavior Management > Response Detail > Student Details > Student was an Imminent Danger to Staff during Response BehaviorResponse.imminentDangerToStaff
Imminent Danger to Other Students	Reports whether the student was considered to be an imminent danger to other students during the response. Reports a value of 01 when the Student was an Imminent Danger to Other Students during the response checkbox is marked on the Student Response Detail. Otherwise, reports a value of 02. <i>Numeric, 2 digits</i>	Behavior Management > Response Detail > Student Details > Student was an Imminent Danger to Other Students during Response BehaviorResponse.imminentDangerToOtherStudents