



SynergyTM

Student Information System

Synergy[©]
**State of Illinois Data Reporting
Administrator Guide**



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ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates for the software and related documentation. The documentation is being released in multiple volumes to meet this commitment.

The table below lists the release date, software version, documentation volume number, and the content included in each volume of documentation to date.

Software and Document History

Date	Volume	Edition	Revision	Content
November 2012	1	1	0	Initial release of this document

CONVENTIONS USED IN THIS MANUAL

Bold Text

Bold Text - Indicates a button or menu or other text on the screen to click, or text to type.



Tip – Suggests advanced techniques or alternative ways of approaching the subject.



Note – Provides additional information or expands on the topic at hand.



Reference – Refers to another source of information, such as another manual or website



Caution – Warns of potential problems. Take special care when reading these sections.

BEFORE YOU BEGIN

Before installing any of the Edupoint family of software products, please be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.



Caution: The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy. Please disable any pop-up blockers (also known as pop-up ad blockers) and extra toolbars in the browser before logging into any Edupoint product.

At any point, if there are any technical difficulties, please contact the Edupoint technical support team at support@edupoint.com or by phone at 1-877-899-9111 option 1.

Chapter One: **OVERVIEW**

In this chapter, the following topics are covered:

- ▶ Overview of the ISBE Reporting process
- ▶ Overview of the Student Screen
- ▶ Overview of the Student Programs Screens
- ▶ Overview of the IL (State of Illinois) Screens
- ▶ Before Starting

OVERVIEW OF ISBE REPORTING

Synergy provides a seamless process to report the required data to the State of Illinois. Some of the notable features of the Illinois State Board of Education (ISBE) Data Reporting include:

- Synergy can collect all data at the district level so only one upload is needed for the entire district. Separate uploads for each school is not required.
- Synergy is updated every year to reflect the changes introduced by the Board of Education and to ensure compliance with any state regulations. These updates are provided to the district with an active support & maintenance contract at no additional cost.

How is the data collected?

The state requires that data be collected and submitted to ISBE in the following documents:

- Enrollment — all but Early Childhood students
- Enrollment/Early Childhood Data - only Early Childhood students
- Enrollment Withdrawals
- Assessment Pre-ID labels
- English Language Learners
- ELL Screener
- Early Childhood Outcomes
- Discipline
- Homeless
- Student Course Assignments
- Teacher Course Assignments

Student enrollment information is entered into the Student screen as part of the normal enrollment process. There is an Illinois tab, Early Childhood tab, Early Childhood Outcomes tab and Homeless tab; in the Student screen to collect any data required that is not stored somewhere else in the system. Information regarding the student's participation in special programs such as ELL (LEP) or Program Participation is recorded in one of the screens available in the Student Programs folder. To see where each ISBE element is recorded in Synergy, please refer to Chapter 5 of this guide.

How is the data verified and checked?

Synergy is capable of making every data entry field mandatory, and checking the data at the time it is entered. However, this approach is not practical for most districts because all data may not be available at the moment a student is enrolled or whenever some other data entry occurs. Instead, validation is performed when the upload is created based on the ISBE validation rules from the state.

If any errors or invalid data are encountered in the data when the upload is created, the errors found are summarized in a PDF report that is available for viewing when the file creation process is complete.

Overview of the Data Submission Process

ISBE reporting in Synergy consists of the following steps:

1. **Creation:** The first step in the reporting process is the creation of the file that is to be sent to the state. When completed, this step generates a report of all students included and a report of any errors that need to be fixed in the data. It also creates the final file to be sent to the state. The file created is in CSV format as required by ISBE.
2. **Upload to IWAS:** The second step is uploading the CSV file created in step 1 to ISBE. The user saves the CSV file to a folder on the hard drive (or a network drive). The user then logs onto the IWAS system and manually uploads the file.
3. **Download from IWAS:** The user downloads the CSV file which includes the result code and message returned from the state.
4. **Upload to Synergy — enrollments and withdrawals:** The returned CSV file for enrollments or withdrawals needs to be uploaded to Synergy using the State Student Import programs. A report will be generated listing the result codes and any enrollment or withdrawal accepted by the state will be recorded in the student's record.
5. **Error Review:** For any CSV files not uploaded into Synergy the user will need to open in Excel and review the result codes for any errors to be corrected.

Location of the State Data Reporting Screens

The **Student** screen has been changed to include tabs for Illinois data, Early Childhood data, Early Childhood Outcomes data and Homeless data, not found elsewhere in the system. The **IL** folder of the Synergy menu (also known as the PAD tree) includes extracts, imports and reports. The **English Language Learners** screen has been changed to include a tab for Illinois data.

The setup for the IL folder screens is discussed in Chapter 2 of this guide. The companion manual to the Administrator Guide, *Synergy – State of Illinois Data Reporting User Guide*, illustrates how to enter the data needed for state reporting and how to run the ISBE Submission process.

To access the **IL folder**:

1. Open the **Synergy Navigation Tree** by clicking on the **Tree** button at the top of the screen.

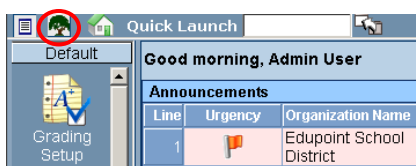


Figure 1 - Synergy Navigation Tree

2. Expand the **Synergy** folder by clicking on the **blue triangle pointing right**, next to the word Synergy. Once clicked, the triangle turns green and points downward. Under the Synergy folder, open the **IL** folder by clicking on the blue triangle pointing right, next to the word **IL**. Once clicked, the triangle turns green and points downward.

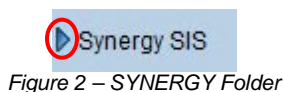


Figure 2 – SYNERGY Folder

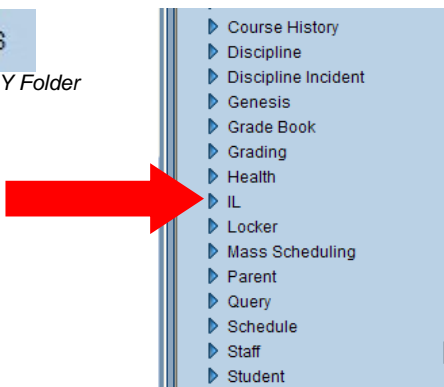


Figure 3 – SYNERGY Folder Expanded

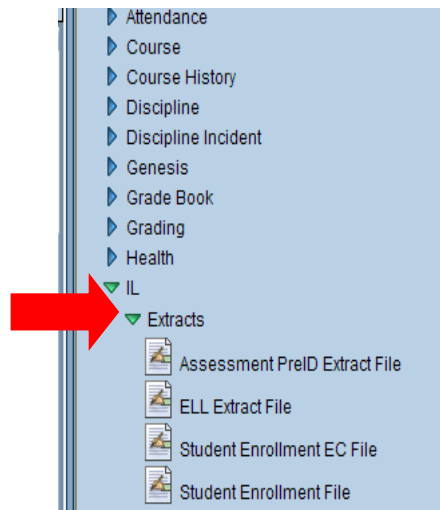


Figure 4 – IL Folder Expanded

Note: In the rest of the manual, the location of a screen or report in the Navigation Tree (also referred to as the PAD tree) is indicated using “>”. The example above would be indicated as **Synergy > IL**. This would mean go to the Navigation Tree, click on the Synergy folder, and then click on the IL folder.

OVERVIEW OF THE STUDENT SCREEN

The **Student** screen is located under the **Synergy > Student** folder.

The Synergy Student screen has been revised for Illinois users to include additional fields needed for state reporting.

State specific fields not found elsewhere in the system can be found on the Illinois tab of the Student screen. See the companion manual to the Administrator Guide, *Synergy – State of Illinois Data Reporting User Guide*, for more information on the fields and their locations.

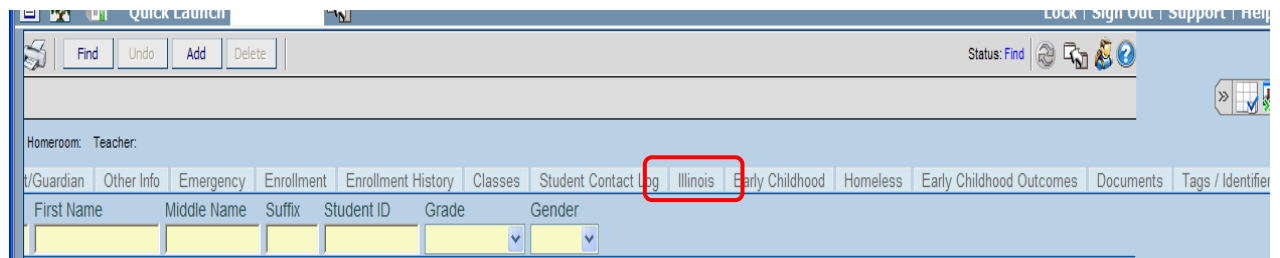


Figure 5 –IL Student Screen

The **Illinois** tab has data for the student enrollment demographics as well as information which should reflect the student's current status with IWAS. Select Do Not Report to prevent a student from being included in extract files.

The **Early Childhood** tab is where information is entered for preschoolers that will be sent to the state, along with the enrollment information. Program information can also be entered at this level.

The **Early Childhood Outcomes** tab displays Entry and Exit ratings on knowledge, skills, social relationships, and social workers participation in these listed outcomes.

The **Homeless** tab is where information is entered to be submitted in the Homeless extract.

OVERVIEW OF STUDENT PROGRAMS SCREENS

The **Student Programs** screens are located under the **Synergy > Student Programs** folder.

The **Illinois ELL** tab of the **English Language Learners** screen is where the ELL data is entered to be submitted to the state in the English Language Learners extract. An active program will also cause the LEP field to be "Yes" on the enrollment extract.

The **Free and Reduced Meals** screen records the student's participation in the Free and Reduced Meals program.

The **Mass Update Student Programs** screen gives districts the ability to record an exit date and reason for any students participating in any special program at the end of the year, saving many hours of data entry.

OVERVIEW OF IL (STATE OF ILLINOIS) EXTRACTS/IMPORTS

The **IL** extracts and imports are located under the **Synergy > IL** folder.

The **Illinois** submission screens are located under **Synergy > IL > Extracts** and are where the files are created for uploading to the state. Below is an example of the Student Enrollment File:

Generate Extract Status: Ready

Student Enrollment File

Student Enrollment File | History | About

Start Date: 09/15/2010 End Date: 05/19/2011 Validate Report(s): Yes Validation Message Style: One Per Line

Schools to Process Chooser

Line	Name
1	Adams Elementary

Clear Organizations To Process List

Students To Process Chooser

Line	Last Name	First Name	Middle Name	Grade	SIS Number	State ID	Organization Name
------	-----------	------------	-------------	-------	------------	----------	-------------------

Clear Students To Process List

Grades to Omit

OmitGrd1	OmitGrd2	OmitGrd3	OmitGrd4	OmitGrd5
----------	----------	----------	----------	----------

Figure 6 – Illinois Student Enrollment File Screen

The **History** tab shows generated extracts of screens that list all extracted jobs run by the current user. The user may delete history as needed.

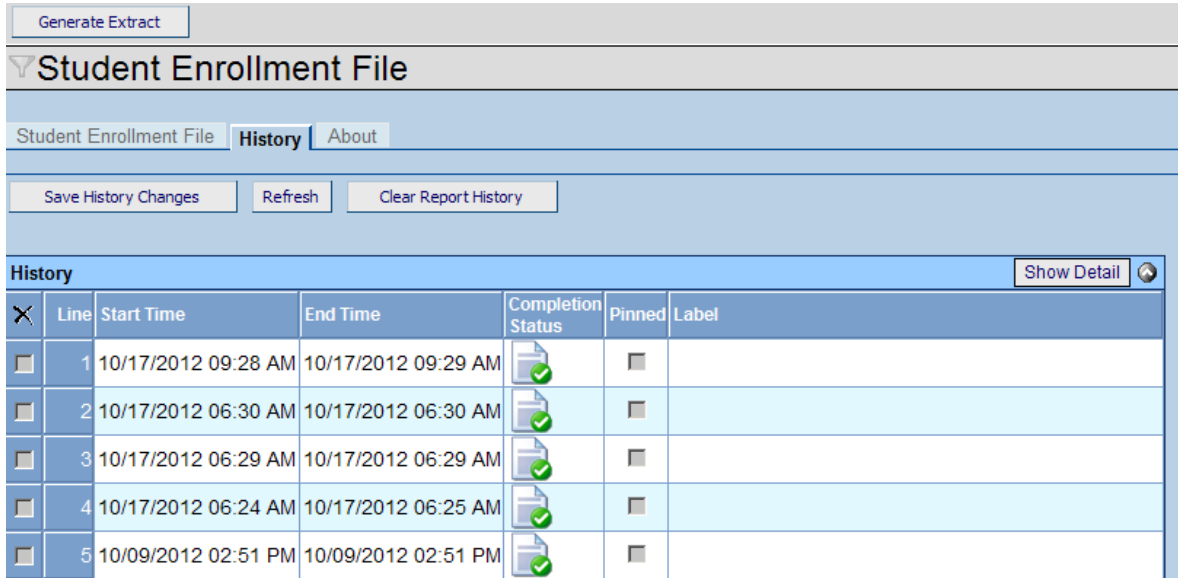


Figure 7 – History tab of the Illinois extract screen

The **About** tab of the Illinois extract screen provides information about the current version and instructions on how to use the prompt screen.

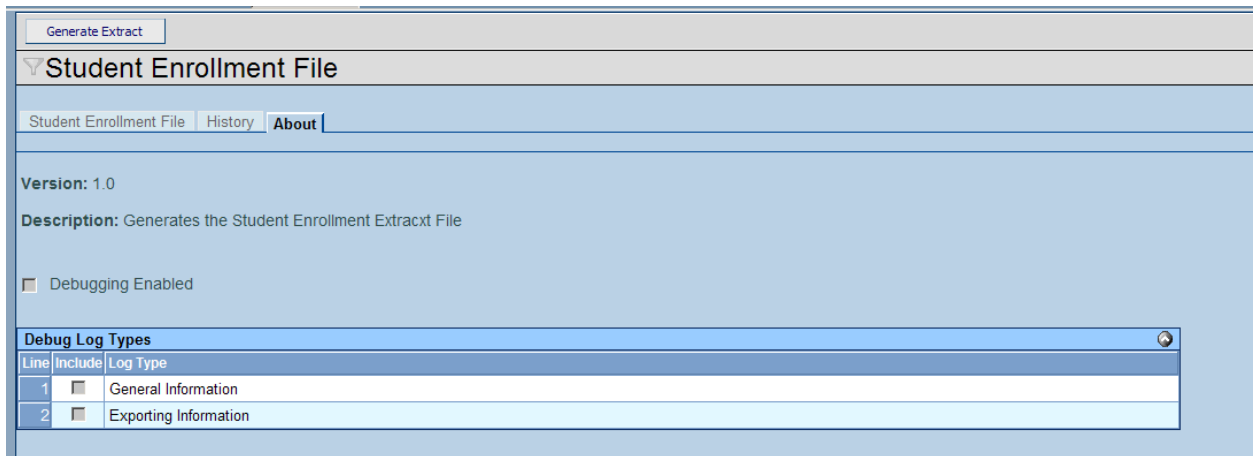


Figure 8 – About tab of the Illinois extract screen

BEFORE STARTING

Before starting to define the setup of the Illinois Data Reporting as outlined in this manual, the following items should be completed in Synergy:

- The **Student Information** setup as outlined in the *Synergy – Student Information Guide*.

To make the setup process go more smoothly, also gather the following information that is used during the setup process:

- The most recent list of valid Illinois codes should be available for reference from the State of Illinois ISBE Web site (<http://www.ISBE.net>). The lists of values can be accessed by going to the Collection Component Matrix. Click on a component name to open an Excel file of the component’s details. Each Excel file has a tab called List of Values.
- A **Synergy logon** that has access to all schools at the district as well as the district-level data.
- The **state number for each school** and the **state number for the district**. These are the Region, County, District, Type, and School (**RCDTS**) Education codes that are used in the upload process to ensure the data is uploaded and credited to the correct district / school.

Other Setup Considerations

Prior to starting the setup process for Illinois in Synergy, become familiar with the ISBE (available at <http://www.ISBE.net>) for information on how to access the IWAS system. There are a number of documents and training tools available.

When running Illinois extracts, the job is processed on the designated **RT Process Service** for State Reporting. If processing for a large district, it may be necessary to increase the job execution time defined on the RT Process Service Setup screen to 60 minutes or more. For more information about the setup of the RT Process Service, see the *Synergy – System Administrator Guide*.

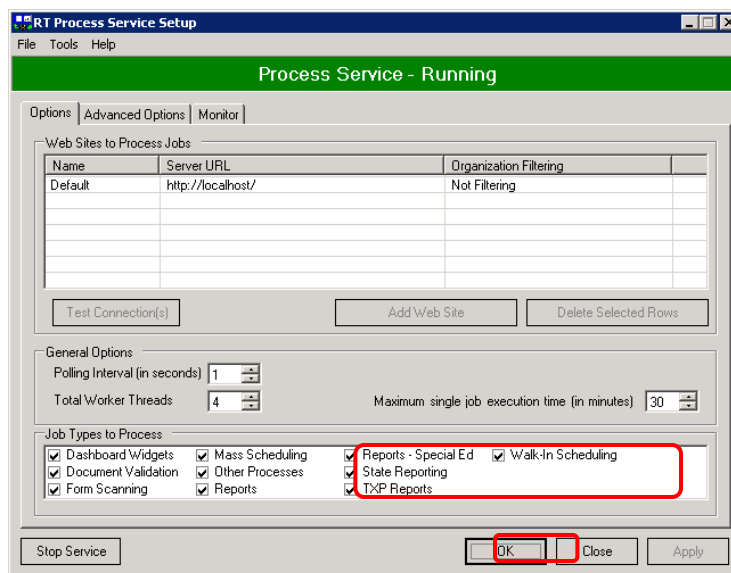


Figure 9 - RT Process Service Setup

Chapter Two: **ILLINOIS SETUP**

In this chapter, the following topics are covered:

- ▶ Overview of the setup process
- ▶ System setup
- ▶ Lookup tables to be setup
- ▶ Lookup table maintenance instructions
- ▶ Lookup Table Mapped Values

OVERVIEW OF THE SETUP PROCESS

To configure Synergy to upload the necessary information to the State of Illinois, the following items need to be setup across the system. The recommended setup order is:

1. **System Setup** – override screens and properties
2. **Lookup Tables Setup** – update or add the needed state codes to all lookup tables
3. **Organization Setup** – enter the school and district RCDTS Codes in the Organization screen
4. **District Level Setup** – set the district-level options for the upload process
5. **School Setup** – setup school-level options.
6. **Student Programs Setup** - for those programs in use at the school or district, test assessment information and additional state codes must be entered. For detailed instructions on how to configure the programs data reporting, please see Chapter 3 of this guide.

SYSTEM SETUP

Screen Overrides

Screens specific to Illinois clients have been created. These screen substitutions should already been done. These screens must be setup to display in place of the original screens.

1. Go to the **PAD Security** screen, found under **Synergy SIS > System > Security**.
2. Expand the **Synergy SIS** node.
3. Expand the **Student** node.
4. Click on the **Student** screen. Note: You will have to scroll back up to the top after clicking on the student screen.
5. Use the dropdown for the **View Substitution** field to select the **Student.IL** screen.
6. Click the **Save** button near the top of the screen.
7. Now expand the **English Language Learners** node (under the **Synergy SIS** node).
8. Click on the screen.
9. Use the dropdown for the **View Substitution** field to select the **English Language Learners IL** screen.
10. Click the **Save** button near the top of the screen.

Property Overrides

Field labels can be change to better identify fields on a screen. To change a fields label follow these instructions:

1. Go to the **Property Override** screen, found under **Synergy SIS > System > Setup**.
2. Expand the **K12** node.
3. Navigate to the screen in which the field is displayed.
4. Click on the field to change.
5. Scroll up to the top of the screen if necessary.
6. Enter the desired field **Label** and **Short Label** in the Override section.
7. Click the **Save** button near the top of the screen.

LOOKUP TABLES TO BE SETUP

There are several lookup tables required for ISBE that need to be submitted to the state. These lookup tables are setup with the codes required by the state for certain categories of information, such as the enter codes and leave codes. These codes can change at any time, so be sure to check with the State of Illinois to get the latest codes and update the codes as needed. **NOTE:** Never change the value of the “Code” column after data has been imported or entered in Synergy.

The lookup tables used in state reporting are:

K12	Language Enter Code Leave Code School Category Withdrawal Reason Code
K12.IL	At Risk Classroom for All ECH Program ECO Exit Primary Assessment ECO Parent Involve ECO Pos Soc Rel ELL Class Periods ELL FP ELL Level ELL Other Services ELL Placement Status ELL Program ELL Status ELL Teachers Family Structure ISBE IEP Primary Nighttime Residence Reason for Delay Result Codes Title I Code
K12.ProgramInfo	FRM Code SpEd Primary Disability

LOOKUP TABLE MAINTENANCE INSTRUCTIONS

1. Go to the **Lookup Table Definition** screen, found under **Synergy SIS > System > Setup**.
2. Navigate to the code table to change.
3. Select the code table. Below is an example of the Enter Codes in K12.Enrollment.

Name: Enter Code Namespace: K12.Enrollment Locked: N

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless t

Lookup Values										
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
	1	0	E1	Enrolled	E1	19				
	2	0	EX	Exchange Student						
	3	0	PR	Promoted Within Lakewood District						
	4	10	E2	Re-Enter						
	5	20	R1	Previously In School						
	6	30	R2	Return from School						

Figure 10 – Enter Code Lookup Table

4. Click the **Add** button to add a new code.
5. Some codes are listed in order by ListOrder, some by code, and some by Description. The order in which the values are displayed may possibly be changed by entering the order number in the **ListOrder** column depending on how the lookup table was defined in the screen.
6. Enter a code in the **Code** column. Codes can be up to five characters. This value must be unique, but it is only used internally to link the tables in the database. It can be the same as the code used by the state but it can also be the district's own coding structure. **NOTE:** Never change the value of the "Code" column after data has been imported or entered in Synergy.
7. Enter the description of the code in the **Description** column.
8. If the code chosen is different than the state code, enter the actual code used by the state in the **State Code** column.
9. If appropriate, a start year and end year may be entered in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but is not available for selection for new transactions in the screen. For example, if a code is no longer valid after FY2011, select 2011 for the end year.
10. The **Alt Code 3** and **Alt Code SIF** are not used for state reporting. The checkbox at the top of the table **Use Code as the State Code** is generally not used. By default, the code in the Code column is used for state reporting, unless there is a code entered in the State Code. If a code is entered in the State Code column, that code is used.
11. Click the **Save** button at the top to save the changes.

To delete a code:

1. Click the box under the **X** column.
2. Click the **Save** button.

LOOKUP TABLE MAPPED VALUES

In general, during the file and reporting process, the state code is extracted, if a state defined value is mapped to the standard Synergy SIS code (i.e., Grade). If the state code value is blank, the standard Synergy SIS code is extracted.

In each Synergy SIS Table, verify that the standard Synergy SIS values are mapped to their corresponding Illinois state reporting values.

Screen	Table	Corresponding State Field
K12	Grade	Entry/Grade Level
	Language	Home/Native Language
K12.Demographics	Enter Code	Enrollment/Entry Type
	Leave Code	Withdrawal Code
K12.IL	At Risk	
	Classroom For All	
	ECH Program	
	ECO Exit Primary Assessment	
	ECO Parent Involve	
	ECO POS SOC REL	
	ELL Class Periods	
	ELL FP	
	ELL Level	
	ELL Other Services	
	ELL Placement Status	
	ELL Program	
	ELL Status	
	ELL Teachers	
	Family Structure	
	IEP ISBE	IEP program
	Primary Nighttime Residence	
	Reason for Delay	
	Result Codes	Result Codes from State
	Title I Code	
K12.ProgramInfo	FRM Code	FRL/Low Income Indicator
Revelation	Ethnicity	Race
	Gender	Gender

K12 LOOKUP TABLES

Verify that the following state code values are mapped in the following K12 Lookup Tables.

Grade Lookup Table

Follow this path to access the Grade Table: **Synergy SIS>System>Setup>Lookup Table Definition>K12>Grade.**

The Illinois Department of Education requires all schools to use the grade level reporting codes documented in the following table. The student's grade level is entered in the **Grade** field on the **Student Screen>Enrollment tab.**

Student Name: **Abbott, Billy. C.** School: **Hope High School** Homeroom: **403** Teacher: **Sullivan, J.**

Demographics | Parent/Guardian | Other Info | Emergency | Enrollment | Enrollment History | Classes | Student Contact Log | Illinois | Early Childhood | Homeless | Early Childhood Outcom

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy.	C.		905483	12	Male

Figure 11 - Student Screen, Demographics Tab

Verify the following state codes are defined in the State Code column of the Grade Lookup Table. You must map each grade state code to at least one corresponding Synergy SIS code defined in the Code column.

State Code	Description
14	Pre-K
15	Kindergarten
01	Grade 1
02	Grade 2
03	Grade 3
04	Grade 4
05	Grade 5
06	Grade 6
07	Grade 7
08	Grade 8
09	Grade 9
10	Grade 10
11	Grade 11
12	Grade 12

Language Lookup Table

Follow this path to access the Language Lookup Table: **Synergy>SIS>System>Setup>Lookup Table Definitions>K12>Language.**

The Language Code is entered in the **Home Language** and **Native Language** fields on the **Student.IL>Demographics** tab.

The screenshot shows the 'Student Information' section of the 'Demographics' tab for a student named Anne E. Abernethy. The 'Home Language' is set to 'English' and the 'Native Language' is set to 'Arabic'. These two fields are highlighted with a red rectangular box. Other visible fields include SAIS ID (0001247316), Birth Date (11/09/1995), Birth Place (Mesa Az), and Birth State (California).

Figure 12 - Student Screen, Demographics Tab, Home/Native Languages

Verify the Language state codes are defined in the State Code column of the Language Lookup Table. Refer to Language Codes located in the **Data Elements>Demographics/Enrollment>Program Indicators** in **ISBE SIS.**

School Category Lookup Table

Follow this path to access the School Category Lookup Table. **Synergy>SIS>System>Setup>Lookup Table Definitions>K12>School Category.**

Name: **School Category** Namespace: **K12** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the

Lookup Values							
✕	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3
<input type="checkbox"/>	1	0	1	Distance Learning			
<input type="checkbox"/>	2	1	11	Title 1 School		11	

Figure 13 - School Category Lookup Table

Setup a code for Title 1 School and make sure to enter 11 in the State Code.

K12.ENROLLMENT LOOKUP TABLES

Enter Code Lookup Table

Follow this path to access the Enter Code Table: **Synergy SIS>System>Setup>Lookup Table Definition>K12.Enrollment>Enter Code.**

The Enter Code Lookup Table stores the values used in the **Enter Code** field on the Enrollment tab of the Student.IL screen. The Enter Code identifies the type of entry for student enrollment purposes.

The screenshot shows the Student.IL interface for a student named Anne E. Abernethy. The 'Enrollment Information' section is active, displaying fields for SAIS ID (0001247316), Enter Date (08/31/2010), Enter Code (E2), Leave Date, and Leave Code ADA/ADM. The 'Enter Code' dropdown menu is highlighted with a red box.

Figure 14 - Student Screen, Enrollment Tab, Enter Code

Verify the Enter Code state code values are defined in the State Code column of the Enter Code Lookup Table.

Code	Value	Description
01	Transfer in from Another District	A student who transfers in from another public or non-public school district, a home school, or Early Childhood Center.
02	Original entry into a U.S. school	A student who enters a United States public school or Early Childhood Center for the first time. (Can only be entered once per student.)
03	Re-entry to the same school	A student who had previously entered any class in a school or Early Childhood Center and then continues his or her membership in the same school or Early Childhood Center from one term to the next because of a promotion or demotion, or who transfers from one homeroom or class to another during a regular school session.
04	Transfer in from within District	A student who transfers in from within a public school district.
05	Transferred in accordance with PA 97-0495	A student who has been expelled or suspended in excess of twenty (20) days and administratively transferred to a Regional Safe Schools Program (RSSP) or an Alternative Learning Opportunities Program (ALOP), in accordance with PA 97-0495 and Sections 10-22.6, 13B-20.25, and 34-19 of the School Code.

Leave Code Lookup Table

Follow this path to access the Leave Code Lookup Table: **Synergy SIS>System>Setup>Lookup Table Definition>K12.Enrollment>Leave Code.**

The Leave Code Lookup Table stores the values used in the Leave Code field on the Enrollment tab of the Student.IL screen. The Leave Code identifies the reason a student is no longer enrolled in the district.

The screenshot shows the 'Student.IL' interface with the 'Enrollment' tab selected. The 'Enrollment Information' section contains several fields: SAIS ID (0001247316), Enter Date (08/31/2010), Enter Code (E2), Leave Date, Leave Code (highlighted with a red box), and ADA/ADM. The student's name is 'Abernethy, Anne E.' and her grade is '10'.

Figure 15 - Student Screen, Enrollment Tab, Leave Code

Verify the Leave Code state code values are defined in the State Code column of the Leave Code Lookup Table.

Code	Value	Description
02	Transfer to another public school within the district	A student who transfers out of a public school to another public school within the same district. (Home School changes within district, Serving School may or may not change) (Reason for the transfer is NOT because the student is the victim of a violent crime. See also exit type code 16.)
03	Transfer to Home Schooled	A student who transfers out of a public school to be home schooled by parents, seeking a regular high school diploma. A school or LEA must have "official written documentation" that a student has transferred to another school or to an educational program that culminates in the award of a regular high school diploma.
04	Transfer to Private School	A student who transfers out of a public school to a private facility, seeking a regular high school diploma. A school or LEA must have "official written documentation" that a student has transferred to another school or to an educational program that culminates in the award of a regular high school diploma.
05	Promotion	The practice of promoting a student from one grade to another grade. Pre-K student will be 5 on or before September 1 of the next school year and will be age eligible for kindergarten.

Code	Value	Description
06	Graduated with regular, Advanced, International Baccalaureate, or other type of diploma	A student who has received a regular high school diploma upon completion of state and local requirements for both coursework and assessment or a high school diploma from a program other than the regular school program.
07	Death	<p>A student whose membership is terminated because he or she died during or between regular school sessions.</p> <p>A school or LEA must have written confirmation that a student is deceased. A letter from a parent or an obituary is sufficient documentation. "Official written documentation" of a student's death, such as a death certificate, is not necessary.</p>
08	Expulsion	A student who left school involuntarily due to an expulsion approved by appropriate school authorities.
09	Dropped Out	A student who stops attending school for reasons and a specified length of time considered by the state or district to constitute "dropping out."
10	Transfer to GED program	A student who has transferred to a GED program prior to the completion of his or her secondary education. (Counts as a dropout.)
11	Moved, not known to be continuing	A student who has moved outside his or her attendance area and is not known to be continuing his or her elementary or secondary education. (Counts as a dropout.)
12	Retained in same grade or Demoted to a lower grade	<p>The practice of not promoting a student to the next grade level at the end of the regular school session or of demoting a student to a lower grade.</p> <p>Pre-K student will be 5 after September 1 of the next school year and is not age eligible for kindergarten.</p> <p>Pre-K student will be 5 on or before September 1 of the next school year but has an Individual Education Plan (IEP) that requires him/her to receive services in a preschool program the next school year.</p>

Code	Value	Description
14	Aged Out	Reached the maximum age for special education services through the age of 21, inclusive, i.e., through the day before the student's 22nd birthday. (Applicable only for students with an IEP.) (Counts as a dropout.)
15	Certificate of Completion	Completion of high school through a certificate of completion. (Applicable only for students with an IEP.)
16	Victim of Violent Crime	A student who transfers out of a public school to another public school within the same district. (Reason for the transfer is because the student is the victim of a violent crime as defined in Section 3 of the Rights and Crime Victims and Witnesses Act (725 ILCS 120/3), and the crime occurred on school grounds during regular school hours or during a school-sponsored event. See also exit type code 02.)
17	Change in Serving School or Full Time Equivalent (FTE)	A student's serving school has changed or the Full Time Equivalent (FTE) has changed. (Home School remains the same, serving school may or may not change.)
18	Moved Out of the United States	A student who has moved out of the United States, to another country. (School enrollment status may or may not be known.) A school or LEA must have written confirmation that a student has immigrated to another country, but need not obtain "official written documentation".
19	Transfer to another public School district out of Illinois	A student who has transferred to another public school district that is located outside the state of Illinois, student is seeking a regular high school diploma. A school or LEA must have "official written documentation" that a student has transferred to another public school district or to an educational program outside of Illinois that culminates in the award of a regular high school diploma.

Code	Value	Description
20	Transfer to another public School district in Illinois	<p>A student who has transferred to another public school district that is located in the state of Illinois, student is seeking a regular high school diploma.</p> <p>A school or LEA must have "official written documentation" that a student has transferred to another public school district or to an educational program within the state Illinois that culminates in the award of a regular high school diploma.</p>
99	Erroneous	Closing an erroneously created enrollment record.

K12.IL LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.IL Lookup Tables.

ECH Reason for Delay Lookup Table

Follow the path to access the Reason For Delay Lookup Table: **Synergy SIS>System>Setup>Lookup Table Definition>K12.IL>Reason For Delay.**

This table stores the Reason for Delay for Early Childhood.

Name: **Reason For Delay** Namespace: **K12.IL** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not the state code

Lookup Values							
✕	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3
<input type="checkbox"/>	1	1	01	No Delay			
<input type="checkbox"/>	2	2	02	Parent Failure or Refusal			
<input type="checkbox"/>	3	3	03	Eligibility Not Determined			
<input type="checkbox"/>	4	4	04	CFC Sent After Age 2.9			
<input type="checkbox"/>	5	5	05	CFC Received After Age 2.9			
<input type="checkbox"/>	6	6	06	School District Delay			

Figure 16 - Reason For Delay Lookup Table

The Reason for Delay is entered in the **Student screen>Early Childhood tab.**

Student Name: **Abernethy, Anne E.** School: **Hope High School** Homeroom: Teacher:

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes Student Contact Log Illinois **Early Childhood**

Last Name: Abernethy First Name: Anne Middle Name: Elizabeth Suffix: Perm ID: 902870 Grade: 10 Gender: Female

Early Childhood Info

EI Number: Reason for Delay (highlighted) At Risk: Classroom For All: Family Structure:

Eligibility Date: Date Service Began: IEP Completion:

Head Start Meets At Risk Meets Income Criteria
 Early Head Start Title 1 Local Funding
 Referral By CFC Prevention Init Early Intervention

Program Info

✕	Line	Program	Entry Date	Exit Date	Class	Comment
<input type="checkbox"/>	1					

Figure 17 - Student Screen, Early Childhood Tab, Reason For Delay

ECH Classroom For All Lookup Table

Follow the path to access the Classroom for All Lookup Table: **Synergy SIS>System>Setup>Lookup Table Definition>K12.IL>Classroom for All.**

This table stores the Classroom for All for Early Childhood.

Name: Classroom For All Namespace: K12.IL Locked: N							
<input type="checkbox"/> Use Code as the State Code - all values reported to state will be used from the lookup code and							
Lookup Values							
✕	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3
<input type="checkbox"/>	1	1	01	A.M. Class			
<input type="checkbox"/>	2	2	02	P.M. Class			
<input type="checkbox"/>	3	3	03	Full Day Session			
<input type="checkbox"/>	4	4	04	Not Attending			

Figure 18 - Classroom For All Lookup Table

The Classroom for All is entered in the **Student screen>Early Childhood tab.**

Student.IL

Student Name: **Abernethy, Anne E.** School: **Hope High School** Homeroom: Teacher:

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes Student Contact Log Illinois **Early Childhood**

Last Name: **Abernethy** First Name: **Anne** Middle Name: **Elizabeth** Suffix: Perm ID: **902870** Grade: **10** Gender: **Female**

Early Childhood Info

EI Number: Reason for Delay: At Risk: **Classroom For All** Family Structure:

Eligibility Date: Date Service Began: IEP Completion:

Head Start Meets At Risk Meets Income Criteria
 Early Head Start Title 1 LocalFunding
 Referral By CFC Prevention Init Early Intervention

Program Info

✕	Line	Program	Entry Date	Exit Date	Class	Comment
<input type="checkbox"/>	1					

Figure 19 - Student Screen, Early Childhood Tab

ECH Family Structure Lookup Table

Follow the path to access the Family Structure Lookup Table: **Synergy SIS>System>Setup>Lookup Table Definition>K12.IL>Family Structure.**

This table stores the Family Structure for Early Childhood.

Name: Family Structure Namespace: K12.IL Locked: N							
<input type="checkbox"/> Use Code as the State Code - all values reported to state will be used from the lookup code							
Lookup Values							
X	Line	ListOrder	Code	Description	Other SIS	State Code	C
<input type="checkbox"/>	1	1	01	Both parents in home			
<input type="checkbox"/>	2	2	02	Single parent family			
<input type="checkbox"/>	3	3	03	Lives with non-parent adult			
<input type="checkbox"/>	4	4	04	Ward of State			
<input type="checkbox"/>	5	5	05	Other			

Figure 20 – Family Structure Lookup Table

The Family Structure is entered in the **Student screen>Early Childhood tab.**

Student.IL

Student Name: **Abernethy, Anne E.** School: **Hope High School** Homeroom: Teacher:

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes Student Contact Log Illinois **Early Childhood**

Last Name: Abernethy First Name: Anne Middle Name: Elizabeth Suffix: Perm ID: 902870 Grade: 10 Gender: Female

Early Childhood Info

EI Number: Reason for Delay: At Risk: Classroom For All: **Family Structure**

Eligibility Date: Date Service Began: IEP Completion:

Head Start Meets At Risk Meets Income Criteria
 Early Head Start Title 1 LocalFunding
 Referral By CFC Prevention Init Early Intervention

Program Info

X	Line	Program	Entry Date	Exit Date	Class	Comment
<input type="checkbox"/>	1					

Figure 21 - Student Screen, Early Childhood Tab, Family Structure

ECH Program Lookup Table

Follow this path to access the ECH Program Lookup Table: **Synergy SIS>System>Setup>Lookup Table Definitions>K12.IL>ECH Program.**

The ECH Program is not reported to the state, so you can setup any ECH program codes that are applicable to your district. The ECH Program code is entered in the **Program** field on the **Early Childhood** tab on the **Student.IL** screen.

The screenshot shows the 'Student.IL' interface with the 'Early Childhood' tab selected. The student information is for 'Abernethy, Anne E.' at 'Hope High School'. The 'Program' field in the 'Program Info' table is highlighted with a red box.

Lin	Program	Entry Date	Exit Date	Class	Comment

Figure 22 – ECH Program Lookup Table

ECO Pos Soc Rel Lookup Table

Follow the path to access the Eco Pos Soc Rel Lookup Table: **Synergy SIS>System>Setup>Lookup Table Definition>K12.IL>Eco Pos Soc Rel.**

This table stores the Eco Pos Soc Rel for Early Childhood Outcomes.

Name: **Eco Pos Soc Rel** Namespace: **K12.IL** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and

Lookup Values							
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3
<input type="checkbox"/>	1	2	02	Between Emerging and Not Yet			
<input type="checkbox"/>	2	3	03	Emerging skills			
<input type="checkbox"/>	3	4	04	Between Somewhat and Emerging			
<input type="checkbox"/>	4	5	05	Somewhat			
<input type="checkbox"/>	5	6	06	Between Somewhat and Completely			
<input type="checkbox"/>	6	7	07	Completely			
<input type="checkbox"/>	7	10	01	Not Yet			

Figure 23 - ECO Pos Soc Rel - Lookup Table

Follow this path to access the Early Childhood Outcomes screen: **Synergy SIS>Student>Early Childhood Outcomes.** The table Eco Pos Soc Rel is used for the Entry and Exit fields: **Positive Social Relationship Rating, Acquire Use and Knowledge Skills Rating and Take Appropriate Action to Meet Own Needs Rating.**

Student.IL

Student Name: **Aaron, Sammy** School: **Adams Elementary** Homeroom: Teacher:

Demographics | Parent/Guardian | Other Info | Emergency | Enrollment | Enrollment History | Classes | Student Contact Log | Illinois | Early Childhood | Homeless | **Early Childhood Outcomes**

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Aaron	Sammy			997012	Pre	Male

Entry Ratings

Entry Rating Date: 05/02/2011

Entry Rating Home RCDTS: 5555555555555555

Positive Social Relationships Rating:
 Between Emerging and Not Yet

Acquire Use and Knowledge Skills Rating:
 Between Somewhat and Emerging

Take Appropriate Action to Meet Own Needs Rating:
 Somewhat

Parent Involvement in Ratings:

Coordinator Rep or Administrator Participated in Ratings
 EC Teacher Participated in Ratings
 Psychologist or Social Worker Participated in Ratings
 Speech/Language Pathologist Participated in Ratings
 Other Related Service Provider Participated in Ratings

Figure 24 - Student Screen, Early Childhood Outcomes Tab

Figure 25 - Student Screen, Early Childhood Outcomes Tab

ELL Class Periods Lookup Table

Follow the path to access the ELL Class Periods Lookup Table: **Synergy SIS>System>Setup>Lookup Table Definition>K12.IL>ELL Class Periods.**

This table stores the Class Periods per Week codes for ELL.

Name: ELL Class Periods Namespace: K12.IL Locked: N						
<input type="checkbox"/> Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the						
Lookup Values						
X	Line	ListOrder	Code	Description	Other SIS	State Code
<input type="checkbox"/>	1	1	00	None		
<input type="checkbox"/>	2	2	01	Low		
<input type="checkbox"/>	3	3	02	Moderate		
<input type="checkbox"/>	4	4	03	High		

Figure 26 - Student Screen, Early Childhood Tab

The Class Periods per Week code is entered on **Student Programs>English Language Learners.IL>Illinois ELL tab.**

Figure 27 - Student Screen, Early Childhood Tab

ELL Placement Entry Status Lookup Table

Follow the path to access the ELL Placement Status Lookup Table: **Synergy SIS>System>Setup>Lookup Table Definition>K12.IL>ELL Placement Status.**

This table stores the Placement Status codes for ELL.

Name: ELL Placement Status Namespace: K12.IL Locked: N						
<input type="checkbox"/> Use Code as the State Code - all values reported to state will be used from the lookup						
Lookup Values						
X	Line	ListOrder	Code	Description	Other SIS	State Code
<input type="checkbox"/>	1	1	10	TBE Full Time		
<input type="checkbox"/>	2	2	11	TBE Part Time		
<input type="checkbox"/>	3	3	12	TPI		
<input type="checkbox"/>	4	4	13	Other/Alternative		
<input type="checkbox"/>	5	5	14	Parents Refused		

Figure 28 - ELL Placement Lookup Table

The Placement Status code is entered in the field on the **Student Programs>English Language Learners.IL>Illinois ELL** tab.

The screenshot shows the 'English Language Learners.IL' interface. The 'Illinois ELL' tab is selected. The student's name is Aaron Sammy, Perm ID is 997012, Grade is Pre, and Gender is Male. The 'Illinois Info' section contains various fields for student information. The 'Placement Entry Status' dropdown menu is highlighted with a red box.

Figure 29 – English Language Learners.IL, Illinois ELL tab

ELL Fp Lookup Table

Follow the path to access the ELL Fp Lookup Table: **Synergy SIS>System>Setup>Lookup Table Definition>K12.IL>ELL Fp.**

This table stores the FP codes for ELL. This information is not reported to the state so you may setup any codes that are applicable to the District.

The ELL FP code is entered in the F/P field found on the **Student Programs>English Language Learners.IL>Illinois ELL tab.**

The screenshot shows the 'English Language Learners.IL' application window. At the top, there are tabs for 'ELL', 'ELL Transactions', 'ELL History', 'Illinois ELL', 'Assessment', 'Parent Contact', 'Waiver History', 'Follow Up', and 'ELL Semesters'. The 'Illinois ELL' tab is active. Below the tabs, there are fields for 'Last Name' (Abernethy), 'First Name' (Anne), 'Middle Name' (Elizabeth), 'Suffix', 'Perm ID' (902870), 'Grade' (10), and 'Gender' (Female). There are also fields for 'Exit Monitor', 'State Test', 'Entry To IL Schools', and 'Entry To US Schools'. A section for 'Class Periods Per Week', 'Placement', 'Entry Status', 'Transitioned', and 'Transition Date' is present. Below this is a list of checkboxes for various services: Title III, 504 Accommodations, Developmental Bil Ed, Dual 2 Way, English As Second Lang, New To US, Pull Out Services, Push In Services, Self Contained, Sheltered English Pgm, and Transitional Bilingual. There are also fields for 'Transition', 'Access Tier', 'Grade Cluster', 'Retention Refugee', and 'Refugee Date'. At the bottom, there are fields for 'Years/Mons in Program Yrs' and 'Mns'. A 'Comments' section is also visible. At the very bottom, there is a table titled 'ELL Programs' with columns for 'Line', 'Pgm', 'F/P', 'Entry Date', 'Class', 'Exit Date', 'Class', 'Code', 'Comments', and 'Other Services'. The 'F/P' column is highlighted with a red box.

Figure 30 - English Language Learners Screen, Illinois ELL Tab F/P

ELL Level Lookup Table

Follow the path to access the ELL Level Lookup Table: **Synergy SIS>System>Setup>Lookup Table Definition>K12.IL>ELL Level.**

This table stores the Level codes for ELL. This information is not reported to the state so you may setup any codes that are applicable to the District.

The ELL Level code is entered in the Level field found on the **Student Programs>English Language Learners.IL>Illinois ELL tab.**

The screenshot shows a software interface for managing English Language Learners. At the top, it displays student information: "Student Name: **Abernethy, Anne E.** School: Hope High School Room Name: Staff Name:". Below this is a navigation bar with tabs: "ELL", "ELL Transactions", "ELL History", "Illinois ELL", "Assessment", "Parent Contact", "Waiver History", "Follow Up", and "ELL Semesters". The "Illinois ELL" tab is selected. A table below contains student data with columns: "Last Name", "First Name", "Middle Name", "Suffix", "Perm ID", "Grade", and "Gender". The data row shows: "Abernethy", "Anne", "Elizabeth", "", "902870", "10", and "Female". Below the table is a section titled "Illinois Info" with fields for "Active", "Level", "Status", and "Birth Place". The "Level" dropdown menu is highlighted with a red box. The "Birth Place" field contains "Mesa Az".

Figure 31 - English Language Learners Screen, Illinois ELL Tab - Level

ELL Other Services Lookup Table

Follow the path to access the ELL Other Services Lookup Table: **Synergy SIS>System>Setup>Lookup Table Definition>K12.IL>ELL Other Services.**

This table stores the Other Services codes for ELL. This information is not reported to the state so you may setup any codes that are applicable to the District.

The ELL Other Services code is entered in the **Other Services** field found on the **Student Programs>English Language Learners.IL>Illinois ELL tab.**

The screenshot shows the 'English Language Learners.IL' application window with the 'Illinois ELL' tab selected. The main form contains fields for student information (Last Name: Abernethy, First Name: Anne, Middle Name: Elizabeth, Suffix: , Perm ID: 902870, Grade: 10, Gender: Female) and various service options. A red box highlights the 'Other Services' lookup table at the bottom of the screen. The table has columns for Line, Pgm, F/P, Entry Date, Class, Exit Date, Class, Code, and Comments. The 'Other Services' column contains a grid of numbers 1 through 8, each with a small circular icon next to it.

Line	Pgm	F/P	Entry Date	Class	Exit Date	Class	Code	Comments
Other Services								
1								
2								
3								
4								
5								
6								
7								
8								

Figure 32 - English Language Learners Screen, Illinois ELL Tab - Other Services

ELL Program Lookup Table

Follow the path to access the ELL Program Lookup Table: **Synergy SIS>System>Setup>Lookup Table Definition>K12.IL>ELL Program.**

This table stores the Program codes for ELL. This information is not reported to the state so you may setup any codes that are applicable to the District.

The ELL Program Code is entered in the **Program** field on the **Student Programs>English Language Learners.IL>Illinois ELL tab.**

The screenshot displays the 'English Language Learners.IL' interface. At the top, there are tabs for 'ELL', 'ELL Transactions', 'ELL History', 'Illinois ELL', 'Assessment', 'Parent Contact', 'Waiver History', 'Follow Up', and 'ELL Semesters'. The 'Illinois ELL' tab is active. Below the tabs, there are input fields for 'Last Name' (Abernethy), 'First Name' (Anne), 'Middle Name' (Elizabeth), 'Suffix', 'Perm ID' (902870), 'Grade' (10), and 'Gender' (Female). There are also fields for 'Exit Monitor', 'State Test', 'Entry To IL Schools', and 'Entry To US Schools'. A section for 'Class Periods Per Week', 'Placement Entry Status', and 'Transitioned' is present. A list of ELL programs is shown with checkboxes: Title III, 504 Accommodations, Developmental Bil Ed, Dual 2 Way, English As Second Lang, New To US, Pull Out Services, Push In Services, Self Contained, Sheltered English Pgm, and Transitional Bilingual. Below this, there are fields for 'Transition', 'Access Tier', 'Grade Cluster', 'Retention Refugee', and 'Refugee Date'. At the bottom, there are fields for 'Years/Mons in Program Yrs' and 'Mns'. A 'Comments' section is also visible. The 'ELL Programs' table at the bottom has columns: Line, Pgm, F/P, Entry, Exit, and Comments. The 'Pgm' column is highlighted with a red box. There is an 'Add' button next to the table header.

Figure 33 - English Language Learners Screen, Illinois ELL Tab - PGM

ELL Status Lookup Table

Follow the path to access the ELL Status Lookup Table: **Synergy SIS>System>Setup>Lookup Table Definition>K12.IL>ELL Status.**

This table stores the Level codes for ELL. This information is not reported to the state so you may setup any codes that are applicable to the District.

The ELL Status code is entered in the Status field found on the **Student Programs>English Language Learners.IL>Illinois ELL tab.**

The screenshot shows a web application interface for 'English Language Learners.IL'. At the top, it displays student information: 'Student Name: Abernethy, Anne E.', 'School: Hope High School', 'Room Name:', and 'Staff Name:'. Below this is a navigation bar with tabs: 'ELL', 'ELL Transactions', 'ELL History', 'Illinois ELL', 'Assessment', 'Parent Contact', 'Waiver History', 'Follow Up', and 'ELL Semesters'. The 'Illinois ELL' tab is selected. A table below the tabs shows student details: Last Name (Abernethy), First Name (Anne), Middle Name (Elizabeth), Suffix, Perm ID (902870), Grade (10), and Gender (Female). Below the table is the 'Illinois Info' section, which includes 'Active Level', 'Status', and 'Birth Place'. The 'Status' field is a dropdown menu and is highlighted with a red rectangular box. The 'Birth Place' field is a text input containing 'Mesa Az'.

Figure 34 - English Language Learners Screen, Illinois ELL Tab - Status

ELL Teachers Lookup Table

Follow the path to access the ELL Status Lookup Table: **Synergy SIS>System>Setup>Lookup Table Definition>K12.IL>ELL Teachers.**

This table stores the Teacher codes for ELL. This information is not reported to the state so you may setup any codes that are applicable to the District.

The ELL Teachers lookup table is used for both the Bilingual and ESL Teacher code which are entered in either the **Bilingual Teacher** or **ESL Teacher** field found on the **Student Programs>English Language Learners.IL>Illinois ELL tab.**

Student Name: **Abernethy, Anne E.** School: Hope High School Room Name: Staff Name:

English Language Learners.IL

ELL | ELL Transactions | ELL History | **Illinois ELL** | Assessment | Parent Contact | Waiver History | Follow Up | ELL Semesters

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abernethy	Anne	Elizabeth		902870	10	Female

Illinois Info

Active Level: Status: Birth Place: Mesa Az

Parent Request Parent Waiver Waiver Date:

Bilingual Teacher: Native Language: Arabic

ESL Teacher: Home Language: English Spoken by Adults at Home:

Figure 35 - English Language Learners Screen, Illinois ELL Tab - Bilingual Teacher

Title I Code Lookup Table

Follow the path to access the ELL Status Lookup Table: **Synergy SIS>System>Setup>Lookup Table Definition>K12.IL>Title I Code.**

Title I code 12 needs to be set up. The other 2 codes are optional.

Name: Title I Code Namespace: K12.IL Locked: N						
<input type="checkbox"/> Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State						
Lookup Values						
✕	Line	ListOrder	Code	Description	Other SIS	State Code
<input type="checkbox"/>	1	0	11	Schoolwide Title I Program		
<input type="checkbox"/>	2	0	12	Targeted Assistance Title I Program		
<input type="checkbox"/>	3	0	13	Not a Participant in Title I		

Figure 36 - Title I Code Lookup Table

The Title I code can be entered in the **Student** screen, **Illinois** tab. If the school has been coded as a Title I school no code needs to be entered on the student record. If the student is not a Title I student this field can be left blank.

Student.IL

Student Name: **Abernethy, Anne E.** School: **Hope High School** Homeroom: **Teacher:**

Demographics | Parent/Guardian | Other Info | Emergency | Enrollment | Enrollment History | Classes | Student Contact Log | **Illinois** | Early Childhood | Homeless | Early Childhood Outcom

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abernethy	Anne	Elizabeth		902870	10	Female

Demographic Info

Career Tech Reading1st

Century 21 Reading Improv

Migrant Elig For Imm Ed Pgm

SES Indicator PrivatelySchooled

Title 1 IEP Homeless Mothers Maiden Name

Figure 37 - Student Screen, Illinois Tab, Title I

ISBE IEP Lookup Table

Follow the path to access the ELL Status Lookup Table: **Synergy SIS>System>Setup>Lookup Table Definition>K12.IL>ISBE IEP.**

These ISBE IEP codes are not sent to the file, but a student with a value in this field will be reported as IEP Yes to the state.

The ISBE IEP Code is entered in the **IEP** field on the **Student.IL Illinois** tab.

The screenshot shows the 'Student.IL' interface for a student named Anne E. Abernethy. The 'Illinois' tab is selected. The 'IEP' field is highlighted with a red box. The form includes various demographic and enrollment information.

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abernethy	Anne	Elizabeth		902870	10	Female

Demographic Info

<input type="checkbox"/> Career Tech	<input type="checkbox"/> Reading1st
<input type="checkbox"/> Century 21	<input type="checkbox"/> Reading Improv
<input type="checkbox"/> Migrant	<input type="checkbox"/> Elig For Imm Ed Pgm
<input type="checkbox"/> SES Indicator	<input type="checkbox"/> PrivatelySchooled

Title 1: IEP (highlighted with a red box)

Homeless: [dropdown]

Mothers Maiden Name: [text field]

Figure 38 - Student Screen, Illinois Tab- IEP

K12.PROGRAMINFO LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.ProgramInfo Lookup Table.

FRM Code Lookup Table

Follow this path to access the FRM Code Lookup Table: **Synergy SIS>System>Setup>Lookup Table Definition>K12.ProgramInfo>FRM Code.**

This table stores the FRM Code values used to identify a student that is eligible to participate in the Free and Reduced Meals program.

The FRM code is entered in the FRM code field on the **Student Programs>Free and Reduced Meals>FRM tab.**

The screenshot displays the 'Free and Reduced Meals' interface. At the top, it shows the student's name 'Acevedo, Andrew', school 'Hope High School', status 'Active', and room '301'. Below this is a tabbed interface with 'FRM' selected. A form contains fields for 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Perm ID', 'Grade', and 'Gender'. Below the form is a table titled 'Free and Reduced Meals' with columns for 'Line', 'Enter Date', 'Frm Code', and 'Exit Date'. The first row of the table has '1' in the 'Line' column, '10/23/2012' in the 'Enter Date' column, and 'F-Free' in the 'Frm Code' column. The 'Frm Code' field is highlighted with a red rectangle.

Figure 39 - Free and Reduced Meals Screen

Verify the following state codes are defined in the State Code column of the FRM Code Lookup Table.

Code	Description
01	Yes- Free or Reduced Lunch Benefits
02	No

REVELATION LOOKUP TABLES

Verify that the following state code values are mapped in the following Revelation Lookup Tables.

Ethnicity Lookup Table

Follow the path to access the Ethnicity Lookup Table: **Synergy SIS>System>Setup>Lookup Table Definition>Revelation>Ethnicity**. Use this table to define the state codes for the student's race.

Verify the following state codes are defined in the State Code column of the Ethnicity Lookup Table.

Code	Description
11	Hispanic
12	Native American
13	Other Asian
14	African-American
15	Hawaiian
16	White

The student's race is identified in the Race and Ethnicity section of the **Student.IL>Demographics tab**.

The screenshot shows the 'Student.IL' interface for student 'Acevedo, Andrew'. The 'Demographics' tab is active. The 'Race and Ethnicity' section is highlighted with a red box. It contains a 'Resolved Race/Ethnicity' dropdown menu set to 'Hawaiian'. Below this is a 'Race' section with several checkboxes: 'Native American', 'African-American', 'Other Asian', 'Hawaiian', 'Hispanic', and 'White'. The 'Hawaiian' checkbox is checked.

Figure 40 - Student Screen, Demographics Tab, Race and Ethnicity

Chapter Three: **STUDENT DATA ENTRY**

In this chapter, the following topics are covered:

- ▶ Student.IL Screen
- ▶ English Language Learners.IL
- ▶ Free and Reduced Meals
- ▶ Inactivate Student
- ▶ Special Ed Student Services

STUDENT.IL SCREEN

Use the Student screen to collect information required for Illinois state reporting. Complete the following fields in the Student screen for each student in the school and/or district.

To display the Student screen:

1. Navigate to **Synergy SIS>Student>Student**
2. From the Tab area, search for a student and modify the fields as needed.

Demographics Tab

The screenshot shows the 'Demographics' tab in the Student.IL system. The student's name is 'Abernethy, Anne E.' and the school is 'Hope High School'. The form includes the following fields:

- Demographics Tab:** Last Name (Abernethy), First Name (Anne), Middle Name (Elizabeth), Suffix, Perm ID (902870), Grade (10), Gender (Female).
- Student Information:** Home Language (English), Native Language (Arabic), Nick Name, Last Name Goes By, SAIS ID (0001247316), Birth Date (11/09/1995), Birth Place (Mesa Az), Birth Verification, Birth Certificate Num, Birth State (California), Birth Country (United States of America), User ID, Password, Email.
- Race and Ethnicity:** Resolved Race/Ethnicity (Hawaiian), Race (Hawaiian checked, White checked, Other checked).

Figure 41 - Student Screen, Demographics Tab

State reported fields:

- Last Name - Legal Last Name
- First Name - Legal First Name
- Middle Name - Legal Middle Name
- Suffix
- Perm ID
- Grade
- Gender
- SAS ID
- Birth Date
- Birth Place
- **Native Language** (K12.Language) — the language normally spoken by the parents at home. ListOrder can be set to show the most used languages at the top of the list.
- **Home Language** (K12.Language) — the Home Language is the student's native language.
- **Race** (Revelation.Ethnicity) — the self-identified ethnic origin of the student. The State Code for each race in the table must be the in the six character state ethnic field. The state code for Native American race codes should be 12. The state code for Asian race codes should be 13. The state code for African American race codes should be 14. The state code for Pacific Islander race codes should be 04. The

state code for Caucasian race codes should be 11. The state code for Hispanic race codes should be 03. Two or More Races code should be 17.

Enrollment Tab

Student.IL

Student Name: **Victorine, Alexandria N.** School: **Bower Elementary School** Homeroom: Teacher:

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes Student Contact Log Illinois Early Childhood Homeless Early Childhood O

Last Name First Name Middle Name Suffix Student ID Grade Gender
 Victorine Alexandria Nicole 65974 05 Female

Enrollment Information

State ID Enter Date Enter Code Leave Date Leave Code ADA/ADM
 287558952 08/22/2012 EA

Enrollment Activity

Last Activity Date Effective Date
 08/22/2012

Grade Previous Grade Exit Code FTE Tuition Payer Code District Of Residence Instructional Setting
 05 1.0

Program Code Special Enrollment Code Special Program Code Access 504 Homebound Counselor Name
 Nitsch, Anne E.

Came From Moved To

Enr User 1 Enr User 2 Enr User 3

Enr User DD 4 Enr User DD 5 Enr User DD 6

School of Residence Reason for Attendance Reason for Attendance Date

Home School RCDTS Override Serving School RCDTS Override Testing School RCDTS Override

Figure 42 - Student Screen, Enrollment Tab

State reported fields:

- **Grade** (K12 - Grade) — level of the student as entered in each enrollment record for the student. The grade is displayed at the top of every screen.
- **FTE** (K12.Enrollment – FTE) — (full time equivalent) used to specify the course load of the student, or what percentage of a full-time program.
- **School of Residence** — student's home school, if different than the school enrolled in.

Illinois Tab

The Demographic Info fields are sent to the state in the enrollment files. The General ISBE tab has a field to flag the student to not be submitted to the state and a field to indicate the student is to take the IAA test. The remaining fields display the results of the last submission to the state.

The screenshot shows the 'Student.IL' interface for a student named Aaron, Ian. The 'Illinois' tab is selected, showing various demographic and ISBE fields. A red box highlights the 'Demographic Info' section, which includes checkboxes for Career Tech, Century 21, Migrant, SES Indicator, Reading1st, Reading Improv, Elig For Imm Ed Pgm, and Privately Schooled. Another red box highlights the 'General ISBE' section, which includes checkboxes for 'Do Not Report' and 'IAA Test', along with fields for 'Enr/WD At State', 'Last State Update', 'Home RCDTS At State', and 'Serving RCDTS At State'.

Figure 43 - Student Screen, Illinois Tab

State reported fields:

- Career Tech
- Century 21
- Migrant
- SES Indicator
- Reading 1st
- Reading Improv
- Elig For Imm Ed Pgm
- Privately Schooled
- Title I — If the student is a Title I student.
- IEP
- Homeless
- Mother's Maiden Name
- **Do Not Report** — check this if you do not want this student reported to the state
- **IAA Test** — check this if you want this student to take the IAA test, which is submitted via the Assessment Pre-ID Extract

Early Childhood Tab

Data on this screen is submitted in the Demographics and Early Childhood file.

Student.IL

Student Name: **Aaron, Ian** School: **Adams Elementary** Homeroom: **0002** Teacher: **Carroll, N.**

Demographics | Parent/Guardian | Other Info | Emergency | Enrollment | Enrollment History | Classes | Student Contact Log | Illinois | **Early Childhood** | Homeless | Early Childhood Outcomes

Last Name: Aaron First Name: Ian Middle Name: Suffix: Perm ID: 129442 Grade: Pre Gender: Male

Early Childhood Info

EI Number: 123456 Reason for Delay: No Delay At Risk: Classroom For All: A.M. Class Family Structure: Single parent family

Eligibility Date: 10/02/2012 Date Service Began: 10/03/2012 IEP Completion: 10/15/2012

Head Start Meets At Risk Meets Income Criteria
 Early Head Start Title 1 LocalFunding
 Referral By CFC Prevention Init Early Intervention

Program Info

Line	Program	Entry Date	Exit Date	Class	Comment
1		10/01/2010			

Figure 44 - Student Screen, Early Childhood

State reported fields:

- EI Number
- Reason for Delay
- At Risk
- Classroom for All
- Family Structure
- Head Start
- Early Head Start
- Referral by CFC
- Meets at Risk
- Title I
- Prevention Init
- Meets Income Criteria
- Local Funding
- Early Intervention

Homeless Tab

All of the data on this screen is reported to the state.

Student.IL

Student Name: **Aaron, Ian** School: **Adams Elementary** Homeroom: **0002** Teacher: **Carroll, N.**

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes Student Contact Log Illinois Early Childhood H

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Aaron	Ian			129442	Pre	Male

Homeless

Entry Date	Exit Date	Primary Nighttime Residence
<input type="text"/>	<input type="text"/>	<input type="text"/>

<input type="checkbox"/> Unaccompanied Youth Status <input type="checkbox"/> Tutoring/Other Instruct Support <input type="checkbox"/> Expedited Evaluations <input type="checkbox"/> Staff Professionals <input type="checkbox"/> Referrals Health Services <input type="checkbox"/> ECH Programs <input type="checkbox"/> Assist With Participation <input type="checkbox"/> Before and After School Pgm <input type="checkbox"/> Obtaining Records <input type="checkbox"/> Parent Education <input type="checkbox"/> Coordination Between Agencies <input type="checkbox"/> Counseling	<input type="checkbox"/> Address Needs <input type="checkbox"/> Basic Needs <input type="checkbox"/> School Supplies <input type="checkbox"/> Referral Other Programs <input type="checkbox"/> Emergency Assistance <input type="checkbox"/> OtherServices ----- Barriers ----- <input type="checkbox"/> Elig Homeless Services <input type="checkbox"/> School Selection <input type="checkbox"/> Transportation <input type="checkbox"/> School Records <input type="checkbox"/> Immunizations <input type="checkbox"/> Other Barriers
--	--

Figure 45 - Student Screen, Homeless Tab

Early Childhood Outcomes Tab

All of the data on this screen will be submitted to the state.

Student.IL

Student Name: **Aaron, Ian** School: **Adams Elementary** Homeroom: **0002** Teacher: **Carroll, N.**

Demographics	Parent/Guardian	Other Info	Emergency	Enrollment	Enrollment History	Classes	Student Contact Log	Illinois	Early Childhood	Homeless	Early Childhood Outcom
--------------	-----------------	------------	-----------	------------	--------------------	---------	---------------------	----------	-----------------	----------	-------------------------------

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Aaron	Ian			129442	Pre	Male

Entry Ratings

Entry Rating Date: <input type="text"/>	Entry Rating Home RCDTS: <input type="text"/>
Positive Social Relationships Rating: <input type="text"/>	<input type="checkbox"/> Coordinator Rep or Administrator Participated in Ratings
Acquire Use and Knowledge Skills Rating: <input type="text"/>	<input type="checkbox"/> EC Teacher Participated in Ratings
Take Appropriate Action to Meet Own Needs Rating: <input type="text"/>	<input type="checkbox"/> Psychologist or Social Worker Participated in Ratings
Parent Involvement in Ratings: <input type="text"/>	<input type="checkbox"/> Speech/Language Pathologist Participated in Ratings
	<input type="checkbox"/> Other Related Service Provider Participated in Ratings

Exit Ratings

Exit Rating Date: <input type="text"/>	Exit Rating Home RCDTS: <input type="text"/>
Positive Social Relationships Rating: <input type="text"/>	<input type="checkbox"/> Made Progress in Positive Social Relationships?
Acquire Use and Knowledge Skills Rating: <input type="text"/>	<input type="checkbox"/> Made Progress in Acq Use and Knowledge Skills?
Take Appropriate Action to Meet Own Needs Rating: <input type="text"/>	<input type="checkbox"/> Made Progress in Taking Appr Action to Meet Own Needs?
Primary Assessment Rating: <input type="text"/>	<input type="checkbox"/> Coordinator Rep or Administrator Participated in Ratings
Parent Involvement in Ratings: <input type="text"/>	<input type="checkbox"/> EC Teacher Participated in Ratings
	<input type="checkbox"/> Psychologist or Social Worker Participated in Ratings
	<input type="checkbox"/> Speech/Language Pathologist Participated in Ratings
	<input type="checkbox"/> Other Related Service Provider Participated in Ratings

Figure 46 - Student Screen, Early Childhood Outcomes Tab

ENGLISH LANGUAGE LEARNERS.IL SCREEN

Illinois ELL tab

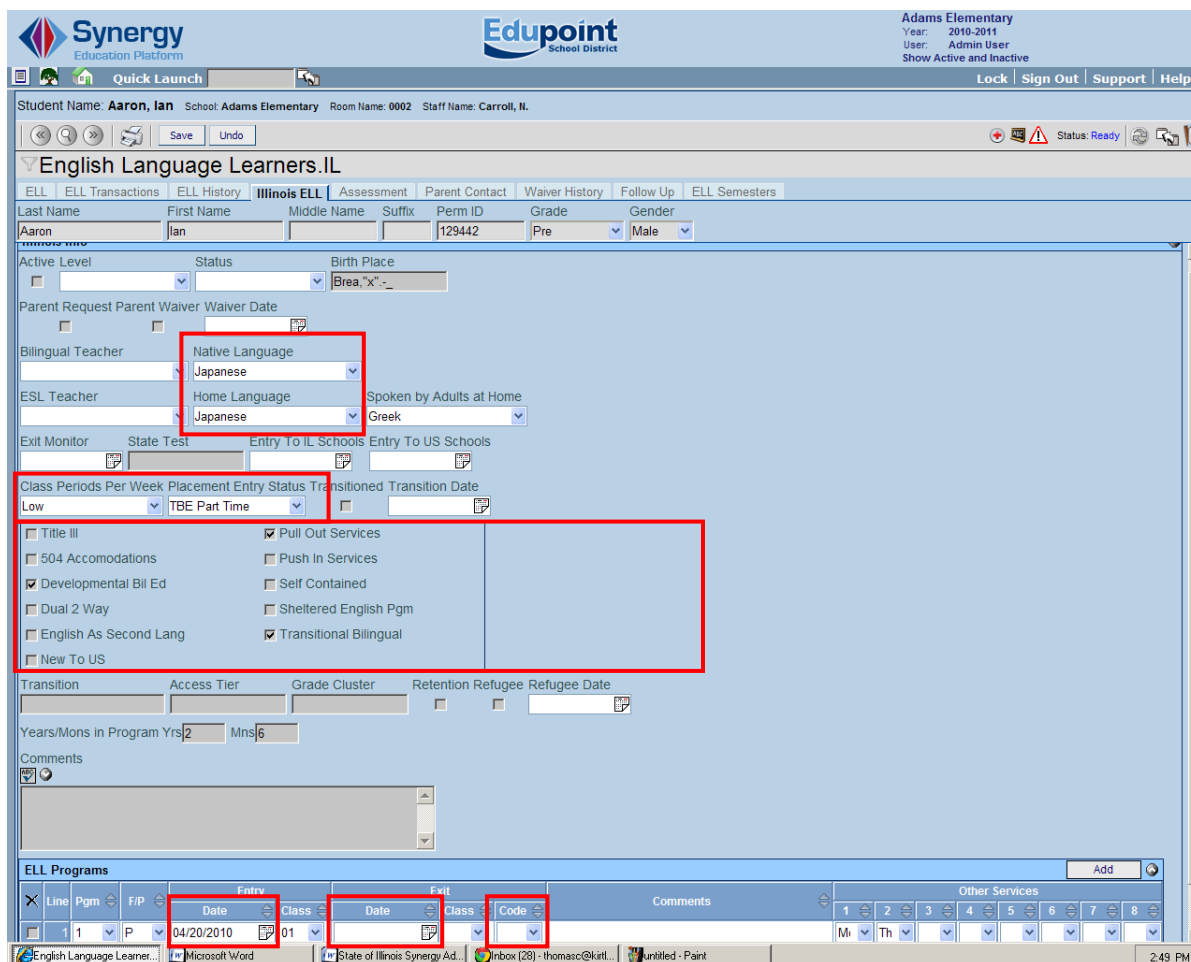


Figure 47 - English Language Learners, Illinois ELL Tab

State reported fields:

- **Native Language** — also found on the Student.IL demographics tab
- **Home Language** — also found on the Student.IL demographics tab
- Class Periods per Week
- Placement Entry Status
- Title III
- 504 Accommodations
- Development Bilingual Ed
- Dual 2 Way
- English as a Second Lang
- New to US
- Pull Out Services
- Push In Services

- Self Contained
- Sheltered English Program
- Transitional Bilingual
- Entry Date
- **Exit Date** - if exiting
- **Exit Code** - if exiting

FREE AND REDUCED MEALS SCREEN

Use the Free and Reduced Meals screen to identify the students that participated in a Free and Reduced Meals Program as required for Illinois state reporting. Complete the **FRM Code** field in the Free and Reduced Meals screen for each student in the school and/or district.

Line	Enter Date	FRM Code	Exit Date
1	01/07/2011	F-Free	
2	08/12/2010	R-Reduced	01/06/2011

Figure 48 – Free and Reduced Meals Screen

INACTIVATE STUDENT SCREEN

When a student is inactivated a **Leave Date** and **Leave Code** are required. These two fields will be reported to the state in the Student Withdrawal extract.

Figure 49 - Inactive Student Screen

State reported fields:

- **Leave Date** — (K12.Enrollment - Leave Date)
- **Leave Code** — (**K12.Enrollment – Leave Code**) — The state code for this leave code will be submitted in the withdrawal file.

SPECIAL ED STUDENT SERVICES SCREEN

The Primary Disability code used in the Discipline extract comes from the primary disability code entered in the Special Ed Student Services screen.

The screenshot shows the 'Special Ed Student Services' interface for a student named Stephen J. Adams. The student's information includes: School: Hope High School, Status: Active, Room Name: SEM, and Verbose Age: 17 yrs 4 mths. The 'Services' tab is active, showing a table with one service: Line 1, Description: Autism, Service Code: A, Enter Date: 10/24/2012, and Funded SPED Service DOR: 123456789. The 'Primary Need' checkbox for this service is checked and highlighted with a red box.

Line	Description	Service Code	Enter Date	Exit Date	Exit Reason	Funded SPED Service DOR	Special Enrollment Code	Primary Need
1	Autism	A	10/24/2012			123456789		<input checked="" type="checkbox"/>

Figure 50 - Special Ed Student Services Screen

State reported fields:

- **Primary Disability** (K12.ProgramInfo — SPED Primary Disability).

Chapter Four: **ORGANIZATION SETUP**

In this chapter, the following topics are covered:

- ▶ Organization Setup
- ▶ Discipline Codes Setup
- ▶ Disposition Codes Setup

ORGANIZATION SETUP

The Organization screen sets up the school and district structure within the district. Each district is assigned a code known as the RCDT code by the state. This code is used in the upload process to ensure the data is uploaded and credited to the correct district. To find the RCDT codes, please see the section on *Before Starting* in Chapter 1 of this guide.

To enter the RCDT code in Synergy:

1. Go to the **Organization** screen, found under **Synergy SIS > System > Setup**.

The screenshot shows the 'Organization' screen for 'Edupoint School District'. The 'District' is set to 'Special Education'. The 'District Information' section contains the following fields:

Organization Name	District Number	A	ID
Edupoint School District	19123456789		

Other fields include Superintendent's Name, Superintendent's Title, County Code (19), and County.

Figure 51 - Organization Screen, District

2. Enter the RCDT code in the **District Number** field.
3. Click the **Save** button at the top of the screen.

In addition to the district, each school is assigned a unique code by the state.. This code is also used during the upload process.

To enter the school-level information:

1. Go to the **Organization** screen, found under **Synergy SIS>System>Setup**.
2. Expand the District structure by clicking on the **blue triangle** next to the District name. If there are sub-organizations under the district like Elementary Schools or High Schools, click on the **triangle** next to the type of school to configure.

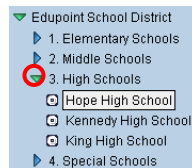


Figure 52 - Organization Screen, District Structure

3. Click on the **name of the school** and the school setup screen appears.

The screenshot shows the 'Organization' screen for 'Edupoint School District'. The left sidebar lists school levels: 1. Elementary Schools, 2. Middle Schools, 3. High Schools (selected), and 4. Special Schools. Under 'High Schools', 'Hope High School' is selected. The main area displays the 'School Setup' form for 'Hope High School'. The form has tabs for 'School', 'Years', 'Special Education', and 'Documents'. The 'School Information' section includes fields for School Name (Hope High School), School Code (001), Alt ID, and Abbr School Name. The 'Address Information' section includes Address (123 Main St), Address2, City (Mission Viejo), State (CA), and ZIP Code (92694). The 'Other Information' section includes Phone (949-555-1212), Fax (949-555-1213), Counselor Dept Phone, and a row of school codes: Sis School Code (2001), State CTDS Code (2001), Alt Funding School Code, and College Board School Number. The 'Sis School Code' and 'State CTDS Code' fields are highlighted with a red box.

Figure 53 - Organization Screen, School Setup

4. If converting data from another student record system, enter the school code used in the other system in the **SIS School Code** field.
5. Enter the state school code in the **State School Code** field.
6. Click the **Save** button at the top of the screen.
7. Repeat these steps for each school.

DISCIPLINE CODES SETUP

Discipline and Disposition Codes are set up at the district level. The individual schools can then select which codes they will use. The first level codes can be used to categorize the codes; they can also be used for the SID report by entering the SID state codes on the first level codes. The second level codes (sub categories) are used for Illinois state reporting.

To setup Discipline Codes:

1. Go to the **District Discipline Code Setup** screen, found under **Synergy SIS > Discipline Incident > Setup**.
2. Click **Add** near the top of the screen to create a level one code.
3. The following screen is displayed:

District Discipline Code Setup: District Discipline Code Setup: PA - Windows Internet Explorer

Save Close

District Discipline Code Setup

Code	Description	State Code	Security	Old Sis Code
PA	Physical Assaults	3	3-Medium	

Display Order
3

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Figure 54 - District Discipline Code Setup - Level 1 Code

4. Enter a **Code** and **Description**.
5. Enter a **Display Order**.
6. Check the necessary boxes.
7. Click the **Save** button near the top of the screen.
8. Click the **Add** button on the right near the middle of the screen to add second level codes for ISBE reporting. NOTE: **Report To State** is required for this code to be included in ISBE state reporting.
9. Repeat for all level two codes related to the level one code.

Menu Save Undo Add Delete Status: Ready

District Discipline Code Setup

Discipline Code: PA Description: Physical Assaults State Code: 5

Code	Description	State Code	Security	Old Sis Code
PA	Physical Assaults	5	3-Medium	

Display Order
3

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include In TeacherVUE
1	5	60	MSDS-Physical Assault w/injury	60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	10	61	MSDS-Physical Assault w/no injury	61	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Show Detail

Figure 55 - District Discipline Code Setup - Level 2 Codes

10. If a second level code could possibly be used when a sexual assault was committed, add sexual assault as a level three code.
 - a. Click on the line number then click **Show Detail**.
 - b. Click on the **Add** button on the Detail 1 Codes line.
 - c. Enter **SA** in **Code** and **State Code**.
 - d. Enter **Sexual Assault** in **Description**.
 - e. Click **Report To State**.
 - f. Click the **Save** button near the top of the screen.

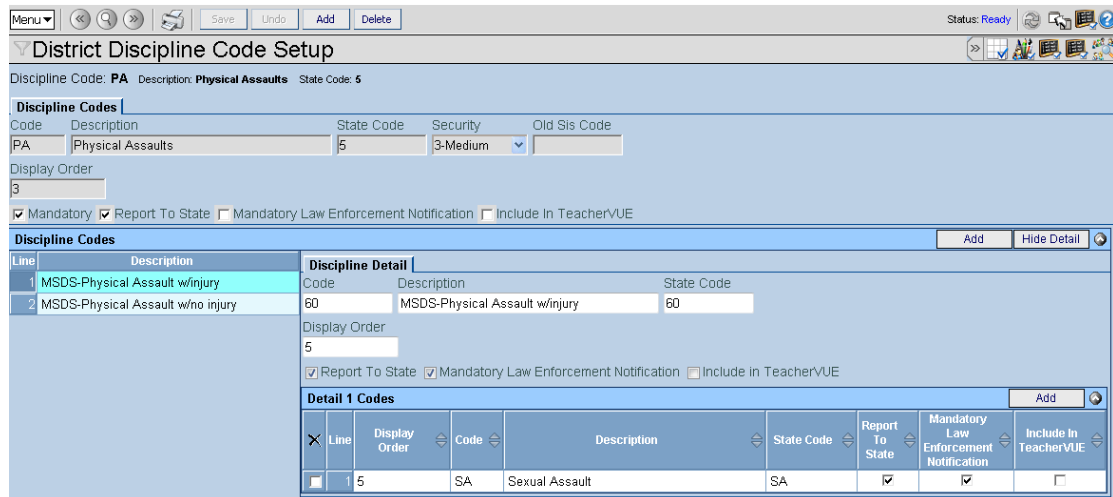


Figure 56 - District Discipline Code Setup - Level 3 Codes

11. Add the Sexual Assault code to all level two codes to which it applies.

DISPOSITION CODES SETUP

Discipline and Disposition Codes are set up at the district level. The individual schools can then select which codes they will use. The **first level** codes can be used to categorize the codes; for ISBE Disposition Code only the most severe dispositions are reported. The **second level** codes (sub categories) are used for ISBE state reporting.

Description
In School Suspension
Out of School Suspension
Expulsion
Transfer to Alternative Program
Unilateral Removal to an Interim Alternative Ed by School Admin
Removal to an Interim Alternative Ed by Hearing Officer

Figure 57 - ISBE Dispositions

To setup Disposition Codes:

***Note:** For ISBE state reporting only (1) Disposition Code and Description is required.

1. Go to the **District Discipline Code Setup** screen, found under **Synergy SIS > Discipline Incident > Setup**.
2. Click **Add** near the top of the screen to create a level one code.
3. The following screen is displayed:

The screenshot shows the 'District Disposition Code Setup' interface. At the top, there are 'Save' and 'Close' buttons. Below the title bar, there is a table with the following columns: 'Disposition Code', 'Description', 'State Code', 'Alt State Code', 'Report To State', 'Old Sis Code', 'Mandatory', and 'Severity'. The first row of the table is highlighted in green. A red box is drawn around the first row, and another red box is drawn around the 'Report To State' checkbox in the same row. The 'Mandatory' checkbox is also highlighted with a red box.

Figure 58 - District Disposition Code Setup - State Code Level 1

4. Enter a **Code** and **Description**, at this level the Disposition Code is generally used for organizing the dispositions levels. ISBE reporting only requires one first level Disposition Code. The report extract will be pulling the data for the sub categories.
5. If this level of **Disposition Code** is to be **reported** to the State and displayed on the extract report, check the **Report to State** checkbox.
6. **Mandatory** box should be checked.
7. Click the **Save** button near the top of the screen.
8. Notice the six previous lines that are entered in the second level for **District Disposition Code Setup** under the Disposition Code **AZ2** and the description **Due Process/Disciplinary Remvl/Expulsion**. These are the ISBE dispositions.

- Click the **Add** button on the right near the middle of the screen to add second level codes for ISBE reporting.

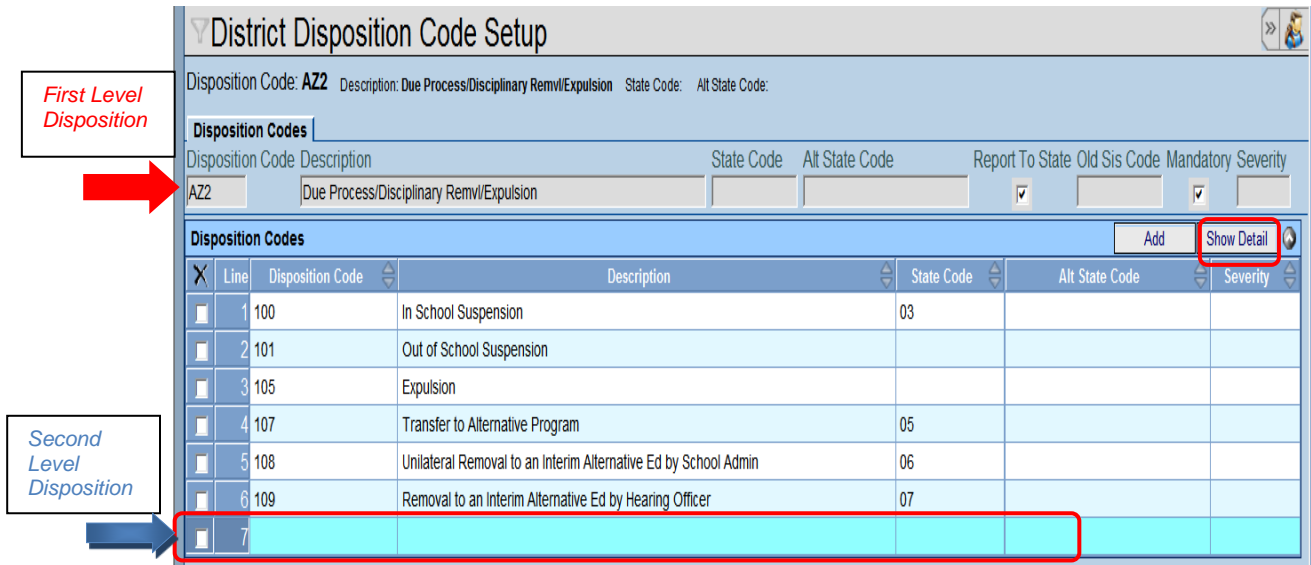


Figure 59 - District Disposition Code Setup - Level 2 Codes

- Every new disposition entered here are in the second level of dispositions.

- The user should enter a **Disposition Code** (accumulative) and a **Description**.

**Note:* For ISBE reporting the six displayed descriptions are all that are required.

- In the second level code there might be a level three category.

For example: The ISBE, Out of School Suspension and Expulsion will have subcategory or a level three code.

- If this is the case, click on a line and click the **Show Detail** button

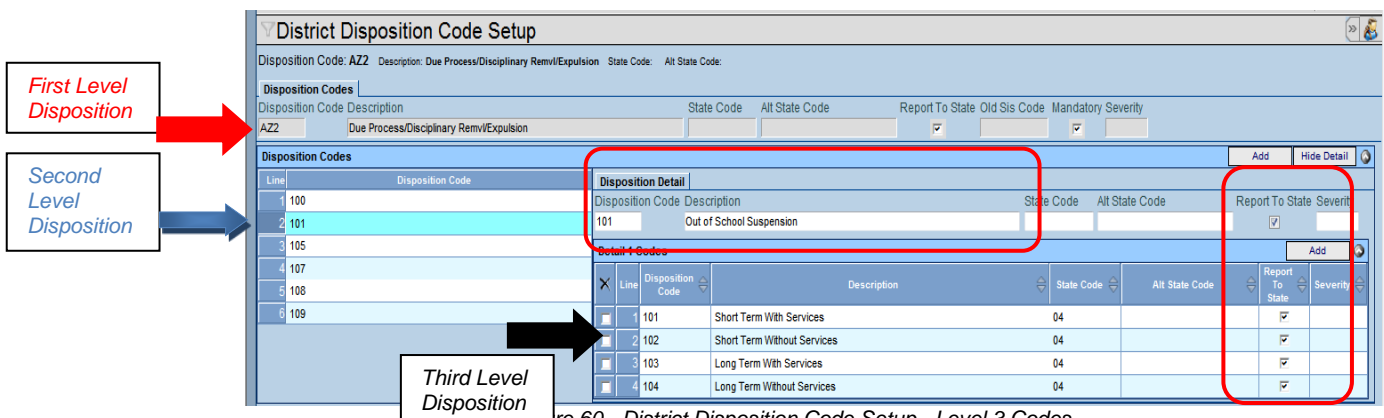


Figure 60 - District Disposition Code Setup - Level 3 Codes

- Notice in the **Level Three Detail 1** codes the Disposition Code is cumulative off of the previous code; in this case Level Two **Disposition Code 100** is **In School Suspension**, which does not have a sub category and the ISBE extract report pulls from the **State Code level Two** Columns and not from the **Level Three** columns.

- c. Because the ISBE extract report has the same code of 04 for all four of the **Out of School Suspension** the user can enter 04 in the State Code column in the **Level Three Sub-categories** as displayed above.
- d. Each level needs to have the **Report to State** Checkbox enabled if that level of disposition is being utilized.

CHAPTER FIVE: EXPORTS/IMPORTS/REPORTS

In this chapter, the following topics are covered:

- ▶ Navigating the exports/imports/reports screens
- ▶ Illinois Extracts
- ▶ Illinois Imports

NAVIGATING THE EXPORTS/IMPORTS/REPORTS SCREENS

You generate the Illinois State extracts, imports and reports from a customized report screen. While the information required on the report screen may change, some functions apply to all report screens. This section discusses these report screen similarities.

You access the Illinois state extracts, imports and reports from the IL folder in the Navigation Tree.

ILLINOIS EXTRACTS

Student Enrollment Extract File

Use the Student Enrollment File to create the enrollment extract file for all student enrollments except for early childhood students (state grade 14).

Navigate to **Synergy>SIS>IL>Extract>Student Enrollment File** screen:

Student Enrollment File

Student Enrollment File | History | About

Start Date: 09/15/2010 | End Date: 05/19/2011 | Validate Report(s): Yes | Validation Message Style: One Per Line

Schools to Process

Line	Name
1	Adams Elementary

Clear Organizations To Process List

Students To Process

Line	Last Name	First Name	Middle Name	Grade	SIS Number	State ID	Organization Name
------	-----------	------------	-------------	-------	------------	----------	-------------------

Clear Students To Process List


Grades to Omit

OmitGrd1 | OmitGrd2 | OmitGrd3 | OmitGrd4 | OmitGrd5

Figure 61 - Student Enrollment File Extract Screen

Generating the Student Enrollment Extract File

To generate the Student Enrollment Extract File:

1. In the **Start Date** and **End Date** fields, click the **Calendar**  button to select the custom date range for the extract; or type each date in MM/DD/YYYY format. You normally will want the same start and end dates. The program will retrieve the most recent enrollment information between those dates.
2. In the **Validate Reports(s)** field, click to select **Yes** to validate the student data selected or **No** to not validate the student data selected.
3. In the **Validate Messages Style** field, click to select **One Per Line** to list one error message per line on the error report, or click to select **Paragraph** to list the error messages in the paragraph format.
4. In **Organizations to Process**, click the **Chooser** button to select the organizations in which the students to be included in the file extract are enrolled. Leave this section blank to include students from all organizations in the record selection process.
5. In **Students to Process**, click the **Chooser** button to select the students to be included in the file extract. Leave this section blank to include all students in the record selection process.

If the student records are selected for the extract, any organizations selected in the Organizations to Process section are ignored during the record selection process.

6. In the **Omit Grades**, enter any grades to be omitted for this extract.
7. Click the **Generate Extract** button. The **Job Status** screen appears. When the process is finished the **Job Status** screen automatically closes.
8. Click the **History** tab to view the job status. If the job is not displayed, click the **Refresh** button to refresh the **History** screen.
9. Click to select a job record, and then click the **Show Details** button to view the job details and to access the extract file viewer.
10. Click the **Files** tab to view the Enrollment Extract File.
11. Click the **Paper and Pencil** button to view the Enrollment extract file.

You can modify the student data displayed in the **Extract File** viewer
12. Click and drag the **Horizontal** scroll bar to view/verify the extracted student data.
13. When the student data is verified correct, upload the file to ISBE.

Student Enrollment EC Extract File

This extract is run just like the Student Enrollment File above but only early childhood students (state grade of 14) will be included.

Navigate to **Synergy>SIS>IL>Extract>Student Enrollment EC File.**

Generate Extract Status: Read

Student Enrollment EC File

Student Enrollment EC File | History | About

Start Date: 05/02/2011 End Date: 05/25/2011 Validate Report(s): Yes Validation Message Style: One Per Line

Organizations To Process Chooser

Line	Name
1	Adams Elementary

Clear Organizations To Process List

Students To Process Chooser

Line	Last Name	First Name	Middle Name	Grade	SIS Number	State ID	Organization Name
1	Aaron	Ian		090	129442	111111111	Adams Elementary
2	Abdulbari	Kathy	Abdusemie	120	135578	001068597	Adams Elementary
3	Acosta	John		090	170135	000000000	Adams Elementary

Clear Students To Process List

Grades to Omit

OMITGRD1 OMITGRD2 OMITGRD3 OMITGRD4 OMITGRD5

Figure 62 - Student Enrollment EC File Extract Screen

Withdrawing Students Extract File

Use the Withdrawing Students extract to create a student extract file to submit to the state of students to be withdrawn.

A student must have an "E" code in the Enr/WD at State to be considered. The screen is filled out similar to the Student Enrollment file above. The Begin should be the date that you last ran this extract. The end date should be the date you are running this. All enrollment/withdrawal information between these dates will be checked for a withdrawal or change in home/serving school.

Navigate to **Synergy>SIS>IL>Extract>Withdrawing Students**.

Generate Extract

Withdrawing Students

Withdrawing Students | History | About

Begin Date: 08/15/2010 End Date: 05/26/2011 Validate Report(s): Yes Validation Message Style: One Per Line

Organizations To Process:

Line	Name
X	Line Name

Students To Process:

Line	Last Name	First Name	Middle Name	Grade	SIS Number	State ID	Organization Name
1	Escarcega	Gregory		090	154691	002181375	Adams Elementary

Use Latest Enrollment Date:

Figure 63 - Withdrawing Students Extract Screen

Check the **Use Latest Enrollment Date** field for home school changes. Checking this will use an "Erroneous" withdrawal reason code and the date of the last enrollment sent to the state.

ELL Extract File

Use the ELL Extract File to create an ELL extract file to submit to the state for ELL students.

A student must have an "E" code in the Enr/WD at State to be considered. The screen is filled out similar to the Student Enrollment file above. The Begin should be the date that you last ran this extract. The end date should be the date you are running this.

Navigate to **Synergy>SIS>IL>Extract>ELL Extract**.

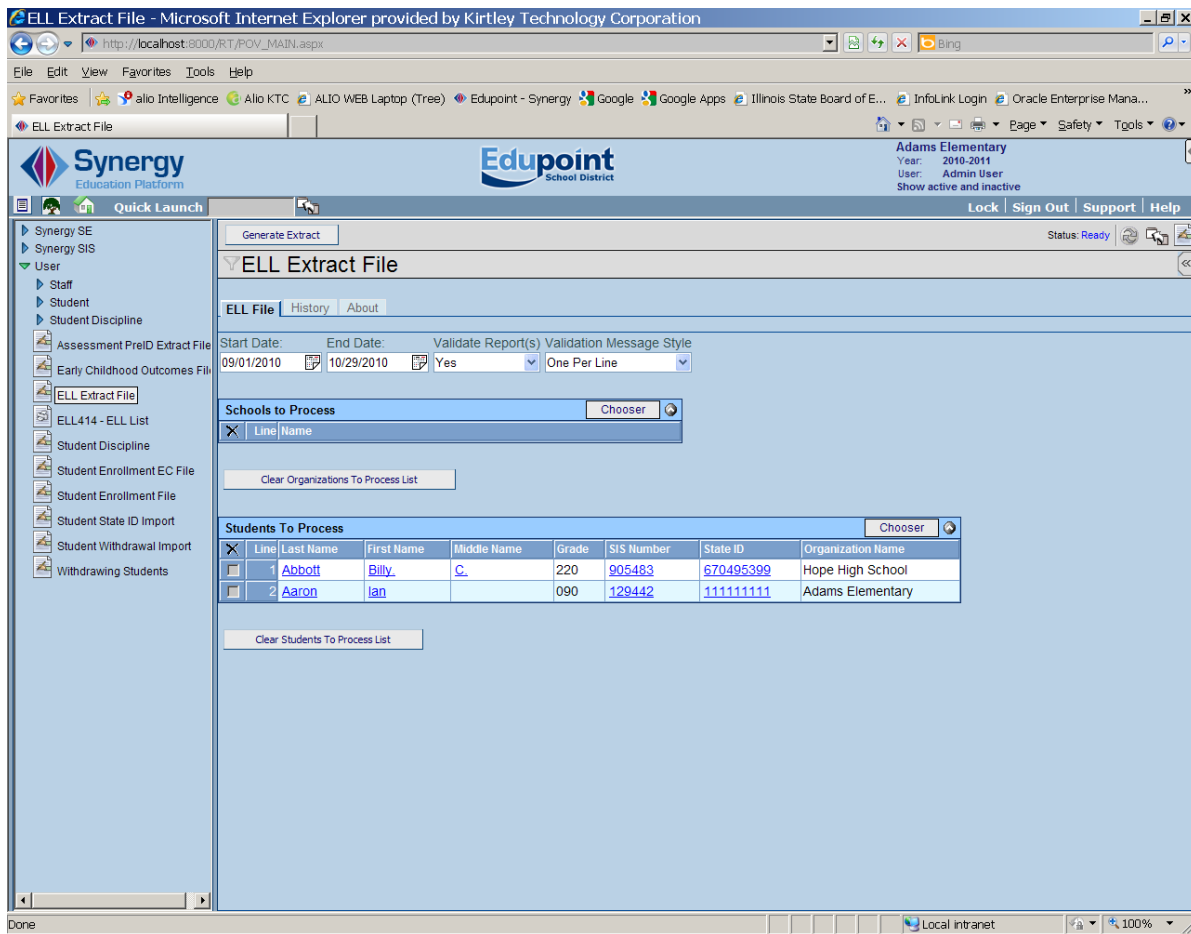


Figure 64 - ELL Extract Screen

Assessment Pre-Id Extract File

Use the ASSESSMENT PRE-ID EXTRACT to create an Assessment Pre-ID extract file to submit to the state for pre-id labels.

A student must have an "E" code in the Enr/WD at State to be considered. The screen is filled out similar to the Student Enrollment file above. The Begin and end date should be the date you are running this.

The Mass Withdrawal date from the previous year is required to calculate continuous enrollment in school/district. Enter the desired grades to include for the ISAT or PSAE tests.

Navigate to **Synergy>SIS>IL>Extract>Assessment Pre-ID Extract**.

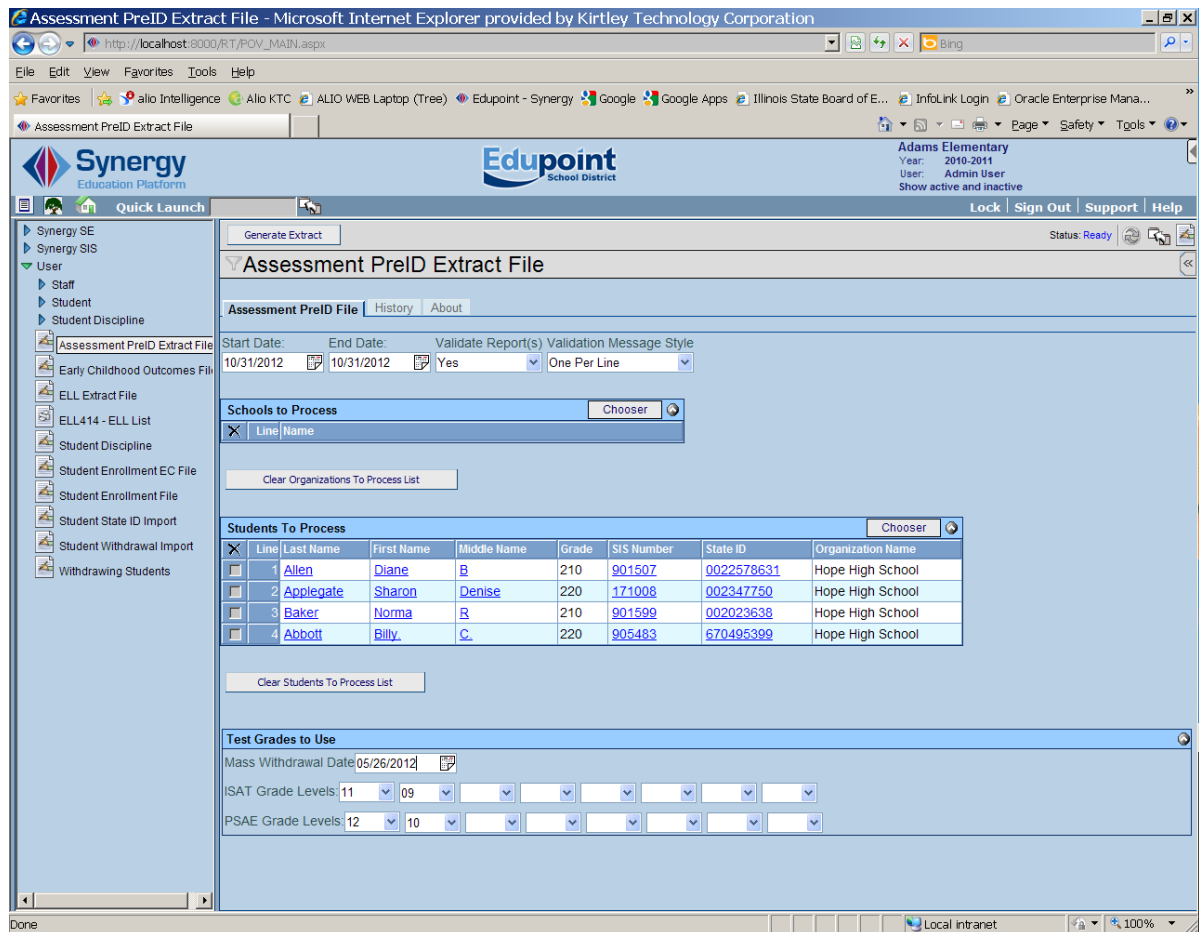


Figure 65 - Assessment Pre ID Extract File Screen

Early Childhood Outcomes Extract File

Use the Early Childhood Outcomes File to create an Early Childhood Outcomes extract file to submit to the state for early childhood students.

A student must have an "E" code in the Enr/WD at State to be considered. The screen is filled out similar to the Student Enrollment file above. The Begin and end date should be the date you are running this.

Navigate to **Synergy>SIS>IL>Extract>Early Childhood Outcomes File**.

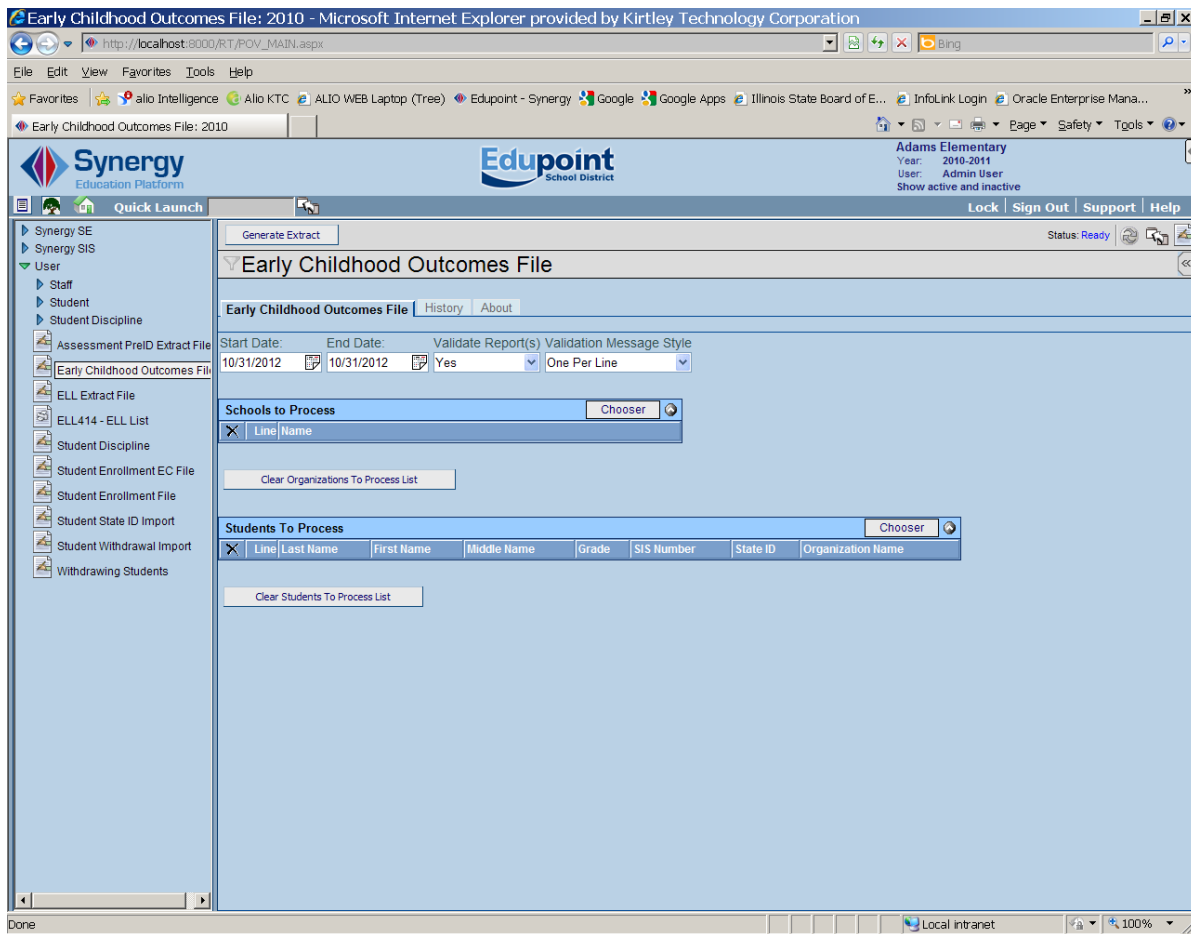


Figure 66 - Early Childhood Outcomes File Extract Screen

Student Discipline Extract File

Use the Student Discipline to create a student discipline extract file to submit to the state for student disciplines within the desired timeframe.

The screen is filled out similar to the Student Enrollment file above. Enter a beginning/ending date to include any applicable student disciplines within those dates.

Navigate to **Synergy>SIS>IL>Extract>Student Discipline**.

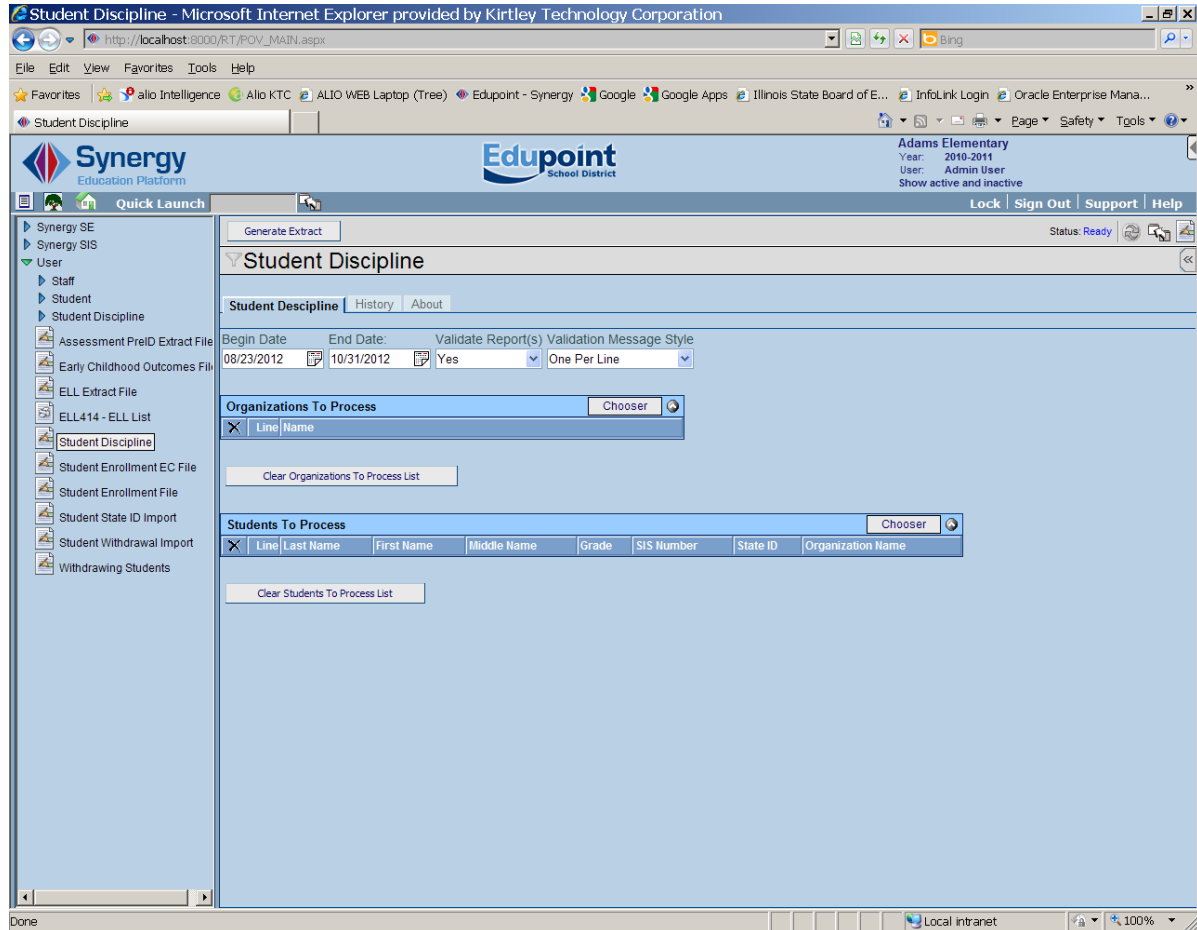


Figure 67 - Student Discipline Extract Screen

ILLINOIS IMPORTS

Student State ID Import

After submitting an enrollment file (Early Childhood or non-Early Childhood) you must upload the results into Synergy using the Student State ID Import screen. If the data was accepted by the state the student's record will be updated with the state id, an E code to indicate enrolled at the state, the Home RCDTS, Serving RCDTS and the date of the update. Except for the state ID, which is found on the Demographics tab of the Student screen, all of the other data can be found on the Illinois tab of the Student Screen.

Figure 68 - Student.IL Screen

Navigate to **Synergy>SIS>IL>Imports>Student State ID Import**.

Student State ID Import

If you are importing the Early Childhood File make sure to click on the checkbox below for the Early Childhood File.

Import

Field Delimiter Header Row Early Childhood File
 C

Options

Field Delimiter Header Rows Debugging Enabled

Debug Log Types

Delete Documents

Import Files

Line	Filename	Date Uploaded	Process	Date Updated	Num Of Records Updated	Doc	Result	Log
1	Student_Enrollment_Extract_File_Extract_File.csv	10/08/2012 10:44:00	Process	10/08/2012 10:44:00	0			

Delete Documents

Figure 69 - Student State ID Import Screen

The following fields are required to import the state enrollment file:

Under the Import tab:

- Field Delimiter - must be C
- Header Row - must be checked
- Early Childhood File - only check this if you are importing the Early Childhood Enrollment file

Under the Options tab:

- Field Delimiter - must be Comma

Click on the **Add** button to select the file to import. A window will open to select the file.

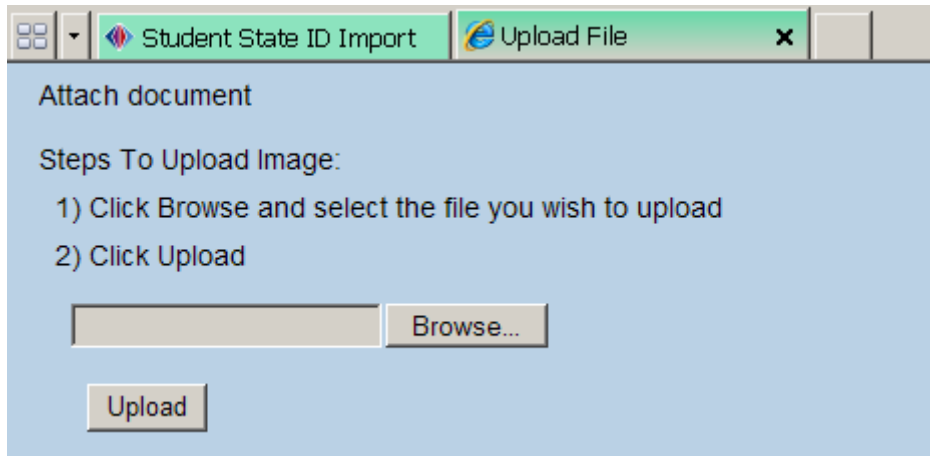
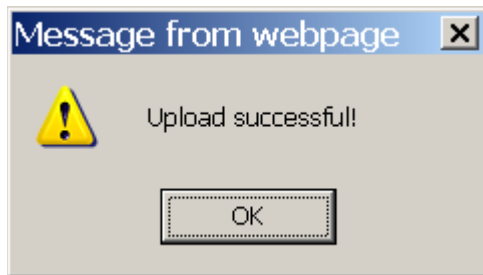


Figure 70 - Student State ID Import File Selection Screen

Use the **Browse** button to navigate to the file to import. Click on the **Upload** button. You will give a pop-up window with the message “Upload successful!”



Click **OK** and you will be returned to the **Import** screen. Click on the **Process** button to process the file. If you try to process a file that does not match your Early Childhood file selection you will get an error. It checks the number of fields in the file selected to make sure they match what is expected.

Optionally, look at the Doc or Results when the import process is finished.

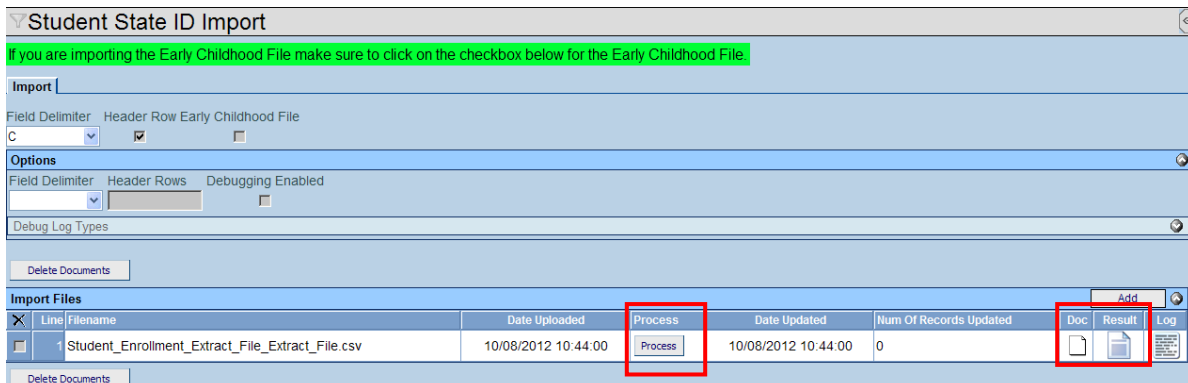


Figure 71 - Student State ID Import Screen

After a file is processed it will stay under the **Import Files** tab until it is deleted. It cannot be processed again. To process this file again, delete the file from the Import Files list and then start over with the **Add** button.

Student Withdrawal Import

You must post the withdrawal file results into Synergy. If the record was accepted by the state the student's information will be updated. The two fields affected are the **En/WD**, which would change to **W** and the **Last State Update** date.

The screenshot shows the Student.IL interface for a student named Aaron, Sammy. The interface includes a navigation bar with buttons for Menu, Save, Undo, Add, and Delete. Below the navigation bar, the student's name and school information are displayed. A tabbed interface shows various sections: Demographics, Parent/Guardian, Other Info, Emergency, Enrollment, Enrollment History, Classes, Student Contact Log, and Illinois. The Demographics section includes fields for Last Name, First Name, Middle Name, Suffix, Perm ID, Grade, and Gender. Below this, there is a Demographic Info section with checkboxes for Career Tech, Century 21, Migrant, SES Indicator, Reading1st, Reading Improv, Elig For Imm Ed Pgm, and PrivatelySchooled. The General ISBE section includes checkboxes for Do Not Report and IAA Test, and fields for Enr/WD At State, Last State Update, Home RCDTS At State, and Serving RCDTS At State. The Enr/WD At State field is highlighted with a red box and contains the value 'W'. The Last State Update field contains the date '10/16/2012'.

Figure 72 - Student Withdrawal Import Screen

Navigate to **Synergy>SIS>IL>Imports>Student Withdrawal Import**.

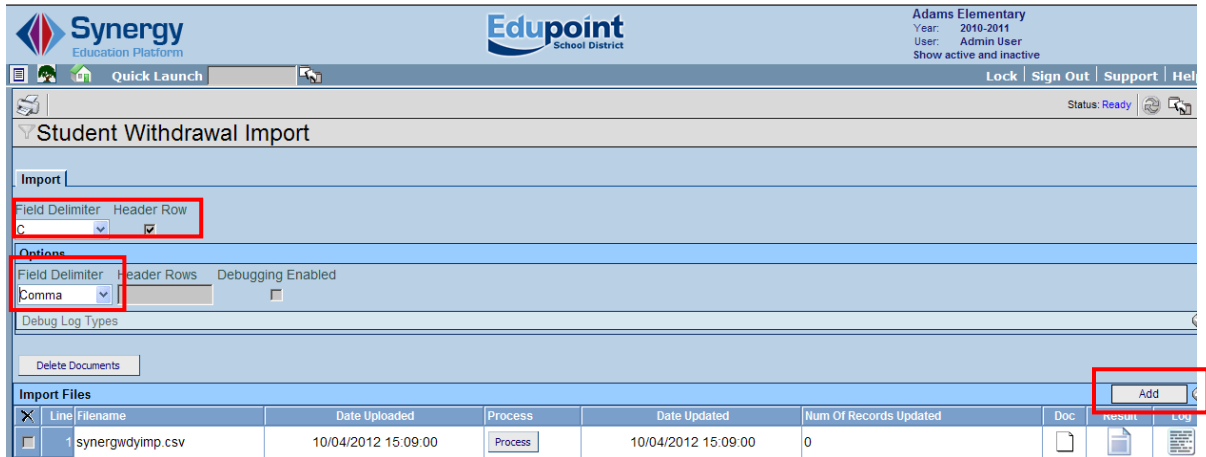


Figure 73 - Student Withdrawal Import Screen – Import Specs

The following fields are required to import the withdrawal file:

Under the Import tab:

- Field Delimiter - must be C
- Header Row - must be checked

Under the Options tab:

- Field Delimiter - must be Comma

Click on the **Add** button to select the file to import. A window will open to select the file.

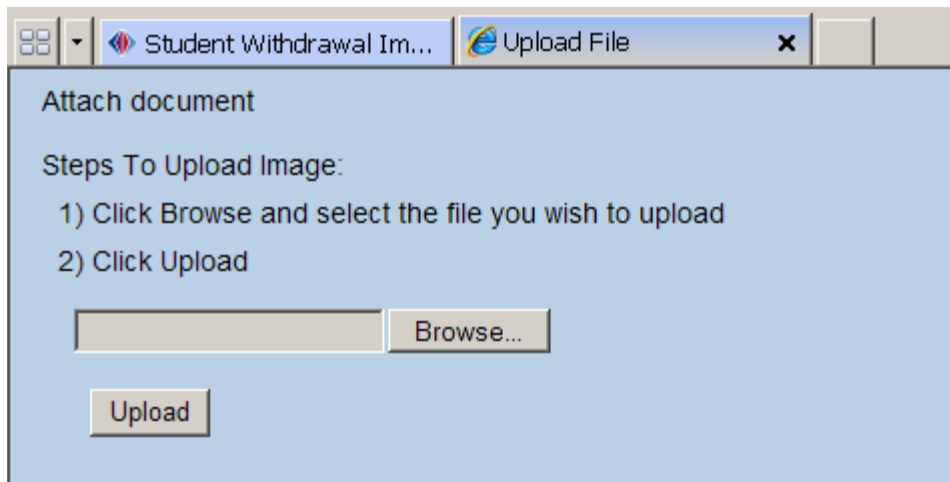
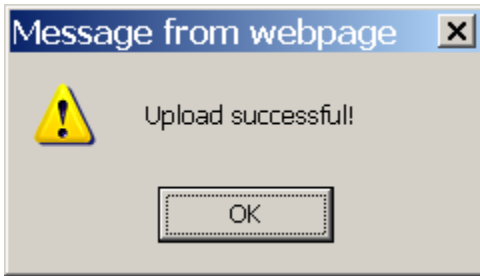


Figure 74 - Student Withdrawal Import File Selection Screen

Use the **Browse** button to navigate to the file to import. Click on the **Upload** button. You will give a pop-up window with the message “Upload successful!”



Click **OK** and you will be returned to the **Import** screen. Click on the **Process** button to process the file.

Optionally, look at the Doc or Results when the import process is finished.

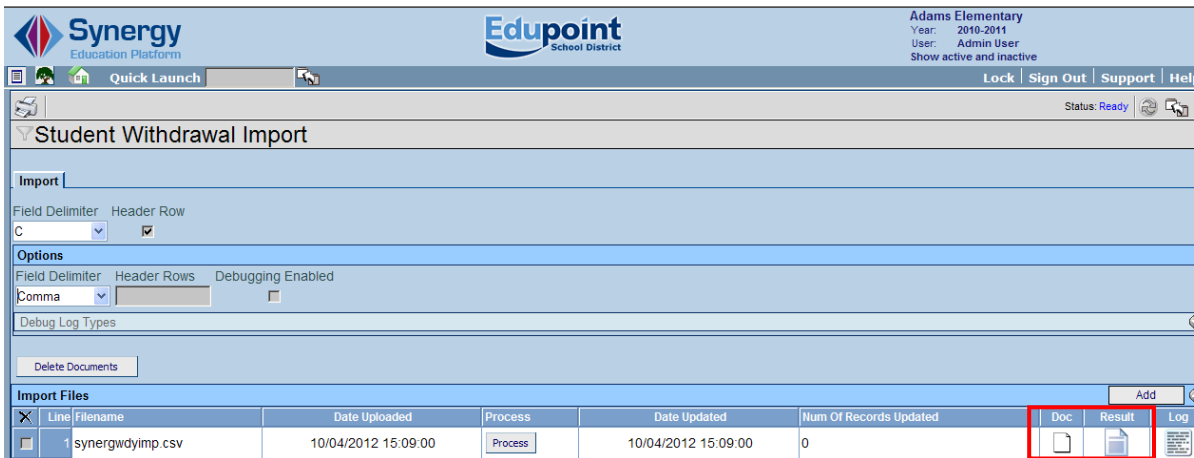


Figure 75 - Student Withdrawal Import File Selection Screen- DOC RSLT

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CHAPTER SIX: ILLINOIS FIELD LOCATIONS

In this chapter, the following topics are covered:

- ▶ Illinois Student Enrollment Layout
- ▶ Early Child Enrollment Layout
- ▶ Exit Student Enrollment Layout
- ▶ Exit Student Enrollment Layout
- ▶ Assessment Pre-ID Layout
- ▶ Early Childhood Outcomes Layout
- ▶ Student Discipline Layout

ILLINOIS FIELD LOCATIONS IN SYNERGY

The tables below show where the information uploaded to the State of Illinois is stored in Synergy. Information is uploaded via a collection. Each collection contains components – groups of related characteristics. A characteristic is one piece of information or one field. If the information is not stored in a field but is calculated based on the values in other fields, there is a Y in the Calc column. The elements are listed by component name in the order in which they appear within the component.

Illinois Student Enrollment Layout

Ref No	Data Element	Max Len	BO Name	SYNERGY SIS Screen	SYNERGY SIS Field Name	Lookup Table	Format	Notes
1	STUDENT ID	9	K12-Student-StateStudent Number	K12.IL.Student.IL (Demographics)	SAIS ID	N/A	N/A	O
2	LOCAL SAP ID	50	K12-Student-SISNumber	K12.IL.Student.IL (Demographics)	Perm ID	N/A	N/A	O
3	LEGAL LAST NAME	30	K12-Student_LastName	K12.IL.Student.IL (Demographics)	Last Name	N/A	N/A	Required
4	LEGAL FIRST NAME	30	K12-Student-FirstName	K12.IL.Student.IL (Demographics)	First Name	N/A	N/A	Required
5	LEGAL MIDDLE NAME	30	K12-Student-MiddleName	K12.IL.Student.IL (Demographics)	Middle Name	N/A	N/A	R
6	LINEAGE	3	K12-Student-Suffix	K12.IL.Student.IL (Demographics)	Suffix	N/A	N/A	O
7	MOTHER'S MAIDEN NAME	30	K12-IL-Student-MaidenName	K12.IL.Student.IL (Illinois)	Maiden Name	N/A	N/A	O
8	RACE	2	K12-Student-Race (calculated - 11 if Hispanic, 17 if multiracial, otherwise state code)	K12.IL.Student.IL (Demographics)	Hispanic/Latino Race>American Indian/Alaskan Native (not Hispanic) Race>Asian (not Hispanic) Race>Black or African America (not Hispanic) Race>Native Hawaiian or other Pacific Islander (not Hispanic) Race>White (not Hispanic)	N/A	N/A	R
9	GENDER	2	K12-Student-Gender	K12.IL.Student.IL (Demographics)	Gender	K12-GENDER	N/A	Required
10	BIRTH DATE	10	K12-Student-BirthDate	K12.IL.Student.IL (Demographics)	Birth Date	N/A	MM/DD/YYYY	Required
11	BIRTH PLACE NAME	30	K12-Student-BirthPlace	K12.IL.Student.IL (Demographics)	Birth Place	N/A	N/A	O
12	READING 1ST INDICATOR	2	K12-IL-Student-Reading1st	K12.IL.Student.IL (Illinois)	Reading1st	N/A	N/A	O

Ref No	Data Element	Max Len	BO Name	SYNERGY SIS Screen	SYNERGY SIS Field Name	Lookup Table	Format	Notes
13	READING IMPROVEMENT BLOCK GRANT PROGRAM	2	K12-IL-Student ReadingImprov	K12.IL.Student.IL (Illinois)	Reading Improv	N/A	N/A	O
14	TITLE 1	2	K12-IL-Student-Title_I	K12.IL.Student.IL (Illinois)	Title 1	K12.IL.Title_I	N/A	M
15	ELIGIBLE FOR IMMIGRANT EDUCATION PROGRAM	2	K12-IL-Student-Elig_Imm_Ed-Pgm	K12.IL.Student.IL (Illinois)	Elig for Imm Ed Pgm	N/A	N/A	M
16	HOME LANGUAGE	3	K12-HomeLanguage (state code)	K12.ILStudent.IL (Demographics)	Home Language	K12.Language	N/A	M
17	NATIVE LANGUAGE	3	K12-ProgramInfo-ELL-LanguageTo Home	K12.IL.Student.IL (Demographics)	Native Language	K12.Language	N/A	M
18	HOMELESS INDICATOR	2	K12-Student-Homeless	K12.IL.Studnet.IL(Ot her Info and Illinois)	Homeless	K12.Homeless	N/A	M
19	MIGRANT INDICATOR	2	K12-Student-Migrant	K12.IL.Student.IL (Other Info and Illinois)	Migrant	N/A	N/A	M
20	PRIVATE SCHOOLED STUDENT	2	K12-IL-Student-Privately Schooled	K12.IL.Student.IL (Illinois)	Privately Schooled	N/A	N/A	M
21	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	N/A
22	SES INDICATOR	2	K12-IL-Student_SES	K12.IL.Student (Illinois)	SES Indicator	N/A	N/A	M
23	LEP INDICATOR	2	(calculated) K12-IL-ProgramInfo-ELL-Exit Date	K12.IL.ProgramInfo (Illinois ELL)	Exit Date	N/A	N/A	M
24	IEP INDICATOR	2	K12-IL-IEP	K12.IL.Student.IL (Illinois)	IEP	K12.IL.IEP ISBE	N/A	M
25	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	N/A
26	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	N/A
27	FRL/LOW INCOME INDICATOR	2	K12-ProgramInfo-FRM(Calculated based on this field) K12.ProgramInfo-StudentFRM History-FRM Code	K12.FRM Program	Free/Reduced	K12.ProgramInfo.FRM Code	N/A	M
28	CENTURY 21 INDICATOR	2	K12-IL-Student-Century21	K12.IL.Student.IL (Illinois)	Century 21	N/A	N/A	M
29	ENROLLMENT/ENTRY TYPE	2	K12-EnrollmentInfo-StudentSchool Year-EnterCode	K12.IL.Student.IL (Enrollment)	Enter Code	K12.Enter Code	N/A	M
30	ENROLLMENT ENTRY DATE	10	K12-EnrollmentInfo-StudentSchool Year-EnterDate	K12.IL.Student.IL (Enrollment)	Enter Date	N/A	MM/DD/YYYY	M

Ref No	Data Element	Max Len	BO Name	SYNERGY SIS Screen	SYNERGY SIS Field Name	Lookup Table	Format	Notes
31	RCDTS FOR HOME SCHOOL	15	(Calculated) K12-District-DistrictNumber & K12-School-StateSchoolCode OR K12-EnrollmentInfo-SrEnrText1 (will use this if populated)	K12.Setup.DistrictSetup & K12.Setup.School or K12.IL.Student (Enrollment)	District Number on District tab of Organization Setup, State CTDS code on School tab of Organization setup Or Home RCDTS Override on Enrollment tab	N/A	N/A	M
32	RCDTS FOR SERVING SCHOOL	15	(Calculated) K12-District-DistrictNumber & K12-School-StateSchoolCode OR K12-EnrollmentInfo-SrEnrText2 (will use this if populated)	K12.Setup.DistrictSetup & K12.Setup.School or K12.IL.Student (Enrollment History)	District Number on District tab of Organization Setup, State CTDS code on School tab of Organization setup Or Serving RCDTS Override on Enrollment tab	N/A	N/A	M
33	ENTRY/GRADE LEVEL	2	K12-EnrollmentInfo-StudentEnrollment Activity-Grade (state code)	K12.Student.IL (Enrollment History)	Grade	K12.Grade	N/A	M
34	SCHOOL YEAR	4	Calculated from start date of extract		Calculated	N/A	N/A	M
35	FTE	4	K12-EnrollmentInfo-StudentEnrollment Activity-FTE	K12.Student.IL (Enrollment History)	FTE	N/A	N/A	M

Early Childhood Enrollment File Layout

Ref No	Data Element	Max Len	BO Name	SYNERGY SIS Screen	SYNERGY SIS Field Name	Lookup Table	Format	Notes
1	STUDENT ID	9	K12-Student-StateStudent Number	K12.IL.Student.IL (Demographics)	SAIS ID	N/A	N/A	O
2	LOCAL SAP ID	50	K12-Student-SISNumber	K12.IL.Student.IL (Demographics)	Perm ID	N/A	N/A	O
3	LEGAL LAST NAME	30	K12-Student_LastName	K12.IL.Student.IL (Demographics)	Last Name	N/A	N/A	Required
4	LEGAL FIRST NAME	30	K12-Student-FirstName	K12.IL.Student.IL (Demographics)	First Name	N/A	N/A	Required
5	LEGAL MIDDLE NAME	30	K12-Student-MiddleName	K12.IL.Student.IL (Demographics)	Middle Name	N/A	N/A	R
6	LINEAGE	3	K12-Student-Suffix	K12.IL.Student.IL (Demographics)	Suffix	N/A	N/A	O
7	MOTHER'S MAIDEN NAME	30	K12-IL-Student-MaidenName	K12.IL.Student.IL (Illinois)	Maiden Name	N/A	N/A	O

Ref No	Data Element	Max Len	BO Name	SYNERGY SIS Screen	SYNERGY SIS Field Name	Lookup Table	Format	Notes
8	RACE	2	K12-Student-Race (calculated - 11 if Hispanic, 17 if multiracial, otherwise state code)	K12.IL.Student.IL (Demographics)	Hispanic/Latino Race>American Indian/Alaskan Native (not Hispanic) Race>Asian (not Hispanic) Race>Black or African America (not Hispanic) Race>Native Hawaiian or other Pacific Islander (not Hispanic) Race>White (not Hispanic)	N/A	N/A	R
9	GENDER	2	K12-Student-Gender	K12.IL.Student.IL (Demographics)	Gender	K12-GENDER	N/A	Required
10	BIRTH DATE	10	K12-Student-BirthDate	K12.IL.Student.IL (Demographics)	Birth Date	N/A	MM/DD/YYYY	Required
11	BIRTH PLACE NAME	30	K12-Student-BirthPlace	K12.IL.Student.IL (Demographics)	Birth Place	N/A	N/A	O
12	READING 1ST INDICATOR	2	K12-IL-Student-Reading1st	K12.IL.Student.IL (Illinois)	Reading1st	N/A	N/A	O
13	READING IMPROVEMENT BLOCK GRANT PROGRAM	2	K12-IL-Student ReadingImprov	K12.IL.Student.IL (Illinois)	Reading Improv	N/A	N/A	O
14	TITLE 1	2	K12-IL-Student-Title_1	K12.IL.Student.IL (Illinois)	Title 1	K12.IL.Title_1	N/A	M
15	ELIGIBLE FOR IMMIGRANT EDUCATION PROGRAM	2	K12-IL-Student-Elig_Imm_Ed-Pgm	K12.IL.Student.IL (Illinois)	Elig for Imm Ed Pgm	N/A	N/A	M
16	HOME LANGUAGE	3	K12-Home Language(state code)	K12.ILStudent.IL (Demographics)	Home Language	K12.Language	N/A	M
17	NATIVE LANGUAGE	3	K12-ProgramInfo-ELL-LanguageTo Home	K12.IL.Student.IL (Demographics)	Native Language	K12.Language	N/A	M
18	HOMELESS INDICATOR	2	K12-Student-Homeless	K12.IL.Studnet.IL (Other Info and Illinois)	Homeless	K12.Homeless	N/A	M
19	MIGRANT INDICATOR	2	K12-Student-Migrant	K12.IL.Student.IL (Other Info and Illinois)	Migrant	N/A	N/A	M
20	PRIVATE SCHOOLED STUDENT	2	K12-IL-Student-Privately Schooled	K12.IL.Student.IL (Illinois)	Privately Schooled	N/A	N/A	M
21	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	N/A
22	SES INDICATOR	2	K12-IL-Student_SES	K12.IL.Student (Illinois)	SES Indicator	N/A	N/A	M
23	LEP INDICATOR	2	(calculated) K12-IL-ProgramInfo-ELL-Exit Date	K12.IL.ProgramInfo (Illinois ELL)	Exit Date	N/A	N/A	M
24	IEP INDICATOR	2	K12-IL-IEP	K12.IL.Student.IL (Illinois)	IEP	K12.IL.IEP ISBE	N/A	M

Ref No	Data Element	Max Len	BO Name	SYNERGY SIS Screen	SYNERGY SIS Field Name	Lookup Table	Format	Notes
25	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	N/A
26	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	N/A
27	FRM/LOW INCOME INDICATOR	2	K12-ProgramInfo-FRM (Calculated based on this field) K12.ProgramInfo-StudentFRM History-FRM Code	K12.FRM Program	Free/Reduced	K12.ProgramInfo.FRM Code	N/A	M
28	CENTURY 21 INDICATOR	2	K12-IL-Student-Century21	K12.II.Student.IL (Illinois)	Century 21	N/A	N/A	M
29	ENROLLMENT/ENTRY TYPE	2	K12-EnrollmentInfo-StudentSchool Year-EnterCode	K12.II.Student.IL (Enrollment)	Enter Code	K12.Enter Code	N/A	M
30	ENROLLMENT ENTRY DATE	10	K12-EnrollmentInfo-StudentSchool Year-EnterDate	K12.II.Student.IL (Enrollment)	Enter Date	N.A	MM/DD/YYYY	M
31	RCDTS FOR HOME SCHOOL	15	(Calculated) K12-District-DistrictNumber & K12-School-StateSchoolCode OR K12-EnrollmentInfo-SrEnrText1 (will use this if populated)	K12.Setup.DistrictSetup & K12.Setup.School or K12.II.Student (Enrollment)	District Number on District tab of Organization Setup, State CTDS code on School tab of Organization setup Or Home RCDTS Override on Enrollment tab	N/A	N/A	M
32	RCDTS FOR SERVING SCHOOL	15	Calculated) K12-District-DistrictNumber & K12-School-StateSchoolCode OR K12-EnrollmentInfo-SrEnrText2 (will use this if populated)	K12.Setup.DistrictSetup & K12.Setup.School or K12.II.Student (Enrollment History)	District Number on District tab of Organization Setup, State CTDS code on School tab of Organization setup Or Serving RCDTS Override on Enrollment tab	N/A	N/A	M
33	ENTRY/GRADE LEVEL	2	K12-EnrollmentInfo-StudentEnrollment Activity-Grade(state code)	K12.Student.IL (Enrollment History)	Grade	K12.Grade	N/A	M
34	SCHOOL YEAR	4	Calculated from start date of extract		Calculated	N/A	N/A	M
35	FTE	4	K12-EnrollmentInfo-StudentEnrollment Activity-FTE	K12.Student.IL (Enrollment History)	FTE	N/A	N/A	M
36	Not Collected	N/A	N/A	N/A	N/A	N/A	N/A	N/A
37	Preschool For All	2	K12-IL-Student-ClassroomForAll	K12.II.Student (Early Childhood)	Classroom For All	K12.II-Classroom For All	N/A	M
38	Head Start	2	K12-IL-Student-HeadStart	K12.II.Student (Early Childhood)	Head Start	N/A	N/A	M

Ref No	Data Element	Max Len	BO Name	SYNERGY SIS Screen	SYNERGY SIS Field Name	Lookup Table	Format	Notes
39	Pre-K Title I	2	K12-IL-Student Title1ECH	K12.IL.Student (Early Childhood)	Title 1	N/A	N/A	M
40	Local/Other	2	K12-IL-Student LocalFunding	K12.IL.Student (Early Childhood)	Local Funding	N/A	N/A	M
41	Early Head Start	2	K12-IL-Student EarlyHeadStart	K12.IL.Student (Early Childhood)	Early Head Start	N/A	N/A	M
42	Prevention Initiative	2	K12-IL-Student PreventionInit	K12.IL.Student (Early Childhood)	Prevention Init	N/A	N/A	M
43	Early Intervention	2	K12-IL-Student-EarlyIntervention	K12.IL.Student (Early Childhood)	Early Intervention	N/A	N/A	M
44	Referral by CFC	2	K12-IL-Student-ReferralByCFC	K12.IL.Student (Early Childhood)	Referral By CFC	N/A	N/A	M*
45	EI Number	6	K12-IL-Student-EINum	K12.IL.Student (Early Childhood)	EI Number	N/A	N/A	M*
46	Eligibility Determination Date	10	K12-IL-Student-EligibilityDate	K12.IL.Student (Early Childhood)	Eligibility Date	N/A		M*
47	Reason for Delay	2	K12-IL-Student-ReasonForDelay	K12.IL.Student (Early Childhood)	Reason For Delay	K12-IL-Reason For Delay	N/A	M*
48	IEP Completion Date	10	K12-IL-Student-IEPCompletion	K12.IL.Student (Early Childhood)	IEP Completion	N/A	MM/DD/YYYY	M*
49	Date Services Began	10	K12-IL-Student-DateServiceBegin	K12.IL.Student (Early Childhood)	Date Service Began	N/A	MM;/DD/YYYY	M*
50	Meets At-Risk Criteria	2	K12-IL-Student-MeetsAtRisk	K12.IL.Student (Early Childhood)	Meets At Risk	N/A	N/A	M
51	Meets Household Income Criteria	2	K12-IL-Student-MeetsIncomeCriteria	K12.IL.Student (Early Childhood)	Meets Income Criteria	N/A	N/A	M
52	Family Structure	2	K12-IL-Student-FamilyStructure	K12.IL.Student (Early Childhood)	Family Structure	K12-IL-Family Structure	N/A	M

Exit Student Enrollment File Layout

Ref No	Data Element	Max Len	BO Name	SYNERGY SIS Screen	SYNERGY SIS Field Name	Lookup Table	Format	Notes
1	STUDENT ID	9	K12-Student-StateStudent Number	K12.IL.Student.IL (Demographics)	SAIS ID	N/A	N/A	O
2	LOCAL SAP ID	50	K12-Student-SISNumber	K12.IL.Student.IL (Demographics)	Perm ID	N/A	N/A	O
3	LEGAL LAST NAME	30	K12-Student_LastName	K12.IL.Student.IL (Demographics)	Last Name	N/A	N/A	Required
4	LEGAL FIRST NAME	30	K12-Student-FirstName	K12.IL.Student.IL (Demographics)	First Name	N/A	N/A	Required
5	BIRTH DATE	10	K12-Student-BirthDate	K12.IL.Student.IL (Demographics)	Birth Date	N/A	MM/DD/YYYY	Required

Ref No	Data Element	Max Len	BO Name	SYNERGY SIS Screen	SYNERGY SIS Field Name	Lookup Table	Format	Notes
6	RCDTS FOR HOME SCHOOL	15	(Calculated) K12-District-DistrictNumber & K12-School-StateSchoolCode OR K12-EnrollmentInfo-SrEnrText1 (will use this if populated)	K12.Setup.DistrictSetup & K12.Setup.School or K12.IL.Student (Enrollment)	District Number on District tab of Organization Setup, State CTDS code on School tab of Organization setup Or Home RCDTS Override on Enrollment tab	N/A	N/A	M
8	RCDTS FOR SERVING SCHOOL	15	(Calculated) K12-District-DistrictNumber & K12-School-StateSchoolCode OR K12-EnrollmentInfo-SrEnrText2 (will use this if populated)	K12.Setup.DistrictSetup & K12.Setup.School or K12.IL.Student (Enrollment History)	District Number on District tab of Organization Setup, State CTDS code on School tab of Organization setup Or Serving RCDTS Override on Enrollment tab	N/A	N/A	M
8	ENROLLMENT EXIT DATE	10	K12-EnrollmentInfo-StudentSchool Year-LeaveDate	K12.IL.Student.IL (Enrollment)	Leave Date	N.A	MM/DD/YYYY	M
9	ENROLLMENT EXIT STATUS	2	N/A	N/A	N/A	N/A	N/A	M-01
10	ENROLLMENT/EXIT/WITHDRAWAL TYPE	2	K12-EnrollmentInfo-StudentSchool Year-LeaveCode	K12.IL.Student.IL (Enrollment)	Leave Code	K12.Leave Code	N/A	M

English Language Learners File Layout

Ref No	Data Element	Max Len	BO Name	SYNERGY SIS Screen	SYNERGY SIS Field Name	Lookup Table	Format	Notes
1	STUDENT ID	9	K12-Student-StateStudentNumber	K12.IL.Student.IL (Demographics)	SAIS ID	N/A	N/A	O
2	LOCAL SAP ID	50	K12-Student-SISNumber	K12.IL.Student.IL (Demographics)	Perm ID	N/A	N/A	O
3	LEGAL LAST NAME	30	K12-Student_LastName	K12.IL.Student.IL (Demographics)	Last Name	N/A	N/A	Required
4	LEGAL FIRST NAME	30	K12-Student-FirstName	K12.IL.Student.IL (Demographics)	First Name	N/A	N/A	Required
5	BIRTH DATE	10	K12-Student-BirthDate	K12.IL.Student.IL (Demographics)	Birth Date	N/A	MM/DD/YYYY	Required

Ref No	Data Element	Max Len	BO Name	SYNERGY SIS Screen	SYNERGY SIS Field Name	Lookup Table	Format	Notes
6	RCDTS FOR HOME SCHOOL	15	(Calculated) K12-District-DistrictNumber & K12-School-StateSchoolCode OR K12-EnrollmentInfo-SrEnrText1 (will use this if populated)	K12.Setup.DistrictSet up & K12.Setup.School or K12.IL.Student (Enrollment)	District Number on District tab of Organization Setup, State CTDS code on School tab of Organization setup Or Home RCDTS Override on Enrollment tab	N/A	N/A	M
7	DATE FIRST ENROLLED IN DISTRICT/LEA	10	K12-Student-OriginalEnterDate	K12.IL.Student.IL (Other Info)	Original Enter Date	N/A	MM/DD/YYYY	M
8	NEW ARRIVAL TO U.S.	2	K12.IL-ProgramInfo - ELLIL NewToUS	K12.IL.ProgramInfo-English Language Learners (ELLIL)	N/A	N/A	N/A	M
9	ELL PLACEMENT-STATUS	2	K12.IL ProgramInfo - ELLIL-PlacementStatus	K12.IL-ProgramInfo-English Language Learners (ELLIL)	Placement Entry Status	K12.IL.ELLIL Placement Entry Status	N/A	M
10	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	N/A
11	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	N/A
12	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	N/A
13	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	N/A
14	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	N/A
15	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	N/A
16	DATE STUDENT ENROLLED/REENTERED TO RECEIVE ELL SERVICES	10	(Calculated) From most recent K12.IL.ELL Programs Entry Date	K12.IL-ProgramInfo-English Language Learners (ELLIL)	Entry Date	N/A	MM/DD/YYYY	M
17	DATE ELL SERVICES ENDED	10	(Calculated) From K12.IL.ELL Programs Exit Date	K12.IL-ProgramInfo-English Language Learners (ELLIL)	Exit Date	N/A	MM/DD/YYYY	
18	REASON ENDING ELL SERVICES	2	(Calculated) Corresponding Exit Code for Exit date ELL Programs Exit Code	K12.IL-ProgramInfo-English Language Learners (ELLIL)	Exit Code	K12. ProgramInfo - ELL EXIT REASON	N/A	
19	CLASS PERIODS PROVIDED PER WEEK	2	K12.IL-Program InfoELLIL - ClassPeriods	K12.IL-ProgramInfo-English Language Learners (ELLIL)	Class Periods Per Week	K12.IL - ELL Class Periods		
20	TITLE III STATUS	2	K12.IL- Program InfoELLIL- TitleIII	K12.IL-ProgramInfo-English Language Learners (ELLIL)	Title III			
21	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Ref No	Data Element	Max Len	BO Name	SYNERGY SIS Screen	SYNERGY SIS Field Name	Lookup Table	Format	Notes
22	504 ACCOMMODATION INDICATOR	2	K12.IL-ProgramInfoELLIL-Accommodate_504	K12.IL-ProgramInfo-EnglishLanguageLearners (ELLIL)	504 Accommodations		N/A	M
23	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	N/A
24	DEVELOPMENTAL BILINGUAL EDUCATION	2	K12.IL-ProgramInfoELLIL-DevelopmentalBilingualEd	K12.IL-ProgramInfo-English Language Learners (ELLIL)	Developmental Bil Ed		N/A	M
25	DUAL LANGUAGE & TWO-WAY IMMERSION	2	K12.IL-ProgramInfoELLILDual2Way	K12.IL-ProgramInfo-English Language Learners (ELLIL)	Dual 2 Way		N/A	M
26	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	N/A
27	SHELTERED ENGLISH INSTRUCTION	2	K12.IL-ProgramInfoELLIL-ShelteredEnglishPgm	K12.IL-ProgramInfo-English Language Learners (ELLIL)	Sheltered English Pgm	N/A	N/A	M
28	TRANSITIONAL BILINGUAL	2	K12.IL-ProgramInfoELLIL-TransitionalBilingual	K12.IL-ProgramInfo-English Language Learners (ELLIL)	Transitional Bilingual	N/A	N/A	M
29	ENGLISH AS A SECOND LANGUAGE	2	K12.IL-ProgramInfoELLILEngAsSecondLang	K12.IL-ProgramInfo-English Language Learners (ELLIL)	English AS a Second Lang	N/A	N/A	M
30	PUSH-IN SERVICES	2	K12.IL-ProgramInfoELLILPushInServices	K12.IL-ProgramInfo-English Language Learners (ELLIL)	Push In Services	N/A	N/A	M
31	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	N/A
32	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	N/A
33	PULL-OUT SERVICES	2	K12.IL-ProgramInfoELLILPullOutServices		Pull Out Services	N/A	N/A	M
34	SELF-CONTAINED	2	K12.IL-ProgramInfoELLILSelfContained		Self Contained	N/A	N/A	M

Assessment Pre-ID File Layout

Ref No	Data Element	Max Len	BO Name	SYNERGY SIS Screen	SYNERGY SIS Field Name	Lookup Table	Format	Notes
1	STUDENT ID	9	K12-Student-StateStudentNumber	K12.IL.Student.IL (Demographics)	SAIS ID	N/A	N/A	O
2	LOCAL SAP ID	50	K12-Student-SISNumber	K12.IL.Student.IL (Demographics)	Perm ID	N/A	N/A	O
3	LEGAL LAST NAME	30	K12-Student_LastName	K12.IL.Student.IL (Demographics)	Last Name	N/A	N/A	Required
4	LEGAL FIRST NAME	30	K12-Student-FirstName	K12.IL.Student.IL (Demographics)	First Name	N/A	N/A	Required
5	BIRTH DATE	10	K12-Student-BirthDate	K12.IL.Student.IL (Demographics)	Birth Date	N/A	MM/DD/YYYY	Required
6	RCDTS FOR HOME SCHOOL	15	(Calculated) K12-District-DistrictNumber & K12-School-StateSchoolCode OR K12-EnrollmentInfo-SrEnrText1 (will use this if populated)	K12.Setup.DistrictSetup & K12.Setup.School or K12.IL.Student (Enrollment)	District Number on District tab of Organization Setup, State CTDS code on School tab of Organization setup Or Home RCDTS Override on Enrollment tab	N/A	N/A	M
7	RCDTS FOR SERVING SCHOOL	15	Calculated) K12-District-DistrictNumber & K12-School-StateSchoolCode OR K12-EnrollmentInfo-SrEnrText2 (will use this if populated)	K12.Setup.DistrictSetup & K12.Setup.School or K12.IL.Student (Enrollment History)	District Number on District tab of Organization Setup, State CTDS code on School tab of Organization setup Or Serving RCDTS Override on Enrollment tab	N/A	N/A	M
8	RCDTS FOR TESTING SCHOOL	15	Calculated) K12-District-DistrictNumber & K12-School-StateSchoolCode OR K12-EnrollmentInfo-SrEnrText3 (will use this if populated)	K12.Setup.DistrictSetup & K12.Setup.School or K12.IL.Student (Enrollment History)	District Number on District tab of Organization Setup, State CTDS code on School tab of Organization setup Or Serving RCDTS Override on Enrollment tab	N/A	N/A	M
9	GRADE LEVEL AT TIME OF TESTING	2	K12-EnrollmentInfo-StudentEnrollmentActivity-Grade (state code)	K12.Student.IL (Enrollment History)	Grade	K12.Grade	N/A	M
10	FIRST YEAR IN U.S.	2	K12.IL.NewToUS	K12.IL.ProgramInfo (ELL IL)	New To US	N/A	N/A	M
11	YEARS IN ANY TBE/TPI PROGRAM	2	(calculated) Using K12.IL.ELL EntryDate	K12.IL.ProgramInfo (ELL IL)	N/A	N/A	N/A	M

Ref No	Data Element	Max Len	BO Name	SYNERGY SIS Screen	SYNERGY SIS Field Name	Lookup Table	Format	Notes
12	YEARS SINCE EXITED TBE/TPI PROGRAM	2	(calculated) Using K12.IL.ELL.ExitDate	K12.IL ProgramInfo (ELL IL)	N/A	N/A	N/A	M
13	ENROLLED IN HOME SCHOOL ON OR BEFORE MAY 1	2	(calculated) K12.Enrollment History	K12.Enrollment History	N/A	N/A	N/A	M
14	ENROLLED IN HOME SCHOOL DISTRICT ON OR BEFORE MAY 1	2	(calculated) K12.Enrollment History	K12.Enrollment History	N/A	N/A	N/A	M
15	TEST TO BE TAKEN	2	(calculated) Extract Screen Parameters for test/grade	K12.IL Assesemnt PreID Extract File	N/A	N/A	N/A	M

Early Childhood Outcomes File Layouts

Ref No	Data Element	Max Len	BO Name	SYNERGY SIS Screen	SYNERGY SIS Field Name	Lookup Table	Format	Notes
1	STUDENT ID	9	K12-Student-StateStudent Number	K12.IL.Student.IL (Demographics)	SAIS ID	N/A	N/A	O
2	LOCAL SAP ID	50	K12-Student-SISNumber	K12.IL.Student.IL (Demographics)	Perm ID	N/A	N/A	O
3	LEGAL LAST NAME	30	K12-Student_LastName	K12.IL.Student.IL (Demographics)	Last Name	N/A	N/A	Required
4	LEGAL FIRST NAME	30	K12-Student-FirstName	K12.IL.Student.IL (Demographics)	First Name	N/A	N/A	Required
5	BIRTH DATE	10	K12-Student-BirthDate	K12.IL.Student.IL (Demographics)	Birth Date	N/A	MM/DD/YYYY	Required
6	ENTRY RATING - HOME RCDTS	15	K12.IL.ECOHomeRCDTS	K12.IL.Student.IL (Early Childhood Outcomes)	Entry Rating Home RCDTS	N/A	N/A	O
7	ENTRY RATING DATE	10	K12.IL.ECOEntryDate	K12.IL.Student.IL (Early Childhood Outcomes)	Entry Rating Date	N/A	MM/DD/YYYY	O*
8	ENTRY RATING POSITIVE SOCIAL RELATIONSHIPS	2	K12.IL.ECOPosSocRel	K12.IL.Student.IL (Early Childhood Outcomes)	Positive Social Relationships Ratings	K12.IL ECO Pos Soc Rel	N/A	O*
9	ENTRY RATING ACQUIRE USE AND KNOWLEDGE SKILLS	2	K12.IL.ECOAcqUseKnow	K12.IL.Student.IL (Early Childhood Outcomes)	Acquire Use and Knowledge Skills Rating	K12.IL ECO Pos Soc Rel	N/A	O*
10	ENTRY RATING TAKE APPROPRIATE ACTION TO MEET OWN NEEDS	2	K12.IL.ECOTakeAction	K12.IL.Student.IL (Early Childhood Outcomes)	Take Appropriate Action to Meet Own Needs Rating	K12.IL ECO Pos Soc Rel	N/A	O*
11	ENTRY RATING HOW WAS PARENT INVOLVED IN THE RATING?	2	K12.IL.ECOEntryParent	K12.IL.Student.IL (Early Childhood Outcomes)	Parent Involvement Ratings	K12.IL ECO Parent Involve	N/A	O*

Ref No	Data Element	Max Len	BO Name	SYNERGY SIS Screen	SYNERGY SIS Field Name	Lookup Table	Format	Notes
12	ENTRY RATING DID A COORDINATOR, LEA REPRESENTATIVE OR ADMINISTRATOR PARTICIPATE IN THE RATINGS?	2	K12.IL ECOEntry Participant	K12.IL.Student.IL (Early Childhood Outcomes)	Coordinator Rep or Administrator Participated in Ratings	N/A	N/A	O*
13	ENTRY RATING DID AN EARLY CHILDHOOD TEACHER PARTICIPATE IN THE RATINGS?	2	K12.IL ECOEntryTeacher	K12.IL.Student.IL (Early Childhood Outcomes)	EC Teacher Participated in Ratings	N/A	N/A	O*
14	ENTRY RATING DID A PSYCHOLOGIST OR SOCIAL WORKER PARTICIPATE IN THE RATINGS?	2	K12.IL ECOEntryPsych SwParticipant	K12.IL.Student.IL (Early Childhood Outcomes)	Psychologist or Social Worker Participated in Ratings	N/A	N/A	O*
15	ENTRY RATING DID A SPEECH LANGUAGE PATHOLOGIST IN THE RATINGS?	2	K12.IL ECOEntrySpeech LangParticipant	K12.IL.Student.IL (Early Childhood Outcomes)	Speech/Language Pathologist Participated in Ratings	N/A	N/A	O*
16	ENTRY RATING - DID ANOTHER RELATED SERVICE PROVIDER (E.G. OT/PT) PARTICIPATE IN THE RATINGS?	2	K12.IL ECOEntryOther Participant	K12.IL.Student.IL (Early Childhood Outcomes)	Other Related Service Provider Participated in Ratings	N/A	N/A	O*
17	EXIT RATING - HOME RCDTS	15	K12.IL ECOExitHome RCDTS	K12.IL.Student.IL (Early Childhood Outcomes)	Exit Rating Home RCDTS	N/A	N/A	O**
18	EXIT RATING DATE	10	K12.IL ECOExitDate	K12.IL.Student.IL (Early Childhood Outcomes)	Exit Rating Date	N/A	MM/DD/YYYY	O**
19	EXIT RATING - POSITIVE SOCIAL RELATIONSHIPS	2	K12.IL ECOExitPosSoc Rel	K12.IL.Student.IL (Early Childhood Outcomes)	Positive Social Relationship Rating	K12.IL ECO Pos Soc Rel		O**
20	EXIT RATING - MADE PROGRESS POSITIVE SOCIAL RELATIONSHIPS	2	K12.IL ECOExitPosSoc RelProgress	K12.IL.Student.IL (Early Childhood Outcomes)	Made Progress in Positive Social Relationships?	N/A	N/A	O**
21	EXIT RATING - ACQUIRE USE AND KNOWLEDGE SKILLS	2	K12.IL ECOExitAcqUse Know	K12.IL.Student.IL (Early Childhood Outcomes)	Acquire Use and Knowledge Skills Rating	K12.IL ECO Pos Soc Rel	N/A	O**
22	EXIT RATING - MADE PROGRESS ACQUIRE USE AND KNOWLEDGE SKILLS	2	K12.IL ECOExitAcqUse KnowProgress	K12.IL.Student.IL (Early Childhood Outcomes)	Made Progress in Acq Use and Knowledge Skills?	N/A	N/A	O**

Ref No	Data Element	Max Len	BO Name	SYNERGY SIS Screen	SYNERGY SIS Field Name	Lookup Table	Format	Notes
23	EXIT RATING - TAKE APPROPRIATE ACTION TO MEET OWN NEEDS	2	K12.IL ECOExitTake Action	K12.IL.Student.IL (Early Childhood Outcomes)	Take Appropriate Action to Meet Own Needs Rating	K12.IL ECO Pos Soc Rel	N/A	O**
24	EXIT RATING - MADE PROGRESS TO TAKE APPROPRIATE ACTION TO MEET OWN NEEDS	2	K12.IL ECOExitTake ActionProgress	K12.IL.Student.IL (Early Childhood Outcomes)	Made Progress in Taking Appr Action to Meet Own Needs?	N/A	N/A	O**
25	EXIT RATING - PRIMARY ASSESSMENT	2	K12.IL ECOExitPrimary Assessment	K12.IL.Student.IL (Early Childhood Outcomes)	Primary Assessment Rating	K12.IL ECO Exit Primary Assessment	N/A	O**
26	EXIT RATING - HOW WAS PARENT INVOLVED IN RATINGS	2	K12.IL ECOExitParent Involved	K12.IL.Student.IL (Early Childhood Outcomes)	Parent Involvement in Ratings	K12.IL ECO Parent Involve	N/A	O**
27	EXIT RATING - DID A COORDINATOR, LEA REPRESENTATIVE OR ADMINISTRATOR PARTICIPATE IN THE RATINGS?	2	K12.IL ECOExitOther Participant	K12.IL.Student.IL (Early Childhood Outcomes)	Coordinator Rep or Administrator Participated in Ratings	N/A	N/A	O**
28	EXIT RATING - DID THE CHILD'S TEACHER PARTICIPATE IN THE RATINGS?	2	K12.IL ECOExitTeacher	K12.IL.Student.IL (Early Childhood Outcomes)	EC Teacher Participated in Ratings	N/A	N/A	O**
29	EXIT RATING - DID A PSYCHOLOGIST OR SOCIAL WORKER PARTICIPATE IN THE RATINGS?	2	K12.IL ECOExitPsych SWParticipant	K12.IL.Student.IL (Early Childhood Outcomes)	Psychologist or Social Worker Participated in Ratings	N/A	N/A	O**
30	EXIT RATING - DID A SPEECH/LANGUAGE PATHOLOGIST PARTICIPATE IN THE RATINGS?	2	K12.IL ECOExitSpeech LangParticipant	K12.IL.Student.IL (Early Childhood Outcomes)	Speech/Language Pathologist Participated in Ratings	N/A	N/A	O**
31	EXIT RATING - DID ANOTHER RELATED SERVICE PROVIDER (E.G. OT/PT) PARTICIPATE IN THE RATINGS?		K12.IL ECOExitOther Participant	K12.IL.Student.IL (Early Childhood Outcomes)	Other Related Service Provider Participated in Ratings	N/A	N/A	O**

Student Discipline File Layout

Ref No	Data Element	Max Len	BO Name	SYNERGY SIS Screen	SYNERGY SIS Field Name	Lookup Table	Format	Notes
1	STUDENT ID	9	K12-Student-StateStudent Number	K12.IL.Student.IL (Demographics)	SAIS ID	N/A	N/A	O
2	LOCAL SAP ID	50	K12-Student-SISNumber	K12.IL.Student.IL (Demographics)	Perm ID	N/A	N/A	O
3	LEGAL LAST NAME	30	K12-Student_LastName	K12.IL.Student.IL (Demographics)	Last Name	N/A	N/A	Required
4	LEGAL FIRST NAME	30	K12-Student-FirstName	K12.IL.Student.IL (Demographics)	First Name	N/A	N/A	Required
5	BIRTH DATE	10	K12-Student-BirthDate	K12.IL.Student.IL (Demographics)	Birth Date	N/A	MM/DD/YYYY	Required
6	RCDTS HOME SCHOOL	15	(Calculated) K12-District-DistrictNumber & K12-School-StateSchoolCode OR K12-EnrollmentInfo-SrEnrText1 (will use this if populated)	K12.Setup.DistrictSetup & K12.Setup.School or K12.IL.Student (Enrollment)	District Number on District tab of Organization Setup, State CTDS code on School tab of Organization setup Or Home RCDTS Override on Enrollment tab	N/A	N/A	M
7	RCDTS SERVING SCHOOL	15	Calculated) K12-District-DistrictNumber & K12-School-StateSchoolCode OR K12-EnrollmentInfo-SrEnrText2 (will use this if populated)	K12.Setup.DistrictSetup & K12.Setup.School or K12.IL.Student (Enrollment History)	District Number on District tab of Organization Setup, State CTDS code on School tab of Organization setup Or Serving RCDTS Override on Enrollment tab	N/A	N/A	M
8	SCHOOL YEAR	4	Calculated from start date of extract		Calculated		N/A	M Calculated
9	INCIDENT DATE	10				N/A	MM/DD/YYYY	M
10	INCIDENT NUMBER	2					N/A	M
11	DISABILITY TYPE	2					N/A	M
12	INCIDENT TYPE CODE	2					N/A	M
13	DISCIPLINARY ACTION	2					N/A	M
14	DISCIPLINARY DURATION	2					N/A	M

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