Birth to Three Participant Demographic Report (Illinois)

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Classic View: IL State Reporting > Birth to Three Participant Demographic Report

Search Terms: Birth to 3 Year Participant Demographic Report

The Birth to Three Participant Demographic Report collects information on the caregivers assigned to students who have Birth to 3 Records.
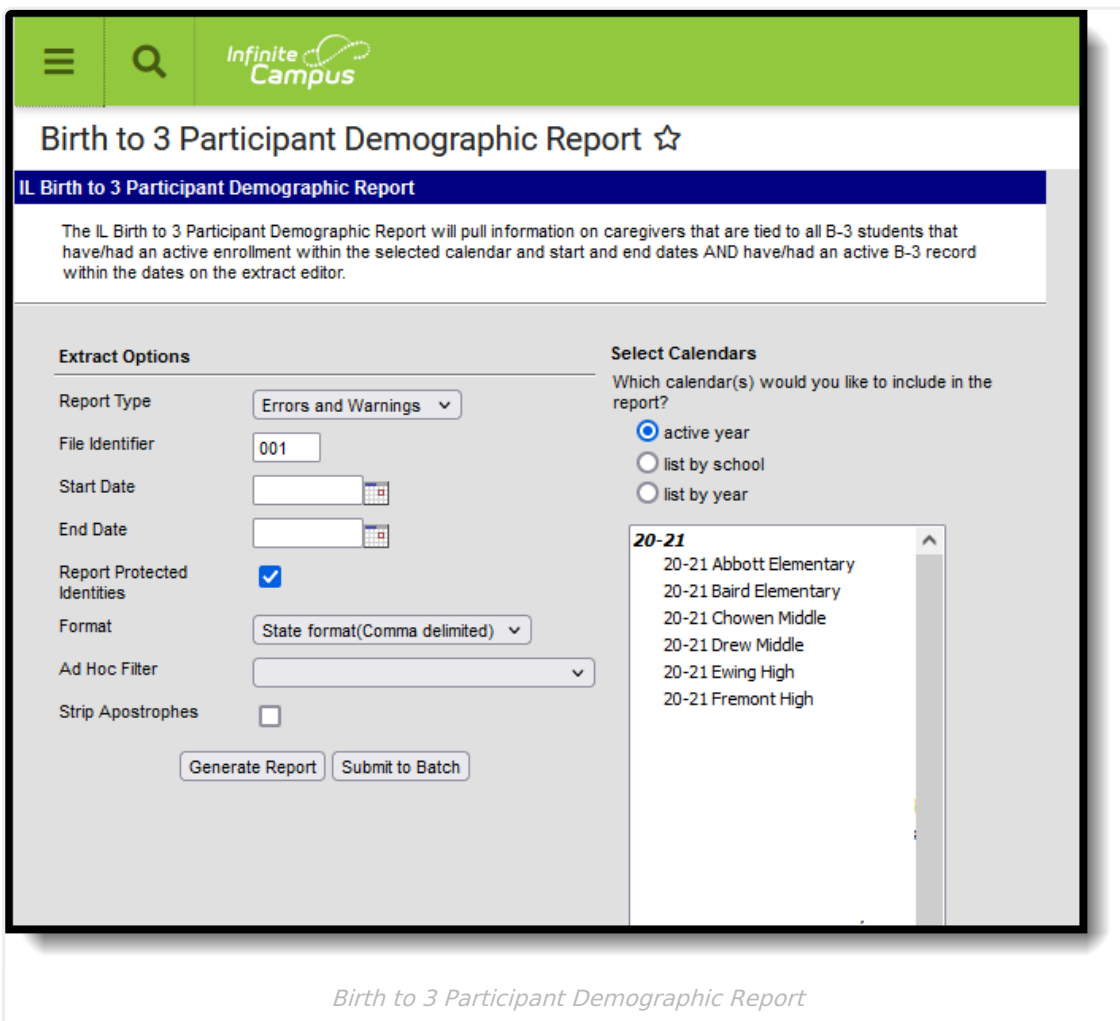
Birth to 3 Participant Demographic Report

Report Logic

Students must have the following in order to be included on the report:

- An active enrollment record (either Primary, Partial or Special Education) in **State Grade Level 00** during the dates selected in the extract editor within the selected calendar.

- A Birth to 3 record that falls within the start dates entered on the extract editor.
- A Caregiver selected on the Birth to 3 record.

If the student has more than one record that meets the above requirement, the most recent record based on the start date reports.

If there are multiple Birth to 3 records but there is no caregiver selected, the student does not report.

If there are multiple caregivers for a student, the student reports multiple times on the report, once for each caregiver.

If a caregiver is assigned to multiple students, that caregiver also reports multiple times.

State Excluded students and students considered No Show do not report.

Report Editor

The following fields are available for selection.

Field	Description
Report Type	Selection indicates what Demographic Report generates. Select either the **B-3 Caregiver Report** or the **Errors and Warnings Report**.
File Identifier	Indicates the 3-digit number attached to the end of the file name and is used to differentiate the file from the other files generated.
Start Date	First date that should be included on the report to return caregiver information. This date is auto-populated with the start date of the calendar selected in the Campus toolbar. Dates are entered in *mmddyy* format or can be selected by using the calendar icon.
End Date	Last date that should be included on the report to return caregiver information. This date is auto-populated with the end date of the calendar selected in the Campus toolbar. Dates are entered in *mmddyy* format or can be selected by using the calendar icon.
Report Protected Identities	When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields.
Format	The report can be generated in HTML, Fixed Width or Comma Delimited (state format).
Ad hoc Filter	If desired, the student set can be limited to only those students included on an ad hoc filter.

Field	Description
Strip Apostrophes	When marked, the following marks are removed from student names and other reported data: • Apostrophes ('), Commas (,), Periods (.) • Umlaut (Ö) • Tilde (Ñ) • Grave Accents (Ò), Acute Accents (Ó) • Circumflex (Ô) When not marked, these marks are not removed.
Calendar	Only one calendar can be selected for this report. The calendar selected in the Campus toolbar is auto-selected. Calendars can be selected by active year, by school or by year.
Report Generation	The report can be marked to generate immediately using the **Generate Report** button or can be marked to generate at a later time using the **Submit to Batch** button. See the Batch Queue information for additional guidance.

Generate the Errors and Warnings Report

1. Select **Errors and Warnings** from the **Report Type** field.
2. Enter the **File Identifier** number.
3. Enter the **Start Date** of the report.
4. Enter the **End Date** of the report.
5. If desired, mark the **Report Protected Identities** checkbox.
6. Select the desired **Format** of the report.
7. If desired, select an **Ad hoc Filter**.
8. If desired, mark the **Strip Apostrophes** checkbox.
9. Select a **Calendar** from which to report the Birth to Three Caregiver information.
10. Click the **Generate Extract** button to display the report immediately, or use the Submit to Batch button to choose when the results display.

The Errors and Warnings Report lists the following:

- Caregivers missing required reporting information.
- Students who have Birth to Three records but are not assigned caregivers.

Correct these issues before before submitting the information to the state.

Birth to 3 Participant Warning Report

Generate the B-3 Caregiver Report

1. Select **B-3 Caregiver Report Type** from the **Report Type** field.
2. Enter the **File Identifier** number.
3. Enter the **Start Date** of the report.
4. Enter the **End Date** of the report.
5. If desired, mark the **Report Protected Identities** checkbox.
6. Select the desired **Format** of the report.
7. If desired, select an **Ad hoc Filter**.
8. If desired, mark the **Strip Apostrophes** checkbox.
9. Select a **Calendar** from which to report the Birth to Three Caregiver information.
10. Click the **Generate Extract** button to display the report immediately, or use the Submit to Batch button to choose when the results display.

Birth to 3 Caregiver's Report - HTML Format

Birth to 3 Caregiver's Report - State Format (Comma Delimited)

Birth to 3 Caregiver's Report - Fixed Width Format

Report Layout

Report Header

Element	Description	Location
File Type	The name of the extract being generated. Always reports a value of *Birth to Three Caregiver*.	N/A
Total Records	The total number of records included in the report.	N/A
File Name	Caregiver_Demographic_RCDT or District Name_Date (mmddyyy)_File Identifier (i.e., 500821040020000_06222005_001.txt)	N/A
File Date	Date the report was generated.	N/A
RCDTS	The Region-County-District-Type-School code that uniquely identifies the school generating the extract. *RRCCCDDDDDTTSSSS, 15 characters*	System Administration > Resources > District Information > State District Number, Type, Region Number, County; System Administration > Resources > School > State School Number District.districtID; District.county; District.region; School.number

Report

Data Element	Description	Location

Data Element	Description	Location
Student ID	Reports the student's state ID. *Numeric, 9 digits*	Census > People > Demographics > Person Identifiers > Student State ID Person.stateID
SAP ID	Reports the student's local student number. *Numeric, 9 digits*	Census > People > Demographics > Person Identifiers > Student Number Person.studentNumber
Student's Last Name	Student's legal last name. When the Report Protected Identities checkbox is marked on the report editor, the student's last name reports from the Legal Last Name field if populated. *Alphanumeric, 30 characters*	Census > People > Identity Information > Last Name Identity.lastName Census > People > Identities > Protected Identity Information > Legal Last Name Identity.legalLastName
Student's First Name	Student's legal first name. When the Report Protected Identities checkbox is marked on the report editor, the student's first name reports from the Legal First Name field if populated. *Alphanumeric, 30 characters*	Census > People > Identity Information > First Name Identity.firstName Census > People > Identities > Protected Identity Information > Legal First Name Identity.LegalfirstName
Student's Birth date	Student's date of birth. *Date field, 10 characters (MM/DD/YY)*	Census > People > Demographics > Person Information > Birthdate Identity.birthDate

Data Element	Description	Location
RCDTS for Home School	The Region-County-District-Type-School code that uniquely identifies the school generating the extract. *RRCCCDDDDDTTSSSS, 15 characters*	System Administration > Resources > District Information > State District Number, Type, Region Number, County; System Administration > Resources > School > State School Number District.districtID District.county District.region School.number
RCDTS for Serving School	The Region-County-District-Type-School code that uniquely identifies the school generating the extract. *RRCCCDDDDDTTSSSS, 15 characters*	Student Information > General > Enrollments > State Reporting Fields > Serving District, Serving School Enrollment.servingSchool System Administration > Resources > District Information > State District Number, Type, Region Number, County; System Administration > Resources > School > State School Number District.districtID District.county District.region School.number
Caregiver's Relationship to Child	Reports the relationship of the caregiver to the student. See the Birth to Three Years article for a list of options. *Numeric, 2 characters*	Student Information > General > Birth to 3 > Birth to 3 Caregiver > Relationship ILBirthto3Caregiver.relationship
Caregiver's SIS Student ID	Reports the caregiver student ID number assigned in ISBE. *Numeric, 9 digits*	Census > People > Demographics > Person Identifiers > Student State ID Person.stateID

Data Element	Description	Location
Caregiver's First Name	Caregiver's legal first name. When the Report Protected Identities checkbox is marked on the report editor, the student's first name reports from the Legal First Name field if populated. *Alphanumeric, 30 characters*	Census > People > Identity Information > First Name Identity.firstName Census > People > Identities > Protected Identity Information > Legal First Name Identity.LegalfirstName
Caregiver's Last Name	Caregiver's last name. When the Report Protected Identities checkbox is marked on the report editor, the last name reports from the Legal Last Name field if populated. *Alphanumeric, 30 characters*	Census > People > Identity Information > Last Name Identity.lastName Census > People > Identities > Protected Identity Information > Legal Last Name Identity.legalLastName
Caregiver's Birth Date	Caregiver's date of birth. *Date field, 10 characters (MM/DD/YYYY)*	Census > People > Demographics > Person Information > Birthdate Identity.birthDate
Caregiver's Race	General racial category of the caregiver. *Numeric, 2 characters*	Census > People > Demographics > Person Information > Federal Race Identity.raceEthnicity
Caregiver's Education Received	Reports the level of education of the caregiver. See the Birth to Three Years article for a list of options. *Numeric, 2 characters*	Student Information > General > Birth to 3 > Birth to 3 Caregiver > Educational Background ILBirthto3Caregiver.educationalBackground
Caregiver's Employment Status	Reports the current employment status of the caregiver. See the Birth to Three Years article for a list of options. *Numeric, 2 characters*	Student Information > General > Birth to 3 > Birth to 3 Caregiver > Employment Status ILBirthto3Caregiver.employment Status