

Tips for Completing Early Childhood Template

Always work in the Excel template (.xls file) when making changes to student data.

Do not make changes to data in the CSV file or the formatting may be lost and errors may result when submitted.

<u>Row 1</u>	<u>FILE HEADER</u>	<u>Description</u>
Column A	File Type	Early Childhood (filled-in)
Column B	Total Number of Records	Number of student records entered below
Column C	File Name including extension	Name of the file (e.g., xxSchool_08282009_001.csv) <i>Note:</i> The file name must be same file name used when you perform the 'save as' action.
Column D	File Sent Date	Date the file is being submitted to ISBE SIS <i>Note:</i> Date format is mm/dd/yyyy (e.g., 08/28/2009)
Column E	RCDTS	Your 15 digit District RCDTS Code <i>Note:</i> Format is 111111111111111 – no spaces or hyphens between the digits. <i>Note:</i> The RCDTS code must match your IWAS Login ID. This number may be verified by looking at your IWAS profile.

Note: Only the Home School is authorized by ISBE SIS to request State IDs for the students in their district.

Header Row EXAMPLES:

Early Childhood	500	50082104002_08282008_001.csv	08/28/2008	5008210400260000
Early Childhood	1400	RivertonHighSchool_08282008_001.csv	08/28/2008	3903031040020000
Early Childhood	241	ShadyHillsSD_001.csv	09/08/2008	3903031040020000

Row 2 **COLUMN NAMES (READ Only)**

Row 3+ **STUDENT RECORDS**

Enter the appropriate Demographic and Early Childhood data for each student record being submitted to ISBE SIS. The descriptions and codes for these data elements can be found in the Data Elements Document (www.isbe.net/sis).

- The first row is sample data and should be replaced.
- The Student SID must be included with the record data.
- Mandatory data fields must contain the appropriate data.
- Optional data fields should be blank, if the requested data is not available (DO NOT enter N/A or None in any optional field).

Tips for Completing Early Childhood Template

- The following fields must contain only alpha characters with the exception of hyphens (-) and spaces (DO NOT include commas or apostrophes):
 - Legal Last Name
 - Legal First Name

Cell	Column Name	Value	M/O
3-A	Student ID	Field for student's ISBE SIS State Student ID	M
3-B	SAP ID	Local district student identifier	O
3-C	Legal Last Name	Examples: Jones; Smith-Jones; or St John	M
3-D	Legal First Name	Examples: Maryanne or Mary Ann	M
3-E	Birth Date	Date Format is mm/dd/yyyy Example 09/20/1994	M
3-F	RCDTS for Home School	Identifies a student's home school Region, County, District, Type and School code. 15 digit Example: 340491160262007 (Must be a School code/not a District code)	M
3-G	Pre- K at Risk	Pre-kindergarten at Risk Classroom. (Funding began in FY 2006 or before)	M
3-H	Preschool for All	Preschool for All Classroom. (Funding began in FY 07 or later)	M
3-I	Head Start	The child is attending a Head Start classroom for 3 to 5 year old children.	M
3-J	Pre-K Title I	The child is attending a preschool program for 3 to 5 year old children.	M
3-K	Local/Other Funding	The child is attending a preschool classroom for 3 to 5 year old children.	M
3-L	Early Head Start (Birth to 3)	Prior to attending a preschool program, the child received Early Head Start services which may include home-based services, center-based services or both.	M

Tips for Completing Early Childhood Template

Cell	Column Name	Value	M/O
3-M	Prevention Initiative (Birth to 3)	Prior to Entering a public school district, the child participated in a birth to age 3 years Prevention Initiative program for at risk children and their families	M
3-N	Early Intervention (Birth to 3)	Student attended an Early Intervention program prior to entering a public school district. (DHS) (Infants and Toddlers with Disabilities)	M
3-O	Referral by CFC	Child and Family Connections Office (CFC) received child after 2 yrs 9 months and makes the referral.	M*
3-P	EI Number	Early Intervention Identification Number	M**
3-Q	Eligibility Determination Date	The date the child was determined eligible or not eligible for early childhood special education services.	M**
3-R	Reason for Delay in Transition	The reason the child has not had eligibility determined or if the IEP has not been developed and implemented by his/her third birthday.	M**
3-S	IEP Completion Date	The date the child's IEP has been completely developed and implemented	M***
3-T	Date Services Began	The date Early Childhood Special Education Services began.	M***
3-U	Meets at Risk Criteria	An at-risk child is one who, because of their home and community environment, is subject to such language, cultural, economic and like disadvantages that he or she has been determined, as a result of screening procedures, to be at risk of academic failure.	M
3-V	Meets PFA Household Income Criteria	The child is from a family whose income is less than four times the poverty guidelines	M
3-W	Family Structure	Code that describes the child's family structure at the time the child entered the program.	M
3-X	Result Code	Result code returned by SIS after file submitted with corrections.	N/A

Tips for Completing Early Childhood Template

Cell	Column Name	Value	M/O
3-Y	Result Message	Description of the Result code	N/A

- *M – Subsequently Mandatory, **only** enter data when Early Intervention (Birth to 3) is Yes
- **M – Subsequently Mandatory, **only** enter data when Early Intervention (Birth to 3) and Referral by CFC are YES
- ***M – Subsequently Mandatory, **only** enter data when Early Intervention (Birth to 3) is Yes , Referral by CFC, and IEP are Yes

ADDITIONAL TIPS

➤ Making Changes to Student Data

- Always make changes to student data in the Excel Template (.xls file)
- Do not make any changes to the data in the CSV file or the formatting will be lost and errors may result when the file is submitted.

➤ Copying Data from a CSV File into the Excel Template XLS File

- After you have downloaded the CSV file from ISBE SIS, open the file
- Highlight the cells that you wish to copy into the Excel Template. For example, highlight columns A2 across to AZ2 then highlight rows from A150 down to W150.
Note: Do not highlight the Result Codes and Result Messages or any blank spaces.
- Select Edit → Copy
- Open the Excel Template (keep both the CSV file and the Excel template open)
- Open the Excel Template (keep both the source data spreadsheet and the template open)
- Click on the first cell where you wish to paste the data (Example:A3)
- Select Edit → Paste Special
- When the pop-up box opens Select *Values* and click *Ok*.

➤ Saving the Excel Template as a CSV File

- With the Excel Template open, first save an Excel version (.xls) of the document as a backup
- Select the File drop-down menu and click File → Save As
- In the File name box type the same file name entered in Row 1 Column C without the .csv extension
- Look at the Save in: and either take note of where the file is being saved or change the location to another desired location. Keep the Save As type, Microsoft Excel Workbook click Save.
- After saving the backup file, on the File menu click File → click Save As a second time.
- In the Save as type list, select CSV (Comma delimited) (this adds the .csv extension to the file name)
- Click Save
- When prompted to keep the workbook in the current format click Yes
- When closing the file and message reads Do you want to save the changes to the file select No