

## Tips for Completing ISBE SIS Exit Excel Template

**Always work in the Excel Template/file if a change to student exit data is needed.**

**Do not make any changes to information in the CSV format as the formatting will be lost and errors may result when submitted.**

### Row 1 FILE HEADER

- 1-A File Type Exit Student Enrollment (already filled-in)
- 1-B Total Number of Records Number of student records you entered below
- 1-C File Name including extension Name of your file (i.e., xxSchool\_10072008\_001.csv)  
*Note:* 1-C file name must be same file name used for actual file name when you perform the 'save as' action.
- 1-D File Sent Date Date the file is being submitted via SIS to ISBE.  
*Note:* Date format is mm/dd/yyyy (i.e., 10/20/2008)
- 1-E RCDTS Your 15 digit District RCDTS code  
*Note:* Format is 111111111111111 – no spaces or hyphens between the digits.  
*Note:* The RCDTS code must match that of your IWAS login ID. You can verify this number by looking at your profile in IWAS.

*EXAMPLES:*

Exit Student Enrollment	500	50082104002_10072008_001.csv	10/07/2008	5008210400260000
Exit Student Enrollment	1400	RivertonHighSchool_10072008_001.csv	10/10/2008	3903031040020000
Exit Student Enrollment	241	ShadyHillsSD_001.csv	09/08/2008	3903031040020000

### Row 2 COLUMN NAMES (READ Only)

### Row 3+ STUDENT RECORDS

Enter the appropriate student demographic and exit enrollment data for each student being submitted to ISBE to exit their enrollment record(s). The descriptions and codes for these data elements can be found in the ISBE SIS Data Elements Document ([www.isbe.net/sis](http://www.isbe.net/sis)).

- Row #3 contains sample row. The sample data should be deleted and replaced with valid student details.
  - The Student SID must be in Column A to exit a student enrollment record.
  - The following fields must only contain alpha characters with the exception of hyphens (“-”) and spaces:
    - Legal First Name, and
    - Legal Last Name.
- Note:* No commas may be included in any of the fields.

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Cell	Column Name	Value	M/O
3-A	Student ID	State-assigned SID	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 the student's home school 15 digit Region, county, District, Type and School code. Example: 340491160262007	M
3-G	RCDTS for Serving School	Identifies the serving school for the enrollment being exited/withdrawn 15 digit Region, county, District, Type and School code. Example: 340491160262007	M
3-H	Enrollment Exit Date	The month, day and year on which a student no longer attends your school (or education institution). Date Format is mm/dd/yyyy Example: 11/20/2008	M
3-I	Enrollment Exit Status	This field will always be permanent. Temporary is no longer applicable.	M
3-J	Enrollment Exit/Withdrawal Type	The reason for the student's exit.	M
3-K	Result Code	Result code returned by SIS after file submitted with corrections.	N/A
3-L	Result Message	Description of the Result code	N/A

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## ADDITIONAL TIPS

### ➤ Copying Data into the Excel Template

- Open the spreadsheet or document that contains the data you wish to copy.
- Highlight the cells that you wish to copy into the Excel Template. For example, highlight A2 to J2 to A150 to J150.
- Select Edit → Copy
- Open the Excel Template (Keep both the source data spreadsheet and the template open)
- Click on the cell that 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

- Open the Excel Template or if you already have the spreadsheet open save the Excel version (.XLS extension).
- On the File menu click File → Save As.
- In the File Name box type the same file name as you typed in 1-C.
- 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).
- Click *Save*.
- When prompted to keep the workbook in the current format click *Yes* to finish saving the file.

### ➤ Making changes to student information

- Always work in the Excel Template/file when making any changes to student information.
- Do not make any changes to information in the CSV format as the formatting will be lost and errors may result when submitted.

### ➤ Reviewing the Result Codes and Result Messages

- After you have downloaded the file from ISBE SIS open the CSV file.
- Review the Result Codes and Result messages to determine if what actions are needed when the Result code is E2. The result code of E1 indicates the student's enrollment record was exited.