

Tips for Completing ISBE SIS Assessment Pre-ID Excel Template

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.

Row 1 FILE HEADER

- 1-A File Type Assessment Pre-ID (already filled-in).
- 1-B Total Number of Records Number of student records on the template.
- 1-C File Name Including Extension Name of your file (i.e., PreID.csv) – Keep it simple.
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 uploaded via SIS to ISBE.
Note: Date format is mm/dd/yyyy (i.e., 10/07/2007).
- 1-E RCDTS Your 15 digit District RCDTS code (ends in 0000)
Note: Format is 111111111111111 with 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. This is the only place you use this number.

EXAMPLES:

Assessment Pre-ID	500	PreID.csv	01/15/2008	5008210400260000
Assessment Pre-ID	1400	RivertonHighSchool.csv	01/12/2008	3903031040020000
Assessment Pre-ID	241	ShadyHillsSD.csv	02/01/2008	3903031040020000

Row 2 COLUMN NAMES (READ Only)

Row 3+ STUDENT RECORDS

Enter the appropriate student demographic and assessment information for each student being submitted to ISBE to obtain an Assessment Pre-ID label. The descriptions and codes for these data elements can be found in the ISBE SIS Data Elements Document which is located on www.isbe.net/sis.

- Row #3 contains sample row. The sample data should be deleted and replaced with valid student details.
- The student’s State-Assigned ID (SID) must be in Column A for each record.
- The following fields must only contain alpha characters with the exception of hyphens (“-”) and spaces:
 - Legal First Name.
 - Legal Last Name.

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➤ *Note:* No commas may be included in any of the fields.

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	15 digit RCDTS code. Identifies a student's home school Example: 340491160262007	M
3-G	RCDTS for Serving School	15 digit RCDTS code. Identifies a student's serving school Example: 340491160262007	M
3-H	RCDTS for Testing School	15 digit RCDTS code Identifies a student's testing school Example: 340491160262007.	M
3-I	Valid Grade Level at Time of Testing	Example: 04 = Grade 4 <i>See Valid Grade Level Codes</i>	M
3-J	First Year in U.S	01=Yes or 02=No	M
3-K	Year in Any Illinois-Approved (excluding Pre-K and K) TBE/TPI Program	Example: 02 = 2 nd Year <i>See Yr in TBE TPI Program Codes</i>	M
3-L	Program Year Since Exited TBE/TPI	Example: 02 = 2 nd Year <i>See Yr since Exited TBE TPI Program Codes</i>	M
3-M	Enrolled in Home School On or Before May 1	01=Yes or 02=No	M
3-N	Enrolled in Home District On or Before May 1	01=Yes or 02=No	M

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Cell	Column Name	Value	M/O
3-O	Test To Be Taken	Example: 01 = ISAT <i>See Test to Be Taken Codes</i>	M
3-P	Result Code	Result code returned by SIS after file submitted with corrections.	N/A
3-Q	Result Message	Description of the Result code	N/A

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 O2 to A150 to O150. Always exclude any header rows.
- 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 Workbook version first (.XLS extension).
- Then, on the File menu click File → *Save As*.
- In the File Name box type the same file name as you typed in 1-C minus the 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).
- Click *Save*.
- When prompted to keep the workbook in the current format click *Yes*.
- Close out of Excel and answer *No* if it asks you to save changes to the CSV 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.