



# Illinois State Board of Education

Batch Process

# Batch Process Overview

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## File Format

1. Adjusted Cohort Graduation Rate
2. Assessment Pre-ID
3. Birth to 3
4. Birth to 3 Caregiver Demographic Information
5. College and Career Readiness Indicator
6. College Course Assignment
7. Demographics and Early Childhood
8. DLM-AA Pre-ID
9. DLM-AA Correction
10. Early Childhood Programs
11. Early Childhood Outcomes
12. EL
13. EL Screener
14. Exit Enrollment
15. Gifted and Accelerated
16. Homeless
17. IAR Pre-ID
18. IAR Assessment Correction
19. Immigrant
20. Outside Course Assignment
21. Restraint and Time Out
22. Prenatal
23. Prenatal XREF Regional Safe Schools Program
24. SAT/PSAT Pre-ID
25. SAT/PSAT Assessment Correction
26. Service Provider
27. Student 504 Plan
28. Student Address
29. Student Attendance
30. Student Attendance V2
31. Student Course Assignment
32. Student Demographic and Enrollment (Request New SID)
33. Student Discipline Groups
34. Teacher Course Assignment Entry
35. Teacher Course Assignment Exit

## Removed File Formats

1. Pre-K Follow-up (school year 2013)
2. Assessment Pre-ID
3. Preschool Student Course Assignment
4. Early Childhood V3
5. Multiple SID

## Homeless File Format



# Batch Process Overview

- **Local repository for SIS data**

- Local Student Management Software (recommended)

- Export file and upload to SIS

- The file should be sent “as is” unless further data manipulation is required

- SIS accepts the following file types:

- .csv
      - .txt
      - .xml

- Requesting a file from SIS

- If data has been entered into SIS, a district can request the return of district-wide SIS data file.



# Batch Process Overview


Helpful Resources ▾ Contact Technical Support

**SIS**

- IBM SIS Test User ▾
- Home
- Student ▾
- Assessment ▾
- Adjusted Cohort
- Teacher
- Early Childhood Transition
- Prenatal
- Reports
- Batch File Processing ▾
  - Batch Transfers
  - Request File
  - Web Service
- District Data Verification ▾
- Seal of Biliiteracy Application
- Log Out

**SIS Key Dates**

Dec 16, 2021	DLM-AA Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2021
Dec 21, 2021	ACCESS Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2021
Jan 04, 2022	DLM-AA Pre-ID file sent to Vendor
Jan 07, 2022	Deadline to review SAT with Essay Pre-ID in SIS for transmission to College Board (March schedule)
Jan 10, 2022	SAT (Fall) Final Scores posted in SIS (Anticipated the week of January 10, 2022)
Jan 12, 2022	ACCESS Testing - Primary Start Date for SY 2022
Jan 14, 2022	Fall of School Year 2022 (2021-2022) - Teacher and Student Course Assionment data due

Next SIS Webinar

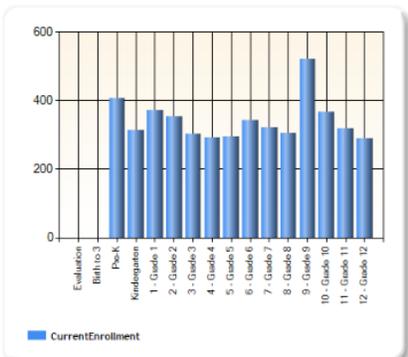
**District Status** as of 12/01/2021 07:03 PM

School: All Schools  Home  Serving

**District Metrics** Early Childhood Metrics

Current Collection Completion Status	Required	Complete	Percent
Prenatal	0	0	-
Birth To Three Student Programs	0	0	-
Birth To Three Program Providers	0	0	-
Birth To Three Caregivers	0	0	-
Early Childhood Outcomes (ECO) Ratings	17	16	94%
Early Childhood Student Programs	406	406	100%
Early Childhood Program Providers	406	406	100%
English Learner (EL)	63	63	100%
EL Screener	17	17	100%
Homeless	141	141	100%
Eligible for Immigrant Student Program	511	511	100%
Student Address for NEW IDEA students	659	659	100%
Regional Safe Schools Program (RSSP)	4	4	100%
Student Discipline	NA	0	NA

**Current Enrollments & Program Indicators**





**Illinois**  
State Board of  
Education

Equity • Quality • Collaboration • Community

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# Batch Process Overview

- Batch file process is only accessible by RCDT Administrator
- File is uploaded/downloaded via IWAS/SIS
- File format is validated upon upload
- Email sent when file is ready for download
- Original data is returned, plus the following data for each record:
  - New or Returned (Existing) SID
  - Result Code
  - Result Message



# Batch Process Overview

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## Batch Files

- Created with the SIS Excel Templates or exported using a Local Student Management Software
- May contain multiple schools (District-wide)
- A Student Enrollment file may contain all students (existing and new) or only new students when requesting SID. Teacher Course Entry/ Exit formats may contain only Teachers with existing IEINs
- File may be submitted as many times as required



# Batch Process Overview

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## Create a .csv upload file

- Locate the correct template:
  - <https://www.isbe.net/Pages/Excel-Templates-for-student-data-input-into-SIS.aspx>
- Use either Windows or Mac template, depending on the operating system
- Follow our example: A “Student Demographic Enrollment” file for a Windows user
  - Use the mouse - right click on the link “Student Demographic Enrollment” - choose “Save Target As”  
Save the file directly to your computer - remember where the file is saved (example: On your Desktop)



# Batch Process Overview

## SIS Homepage – Excel Templates

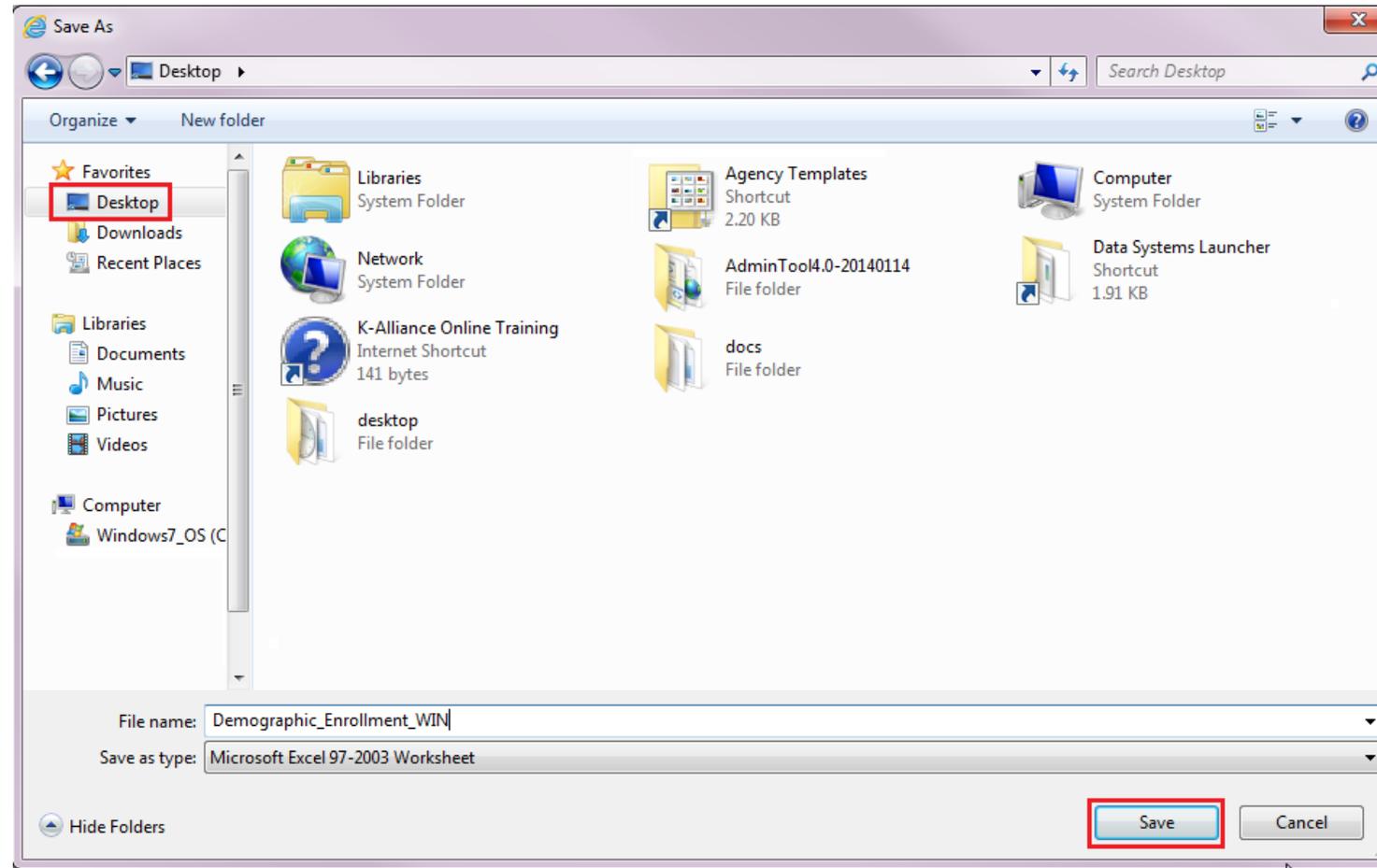
- <https://www.isbe.net/Pages/Excel-Templates-for-student-data-input-into-SIS.aspx>

The screenshot shows the Illinois State Board of Education website. The header includes the ISBE logo, navigation links (System Quick Links, Illinois Report Card, Careers at ISBE, Contact Us), social media icons (Twitter, Facebook), a search bar, and a Translate dropdown. The main navigation bar contains links for HOME, ADMINISTRATORS, TEACHERS, FAMILIES & STUDENTS, COMMUNITY & PARTNERS, NEWS & MEDIA, and TOPICS. The breadcrumb trail reads: Home > Other Resources > ISBE Education Data Systems > Student Information System (SIS) > SIS Excel Templates. On the left, a sidebar menu lists 'OTHER RESOURCES' with sub-items 'ISBE Education Data Systems' and 'Student Information System (SIS)', and 'SIS Excel Templates' highlighted in green. The main content area is titled 'ISBE EDUCATION DATA SYSTEMS' and 'SIS EXCEL TEMPLATES', featuring a list of template categories: Adjusted Cohort Graduation Rate, Assessment, Course Assignments, Demographic and Enrollment, Early Learning, English Learners, Homeless, and Immigrant, each with a dropdown arrow.

# Batch Process Overview

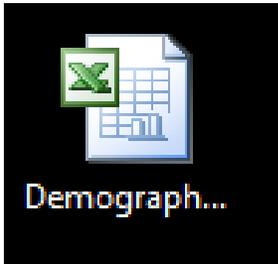
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## Save As – Save file to local desktop location



# Batch Process Overview

## Open the Demographic Enrollment Template



- The Demographic Enrollment Template file was saved to our desktop
- The screenshot below is from the open template

	A	B	C	D	E	F	G	H	I	J	K
1	Student Demographics	Student Count	Demographic_Enrollment_WIN.csv	Current Date	RCDTS Code of Home School						
2	Student ID	SAP ID	Legal Last Name	Legal First Name	Legal Middle Name	Lineage Code	Mother's Maiden Name	Race Code	Gender Code	Birth Date	
3	123456789		Legal Last Name Sample	Legal First Name Sample *		jr	Mother's Maiden Name Sample	16 01		01/01/1990	Birth Place Name Sample
4											
5											
6											
7											
8											
9											

# Batch Process Overview

- **Row # 1 – Updating the Header Row**

- Column A, Row 1 (A1) – File Type (Student Demographics, etc.)
  - This cell cannot be updated.
- Column B, Row 1 (B1) – Number of Student Records
  - This cell must be updated with a number. (While intended for a record count, any number can be used.)
- Column C, Row 1 (C1) – File Name
  - This cell contains the file name and must end in .csv.
  - This file should contain the same file name used when the “Save As” action is performed.
- Column D, Row 1 (D1) – File Sent Date
  - Enter the date the file is uploaded – use mm/dd/yyyy format.
- Column E, Row 1 (E1) – RCDTS of User Submitting File (15 digits)
  - Enter the 15 digit RCDTS number of the user submitting the file.



# Batch Process Overview

## Updating the Header Row – Cells B1 through E1

	A	B	C	D	F	F	G
1	Student Demographics	1	Demographic Enrollment WIN.csv	06/17/2014	123456789876543		
2	Student ID	SAP ID	<p><b>Note: This is the default name. You can change the file name to something easier.</b></p> <p><b>Example: demo.csv</b></p>	Legal Last Name	Legal First Name	Legal Middle Name	Lineage Code
3	123456789		Legal Last Name Sample	Legal First Name Sample *		jr	Mother's Maiden Name Sar
4							
5							
6							
7							

**Note: Header row has been updated. The header row must be updated or the file will not upload.**



# Batch Process Overview

## Adding Data to the Excel Template

- Data can be added to the template by typing it in or pasting from another source.
- Always use Paste Special “Values” when pasting into the templates. (If the “Values” option is not available, use Paste Special, or “Text” - you must add the actual data without including any additional formatting.)
- After data is submitted, it can be requested from SIS using the Request File function.
  - To request a file, login to SIS and Click the “Request File” link
  - Example: Creating a Demographic Enrollment file



# Batch Process Overview

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## Request District-Wide Student Data Files

- 504 Plan
- Adjusted Cohort Graduation Rate
- Assessment DLM-AA Pre-ID
- Assessment DLM-AA Correction
- Assessment DLM-AA Score
- Assessment IAR Pre-ID
- Assessment IAR Correction
- Assessment IAR Score
- Assessment PARCC Score
- Assessment SAT/PSAT Pre-ID
- Assessment SAT/PSAT Correction
- Assessment SAT/PSAT Score
- ACCESS Assessment Correction
- ACCESS Scores
- Alternate ACCESS Score
- Birth to 3 V2
- College and Career Readiness Indicator
- College Course Assignment
- Demographics and Early Childhood
- Early Childhood Programs
- EL Screener
- EL Update
- Early Childhood Outcomes
- Exit Enrollment
- Explore (Retired)
- Gifted and Accelerated
- Homeless
- Immigrant
- Outside Course Assignment
- Restraint and Time Out Plan (Retired)
- Pre-K Follow-Up (Retired)
- Prenatal
- Preschool Student Course Assignment
- RSSP
- Service Provider
- Student Address
- Student Attendance V2
- Student Course Assignment
- Student Demographics
- Teacher Course Assignment Entry
- Teacher Course Assignment Exit



# Batch Process Overview

## SIS Homepage

**SIS Key Dates**

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**District Status as of 12/01/2021 07:03 PM**

School: All Schools  Home  Serving

**District Metrics** | Early Childhood Metrics

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Birth To Three Student Programs	0	0	-
Birth To Three Program Providers	0	0	-
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Early Childhood Outcomes (ECO) Ratings	17	16	94%
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Student Address for NEW IDEA students	659	659	100%
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Student Discipline	NA	0	NA

**Current Enrollments & Program Indicators**

Grade Level	Current Enrollment
Evaluation	~500
Birth to 3	~400
Pre-K	~300
Kindergarten	~350
1-Grade 1	~350
2-Grade 2	~300
3-Grade 3	~300
4-Grade 4	~300
5-Grade 5	~300
6-Grade 6	~350
7-Grade 7	~300
8-Grade 8	~300
9-Grade 9	~500
10-Grade 10	~350
11-Grade 11	~300
12-Grade 12	~300



# Batch Process Overview

## Request File

The screenshot shows the SIS Request File interface. On the left is a dark blue sidebar with a menu. The top of the sidebar has the Illinois State Board of Education logo and the text 'SIS'. Below that, it shows the user 'IBM SIS Test User' and a list of menu items: Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The 'Batch File Processing' item is expanded, showing sub-items: Batch Transfers, Request File (highlighted), and Web Service. The main content area is titled 'Request File' and has a 'District' dropdown set to 'ISBE Test District'. Below that is a 'Request Files' section with a dropdown menu. The dropdown menu is open, showing a list of file types: -- Select File --, 504 Plan, Adjusted Cohort Graduation Rate, Assessment DLM-AA Pre-ID, Assessment DLM-AA Correction, Assessment DLM-AA Score, Assessment IAR Pre-ID, Assessment IAR Correction, Assessment PARCC/IAR Score, Assessment SAT/PSAT Pre-ID, Assessment SAT/PSAT Correction, Assessment SAT/PSAT Score, Assessment Score, ACCESS Assessment Correction, ACCESS Score, Alternate ACCESS Score, Birth To Three Indicators, Birth To Three Caregiver, Birth To Three Program, and College And Career Readiness Indicator. A red box highlights the dropdown menu. At the bottom right of the main content area, there is a 'Request File' button, also highlighted with a red box. In the top right corner of the interface, there are links for 'Helpful Resources' and 'Contact Technical Support'.

# Batch Process Overview

- **Batch File Status: Batch Transfer Screens**

The screenshot displays the SIS (State Information System) interface for the Illinois State Board of Education. The top navigation bar includes the logo and name of the board, along with links for 'Helpful Resources' and 'Contact Technical Support'. The left sidebar menu lists various SIS functions, with 'Batch File Processing' highlighted in red and its sub-menu 'Batch Transfers' selected. The main content area is titled 'Batch Transfers' and features a file upload section with a 'Choose File' button, a file name input field, and an 'Upload' button. Below this, there is a 'File Type' dropdown menu set to 'All' and a 'File Name' input field, with a 'File Status Refresh' button. The bottom section, titled 'Transmitted Batch Files', shows a message: 'No batch files found in the past 6 months to match your search criteria.'



# Batch Process Overview

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## ISBE Data Transfer Web Service for Batch Automation

This service is suitable for both LAN and Web applications and also works for ISBE Web Application Security System (IWAS) and Non-IWAS based systems. The web service provides a method for entities outside of ISBE to programmatically automate the sending and retrieving of batch data to any system. Any modern programming language should have the ability to call a web service to automate the sending and retrieving of batch data.

Each web service user needs a unique Activation Key which identifies the user and the system that is associated with the batch data. Generally the ISBE system you are working with will provide a method for you to create an activation key.

The web service is hosted on a secure web server so all data transfers will be secure and encrypted so there is no need for external encryption or decryption of data.

All SIS formats are supported.

**400+ Districts are currently using the web service.**

