

Instructions for the ACT/PreACT Secure Correction Batch File

Contents

Accessing the ACT/PreACT Secure Correction Batch File	2
Access the Excel Templates	2
Excel Template Structure and Data Requirements.....	2
Row 1 – FILE HEADER	2
Row 2 – COLUMN NAMES	3
Row 3+ – STUDENT RECORDS	3
Completing the ACT/PreACT Secure Correction Batch File	7
Populate and save the Excel Template	7
Copy/Paste Student Data into the Excel Template.....	8
Save the Excel Template as a Comma Separated (.csv) File	8
Review the Comma Separated (CSV) File Before Uploading to SIS	9
Uploading the ACT/PreACT Secure Correction Batch File	9
Manually Upload the Comma Separated (CSV) File to SIS	9
Review the Results File after Uploading the Comma Separated (CSV) File to SIS.....	10
Who to Contact with Questions or Issues.....	10

Instructions for the ACT/PreACT Secure Correction Batch File

Accessing the ACT/PreACT Secure Correction Batch File

Access the Excel Templates

Complete the following steps to access the Excel templates for the ACT/PreACT Secure Correction batch file:

1. Access the SIS webpage at <https://www.isbe.net/Pages/Student-Information-System.aspx>
2. In the OTHER RESOURCES box, click the “SIS Excel Templates” link.
3. Click the “Assessment” section bar.
4. Scroll down to the “ACT/PreACT Secure” section within Assessment.
5. Click either the “Windows User Template” or “Mac User Template” link to download the appropriate Excel template.
6. Click the “File” menu and then “Save As” to save the template to your local computer or server.
7. Click the “Continue” button in the Microsoft Excel – Compatibility Checker message.

Excel Template Structure and Data Requirements

The Excel template consists of a File Header, Column Names, and Student Records.

Row 1 – FILE HEADER

The File Header is the first row of the Excel template. The following table defines the cells and data requirements.

Cell	Cell Contents	Description	Mandatory/ Optional
1-A	File Type	ACT_PreACT Correction (auto populated; READ ONLY)	Not applicable
1-B	Student Count	Number of student records in the file.	Mandatory
1-C	File Name, including the .csv extension	Name of your file (e.g., xxSchool_11202024_001.csv). Note: The File name in 1-C must be the same file name used when saving the Excel template as a CSV file.	Mandatory
1-D	File Sent Date	Date the file is being submitted via SIS to ISBE. Note: The date format is MM/DD/YYYY (e.g., 01/02/2025)	Mandatory
1-E	Home RCDTS	Your Home district/school 15-character RCDTS code. Note: The RCDTS format is 15 Characters without spaces or hyphens (e.g., 5008210400260000). Note: The RCDTS code must match the RCDTS assigned to your IWAS account. You can verify this code by viewing your profile in IWAS.	Mandatory

File Header examples:

ACT_PreACT Secure Correction	500	50082189022_11202024_001.csv	11/20/2024	500821890222000
ACT_PreACT Secure Correction	1400	RivertonHighSchool_12012024_001.csv	12/01/2024	510840140260001
ACT_PreACT Secure Correction	241	PaysonCUSD1_01052025_001.csv	01/05/2025	010010010260000

Instructions for the ACT/PreACT Secure Correction Batch File

Return to the [Populate and save the Excel Template](#) section on Page 3 below if applicable.

Row 2 – COLUMN NAMES

The column names in the second row are READ ONLY.

Row 3+ – STUDENT RECORDS

For the student records that begin in the third row, enter, or copy/paste the appropriate student demographic, enrollment, and ACT/PreACT Secure Correction data for each student. The descriptions and codes for these data elements can be found in the following ISBE SIS Data Elements documents (<https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx>):

- Student Demographics (in the Demographics / Enrollment section)
- Enrollment (in the Demographics / Enrollment section)
- ACT with Writing, PreACT Secure, & PreACT 9 Secure Correction (in the Assessment section)

The following table defines the columns and data requirements:

Cell	Column Name	Description	Mandatory/Optional
3+-A	Student ID	Student Identifier (SID) assigned in ISBE SIS. Required to track students in the state of Illinois. (i.e., the 9-digit SID).	Mandatory
3+-B	SAP ID	Student ID number used by the school packages to identify a student in their local system. (up to 50 digits).	Optional
3+-C	Legal Last Name	Student's last name at the time of testing. This field accepts spaces (St John) and hyphens, "-" (Santiago-Hernandez). Note: Do not enter a space in names like McCormick, MacCormick; remove the apostrophe in names like O'Brien (OBrien). (30 Characters)	Mandatory
3+-D	Legal First Name	Student's first name at the time of testing. This is either the student's first name as it appears on their birth certificate, or the first name the student uses if it differs from their birth certificate. This field accepts spaces (Mary Ann) and hyphens, "-" (John-Paul). (30 Characters)	Mandatory
3+-E	Legal Middle Name	Student's middle name at the time of testing. This field accepts spaces (Mary Ann) and hyphens, "-" (John-Paul).(30 Characters)	Optional
3+-F	Birth Date	Student's date of birth. Date Format is MM/DD/YYYY Example: 09/01/2008 Student's date of birth. The student's age must be greater than 0 years and less than 22 years. (10 Characters)	Mandatory
3+-G	Gender	Gender at the time of testing. This is either the student's gender as it appears on their birth certificate, or the gender with which the student identifies. (2 Characters)	Mandatory
3+-H	Race/Ethnicity	General racial category which most clearly reflects the student's recognition of his or her community or with which the individual most identifies. (2 Characters)	Mandatory

Instructions for the ACT/PreACT Secure Correction Batch File

3=-I	EL Indicator	<p>Indication of whether a student is a student of English Learning at the time of testing. Students of English Learning (EL) are students in kindergarten or any of grades 1 through 12 who have achieved a score that is less than the “proficient” score defined by the State Superintendent on their most recent English language proficiency assessment on the ACCESS for ELs®, WAPT or MODEL administered in accordance with ISBE guidance, policy and rules; and preschool students who are identified as EL through a prescribed screening process. (2 Characters)</p>	Mandatory
3+-J	IDEA Services Indicator	<p>Indication of whether a student is receiving IDEA services at the time of testing.</p> <p>Students receive IDEA services when they have an Individualized Education Program (IEP) or an Individualized Services Plan (ISP), regardless of the category or severity of the student's disability (includes "speech-only" students).</p> <p>An IEP is a written document for public school children with disabilities who are eligible to receive special education and related services under the Individuals with Disabilities Education Act (IDEA). An ISP is a written document for parentally placed private school children with disabilities and home-schooled children with disabilities that are not enrolled in the public school district but are receiving special education and related services through the public school district.(2 Characters)</p>	Mandatory
3+-K	FRL/Low Income Indicator	<p>Indication of whether a student is a low-income student at the time of testing.</p> <p>Low-income students are students (or pupils) aged 0 – 22 that receive or live in households that receive Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance to Needy Families (TANF); classified as homeless, migrant, runaway, Head Start, or foster child from local coordinator/State agency; or living in a household where the household income meets the United States Department of Agriculture (USDA) income guidelines to receive free or reduced-price meals.(2 Characters)</p>	Mandatory

Instructions for the ACT/PreACT Secure Correction Batch File

3+-L	Homeless Indicator	<p>Indication of whether a student lacks a fixed, regular, and adequate nighttime residence at the time of testing. This includes:</p> <ol style="list-style-type: none"> 1. Children and youths who are sharing the housing of other persons (doubling up) due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; the term 'unaccompanied youth' includes a youth not in the physical custody of a parent or guardian. Unaccompanied youth have the same rights as other students experiencing homelessness to enroll in, attend, and succeed in public school. 2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. 3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings. <p>Migratory children (as described for Migrant Indicator) who qualify as homeless because the children are living in circumstances described in 1 through 3 above. (2 Characters)</p>	Mandatory
3+-M	21st Century Indicator	<p>Indication of whether a student is participating in the 21st Century Community Learning Centers Program at the time of testing. This is an after-school program that provides academic enrichment opportunities as well as activities designed to complement the regular academic program for students in grades 1 - 12. (2 Characters)</p>	Mandatory
3+-N	Enrollment RCDTS for Home School (Information from Demo/Enrollment file)	<p>The 15-character Region-County-District-Type-School code that uniquely identifies a student's home school. The first 11 Characters will be the same as the district code, with different last 4 Characters identifying the school building. Example: 340491160262007 (15 Characters)</p>	Mandatory
3+-O	Enrollment RCDTS for Serving School (Information from Demo/Enrollment file)	<p>The 15-character Region-County-District-Type-School code that uniquely identifies a student's serving school. The serving school may be the same as the home school (if the student attends the home school) or different (if the student attends another educational entity such as a Special Ed cooperative or vocational school). Example: 340491160262007(15 Characters)</p>	Mandatory

Instructions for the ACT/PreACT Secure Correction Batch File

3+-P	Assessment RCDTS for Testing School	The 15-character Region-County-District-Type-School/Program code that uniquely identifies the school/program where a student will be taking a state assessment during the current school year. For all students, their Testing school will default to the Serving school. Example: 340491160262007(15 Characters)	Mandatory
3+-Q	Valid Grade at Time of Testing	Student's grade classification at the time of testing on a state assessment during the current school year. (2 Characters)	Mandatory
3+-R	School Year	This is the academic year that the student went to school (4 Characters)	Mandatory
3+-S	Reason for No Valid Test Attempt ELA	This is the reason the student didn't take the test for ELA. (2 Characters)	Mandatory
3+-T	Reason for No Valid Test Attempt Math	This is the reason the student didn't take the test for Math. (2 Characters)	Mandatory
3+-U	Reason for No Valid Test Attempt Science	This is the reason the student didn't take the test for Science. (2 Characters)	Mandatory

Instructions for the ACT/PreACT Secure Correction Batch File

Other Important Notes:

- Row 3 in the Excel template is a sample row. Replace this sample data with actual student data.
- Commas and other unapproved Characters are NOT allowed in any of the cells.
- When removing data from a cell, ensure no spaces remain.

Return to the [Populate and save the Excel Template](#) section immediately below if applicable.

Completing the ACT/PreACT Secure Correction Batch File

Populate and save the Excel Template

Complete the following steps to populate student data in the Excel template and save the file:

1. Enter the mandatory data in the File Header as specified in the [Row 1– FILE HEADER Tips](#) section on Page 1 above.
2. Save the Excel template with the same file name that was entered in cell 1-C of the File Header, **excluding** the .csv extension:
 - a. Click the “File” menu and then “Save As”.
 - b. Enter the same file name that was entered in cell 1-C without the .csv extension (e.g., if the file name in cell 1-C is “LincolnHS_001.csv”, then enter “LincolnHS_001”).
 - c. Click the “Save” button.
 - d. Click the “Continue” button in the Microsoft Excel – Compatibility Checker message.

3. Starting in Row 3, complete all the mandatory data, and when available, any optional data for each student record as specified in the [Row 3+ – STUDENT RECORDS Tips](#) section on Page 2 above.

The student data can either be manually entered or copied from another spreadsheet/document and pasted into the Excel template. Refer to the [Copy/Paste Student Data into the Excel Template](#) section immediately below for instructions.

4. Click the “Save” icon or click the “File” menu and then “Save”.
5. Click the “Continue” button in the Microsoft Excel – Compatibility Checker message.

*This file with an .xls extension will be the backup/working document for any additional changes that are needed. **Never change data in the CSV file as formatting may be lost and cause records to fail when uploaded into SIS.***

Download Student Data from SIS

Rather than manually entering student data into the Excel template, the data can be downloaded from SIS via the Request File process and then copied from the request file and pasted into the Excel template.

Complete the following steps to download the student data from SIS:

1. Within SIS, click the “Batch File Processing” menu and then “Request File”.
2. Click the “Assessment ACT/PreACT Correction” option in the Request Files list.
3. Click the appropriate School option:
 - a. Home – this option, which is selected by default, will return the Correction data for all students with enrollments where the Home RCDTS is in your district.
 - b. Serving – this option will return the Correction data for all students with enrollments where the Serving RCDTS is in your district.

Instructions for the ACT/PreACT Secure Correction Batch File

- c. Testing – this option will return the Correction data for all students with the Testing RCDTS in your district.
4. Click the type of records to download:
 - a. All ACT/PreACT Secure Correction Records – this option, which is selected by default, will return records for students taking ACT with Writing, PreACT Secure, or PreACT 9 Secure.
 - b. ACT with Writing Only – this option will only return records for students taking ACT with Writing.
 - c. PreACT Secure Only – this option will only return records for students taking PreACT Secure.
 - d. PreACT 9 Secure Only – this option will only return records for students taking PreACT 9 Secure.
5. Click the “Request File” button. A message will display indicating your request has been successfully submitted.
6. Within the “Batch File Processing” menu, click “Batch Transfers”. The requested file will display in the Transmitted Batch Files table with a “Request File ACT Correction” file type.
7. If a “Download” link is NOT available for the requested file in the Action column, click the “File Status Refresh” button periodically until a “Download” link is available.

Click the “Download” link and open the requested file.

Copy/Paste Student Data into the Excel Template

Rather than manually entering student data into the Excel template, the data can be copied from another spreadsheet/document and pasted into the Excel template.

Complete the following steps to copy/paste student data into the Excel template:

1. Open the spreadsheet/document that contains the student data.
2. Highlight the cells you wish to copy into the Excel template. For example, highlight cells 2-A through 2-H to 150-A through 150-H.
3. Right-click on the highlighted cells and then click “Copy” in the context menu.
4. In the Excel template, right-click on the first cell the data will be pasted in (e.g., 3-A), and then do the following:
 - a. Click “Paste Special” in the context menu.
 - b. Click the “Values” option in the Paste section.
 - c. Click the “OK” button.
5. Click the “Save” icon or click the “File” menu and then “Save”.
6. Click the “Continue” button in the Microsoft Excel – Compatibility Checker message.

Save the Excel Template as a Comma Separated (.csv) File

The SIS application does NOT accept uploaded files with a .xls extension, thus the Excel template must be saved as a CSV file (i.e., with a .csv extension) before uploading into SIS.

As mentioned above, the Excel template with an .xls extension will be the backup/working document for any additional changes that are needed. ***Never change data in the CSV file as formatting may be lost and cause records to fail when uploaded into SIS.***

Complete the following steps to save the Excel template as a Comma Separated (CSV) file:

1. In the Excel template, click the “File” menu and then “Save As”.
2. Navigate to the location on your computer/server that you wish to save the file.

Instructions for the ACT/PreACT Secure Correction Batch File

3. Enter the same file name that was entered in cell 1-C without the .csv extension (e.g., if the file name in cell 1-C is "LincolnHS_001.csv", then enter "LincolnHS_001").
4. Click in the file format field below the file name and select the "CSV UTF-8 (Comma delimited) (*.csv)" option.
5. Click the "Save" button.
6. Close the CSV file.
7. Click the "Don't Save" button in the "Want to save your changes to..." message.

Review the Comma Separated (CSV) File Before Uploading to SIS

To prevent your file from getting too large and slowing down the batch upload process for all SIS users, a best practice is to review your CSV file for empty records before uploading the file to SIS.

Empty records are created for several reasons, such as due to a space in an unexpected location (e.g., other than within a first or last name), a comma or other unapproved character in a cell, adding data and then backing it out, etc.

Complete the following steps to review your CSV file for empty records before uploading the file to SIS:

1. Navigate to the location on your computer/server where the CSV file is saved.
2. Right-click the file, click "Open With" and then "Notepad" in the context menu.
3. Look for rows with only commas (, , , , , ,).

If your CSV file includes several rows with only commas, complete the following steps to fix the file:

1. Open the Excel template (i.e., the backup/working document with the .xls extension).
2. Highlight and delete the blank rows in the Excel template.
3. Click the "Save" icon or click the "File" menu and then "Save".
4. Click the "Continue" button in the Microsoft Excel – Compatibility Checker message.
5. Close the CSV file opened in Notepad.
6. In the Excel template, click the "File" menu and then "Save As".
7. Enter the same file name that was entered in cell 1-C without the .csv extension (e.g., if the file name in cell 1-C is "ShadyHillsSD_001.csv", then enter "ShadyHillsSD_001").
8. Click in the file format field below the file name and select the "CSV UTF-8 (Comma delimited) (*.csv)" option.
9. Click the "Save" button.
10. Click the "OK" button in the "The file...already exists." message.
11. Close the CSV file.
12. Click the "Don't Save" button in the "Want to save your changes to..." message.

Uploading the ACT/PreACT Secure Correction Batch File

Manually Upload the Comma Separated (CSV) File to SIS

Complete the following steps to manually upload the CSV file to SIS (i.e., upload outside of a Web Service):

1. Within SIS, click the "Batch File Processing" menu and then "Batch Transfers".
2. Click the "Choose File" button.
3. Navigate to the location where the CSV file is saved.
4. Click the saved CSV file to highlight it.
5. Click the "Open" button. The file name displays next to the "Choose File" button.

Instructions for the ACT/PreACT Secure Correction Batch File

6. Click the “Upload” button. A message will display indicating the file has been uploaded successfully when there are no errors that prevent the upload.
7. Click the “File Status Refresh” button periodically to check the status of the file in the Action column of the Transmitted Batch Files table.

The *Results file* displays with the uploaded file name in the Transmitted Batch Files table. The Results file includes a result code and message at the end of each student record indicating if the record was inserted or updated successfully, or if an error occurred.

Review the Results File after Uploading the Comma Separated (CSV) File to SIS

After successfully uploading the CSV file to SIS, always review the Results file to determine if there were any errors that prevented student records from being inserted or updated successfully.

Just because a file uploaded successfully does NOT mean that all the student records were inserted/updated successfully.

Complete the following steps to review the Results file:

1. Within SIS, click the “Batch File Processing” menu and then “Batch Transfers”.
2. Find the uploaded CSV file name in the Transmitted Batch Files table.
3. Click the “Download” link in the Action column.
4. Open the downloaded file and save it to your computer/server. The file will have a .csv extension.
5. Scroll to the right to view the result code and message for each student record.

If there are any errors that cause student records NOT to be inserted/updated successfully, complete the following steps to fix the errors:

1. Open the Excel template (i.e., the backup/working document with the .xls extension).
2. Fix the data per the error codes/messages in the Results file.
3. Click the “Save” icon or click the “File” menu and then “Save”.
4. Click the “Continue” button in the Microsoft Excel – Compatibility Checker message.
5. Close the Results file.
6. In the Excel template, click the “File” menu and then “Save As”.
7. Enter the same file name that was entered in cell 1-C without the .csv extension (e.g., if the file name in cell 1-C is “LincolnHS_001.csv”, then enter “LincolnHS_001”).
8. Click in the file format field below the file name and select the “CSV UTF-8 (Comma delimited) (*.csv)” option.
9. Click the “Save” button.
10. Click the “OK” button in the “The file...already exists.” message.
11. Close the CSV file.
12. Click the “Don’t Save” button in the “Want to save your changes to...” message.

After all the errors noted in the Results file have been fixed, upload the CSV file to SIS again as specified in the [Manually Upload the Comma Separated \(CSV\) File to SIS](#) section on Page 6 above.

Who to Contact with Questions or Issues

For questions about or issues with completing any of the steps above, contact the SIS Help Desk by emailing sis@isbe.net. Please include the following information in your email to help us provide more efficient assistance:

Instructions for the ACT/PreACT Secure Correction Batch File

- Detailed question/description of the issue, including full error messages (screen shots are helpful).
- Uploaded file name.
- Date the file was uploaded to SIS.
- IWAS Login ID for the user who uploaded the file.