



Student Information System

Instructions

**Creating and Uploading the College and Career Pathway
Endorsement Batch File**

Table of Contents

Instructions for Creating and Uploading the College and Career Pathway Endorsement Batch File .	3
Access the College and Career Pathway Endorsement Batch Template.....	3
Access the Excel Templates	3
Excel Template Structure and Data Requirements.....	3
Create the College and Career Pathway Endorsement Batch File.....	6
Populate and Save the Excel Template	6
Review the CSV File Before Uploading it to SIS	8
Upload the College and Career Pathway Endorsement Batch File	9
Manually Upload the CSV File to SIS	9
Review the Results File	9
Where to Direct Questions.....	10

Instructions for Creating and Uploading the College and Career Pathway Endorsement Batch File

Access the College and Career Pathway Endorsement Batch Template

Access the Excel Templates

Complete the following steps to access the Excel templates for the CCPE batch file:

1. Access the [Student Information System \(SIS\) webpage](#)
2. Click the **SIS Excel Templates** link in the resources box on the left
3. Click the **College and Career Readiness** drop-down menu
4. Click either the **Windows User Template** or **Mac User Template** link to download the appropriate CCPE Excel template
5. Within the Excel template, click the **File** menu and then click **Save As** to save the template to your local computer or server

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
A1	File Type	College and Career Readiness - CCPE (auto populated; read only)	N/A
B1	Student Count	Number of student records in the file.	Mandatory
C1	File Name, including the .csv extension	Name of your file (e.g., xxSchool_07012026_001.csv). Note: The file name in C1 must be the same file name used when saving the Excel template as a comma-separated values (CSV) file.	Mandatory
D1	Current Date	Date the file is being submitted via SIS to ISBE. Note: The date format is MM/DD/YYYY (e.g., 07/01/2026).	Mandatory
E1	Home District RCDTS Code	Your home district 15-character RCDTS code Note: The RCDTS format is 15 characters without spaces or hyphens (e.g., 123456789120000). The RCDTS code must match the RCDTS assigned to your ISBE security	Mandatory

Cell	Cell Contents	Description	Mandatory/ Optional
		portal account. You can verify this code by viewing your profile in the security portal.	

File Header examples:

File Type	Student Count	File Name	Current Date	Home District RCDTS Code
College and Career Readiness - CCPE	500	12345678912_07012026_001.csv	07/01/2026	123456789120000
College and Career Readiness - CCPE	1400	HighSchoolName_07012026_001.csv	07/01/2026	123456789120000
College and Career Readiness - CCPE	241	DistrictName_07012026_001.csv	07/01/2026	123456789120000

Refer to the [Populate and Save the Excel Template section](#) 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 College and Career Pathway Endorsement data for each student.

Access the CCPE data elements document for assistance with the expected field values in the batch file. The data elements document is available on the [ISBE Data Elements and Validations webpage](#) under the College and Career Readiness drop-down menu.

The following table defines the columns and data requirements for the CCPE data collection:

Cell	Column Name	Description	Mandatory/ Optional
A3+	Student ID	Student Identifier (SID) assigned in ISBE SIS. Required to track students in the state of Illinois.	Mandatory
B3+	SAP ID	Student ID number used by the school packages to identify a student in their local system.	Optional
C3+	Student Last Name	Student's legal last name. This field accepts spaces (St John) and hyphens, "-" (Santiago-Hernandez).	Mandatory
D3+	Student First Name	Student's legal first name. This field accepts spaces (Mary Ann) and hyphens, "-" (John-Paul).	Mandatory
E3+	Birth Date	Student's date of birth. The student's age must be greater than 0 years and less than 22 years. An eligible student who requires continued public school educational experience to facilitate that student's integration into society shall be eligible for such services through age 21. If the eligible student reaches the age of 22 during the school year, the student is eligible for such services through the end of the school year.	Mandatory
F3+	Home District RCDS	Region-County-District-Type-School code that uniquely identifies the home district where a student is being educated.	Mandatory
G3+	School Year	School year for which an endorsement is applicable.	Mandatory
H3+	College and Career Pathway Endorsement (CCPE)	The Postsecondary and Workforce Readiness Act includes a process for school districts to award College and Career Pathway Endorsements to high school graduates. Students earn endorsements by completing an individualized learning plan, a career-focused instructional sequence, and professional learning opportunities.	Mandatory

Cell	Column Name	Description	Mandatory/ Optional
I3+	Delete Endorsement	An endorsement can be deleted by the same home district that added the endorsement.	Optional

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

Refer to the [Populate and Save the Excel Template section](#) below if applicable.

Create the College and Career Pathway Endorsement 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 specific in the [Row 1 – File Header section](#) above
2. Save the Excel template with the same file name that was entered in cell C1 of the File Header, **excluding** the .csv extension:
 - a. Click the **File** menu and then click **Save As**
 - b. Enter the same file name that was entered in cell C1 without the .csv extension (e.g., if the file name in cell C1 is “LincolnHS_001.csv”, then enter “LincolnHS_001”)
 - c. Click the **Save** button
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 section](#) above

Note: 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](#) below.
4. Click the **Save** icon, or click the **File** menu and then click **Save**

Note: This file with an .xlsx 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 to 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. Click the **Batch File Processing > Request File** menu options
2. On the Request File screen, select “College And Career Readiness – CCPE” in the **Request Files** field
3. Update the school year in the **Year** field if needed
4. Click the **Request File** button
5. Click the **Batch File Processing > Batch Transfers** menu options
6. On the Batch Transfers screen, click the **File Status Refresh** button periodically if needed until a **Download** link is displayed in the **Action** column for the requested CCPE file in the Transmitted Batch Files grid
7. Click the **Download** link in the **Action** column for the requested CCPE file
8. Open the downloaded file from the browser window’s **Downloads** feature

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 A2 through I2 to A50 through I50
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., A3), 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 click **Save**

Save the Excel Template as a CSV File

The SIS application does not accept uploaded files with a .xlsx 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 .xlsx 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 to SIS.**

Complete the following steps to save the Excel template as a CSV file:

1. In the Excel template, click the **File** menu and then click **Save As**
2. Navigate to the location on your computer/server that you wish to save the file
3. Enter the same file name that was entered in cell C1 without the .csv extension (e.g., if the file name in cell C1 is “LincolnHS_001.csv”, then enter “LincolnHS_001”)
4. Click in the file format field below the file name and select the “CSV (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 (the file is already saved)

Review the CSV File Before Uploading it to SIS

To prevent your file from getting too large and slowing down the batch upload process for all SIS users, the 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 .xlsx extension)
2. Highlight and delete the blank rows in the Excel template
3. Click the **Save** icon, or click the **File** menu and then click **Save**
4. Close the CSV file opened in Notepad
5. In the Excel template, click the **File** menu and then click **Save As**
6. Enter the same file name that was entered in cell C1 without the .csv extension (e.g., if the file name in cell C1 is “ShadyHillsSD_001.csv”, then enter “ShadyHillsSD_001”)
7. Click in the file format field below the file name and select the “CSV (Comma delimited) (*.csv)” option
8. Click the **Save** button

9. Click the **OK** button in the “The file...already exists.” message
10. Close the CSV file
11. Click the **Don’t Save** button in the “Want to save your changes to...” message (the file is already saved)

Upload the College and Career Pathway Endorsement Batch File

Manually Upload the 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. Click the **Batch File Processing > Batch Transfers** menu options
2. On the Batch Transfers screen, 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
6. Click the **Upload** button
7. Click the **File Status Refresh** button periodically to check the status of the file in the **Process Status** column in the Transmitted Batch Files grid

The file has finished processing when “Completed” is displayed in the **Process Status** column and a **Download** link is available in the **Action** column in the Transmitted Batch Files grid.

Review the Results File

After SIS has completed processing the CSV file, always review the results file to determine if there were any errors that prevented student records from being added or updated successfully.

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

Complete the following steps to review the results file:

1. Click the **Batch File Processing > Batch Transfers** menu options in SIS
2. On the Batch Transfers screen, find the uploaded CSV file name in the Transmitted Batch Files grid
3. Click the **Download** link in the **Action** column
4. Open the downloaded file from the browser window’s **Downloads** feature
5. In the file, scroll to the right to view the result code and message for each student record

If there are any errors that cause student records to not be added or updated successfully, complete the following steps to fix the errors:

1. Open the Excel template (i.e., the backup/working document with the .xlsx extension)
2. Fix the data based on the error codes/messages in the results file
3. Click the **Save** icon, or click the **File** menu and then click **Save**
4. Close the results file
5. In the Excel template, click the **File** menu and then click **Save As**
6. Enter the same file name that was entered in cell C1 without the .csv extension (e.g., if the file name in cell C1 is “LincolnHS_001.csv”, then enter “LincolnHS_001”)
7. Click in the file format field below the file name and select the “CSV (Comma delimited) (*.csv)” option
8. Click the **Save** button
9. Click the **OK** button in the “The file...already exists.” message
10. Close the CSV file
11. Click the **Don't Save** button in the “Want to save your changes to...” message (the file is already saved)

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 CSV File to SIS section](#) above.

Where to Direct Questions

For technical assistance with creating and submitting the College and Career Pathway Endorsements batch file in SIS, contact the ISBE Help Desk either by phone or by submitting a ServiceNow ticket:

- Phone: 217-558-3600, Option 3
- ServiceNow portal: Access the [Contact ISBE webpage](#) to submit a ticket

Include the following information to help us provide more efficient assistance:

- Detailed question/description of the issue, including full error messages (screenshots are helpful)
- Uploaded file name
- Date the file was uploaded to SIS
- ISBE security portal Login ID (not the password) for the user who uploaded the file