

## Site-Based Expenditure Reporting (SBER) Data Import Template File Specification Document

The Site-Based Expenditure Reporting (SBER) Data Import Template (previously known as the Data Collection Template) is designed to expedite entry of per-pupil, site-based expenditures. As in FY 2019, districts will have the *choice* between using this data import template or manually entering their site-based data for FY 2020 reporting submission. (This choice also applies to districts working with vendors to prepare their reporting data.) This data import template is most beneficial for larger districts and/or those who prefer working with Excel rather than using manual entry. The template can be prepopulated with default sites and enrollments. Districts then fill in their per-pupil expenditures and import the template to the ISBE IWAS System for SBER before continuing through in the system to final submission.

	A	B	C	D	E	F	G	H	I	J
1	<b>ISBE Site-Based Expenditures</b>	<b>RCDT Code</b>		<b>Total Enrollment</b>	<b>Site Count</b>	<b>Per Pupil</b>	<b>Exclusions</b>	<b>Fiscal Year</b>	<b>Total Expenditures</b>	<b>Download Date</b>
2	Any School CUSD #1	12345678910		221.88	4	\$0.00		2020	\$0.00	June 11, 2020 3:04:22 PM
3	Site Name	RCDTS Code	Subgroup Code	Enrollment	Site-Level Expenditures per Pupil Federal	Site-Level Expenditures per Pupil State/Local	District Centralized Expenditures per Pupil Federal	District Centralized Expenditures per Pupil State/Local	Public Narrative (For Report Card)	Internal Notes (For District and ISBE Use Only)
4	Any Grade School (Non-Pre-K)	12345678910-2001	NP	87.5						
5	Any Grade School Pre-K	12345678910-2001	PK	21.5						
6	Any Jr High School	12345678910-1001		46						
7	Deactivated Placements	12345678910-0000	DP	55.75						
8	District Outplacements	12345678910-0000	OP	11.13						

**Row 1 FILE HEADER (Read Only)**

**Row 2 FILE HEADER RECORDS**

Cell	File Header Column Name	Value	Entry Type
2- A	-	District Name is specified here. Note: District Name is not required to match the ISBE Entity Profile System (EPS) records. Note: District is validated using their unique RCDT code during the import process within the ISBE IWAS System.	Auto-populated
2- B	RCDT Code	11 digit District RCDT code	Auto-populated

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		Note: you may use spaces or hyphens between the digits. These spaces and hyphens will be ignored during the import process within the ISBE IWAS System for SBER. Note: this code will be checked for validation during the import process.	
2- C	----N/A-----	-----N/A-----	-----N/A-----
2- D	Total Enrollment	Total of all students' proportionate enrollment within the district. Note: Upon selecting the option "Include default sites and enrollment," the Data Import Template within the ISBE IWAS SBER system pre-populates SBER enrollment data based on the LEA's entries into the Student Information System (SIS). In cases where a student is only enrolled part-time, the SBER enrollment will mirror the student's proportional enrollment, reported as Percent of Day in Attendance (PDA) in SIS.	Auto-calculated
2- E	Site Count	The total number of sites within the district's site-based expenditure report. Note: If the district creates an entry for outplacement, the template counts it as a separate reporting site.	Auto-calculated
2- F	Per Pupil	The district's per-pupil expenditures averaged up to the district level.	Auto-calculated
2- G	Exclusions	Sum total of all expenditures excluded from SBER.	Manual Entry
2- H	Fiscal Year	Fiscal year for which the SBER Data Import template is downloaded from the ISBE IWAS System. Note: This cell defaults to the reporting year for which you download the template. This cell is validated to ensure input to the template is from the right fiscal year.	Manual Entry
2- I	Total Expenditures	The total dollars allocated to sites plus total exclusions.	Auto-calculated
2- J	Download Date	Timestamp on the downloaded file indicates the date and time at which the SBER Data Import template was downloaded.	System Generated

**Row 3 COLUMN NAMES (Read Only)**

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### Row 4 + SITE-BASED EXPENDITURE REPORTING RECORDS

Cell	Column Name	Value	Mandatory/Optional
4- A	Site Name	Identifies the site name(s). Note: Site Name(s) are not required to match the ISBE Entity Profile System (EPS) records. Sites are validated using their unique RCDTS code during the import process within the ISBE IWAS System.	Mandatory
4- B	RCDTS Code	15 digit School RCDTS code Note: Users may use spaces or hyphens between the digits. These spaces and hyphens are ignored during the import process within the ISBE IWAS System for SBER.	Mandatory
4- C	Subgroup Code	<p>Flag that indicates the enrollment subgroup, if applicable. These flags are defined only for Site-Based Expenditure Data Import purposes.</p> <p><b>OP</b> - Subgroup code that indicates all outplaced enrollments served outside the district regardless of reason (e.g., special education, career tech/vocational education, Regional Safe Schools, Alternative Learning Opportunities Program, etc.). A district should only use this code if it is treating outplacements as a separate reporting site for Site-Based Expenditure Reporting (<i>see Appendix A – Section 2: Separate District Outplacements</i>)</p> <p><b>DP</b> – Subgroup code that indicates all deactivated enrollments reported by resident district (<i>see Appendix A – Section 3: Deactivated Placements</i>)</p> <p>Both <b>PK</b> and <b>NP</b> subgroup codes are associated with school sites serving other grade levels including pre-K classrooms (<i>see Appendix A – Section 1: To call out embedded Pre-K classrooms</i>). A district should only use these codes if it is choosing to call out pre-K grade levels served within a site also serving other grade levels.</p> <p><b>PK</b> – This subgroup group indicates all students aged 3-5 enrolled at pre-K classrooms within an existing elementary (or other grade level) school site.</p> <p><b>NP</b> – This subgroup group indicates all students attending other grades excluding students enrolled within pre-K classrooms served at the same elementary (or other grade level) school site.</p>	<p>Mandatory if district intends to separate their outplacements.</p> <p>Mandatory flag to indicate any deactivated placements.</p> <p>Mandatory if district intends to call out Pre-K classrooms embedded within existing sites.</p>

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4- D	Enrollment	The average of the enrolled proportional student count on October 1 and March 1 of the reporting year shall be used. Note: Students receiving services for only part of the day shall be counted as proportional students, based on the percent of day attended (PDA) listed in SIS. Note: PDA does not refer to actual attendance (i.e., absences have no effect on it). It is the percentage of full-time for which each student is enrolled. Note: All students (including pre-K and kindergarten) are proportionally enrolled based on their PDA reported in SIS.	Mandatory
4- E	Site-Level Expenditures per Pupil <b>Federal</b>	School-level per-pupil expenditures by federal source of funds.	Mandatory
4- F	Site-Level Expenditures per Pupil <b>State/Local</b>	School-level per-pupil expenditures by state and local source of funds combined.	Mandatory
4- G	District Centralized Expenditures per Pupil <b>Federal</b>	School's share of district's centralized per-pupil expenditures by federal source of funds.	Mandatory
4- H	District Centralized Expenditures per Pupil <b>State and Local</b>	School's share of district's centralized per-pupil expenditures by state and local source of funds combined.	Mandatory
4- I	Public Narrative <b>(For Report Card)</b>	Site-Based Public Narrative is an optional field in which a user can give further context and description for any individual school to accompany the site-level data set when it is published on the Illinois Report Card. A later field in the IWAS System for SBER will allow for optional narrative at the district level.	Optional
4- J	Internal Notes <b>(For District and ISBE Use Only)</b>	Site-Based Internal Notes is an optional field that is visible only to ISBE and to the specific district. Users may use it to mark notes for themselves and/or other district leaders for future reference.	Optional

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## Appendix A: Subgroup Codes

### 1. To call out embedded Pre-K classrooms (optional)

In the Site-Based Expenditure Reporting (SBER) Data Import Template, Reporting Entities are provided with a mechanism to call out their Pre-K students and costs as a specific line item within elementary (or other grade level) school sites.

Site Name	RCDTS Code	Subgroup Code	Enrollment	Site-Level Expenditures per Pupil Federal	Site-Level Expenditures per Pupil State/Local	District Centralized Expenditures per Pupil Federal	District Centralized Expenditures per Pupil State/Local	Public Narrative (For Report Card)	Internal Notes (For District and ISBE Use Only)
Any Grade School (Non-Pre-K)	12345678910-2001	NP	87.5						
Any Grade School Pre-K	12345678910-2001	PK	21.5						

Figure 1: Call out embedded Pre-K classrooms

- Representation of Non-Pre-K students and costs for the elementary (or other grade levels) school sites. (See Figure 1)  
 Site Name is followed by **Non-Pre-K**. Parentheses can be ignored.  
 RCDTS Code is the elementary (or other grade levels) school code for this entry. This code will be the same for both the non-Pre-K and Pre-K entries, since the two sets of grade levels are served at the same site.  
**NP** is the 2-digit flag used as a subgroup code for this entry.
- Representation of Pre-K students and costs for the same elementary (or other grade levels) school sites. (See Figure 1)  
 Site Name is followed by **Pre-K**.  
 RCDTS Code is the elementary (or other grade levels) school code for this entry. This code will be the same for both the non-Pre-K and Pre-K entries, since the two sets of grade levels are served at the same site.  
**PK** is the 2-digit flag used as a subgroup code for this entry.

**Note each site entry is validated by a unique RCDTS code. Site Names are ignored when imported from the template. “Non-Pre-K” and “Pre-K” are used within the site name mainly to represent subgroups within the same site. Site Names are not required to match exactly as stored within the ISBE records. Also note a RCDTS Code may have hyphens or spaces between the digits for readability purposes, but these spaces and hyphens are ignored during the import process.**

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### 2. Separate District Outplacements (optional)

In Site-Based Expenditure Reporting (SBER) Data Import Template, Reporting Entities are provided with a mechanism to report their district outplacements as a separate reporting site.

Site Name	RCDTS Code	Subgroup Code	Enrollment	Site-Level Expenditures per Pupil <b>Federal</b>	Site-Level Expenditures per Pupil <b>State/Local</b>	District Centralized Expenditures per Pupil <b>Federal</b>	District Centralized Expenditures per Pupil <b>State/Local</b>	Public Narrative <b>(For Report Card)</b>	Internal Notes <b>(For District and ISBE Use Only)</b>
District Outplacements	12345678910-0000	OP	11.13						

*Figure 2: Separate district outplacements*

- Representation of District Outplacements as a separate reporting site. *(See Figure 2)*  
 Site Name cell can remain empty. In this example, Site Name is termed as District Outplacements for user convenience. *(See Figure 2)*  
 RCDTS Code is the reporting district code for this entry.  
OP is the 2-digit flag used as a subgroup code for this entry.

**Note each site entry is validated by a unique RCDTS code; Site Names are ignored when imported into the template. Also note that a RCDTS Code may have hyphens or spaces between the digits for readability purposes, but these spaces and hyphens are ignored during the import process.**

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### 3. Deactivated Placements (mandatory where applicable)

In Site-Based Expenditure Reporting (SBER) Data Import Template, Reporting Entities with students whose home schools have been deactivated are provided with a mechanism to report their deactivated placements as a separate reporting site. All deactivated enrollments served at different sites are grouped into one single “deactivated placements” reporting site. This reporting site is separate from the district outplacements site described in *Appendix A – Section 2: Separate District Outplacements* .

Site Name	RCDTS Code	Subgroup Code	Enrollment	Site-Level Expenditures per Pupil <b>Federal</b>	Site-Level Expenditures per Pupil <b>State/Local</b>	District Centralized Expenditures per Pupil <b>Federal</b>	District Centralized Expenditures per Pupil <b>State/Local</b>	Public Narrative <b>(For Report Card)</b>	Internal Notes <b>(For District and ISBE Use Only)</b>
Deactivated Placements	12345678910-0000	DP	55.75						

*Figure 3: Single “deactivated placements” reporting site*

- Representation of Deactivated Placements as a separate single reporting site. (See Figure 3)  
 Site Name cell can remain empty. In this example, Site Name is termed as Deactivated Placements for user convenience. (See Figure 3)  
 RCDTS Code is the reporting district code for this entry.  
DP is the 2-digit flag used as a subgroup code for this entry.

**Note each site entry is validated by a unique RCDTS code; Site Names are ignored when imported into the template. Also note that a RCDTS Code may have hyphens or spaces between the digits for readability purposes, but these spaces and hyphens are ignored during the import process.**

Districts seeking more guidance on any of these options or on Site-Based Expenditure Reporting in general are advised to consult the [Reporting Guidance](#) issued by ISBE in May 2020.