

Tips for Completing ISBE PSAT_SAT Correction Template

Always work in the Excel Template/file when making any changes to student information.

DO NOT use a returned .csv file to make any changes to information as the formatting will be lost and errors may result when submitted. See the instructions below on how to copy data from a CSV file into the Excel (XLS) template.

Only the Home school is authorized by ISBE SIS to correct the data for students in their districts in the PSAT_SAT Correction file for submittal to ISBE SIS.

Row 1 FILE HEADER

- 1-A File Type PSAT_SAT Correction (already filled-in)
- 1-B Total Number of Records Number of student records you entered below
- 1-C File Name including extension Name of your file (i.e., xxSchool_10072005_001.csv)
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 submitted via SIS to ISBE.
Note: Date format is mm/dd/yyyy (i.e., 10/07/2008)
- 1-E RCDTS Your School District’s 15 digit District RCDTS code.
Note: Format is 111111111111111 – 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.

EXAMPLES:

PSAT_SAT Correction	500	50082104002_04122007_001.csv	04/27/2008	5008210400260000
PSAT_SAT Correction	1400	LanphierHighSchool_04122006_001.csv	04/20/2008	3903031040020000
PSAT_SAT Correction	241	ShadyHillsSD_001.csv	04/30/2008	3903031040020000

Row 2 COLUMN NAMES (READ Only)

Row 3+ PSAT_SAT CORRECTION STUDENT RECORD DETAILS

Each student record entered by a school via SIS for PSAT_SAT testing is displayed in the PSAT_SAT Correction file for review and update. The student data includes demographic, enrollment and assessment data from both the SIS demographics file and the PSAT_SAT Pre-ID file as extracted on the last day of a districts assessment testing window. The code descriptions for the data elements displayed can be found in the ISBE SIS Data Elements Document (<https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx>).

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Making Corrections to the PSAT_SAT Correction File

Corrections to the data in the PSAT_SAT Correction file must be made from this file format.

- ✦ A “Reason for No Valid Test Attempt” code should be entered in Column **S** when a student did not participate in a component. The “Reason for No Valid Test Attempt” codes can be found in the SIS data elements.

The SIS data elements are located at <https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx>

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	Student’s Legal Last Name Examples: Jones; Smith-Jones; or St John	M
3-D	Legal First Name	Student’s Legal First Name Examples: Maryanne or Mary Ann	M
3-E	Legal Middle Name	Student’s Legal Middle Name	O
3-F	Birth Date	Student’s Date of Birth. Date Format is mm/dd/yyyy Example: 09/20/1994	M
3-G	Gender	Student’s Gender 01- F or 02- M	M
3-H	Race	Students Race. See SIS Data Elements for definition https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx	M
3-I	EL Indicator	English Learner Indicator See SIS Data Elements for definition https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx	M
3-J	IDEA Services Indicator	Individuals with Disabilities Education Act Indicator See SIS Data Elements for definition https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx	M
3-K	FRL/Low Income Indicator	Free and Reduced Lunch Low Income indicator. See SIS Data Elements for definition https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx	M
3-L	Homeless Indicator	Homeless indicator. See SIS Data Elements for definition https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx	M

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3-M	21st Century Indicator	21 Century Indicator. See SIS Data Elements for definition https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx	M
3-N	Enrollment RCDTS for Home School (Information from Demo/Enrollment file)	Type and School code 15 digits Region, County, District, Identifies a student's home school Example: 340491160262007	M
3-O	Enrollment RCDTS for Serving School (Information from Demo/Enrollment file)	Type and School code 15 digits Region, County, District, Identifies a student's home school Example: 340491160262007	M
3-P	Assessment RCDTS for Testing School	Type and School code 15 digits Region, County, District, Identifies a student's home school Example: 340491160262007	M
3-Q	Valid Grade at Time of Testing	Valid Grade at Time of Testing	M
3-R	School Year	Example: 2018	M
3-S	Reason for No Valid Test Attempt	See SIS Reason for No Valid Test Attempt Data Elements for definition https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx	O
3-T	Placeholder 3	NA	NA
3-U	Placeholder 1	NA	NA
3-V	Placeholder 2	NA	NA
3-W	Result Code	Result code returned by SIS after file submitted with corrections. Detailed descriptions of the result codes can be found in the SIS file Format located at https://www.isbe.net/Pages/Student-Information-System-Documentation.aspx	N/A
3-X	Result Message	Description of the Result code	N/A

ADDITIONAL TIPS

Tips for Completing ISBE PSAT_SAT Correction Template

Copying Data into the Excel Template

- Open the spreadsheet or document (ex. CSV file) that contains the data you wish to copy.
- Open the PSAT_SAT Corrections Excel Template (Keep both the source data spreadsheet and the template open)
- In the source data file, highlight the cells that you wish to copy into the PSAT_SAT Corrections Excel Template. For example, highlight A2 to V2 to A150 to V150.
- Select Edit → Copy
- Navigate to the PSAT_SAT Corrections Excel Template
- 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 PSAT_SAT Corrections Excel Template or if you already have the spreadsheet open save the Excel version (.XLS extension).
- On the File menu click File → Save As.
- In the File Name box type the same file name as you typed in 1-C.
- In the Save as type list, select CSV (Comma delimited).
- Click *Save*.
- When notified that the file may contain features not compatible with CSV click *Yes* to keep the workbook in the current format and finish saving the file.
- Close the Excel file.
- When prompted to save your changes to the CSV file click *No*.