Tips for Completing the Demographics and Early Childhood Template

Always work in the Excel template (.xls file) when making changes to student data.

Do not make changes to data in the CSV file or the formatting may be lost, and errors may result when submitted.

Row 1	**FILE HEADER**	**Description**
Column A	File Type	Demographics and Early Childhood (filled-in)
Column B	Total Number of Records	Number of student records entered below
Column C	File Name including extension	Name of the file (Ex: xxSchool_08282020_001.csv) *Note:* The file name must be the same file name used when you perform the 'Save As' action.
Column D	File Sent Date	Date the file is being submitted to ISBE SIS *Note:* Date format is mm/dd/yyyy (Ex: 09/05/2020)
Column E	RCDTS	Your 15-digit District RCDTS Code *Note:* Format is 111111111111111 – no spaces or hyphens between the digits. *Note:* The RCDTS code must match your IWAS Login ID. This number may be verified by looking at your IWAS profile.

Note: Only the Home School is authorized by ISBE SIS to request State Student IDs for the students in their district.

Header Row EXAMPLES:

Demographics and Early Childhood	500	50082104002_08282020_001.csv	08/28/2020	5008210400260000

Demographics and Early Childhood	1400	RivertonHighSchool_08282020_001.csv	08/28/2020	3903031040020000

Demographics and Early Childhood	241	ShadyHillsSD_001.csv	09/08/2020	3903031040020000

Row 2 **COLUMN NAMES (READ Only)**
Row 3+ **STUDENT RECORDS**

Enter the appropriate Student Demographic, Enrollment and Early Childhood data for each student record being submitted to ISBE SIS. The descriptions and codes for these data elements can be found in the Data Elements Document (https://www.isbe.net/Pages/Student-Information-System.aspx).

- The first row is sample data and should be replaced.

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- If a student has an ISBE SIS Student ID, it must be included with the record data to prevent creating a duplicate record.
- If a student does not have an ISBE SIS Student ID, leave the field blank and the system will assign a unique State Student ID.
- Mandatory data fields must contain the appropriate data.
- Optional data fields should be blank if the requested data is not available (DO NOT enter N/A or None in any optional field).
- All Place Holder fields must be blank.
- The following fields must contain only alpha characters except for hyphens (-) and spaces (DO NOT include commas or apostrophes):
  - Legal Last Name
  - Legal First Name
  - Legal Middle Name
  - Mother's Maiden Name
  - Birth Place Name

Cell	Column Name	Value	M/O
3-A	Student ID	Field for SIS to return state-assigned SID Note: If the SID has already been assigned and the data needs to be updated, then the SID must be provided.	M – If SID is known. Can be left blank if requesting new SID.
3-B	SAP ID	Local district student identifier	O
3-C	Legal Last Name	Examples: Jones, Smith-Jones or St John	M
3-D	Legal First Name	Examples: Maryanne or Mary Ann	M
3-E	Legal Middle Name	Full middle name if known, middle initial without a period if full name is not known, or * if no middle name Example: Allen, A (no period), *	M
3-F	Lineage Code	Examples: Jr , Sr , I , II , III , IV (no period)	O
3-G	Mother's Maiden Name	Examples: Brown, Smith-Jones or McBride	O

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Cell	Column Name	Value	M/O
3-H	Race Code	See Race Code table for numeric codes Example: 16 – White	M
3-I	Gender Code	01 or F – Female 02 or M – Male	M
3-J	Birth Date	Date Format is mm/dd/yyyy Example: 09/0/2016	M
3-K	Birth Place Name	Examples: Lincoln IL or St Louis MO	O
3-L	Reading 1st Indicator	01 – Yes 02 – No	O
3-M	Reading Improvement Block Grant Indicator	01 – Yes 02 – No	O
3-N	Title I Indicator	11 – School Wide Title I Program 12 – Targeted Assistance Title I Program 13 – Not a Participant in Title I Program	M
3-O	Eligible for Immigrant Education Program	01 – Yes 02 – No (No longer used to update after 07/31/2014)	O
3-P	Home Language	See Language Code table Example: 000 – English	M
3-Q	Native Language	See Language Code table Example: 000 – English Note: If EL is Yes, Native Language cannot be English.	M
3-R	Homeless Indicator	01 – Yes 02 – No	M
3-S	Migrant Indicator	01 – Yes 02 – No (No longer used to update after 07/31/2014)	O
3-T	Private School Student	01 – Yes 02 – No	M
3-U	Military Connected Student	01 – Yes 02 – No	M
3-V	SES Indicator	01 – Yes 02 – No	M
3-W	EL Indicator	01 – Yes 02 – No	M
3-X	IDEA Services	01 – Yes 02 – No	M

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Cell	Column Name	Value	M/O
3-Y	Alternate Assessment Indicator	01 – Yes 02 – No	M
3-Z	Dual Language	01 – Two Way Immersion 02 – One Way Immersion 03 – Not in a Dual Language Program	M
3-AA	Language of Instruction	See Language Codes	O, unless Dual Language 01 or 02
3-AB	FRL/Low Income Indicator	01 – Yes 02 – No	M
3-AC	21st Century Indicator	01 – Yes 02 – No	M
3-AD	Enrollment Type	Enrollment/Entry Level for Serving Example: 02 – Original entry into the school building. See Enrollment/Entry Type Code table	M
3-AE	Enrollment Date	First day of student attendance - current year Date format is mm/dd/yyyy Example: 09/05/2020	M
3-AF	RCDTS for Home School	Identifies a student's home school 15-digit Region, County, District, Type and School Code. Example: 340491160262007	M
3-AG	RCDTS for Serving School	Identifies each serving school. Home and Serving may be the same or different. Example Serving same as Home: 340491160262007	M
3-AH	Entry/Grade Level	Grade level for student for serving school. Example: 04 – Grade 4 See Entry/Grade Level Codes.	M
3-AI	School Year	School year current year enrollment. Example: 2020	M
3-AJ	Percent of Day Student Attends School	The percentage of a FULL day the student attends. Acceptable values will be .01 to 1.00.	M

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Cell	Column Name	Value	M/O
3-AK	Tuition-In	01 – Yes 02 – No	M
3-AL	Early Head Start (Birth to 3)	01 – Yes 02 – No	M
3-AM	Licensed Child Care	01 – Family Child Care 02 – Center Based 03 – Did not attend	M
3-AN	Student's Receiving CCAP Subsidy	01 – Yes 02 – No	M
3-AO	Meets At Risk Criteria	01 – Yes 02 – No	M
3-AP	Family Structure	01 – Both Parents in home 02 – Single Parent Family 03 – Lives with an adult other than Guardian 04 – Youth in Care 05 – Parents have joint custody	M
3-AQ	Household Income Criteria	01 – 50% at or below the Federal Poverty Level. 02 – 100% at or below the Federal Poverty Level 03 – 200% at or below the Federal Poverty Level 04 – 400% at or below the Federal Poverty Level 05 – Above 400% Federal Poverty Level 07 – Did not collect	M
3-AR	Child Welfare Involvement Within the Past Year	01 – Yes 02 – No	M
3-AS	Family has an Open Intact Family Services Case	01 – Yes 02 – No	M
3-AT	Child's Parent is a Youth in Care	01 – Yes 02 – No	M
3-AU	Student's Family is Receiving TANF	01 – Yes 02 – No	M
3-AV	Student's Family is Receiving WIC	01 – Yes 02 – No	M

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Cell	Column Name	Value	M/O
3-AW	Student's Family is Receiving SNAP	01 – Yes 02 – No	M
3-AX	Student's Family is Receiving a Housing Subsidy	01 – Yes 02 – No	M
3-AY	Result Code	Result code returned by SIS after file submitted with corrections.	N/A
3-AZ	Result Message	Description of the Result code	N/A

ADDITIONAL TIPS

➢ Making Changes to Student Data

- Always make changes to student data in the Excel Template (.xls file)
- Do not make any changes to the data in the CSV file or the formatting will be lost, and errors may result when the file is submitted.

➢ Copying Data from a CSV File into the Excel Template XLS File

- After you have downloaded the CSV file from ISBE SIS, open the file
- Highlight the cells that you wish to copy into the Excel Template. For example, highlight columns A2 across to AX2 then highlight rows A150 down to AX150.
  Note: Do not highlight the Result Codes and Result Messages or any blank spaces.
- Select Edit → Copy
- Open the Excel Template (keep both the CSV file and the Excel template open)
- Open the Excel Template (keep both the source data spreadsheet and the template open)
- Click on the first cell where 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 File

- With the Excel Template open, first save an Excel version (.xls) of the document as a backup
- Select the File drop-down menu and click File → Save As
- In the File name: box, type the same file name entered in Row 1 Column C without the .csv extension
- Look at the Save in: and either take note of where the file is being saved or change the location to another desired location. Keep the Save As type, Microsoft Excel Workbook click Save.
- After saving the backup file, on the File menu click File → click Save As a second time.
- In the Save as type: list, select CSV (Comma delimited) (this adds the .csv extension to the file name)
- Click Save
- When prompted to keep the workbook in the current format, click Yes
- When closing the file and message reads *Do you want to save the changes to the file?* select No