

# Tips for Completing ISBE SIS Student Attendance V4 Excel Template

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

Do not make any changes to information in the CSV format as the formatting will be lost and errors may result when submitted.

**Row 1 FILE HEADER**

- 1-A File Type Student Attendance V4 (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\_10072008\_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 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:*

Student Attendance V4	500	50082104002_10072008_001.csv	10/07/2018	5008210400260000
Student Attendance V4	1400	RivertonHighSchool_10072008_001.csv	10/10/2018	3903031040020000
Student Attendance V4	241	ShadyHillsSD_001.csv	09/08/2018	3903031040020000

**Row 2 COLUMN NAMES (READ Only)**

**Row 3+ STUDENT RECORDS**

Enter the appropriate student demographic and Student Attendance data for each student.. The descriptions and codes for these data elements can be found in the ISBE SIS Data Elements Document (<https://www.isbe.net/Pages/Student-Information-System.aspx>).

- The first row is a sample row. The sample data should be replaced.
- The following fields must only contain alpha characters with the exception of hyphens (“-”) and spaces:
  - Legal First Name,
  - Legal Last Name,
- *Note:* No commas may be included in any of the fields.

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Cell	Column Name	Value	M/O
3-A	Student ID	SID must be provided.	M
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	Date of Birth	Date Format is mm/dd/yyyy Example 09/20/1994	M
3-F	RCDTS for Home School	Identifies a student's home school 15 digit Region, County, District, Type and School code. Example: 340491160262007	M
3-G	RCDTS for Serving School	Identifies each serving school Home and Serving may be the same or different. Examples Serving same as Home = 340491160262007	M
3-H	Enrollment Start Date	MM/DD/YYYY format	M
3-I	School Year	The School Year of reporting attendance. Example=2019	M
3-J	Month of Attendance	The month of student attendance reporting.	M
3-K	Year of Attendance	The calendar school year of attendance reporting.  Ex. Reporting attendance for October 10, 2018. Use 2018 for the calendar school year, NOT the School year it falls in of 2019.	M
3-L	Attendance Type Code	The code for the type of attendance the student incurred.	M
3-M	Attendance Days	The number of days or partial days represented as a decimal that the student incurred. The precision will be 3 decimal points.	M

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## ADDITIONAL TIPS

### ➤ Copying Data into the Excel Template

- Open the spreadsheet or document that contains the data you wish to copy.
- Highlight the cells that you wish to copy into the Excel Template. For example, highlight A3 to R3 to A150 to R150.
- Select Edit → Copy
- Open the Excel Template (Keep both the source data spreadsheet and the template open)
- 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 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.
- 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).
- Click *Save*.
- When prompted to keep the workbook in the current format click *Yes* to finish saving the file.

### ➤ Making changes to student information

- Always work in the Excel Template/file when making any changes to student information.
- Do not make any changes to information in the CSV format as the formatting will be lost and errors may result when submitted.

### ➤ Importing the Student IDs back into the Excel Template

- After you have downloaded the file from ISBE SIS, open the CSV file.
- Click on the first row of student data (Column A, Row 2 – A2).
- Highlight the cells you wish to copy (Example A2 – R2 to A150 to R150). *Note:* You will not be able to copy the Result Code and Result Message back into the template as columns Q and R are locked in the template.
- Select Edit → Copy
- Open the Excel Template (Keep both the CSV file and the template open)
- 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*.