Tips for Completing ISBE SIS Student Demographics 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 Demographics (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 Demographics	500	50082104002_10072008_001.csv	10/07/2008	5008210400260000

Student Demographics	1400	RivertonHighSchool_10072008_001.csv	10/10/2008	3903031040020000

Student Demographics	241	ShadyHillsSD_001.csv	09/08/2008	3903031040020000

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

Row 3+   **STUDENT RECORDS**

Enter the appropriate student demographic, program indicators and enrollment data for each student being submitted to ISBE to obtain a SID. 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 Place Holder fields must be blank.
➢ The Student SID should be blank the first time the district is requesting the SID. If the data needs to be updated then the Student SID must be submitted.
➢ Optional fields are to be left blank if the requested data is not being entered (i.e., the Mother's Maiden Name field is blank if the Mother's Maiden Name is not known. DO NOT enter N/A or None in any optional field).

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> ➢ The following fields must only contain alpha characters with the exception of hyphens ("-") and spaces:
>   - Legal First Name,
>   - Legal Middle Name,
>   - Legal Last Name,
>   - Mother's Maiden Name, and,
>   - Birth Place Name.
> ➢ *Note:* No commas may be included in any of the fields.

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 or *	M
3-F	Lineage	Examples: Jr Sr I II III IV (no period)	O
3-G	Mother's Maiden Name	Examples: Brown; Smith-Jones or McBride	O
3-H	Race	See Race Code table for numeric codes Example: 16 = White	M
3-I	Gender	01 or F for Female or 02 or M for Male or 03 or N for Non-Binary	M
3-J	Date of Birth	Date Format is mm/dd/yyyy Example 09/20/1994	M
3-K	Birth Place Name	Examples: Lincoln IL or St Louis MO	O
3-L	Reading 1st Indicator	01=Yes or 02=No	O

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Cell	Column Name	Value	M/O
3-M	Reading Improvement Block Grant Indicator	01=Yes or 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 or 02=No	O
3-P	Home Language	See Language Code table Example: 000 = English	M
3-Q	Native Language Codes	See Language Code table Example: 000 = English Note: If EL is 01(Yes) Native Language cannot be English.	M
3-R	Homeless Indicator	01=Yes or 02=No	M
3-S	Migrant Indicator	01=Yes or 02=No	O
3-T	Private Schooled Student	01=Yes or 02=No	M
3-U	Military Connected Student	01=Yes or 02=No	M
3-V	SES Indicator	01=Yes or 02=No	M
3-W	EL Indicator	01=Yes or 02=No	M
3-X	IDEA Services	01=Yes or 02=No	M
3-Y	Alternate Assessment Indicator	01=Yes or 02=No Note: If indicator=01(Yes), then IDEA Services must = 01 (Yes).	M
3-Z	Dual Language	01-Two Way Immersion, 02-One Way Immersion and 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 or 02=No	M

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Cell	Column Name	Value	M/O
3-AC	Century21 Indicator	01=Yes or 02=No	M
3-AD	Enrollment Type Code	Enrollment/Entry Level for Serving Example: 02 = Original entry into the school building. See Enrollment/Entry Type Code table	M
3-AE	Enrollment Date for Serving	First day of student attendance - current year Date format is mm/dd/yyyy Example: 08/23/2008	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. Examples Serving same as Home = 340491160262007	M
3-AH	Entry/Grade Level Codes	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: 2021	M
3-AJ	Percent of Day (PDA)	The percentage of a FULL day the student attends. Acceptable values will be .01 to 1.00.	M
3-AK	Tuition Received	01=Yes or 02=No	M
3-AL	Result Code	Result code returned by SIS after file submitted with corrections.	N/A
3-AM	Result Message	Description of the Result code	N/A

Note: Only the Home school is authorized by ISBE SIS to request SIDs for the students in their districts.

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<u>If a student attends multiple serving schools, an enrollment record for each serving school must be created. In the spreadsheet, the student information would be repeated for each serving school enrollment request.</u>

<u>ADDITIONAL TIPS</u>

➢ **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 A2 to AJ2 to A150 to AJ150.
- 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 – AK2 to A50 to AK150). *Note:* You will not be able to copy the Result Code and Result Message back into the template as columns AL and AM 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

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- When the pop-up box opens Select *Values* and click *Ok*.