Instructions for the ACT/PreACT Secure Pre-ID Batch File

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Accessing the ACT/PreACT Secure Pre-ID Batch File

Access the Excel Templates

Complete the following steps to access the Excel templates for the ACT/PreACT Secure Pre-ID batch file:

1. Access the SIS webpage at https://www.isbe.net/Pages/Student-Information-System.aspx.
2. In the OTHER RESOURCES box, click the "SIS Excel Templates" link.
3. Click the "Assessment" section bar.
4. Scroll down to the "ACT/PreACT Secure Pre-ID" section within Assessment.
5. Click either the "Windows User Template" or "Mac User Template" link to download the appropriate Excel template.
6. Click the "File" menu and then "Save As" to save the template to your local computer or server.
7. Click the "Continue" button in the Microsoft Excel – Compatibility Checker message.

Excel Template Structure and Data Requirements

The Excel template consists of a File Header, Column Names, and Student Records.

Row 1 – FILE HEADER

The File Header is the first row of the Excel template. The following table defines the cells and data requirements:

Cell	Cell Contents	Description	Mandatory/ Optional
1-A	File Type	ACT_PreACT Pre-ID (auto populated; READ ONLY)	Not applicable
1-B	Total Number of Records	Number of student records in the file.	Mandatory
1-C	File Name, including the .csv extension	Name of your file (e.g., xxSchool_11202024_001.csv). **Note**: The File name in 1-C must be the same file name used when saving the Excel template as a CSV file.	Mandatory
1-D	File Sent Date	Date the file is being submitted via SIS to ISBE. **Note**: The date format is MM/DD/YYYY (e.g., 01/02/2025).	Mandatory
1-E	Home RCDTS	Your Home district/school 15-character RCDTS code. **Note**: The RCDTS format is 15 characters without spaces or hyphens (e.g., 510841860250000). **Note**: The RCDTS code must match the RCDTS assigned to your IWAS account. You can verify this code by viewing your profile in IWAS.	Mandatory

File Header examples:

ACT_PreACT Pre-ID	500	50082189022_11202024_001.csv	11/20/2024	500821890220000

ACT_PreACT Pre-ID	1400	RivertonHighSchool_12012024_001.csv	12/01/2024	510840140260001

ACT_PreACT Pre-ID	241	PaysonCUSD1_01052025_001.csv	01/05/2025	010010010260000

Row 2 – COLUMN NAMES

The column names in the second row are READ ONLY.

Row 3+ – STUDENT RECORDS

For the student records that begin in the third row, enter, or copy/paste the appropriate student demographic, enrollment, and ACT/PreACT Secure Pre-ID Testing RCDTS data for each student.

The following table defines the columns and data requirements:

Cell	Column Name	Description	Mandatory/ Optional
3+-A	Student ID	Student Identifier assigned in ISBE SIS (i.e., the 9-digit SID).	Mandatory
3+-B	SAP ID	Student ID number used by the school packages to identify a student in their local system (up to 50 digits).	Optional
3+-C	Student Last Name	Student's legal last name. Only alpha characters, hyphens (-), and spaces are allowed. **Note**: Apostrophes and periods are NOT allowed. Examples: Jones, Smith-Jones, St John, Obrien	Mandatory
3+-D	Student First Name	Student's legal first name. Only alpha characters, hyphens (-), and spaces are allowed. **Note**: Apostrophes and periods are NOT allowed. Examples: Maryanne, Mary Ann, John-Paul	Mandatory
3+-E	Date of Birth	Student's date of birth. Date Format is MM/DD/YYYY Example: 09/01/2008	Mandatory
3+-F	RCDTS for Home School	The 15-character Region-County-District-Type-School code that uniquely identifies a student's Home school. The first 11 characters will be the same as the district code, with different last 4 characters identifying the school building. Example: 340491160260006	Mandatory
3+-G	RCDTS for Serving School	The 15-character Region-County-District-Type-School code that uniquely identifies a student's Serving school. The Serving school may be the same as the Home school (if the student attends the Home school) or different (if the student attends another educational entity such as a Special Ed cooperative or vocational school). Example: 150160035000082	Mandatory
3+-H	RCDTS for Testing School	The 15-character Region-County-District-Type-School/ Program code that uniquely identifies the school/program where a student will be taking a state assessment during the current school year. For all students, their Testing school will initially default to the Serving school in the SIS enrollment with the higher PDA, or to the Home school in SIS if the PDA values are both 0.50. Example: 340491160260006	Mandatory

Other Important Notes:

- Row 3 in the Excel template is a sample row. Replace this sample data with actual student data.
- Commas and other unapproved characters are NOT allowed in any of the cells.
- When removing data from a cell, ensure no spaces remain.

Completing the ACT/PreACT Secure Pre-ID Batch File

Populate and save the Excel Template

Complete the following steps to populate student data in the Excel template and save the file:

1. Enter the mandatory data in the File Header as specified in the Row 1– FILE HEADER section on Page 2.
2. Save the Excel template with the same file name that was entered in cell 1-C of the File Header, **excluding** the .csv extension:
    a. Click the "File" menu and then "Save As."
    b. Enter the same file name that was entered in cell 1-C without the .csv extension (e.g., if the file name in cell 1-C is "LincolnHS_001.csv", then enter "LincolnHS_001").
    c. Click the "Save" button.
    d. Click the "Continue" button in the Microsoft Excel – Compatibility Checker message.
3. Starting in Row 3, complete all the mandatory data, and when available any optional data, for each student record as specified in the Row 3+ – STUDENT RECORDS section on Page 3.
   The student data can either be manually entered or copied from another spreadsheet/document and pasted into the Excel template. Refer to the Download Student Data from SIS and Copy/Paste Student Data into the Excel Template sections immediately below for instructions.
4. Click the "Save" icon or click the "File" menu and then "Save."
5. Click the "Continue" button in the Microsoft Excel – Compatibility Checker message.
   This file with an .xls extension will be the backup/working document for any additional changes that are needed. ***Never change data in the CSV file as formatting may be lost and cause records to fail when uploaded into SIS***.

Download Student Data from SIS

Rather than manually entering student data into the Excel template, the data can be downloaded from SIS via the Request File process, and then copied from the request file and pasted into the Excel template.

Complete the following steps to download the student data from SIS:

1. Within SIS, click the "Batch File Processing" menu and then "Request File."
2. Click the "Assessment ACT/PreACT Pre-ID" option in the Request Files list.
3. Click the appropriate School option:
    a. Home – this option, which is selected by default, will return the Pre-ID data for all students with enrollments where the Home RCDTS is in your district.
    b. Serving – this option will return the Pre-ID data for all students with enrollments where the Serving RCDTS is in your district.
    c. Testing – this option will return the Pre-ID data for all students with the Testing RCDTS in your district.
4. Click the type of records to download:

   a. All ACT/PreACT Secure Pre-ID Records – this option, which is selected by default, will return records for students taking ACT with Writing, PreACT Secure, or PreACT 9 Secure.
   b. ACT with Writing Only – this option will only return records for students taking ACT with Writing.
   c. PreACT Secure Only – this option will only return records for students taking PreACT Secure.
   d. PreACT 9 Secure Only – this option will only return records for students taking PreACT 9 Secure.
5. Click the "Request File" button. A message will display indicating your request has been successfully submitted.
6. Within the "Batch File Processing" menu, click "Batch Transfers." The requested file will display in the Transmitted Batch Files table with a "Request File ACT Pre-ID" file type.
7. If a "Download" link is NOT available for the requested file in the Action column, click the "File Status Refresh" button periodically until a "Download" link is available.
8. Click the "Download" link and open the requested file.

Continue with the next section to copy the student data in the request file and paste it into the Excel template.

Copy/Paste Student Data into the Excel Template

Rather than manually entering student data into the Excel template, the data can be copied from another spreadsheet/document and pasted into the Excel template.

Complete the following steps to copy/paste student data into the Excel template:

1. Open the spreadsheet/document that contains the student data.
2. Highlight the cells with student data to copy into the Excel template.
3. Right-click on the highlighted cells and then click "Copy" in the context menu.
4. In the Excel template, right-click on the first cell the data will be pasted in (i.e., 3-A), and then do the following:
   a. Click "Paste Special" in the context menu.
   b. Click the "Values" option in the Paste section.
   c. Click the "OK" button.
5. Click the "Save" icon or click the "File" menu and then "Save."
6. Click the "Continue" button in the Microsoft Excel – Compatibility Checker message.

Save the Excel Template as a Comma Separated (CSV) File

The SIS application does NOT accept uploaded files with a .xls extension, thus the Excel template must be saved as a CSV file (i.e., with a .csv extension) before uploading into SIS.

As mentioned above, the Excel template with an .xls extension will be the backup/working document for any additional changes that are needed. ***Never change data in the CSV file as formatting may be lost and cause records to fail when uploaded into SIS***.

Complete the following steps to save the Excel template as a Comma Separated (CSV) file:

1. In the Excel template, click the "File" menu and then "Save As."
2. Navigate to the location on your computer/server that you wish to save the file.

3. Enter the same file name that was entered in cell 1-C without the .csv extension (e.g., if the file name in cell 1-C is "LincolnHS_001.csv", then enter "LincolnHS_001").
4. Click in the file format field below the file name and select the "CSV UTF-8 (Comma delimited) (*.csv)" option.
5. Click the "Save" button.
6. Close the CSV file.
7. Click the "Don't Save" button in the "Want to save your changes to…" message.

Review the Comma Separated (CSV) File Before Uploading to SIS

To prevent your file from getting too large and slowing down the batch upload process for all SIS users, a best practice is to review your CSV file for empty records before uploading the file to SIS.

Empty records are created for several reasons, such as due to a space in an unexpected location (e.g., other than within a first or last name), a comma or other unapproved character in a cell, adding data and then backing it out, etc.

Complete the following steps to review your CSV file for empty records before uploading the file to SIS:

1. Navigate to the location on your computer/server where the CSV file is saved.
2. Right-click the file, click "Open With" and then "Notepad" in the context menu.
3. Look for rows with only commas (, , , , , , ,).

If your CSV file includes several rows with only commas, complete the following steps to fix the file:

1. Open the Excel template (i.e., the backup/working document with the .xls extension).
2. Highlight and delete the blank rows in the Excel template.
3. Click the "Save" icon or click the "File" menu and then "Save."
4. Click the "Continue" button in the Microsoft Excel – Compatibility Checker message.
5. Close the CSV file opened in Notepad.
6. In the Excel template, click the "File" menu and then "Save As."
7. Enter the same file name that was entered in cell 1-C without the .csv extension (e.g., if the file name in cell 1-C is "LincolnHS_001.csv", then enter "LincolnHS_001").
8. Click in the file format field below the file name and select the "CSV UTF-8 (Comma delimited) (*.csv)" option.
9. Click the "Save" button.
10. Click the "OK" button in the "The file…already exists." message.
11. Close the CSV file.
12. Click the "Don't Save" button in the "Want to save your changes to…" message.

Uploading the ACT/PreACT Secure Pre-ID Batch File

Manually Upload the Comma Separated (CSV) File to SIS

Complete the following steps to manually upload the CSV file to SIS (i.e., upload outside of a Web Service):

1. Within SIS, click the "Batch File Processing" menu and then "Batch Transfers."
2. Click the "Choose File" button.
3. Navigate to the location where the CSV file is saved.
4. Click the saved CSV file to highlight it.

5. Click the "Open" button. The file name displays next to the "Choose File" button.
6. Click the "Upload" button. A message will display indicating the file has been uploaded successfully when there are no errors that prevent the upload.
7. Click the "File Status Refresh" button periodically to check the status of the file in the Action column of the Transmitted Batch Files table.

The *Results file* displays with the uploaded file name in the Transmitted Batch Files table. The Results file includes a result code and message at the end of each student record indicating if the record was inserted or updated successfully, or if an error occurred.

Review the Results File after Uploading the Comma Separated (CSV) File to SIS

After successfully uploading the CSV file to SIS, always review the Results file to determine if there were any errors that prevented student records from being inserted or updated successfully.

Just because a file uploaded successfully does NOT mean that all the student records were inserted/ updated successfully.

Complete the following steps to review the Results file:

1. Within SIS, click the "Batch File Processing" menu and then "Batch Transfers."
2. Find the uploaded CSV file name in the Transmitted Batch Files table.
3. Click the "Download" link in the Action column.
4. Open the downloaded file and save it to your computer/server. The file will have a .csv extension.
5. Scroll to the right to view the result code and message for each student record.

If there are any errors that cause student records NOT to be inserted/updated successfully, complete the following steps to fix the errors:

1. Open the Excel template (i.e., the backup/working document with the .xls extension).
2. Fix the data per the error codes/messages in the Results file.
3. Click the "Save" icon or click the "File" menu and then "Save."
4. Click the "Continue" button in the Microsoft Excel – Compatibility Checker message.
5. Close the Results file.
6. In the Excel template, click the "File" menu and then "Save As."
7. Enter the same file name that was entered in cell 1-C without the .csv extension (e.g., if the file name in cell 1-C is "LincolnHS_001.csv", then enter "LincolnHS_001").
8. Click in the file format field below the file name and select the "CSV UTF-8 (Comma delimited) (*.csv)" option.
9. Click the "Save" button.
10. Click the "OK" button in the "The file…already exists" message.
11. Close the CSV file.
12. Click the "Don't Save" button in the "Want to save your changes to…" message.

After all the errors noted in the Results file have been fixed, upload the CSV file to SIS again as specified in the Manually Upload the Comma Separated (CSV) File to SIS section on Page 6.

Who to Contact with Questions or Issues

For questions about or issues with completing any of the steps above, contact the SIS Help Desk by emailing sis@isbe.net. Please include the following information in your email to help us provide more efficient assistance:

- Detailed question/description of the issue, including full error messages (screen shots are helpful).
- Uploaded file name.
- Date the file was uploaded to SIS.
- IWAS Login ID for the user who uploaded the file.