

# Tips for Completing ISBE SIS Student Discipline Groups Template

**Always work in the Excel Template/file if a change to student discipline data is needed.**

**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 Discipline Groups (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., Discipline\_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., 10/20/2008)
- 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 Discipline Groups	500	50082104002_10072008_001.csv	10/07/2008	5008210400260000
Student Discipline Groups	1400	RivertonHighSchool_10072008_001.csv	10/10/2008	3903031040020000
Student Discipline Groups	241	ShadyHillsSD_001.csv	09/08/2008	3903031040020000

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

**Row 3+ STUDENT RECORDS**

Enter the appropriate Demographic and Discipline data for each student record to add or update the Student Discipline data in the record(s). 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>).

- Row #3 contains a sample row. **The sample data should be deleted and replaced with valid student details.**
- The Student SID must be in Column A to add or update a student discipline record.
- The following fields must contain only alpha characters with the exception of hyphens (“-”) and spaces:

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- Legal First Name, and
- Legal Last Name.

*Note:* No commas may be included in any of the fields.

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	Examples: Jones; Smith-Jones; or St John	M
3-D	Legal First Name	Examples: Maryanne or Mary Ann	M
3-E	Birth Date	Date Format is mm/dd/yyyy Example: 09/20/1994	M
3-F	RCDTS for Home School	Identifies the student's home school <b>when the incident occurred.</b> (the 15 digit Region-County-District-Type-School)  Example: 340491160262007	M
3-G	RCDTS for Serving School	Identifies the serving school <b>when and where the incident occurred.</b> (the 15 digit Region-County-District-Type-School)  Example: 340491160262007	M
3-H	School Year	School Year <b>when the incident occurred.</b>  Example: 2009	M
3-I	Incident Date	The month, day, and year on which the incident occurred. Date Format is mm/dd/yyyy  Example: 10/06/2008	M
3-J	Incident Case ID	Number created by the school districts, unique to the serving school, that ties multiple students to one discipline incident.	O
3-K	Incident Number	A sequential number to identify a specific incident if an individual student committed multiple incidents on the same day. The numbering for multiple single day incidents begins with 01, and continues sequentially in the same logical, two-digit format.	M

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		Example: 01, 02...etc...	
3-L	Disability Type	<p>A child evaluated in accordance with §§ 300.304 through 300.311 as having mental retardation, a hearing impairment (including deafness), a speech or language impairment, a visual impairment (including blindness), a serious emotional disturbance (referred to in this part as “emotional disturbance”), an orthopedic impairment, autism, traumatic brain injury, an other health impairment, a specific learning disability, deaf-blindness, or multiple disabilities, and who, by reason thereof, needs special education and related services.</p> <p>Example: 02 = Hearing Impairments <i>See Disability Type Codes</i></p>	M
3-M	Incident Type Codes	<p>An occurrence involving the student’s violation of any of the established codes of the school or school district board of education (or civic authorities).</p> <p>Example: 03 = Drugs <i>See Incident Type Codes</i></p>	M
3-N	Disciplinary Action	<p>The method of punitive or corrective action taken by the school or court authority to reprimand or rehabilitate a student after an offense is committed.</p> <p>Example: 04 = Out-of School Suspension <i>See Disciplinary Action Codes</i></p>	M
3-O	Disciplinary Duration	<p>Number of days of disciplinary action.</p> <p>Example: 06 = 6 Days <i>See Disciplinary Duration Codes</i></p>	M
3-P	Result Code	Result code returned by SIS after file submitted with corrections.	N/A
3-Q	Result Message	Description of the Result code	N/A

### **ADDITIONAL TIPS**

#### ➤ **Copying Data into the Excel Template**

- Open the spreadsheet or document that contains the data you wish to copy.

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- Only highlight the cells you wish to copy into the Excel Template. For example, highlight across from A2 to O2 then down to A150 to O150.
  - Select Edit → Copy
  - Open the Excel Template (Keep both the source data spreadsheet and the template open)
  - Click on the first cell in the template (Cell A3 in the Student Discipline template)
  - Select Edit → Paste Special
  - When the pop-up box opens Select *Values* and click *Ok*. (this preserves the data formatting in the template)
- **Saving an Excel Template as a CSV**
- Open the Excel template with the Student Discipline data or if you already have the spreadsheet open, save the template as an Excel version type (.XLS extension).
  - On the File menu click File → Save As.
  - In the *File name:* box type the same file name exactly as it is Cell C1.
  - Look at the *Save in:* and either take note of where the file is being saved or change the location to another desired location and save the document.
  - 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 the student data.
  - Do **not** make any changes to data in the CSV file. **The formatting will be lost and errors may result when submitted.**
- **Reviewing the Result Codes and Result Messages**
- After you have downloaded the file from ISBE SIS, open the CSV file.
  - Review the Result Codes/ Messages at the end of each record to determine if the record processed successfully.
  - The Result Code D1 indicates a Student Discipline record was successfully added and the Result Code D2 indicates a Student Discipline record was successfully updated.
  - **If the record did not process successfully**, the other Result Codes/ Messages will indicate what actions are needed to correct the errors. *See the Batch Result Codes/ Messages Table in the User Manual for details.*