Tips for Completing ISBE ACCESS Assessment Correction Template

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

DO NOT use a returned .csv file to make any changes to information as the formatting will be lost and errors may result when submitted. See the instructions below on how to copy data from a CSV file into the Excel (XLS) template.

Only the Home school is authorized by ISBE SIS to correct the data for students in their districts in the Assessment Correction file for submittal to ISBE SIS.

Row 1		**FILE HEADER**
1-A	File Type	ACCESS Assessment Correction (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_10072005_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 School District's 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:

ACCESS Assessment Correction	500	50082104002_04122008_001.csv	04/27/2008	5008210400260000

ACCESS Assessment Correction	1400	LanphierHighSchool_04122008_001.csv	04/20/2008	3903031040020000

ACCESS Assessment Correction	241	ShadyHillsSD_001.csv	04/30/2008	3903031040020000

Row 2	**COLUMN NAMES (READ Only)**
Row 3+	**ACCESS ASSESSMENT CORRECTION STUDENT RECORD DETAILS**

Each student record entered by a school via SIS for assessment testing is displayed in the ACCESS Assessment Correction file for review and update. The student data includes demographic, enrollment and ACCESS assessment data from both the SIS demographics file and

the ACCESS Pre-ID file as extracted on the last day of a districts assessment testing window (grades K-12). The code descriptions for the data elements displayed can be found in the ISBE SIS Data Elements Document (https://www.isbe.net/Pages/Student-Information-System.aspx).

Tips for Completing ISBE ACCESS Assessment Correction Template

Making Corrections to the ACCESS Assessment Correction File

Corrections to the data in the ACCESS Assessment Correction file must be made from this file format. The codes in Column A will indicate whether a student took a test or did not take a test. The code '01' is the default value for Column A meaning the student took a test and is only changed when a student does not test. If the student does not test the value is changed to "02".

☞ A '01' code is displayed in Column A. This '01' code is used for a students who tested.

☞ A '02' code is entered in Column A when a student did not participate in assessment. This '02' code is used for a student who was not at that school for the assessment test as well as for a student who did not take the Assessment Test.

Note: **A '02' in column A requires a Reason Code entry in Column B. Regardless if the student tested or did not test, all information in every field must be filled in for every student.**

Cell	Column Name	Value	M/O
3-A	Student tested or Student did not test	01=Yes or 02=No	M
3-B	Reason for not Testing Student	* Reason code must be entered if a student record is to be inactivated (Column A contains the value '02')	O*
3-C	Student ID	State-assigned SID	M
3-D	SAP ID	Local district student identifier	O
3-E	Legal Last Name	Student's Legal Last Name Examples: Jones; Smith-Jones; or St John	M
3-F	Legal First Name	Student's Legal First Name Examples: Maryanne or Mary Ann	M
3-G	Legal Middle Name	Full middle name, initial (no period) or *	M
3-H	Date of Birth	Student's Date of Birth. Date Format is mm/dd/yyyy Example: 09/20/1994	M
3-I	Race	Example: 16 = White Student's race	M
3-J	Gender	01 or F for Female or 02 or M for Male	M

Tips for Completing ISBE ACCESS Assessment Correction Template

Cell	Column Name	Value	M/O
3-K	Homeless Indicator	01=Yes or 02=No	M
3-L	Migrant Indicator	01=Yes or 02=No	M
3-M	LEP Indicator	01=Yes or 02=No	M
3-N	IEP Indicator	01=Yes or 02=No	M
3-O	FRL/Low Income Indicator	01=Yes or 02=No	M
3-P	Century21 Indicator	01=Yes or 02=No	M
3-Q	Enrollment RCDTS for Home School (Information from Demo/Enrollment file)	Type and School code 15 digits Region, County, District, Identifies a student's home school Example: 340491160262007	M
3-R	Grade Level at Time of Testing (Information from Demo/Enrollment file)	Example: 04 = Grade 4 Grade level for student at time of testing.	M
3-S	Test To Be Taken	Example: 05 = ACCESS	M
3-T	Result Code	Result code returned by SIS after file submitted with corrections.	N/A
3-U	Result Message	Description of the Result code	N/A

ADDITIONAL TIPS

Copying Data into the Excel Template

- Open the spreadsheet or document (ex. CSV file) that contains the data you wish to copy.
- Open the Assessment Corrections Excel Template (Keep both the source data spreadsheet and the template open)

Tips for Completing ISBE ACCESS Assessment Correction Template

- In the source data file, highlight the cells that you wish to copy into the Assessment Corrections Excel Template. For example, highlight A2 to S2 to A150 to S150.
- Select Edit → Copy
- Navigate to the ACCESS Assessment Corrections Excel Template
- 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 ACCESS Assessment Corrections 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 notified that the file may contain features not compatible with CSV click *Yes* to keep the workbook in the current format and finish saving the file.
- Close the Excel file.
- When prompted to save your changes to the CSV file click *No*.