

# Tips for Completing ISBE SIS Birth To Three Program 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	Birth To Three Program (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) <i>Note:</i> 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. <i>Note:</i> Date format is mm/dd/yyyy (i.e., 01/01/2021)
1-E	RCDTS	The 15-character District RCDTS code. <i>Note:</i> Format is 111111111111111 – no spaces or hyphens between the characters. <i>Note:</i> The RCDTS code must match that of your IWAS login ID. You can verify this number by looking at your profile in IWAS.

### EXAMPLES:

Birth To Three Program	500	50082104002_10072008_001.csv	10/07/2021	5008210400262001
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Birth To Three Program	1400	RivertonHighSchool_10072008_001.csv	10/10/2021	3903031040022001
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Birth To Three Program	241	ShadyHillsSD_001.csv	09/08/2021	3903031040022001
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## Row 2 COLUMN NAMES (READ Only)

## Row 3 STUDENT RECORDS

Enter the appropriate Student Demographics, Enrollment and Birth To Three Program data for each record being submitted to ISBE. The descriptions and codes for these data elements can be found in the ISBE SIS Data Elements Document under the “Demographics / Enrollment” and “Early Learning” sections (<https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx>).

- The first row is a sample row. The sample data should be replaced.
- The following fields must only contain alpha characters except for hyphens (“-”) and spaces:

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- Student's Last Name
- Student's First Name

➤ Note: Do NOT include commas in any of the fields.

Cell	Column Name	Value	M/O
3-A	Student ID	State-assigned SID. See the Student Demographics data elements document for additional information.	M
3-B	SAP ID	Local district student identifier. See the Student Demographics data elements document for additional information.	O
3-C	Student's Last Name	Student's legal last name. Examples: Jones; Smith-Jones; St John See the Student Demographics data elements document for additional information.	M
3-D	Student's First Name	Student's legal first name. Examples: Maryanne or Mary Ann. See the Student Demographics data elements document for additional information.	M
3-E	Student's Birthdate	Date format is mm/dd/yyyy. Example: 09/02/1994. See the Student Demographics data elements document for additional information.	M
3-F	RCDTS for Home School	Identifies a student's home school; 15-digit Region, County, District, Type and School code. Example: 340491160262007. See the Enrollment data elements document for additional information.	M
3-G	RCDTS for Serving School	Identifies each serving school; 15-digit Region, County, District, Type and School code. Home and Serving may be the same or different. Example Serving same as Home:340491160262007. See the Enrollment data elements document for additional information.	M
3-H	Program	See the Birth To Three Program data elements document for numeric code values and additional information.	M
3-I	Service Location	See the Birth To Three Program data elements document for numeric code values and additional information.	M
3-J	Program Model	See the Birth To Three Program data elements document for numeric code values and additional information.	M – If NOT Prevention Initiative / DCFS Licensed program / service location combo

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Cell	Column Name	Value	M/O
3-K	Program Start Date	Date format is mm/dd/yyyy. Example: 09/02/2021. See the Birth To Three Program data elements document for additional information.	M
3-L	Program End Date	Date format is mm/dd/yyyy. Example: 01/09/2022. See the Birth To Three Program data elements document for additional information.	O
3-M	Reason for Ending Program	See the Birth To Three Program data elements document for numeric code values and additional information.	M – If Program End Date is provided
3-N	Provider Type	See the Birth To Three Program data elements document for numeric code values and additional information.	O
3-O	IEIN	Illinois Educator Identifying Number (IEIN) is the teacher’s certificate number. See the Birth To Three Program data elements document for additional information.	M – If a Provider Type code is provided
3-P	Gateways Registry Member ID	Gateways Registry Membership tracks education, credentials, and all Registry trainings attended in the Registry database. See the Birth To Three Program data elements document for additional information.	O
3-Q	Provider has a Gateways Credential	See the Birth To Three Program data elements document for numeric code values and additional information.	O
3-R	Provider Start Date	Date format is mm/dd/yyyy. Example: 09/02/2021. See the Birth To Three Program data elements document for additional information.	M – If a Provider Type code is provided
3-S	Provider End Date	Date format is mm/dd/yyyy. Example: 01/09/2022. See the Birth To Three Program data elements document for additional information.	O
3-T	Reason for Ending Provider	See the Birth To Three Program data elements document for numeric code values and additional information.	M – If a Provider End Date is provided

### 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 A2-T2 to A150-T150.
- Click *Edit* → *Copy*
- Open the Excel template (Keep both the source data spreadsheet and the template open).

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- Click on the cell that you wish to paste the data (For example, click in cell A3).
- Click *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. 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:** field 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 and click *Save*.
- After saving the backup file, on the File menu click *File* → *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 Demographics, Enrollment and Birth To Three Program 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 Demographics, Enrollment and Birth To Three Program records 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. For example, highlight A2-T2 to A150-T150). *Note:* You will not be able to copy the Result Code and Result Message back into the template as columns U and V are locked in the template.
- Click *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 (For example, click in cell A3).
- Click *Edit* → *Paste Special*
- When the pop-up box opens, select *Values* and click *Ok*.