

Tips for Completing ISBE EL Information (Effective August 1, 2016 and After)

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 EL files for submittal to ISBE SIS.

Row 1 FILE HEADER

1-A	File Type	EL (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., 10/07/2008)
1-E	RCDTS	Your School District's 15 digit District RCDTS code. <i>Note:</i> Format is 111111111111111 – no spaces or hyphens between the digits. <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:

EL	500	50082104002_04122008_001.csv	04/27/2008	5008210400260000
EL	1400	LanphierHighSchool_04122008_001.csv	04/20/2008	3903031040020000
EL	241	ShadyHillsSD_001.csv	04/30/2008	3903031040020000

Row 2 COLUMN NAMES (READ ONLY)

Row 3+ EL STUDENT RECORD DETAILS

Each student record entered by a school via SIS for ACCESS testing is displayed in the EL file for review and update. The student data includes demographic, enrollment and EL data from both the SIS demographics file and the EL file as extracted on the last day of the school year. . Students must be enrolled for the current school year and the LEP indicator must be (01) "yes". The code descriptions for the data elements displayed can be found in the ISBE SIS Data Elements Document (www.isbe.net/sis).

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Making Corrections to the EL File

Corrections to the data in the EL file must be made from this file format.

Enter the appropriate student demographic and EL information for each student being submitted to ISBE. The descriptions and codes for these data elements can be found in the ISBE SIS Data Elements Document which is located on www.isbe.net/sis.

- Row #3 contains sample row. The sample data should be deleted and replaced with valid student details.
- The student's State-Assigned ID (SID) must be in Column A for each record.
- The following fields must only contain alpha characters with the exception of hyphens ("-") and spaces:
 - Legal First Name.
 - Legal Last Name.
- *Note:* No commas may be included in any of the fields.

Cell	Column	Value	M/O
3-A	Student ID (State)	State-assigned SID	M
3-B	SAP ID (Local)	Local district student identifier	O*
3-C	Legal Last Name	Student's Legal Last Name Examples: Jones; Smith-Jones; or St John	M
3-D	Legal First Name	Student's Legal First Name Examples: Maryanne or Mary Ann	M
3-E	Birth Date	Student's Date of Birth. Date Format is mm/dd/yyyy Example: 09/20/1994	M
3-F	RCDTS for Home School	Type and School code 15 digits Region, County, District, Identifies a student's home school Example: 340491160262007	M
3-G	Date First Enrolled in District/LEA	Date Format is mm/dd/yyyy Example: 09/20/1994	M
3-H	First Year in U.S. School	01=Yes or 02=No	M
3-I	EL Placement - TBE/TPI Program Entry Status	10=TBE Full Time 11=TBE Part Time 12=TPI 13=Other/Alternative	M

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Cell	Column	Value	M/O
		14=Parents Refused	
3-J	Date the Student enrolled or re-entered the TBE/TPI Program	Date Format is mm/dd/yyyy Example: 09/20/1994	M
3-K	Date the Student left the TBE/TPI Program	Date Format is mm/dd/yyyy Example: 09/20/1994	O
3-L	TBE/TPI Program Exit Codes	Example: 04 = Dropped Out <i>See TBE/TPI Program Exit Codes</i>	O*
3-M	Class periods provided per week	01 = Low 02 = Moderate 03 = High	M
3-N	EL Services Provided	01 - Dual Language – Two Way 02 - Dual Language – One Way 03 - Transitional Bilingual Program – Self-Contained 04 - Transitional Bilingual Program – Collaboration 05 - Transitional Program in English – Self-Contained 06 - Transitional Program in English – Collaboration 00 - None of the Above	M
3-O	Result Code	Result code returned by SIS after file submitted with corrections.	N/A
3-P	Result Message	Description of the Result code	N/A

ADDITIONAL TIPS

Note: If student is EL and taking the ACCESS test LEP indicator must be '01' or yes in Enrollment/Demographic File.

Copying Data into the Excel Template

- Open the spreadsheet or document (ex. .CSV file) that contains the data you wish to copy.
- Open the EL Excel Template (Keep both the source data spreadsheet and the template open)
- In the source data file, highlight the cells that you wish to copy into the EL Excel Template. For example, highlight A2 to N2 to A150 to N150.
- Select Edit → Copy
- Navigate to the EL Excel Template
- Click on the cell that you wish to paste the data (Example A3)

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- Select Edit → Paste Special
- When the pop-up box opens Select *Values* and click *Ok*.

Saving the Excel Template as a .CSV

- Open the EL 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*.

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 EL data 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 – N2).
- Highlight the cells you wish to copy (Example A2 – N2 to A150 to N150). *Note:* You will not be able to copy the Result Code and Result Message back into the template as columns O and P 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
- When the pop-up box opens Select *Values* and click *Ok*.