

# Tips for Completing ISBE SIS Service Provider 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 Service Provider (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)  
*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 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:*

Service Provider	500	50082104002_10072008_001.csv	10/07/2008	5008210400260000
Service Provider	1400	RivertonHighSchool_10072008_001.csv	10/10/2008	3903031040020000
Service Provider	241	ShadyHillsSD_001.csv	09/08/2008	3903031040020000

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

**Row 3+ STUDENT RECORDS**

Enter the appropriate student demographic and Service Provider data for each student.. 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>).

- The first row is a sample row. The sample data should be replaced.
- 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.

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Cell	Column Name	Value	M/O
3-A	Student ID	SID must be provided.	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	Date of Birth	Date Format is mm/dd/yyyy Example 09/20/1994	M
3-F	RCDTS for Home School	Identifies a student's home school 15 digit Region, County, District, Type and School code. Example: 340491160262007	M
3-G	RCDTS for Serving School	Identifies each serving school Home and Serving may be the same or different. Examples Serving same as Home = 340491160262007	M
3-H	Service Provider RCDTS	Identifies service Provider may be the same or different than Home or Serving. Examples Special Education coop providing services in a school district	M
3-I	Result Code	Result code returned by SIS after file submitted with corrections.	N/A
3-J	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.
- Highlight the cells that you wish to copy into the Excel Template. For example, highlight A2 to H2 to A150 to H150.
- Select Edit → Copy
- Open the Excel Template (Keep both the source data spreadsheet 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*.

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### ➤ Saving the Excel Template as a CSV

- Open the 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 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 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 IDs 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 (Example A2 – H2 to A150 to H150). *Note:* You will not be able to copy the Result Code and Result Message back into the template as columns I and J 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*.