

# Tips for Completing Early Childhood Outcomes Template

**Always work in the Excel template (.xls file) when making changes to student data.**

**Do not make changes to data in the CSV file or the formatting may be lost and errors may result when submitted.**

<u>Row 1</u>	<u>FILE HEADER</u>	<u>Description</u>
Column A	File Type	Early Childhood Outcomes (filled-in)
Column B	Total Number of Records	Number of student records entered below
Column C	File Name including extension	Name of the file (e.g., xxSchool_08282009_001.csv) <i>Note:</i> The file name must be same file name used when you perform the ‘save as’ action.
Column D	File Sent Date	Date the file is being submitted to ISBE SIS <i>Note:</i> Date format is mm/dd/yyyy (e.g., 08/28/2009)
Column E	RCDTS	Your 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 your IWAS Login ID. This number may be verified by looking at your IWAS profile.

Note: Only the Home School is authorized by ISBE SIS to request State IDs for the students in their district.

*Header Row EXAMPLES:*

Early Childhood Outcomes	500	50082104002_08282008_001.csv	08/28/2008	5008210400260000
Early Childhood Outcomes	1400	RivertonHighSchool_08282008_001.csv	08/28/2008	3903031040020000
Early Childhood Outcomes	241	ShadyHillsSD_001.csv	09/08/2008	3903031040020000

**Row 2**                      **COLUMN NAMES (READ Only)**  
**Row 3+**                     **STUDENT RECORDS**

Enter the appropriate Early Childhood Outcomes data for each student record being submitted to ISBE SIS. The descriptions and codes for these data elements can be found in the Data Elements Document (<https://www.isbe.net/Pages/Student-Information-System.aspx>).

- The first row is sample data and should be replaced.
- The Student SID must be included with the record data.
- Mandatory data fields must contain the appropriate data.
- Optional data fields should be blank, if the requested data is not available (DO NOT enter N/A or None in any optional field).

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- The following fields must contain only alpha characters with the exception of hyphens (-) and spaces (DO NOT include commas or apostrophes):
  - Legal Last Name
  - Legal First Name
- If Entry RCDTS Home is not null then all of Entry data is Mandatory
- If Progress RCDTS Home is not null then all of Progress data is mandatory

Cell	Column Name	Value	M/O
3-A	Student ID	Field for student's ISBE SIS State Student ID.	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	Entry Rating - Home RCDTS	Home RCDTS for the home school conducting the entry rating.	O
3-G	Entry Rating Date	Date of the Entry Ratings.	O - <i>Mandatory if Entry Rating - Home RCDTS is included.</i>
3-H	Entry Rating - Positive Social Relationships	Entry rating for "Positive Social Relationships", as documented on the Early Childhood Outcomes Rating Form.	O - <i>Mandatory if Entry Rating - Home RCDTS is included.</i>
3-I	Entry Rating - Acquire Use and Knowledge Skills	Entry rating for "Acquire Use and Knowledge Skills", as documented on the Early Childhood Outcomes Rating Form.	O - <i>Mandatory if Entry Rating - Home RCDTS is included.</i>
3-J	Entry Rating - Take Appropriate Action to Meet Own Needs	Entry rating for "Take Appropriate Action to Meet Own Needs", as documented on the Early Childhood Outcomes Rating Form.	O - <i>Mandatory if Entry Rating - Home RCDTS is included.</i>

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Cell	Column Name	Value	M/O
3-K	Entry Rating - How was Parent Involved in the Ratings	How information was obtained from the family to include in determining the summary ratings on the Early Childhood Outcomes Summary Form.	O - <i>Mandatory if Entry Rating - Home RCDTS is included.</i>
3-L	Entry Rating - Did a Coordinator/ LEA Representative or Administrator Participate in the Ratings	Did a Coordinator, LEA Representative or Administrator Participate in the Ratings?	O - <i>Mandatory if Entry Rating - Home RCDTS is included.</i>
3-M	Entry Rating - Did an Early Childhood Teacher Participate in the Ratings	Did an Early Childhood Teacher Participate in the Ratings?	O - <i>Mandatory if Entry Rating - Home RCDTS is included.</i>
3-N	Entry Rating - Did a Psychologist or Social Worker Participate in the Ratings	Did a Psychologist or Social Worker Participate in the Ratings?	O - <i>Mandatory if Entry Rating - Home RCDTS is included.</i>
3-O	Entry Rating - Did a Speech/ Language Pathologist Participate in the Ratings	Did a Speech/Language Pathologist Participate in the Ratings?	O - <i>Mandatory if Entry Rating - Home RCDTS is included.</i>
3-P	Entry Rating - Did another Related Service Provider (e.g. OT/PT) Participate in the Ratings	Did another Related Service Provider (e.g. OT/PT) Participate in the Ratings?	O - <i>Mandatory if Entry Rating - Home RCDTS is included.</i>
3-Q	Progress Rating - Home RCDTS	Home RCDTS for the home school conducting the Progress rating.	O
3-R	Progress Rating Date	Date of the Progress Ratings.	O - <i>Mandatory if Progress Rating - Home RCDTS is included.</i>
3-S	Progress Rating - Positive Social Relationships	Progress rating for "Positive Social Relationships", as documented on the Early Childhood Outcomes Rating Form.	O - <i>Mandatory if Progress Rating - Home RCDTS is included.</i>
3-T	Progress Rating - Made Progress Positive Social Relationships	Did the child make progress in "Positive Social Relationships" as documented on the Early Childhood Outcomes Rating Form?	O - <i>Mandatory if Progress Rating - Home RCDTS is</i>

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Cell	Column Name	Value	M/O
			<i>included.</i>
3-U	Progress Rating - Acquire Use and Knowledge Skills	Progress rating for "Acquire Use and Knowledge Skills", as documented on the Early Childhood Outcomes Rating Form.	O - <i>Mandatory if Progress Rating - Home RCDTS is included.</i>
3-V	Progress Rating - Made Progress Acquire use and Knowledge Skills	Did the child make progress in "Acquire Use and Knowledge Skills" as documented on the Early Childhood Outcomes Rating Form?	O - <i>Mandatory if Progress Rating - Home RCDTS is included.</i>
3-W	Progress Rating - Take Appropriate Action to Meet Own Needs	Progress rating for "Take Appropriate Action to Meet Own Needs", as documented on the Early Childhood Outcomes Rating Form.	O - <i>Mandatory if Progress Rating - Home RCDTS is included.</i>
3-X	Progress Rating - Made Progress Take Appropriate Action to Meet Own Needs	Did the child make progress in "Take Appropriate Action to Meet Own Needs" as documented on the Early Childhood Outcomes Rating Form?	O - <i>Mandatory if Progress Rating - Home RCDTS is included.</i>
3-Y	Progress Rating - Primary Anchor	The primary anchor assessment used to determine the summary rating.	O - <i>Mandatory if Progress Rating - Home RCDTS is included.</i>
3-Z	Progress Rating - How was Parent Involved in Ratings	How information was obtained from the family to include in determining the summary ratings on the Early Childhood Outcomes Summary Form.	O - <i>Mandatory if Progress Rating - Home RCDTS is included.</i>
3-AA	Progress Rating - Did a Coordinator/ LEA Representative or Administrator Participate in the Ratings	Did a Coordinator, LEA Representative or Administrator Participate in the Ratings?	O - <i>Mandatory if Progress Rating - Home RCDTS is included.</i>
3-AB	Progress Rating - Did the Child's Teacher Participate in the Ratings	Did the Child's Teacher Participate in the Ratings?	O - <i>Mandatory if Progress Rating - Home RCDTS is included.</i>
3-AC	Progress Rating - Did a Psychologist or Social Worker Participate in the Ratings	Did a Psychologist or Social Worker Participate in the Ratings?	O - <i>Mandatory if Progress Rating - Home RCDTS is included.</i>

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Cell	Column Name	Value	M/O
3-AD	Progress Rating - Did a Speech/ Language Pathologist Participate in the Ratings	Did a Speech/Language Pathologist Participate in the Ratings?	O - <i>Mandatory if Progress Rating - Home RCDTS is included.</i>
3-AE	Progress Rating - Did another Related Service Provider (e.g. OT/PT) Participate in the Ratings	Did another Related Service Provider (e.g. OT/PT) Participate in the Ratings?	O - <i>Mandatory if Progress Rating - Home RCDTS is included.</i>

### ADDITIONAL TIPS

#### ➤ Making Changes to Student Data

- Always make changes to student data in the Excel Template (.xls file)
- Do not make any changes to the data in the CSV file or the formatting will be lost and errors may result when the file is submitted.

#### ➤ Copying Data from a CSV File into the Excel Template XLS File

- After you have downloaded the CSV file from ISBE SIS, open the file
- Highlight the cells that you wish to copy into the Excel Template. For example, highlight columns A2 across to AE2 then highlight rows from A150 down to AE150.  
*Note: Do not highlight the Result Codes and Result Messages or any blank spaces.*
- Select Edit → Copy
- Open the Excel Template (keep both the CSV file and the Excel template open)
- Open the Excel Template (keep both the source data spreadsheet and the template open)
- Click on the first cell where 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 File

- With the Excel Template open, first save an Excel version (.xls) of the document as a backup
- Select the File drop-down menu and click File → Save As
- In the File name box type the same file name entered in Row 1 Column C without the .csv extension
- 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) (this adds the .csv extension to the file name)
- Click Save
- When prompted to keep the workbook in the current format click Yes
- When closing the file and message reads Do you want to save the changes to the file select No