

Tips for Completing ISBE SIS Outside Course Assignment Template

Always work in the Excel Template/file if a change to Outside Course Assignment data is needed.

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 Outside Course Assignment (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., Courses_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., 10/20/2008)
- 1-E RCDTS Your 15 digit District RCDTS code
Note: Format is 000000000000000 – 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:

Outside Course Assignment	500	50082104002_10072008_001.csv	10/07/2011	5008210400260000
Outside Course Assignment	1400	Courses_10072008_001.csv	10/10/2011	3903031040020000
Student Outside Assignment	241	ShadyHillsSD_001.csv	09/08/2011	3903031040020000

Row 2 COLUMN NAMES (READ ONLY)

Row 3+ STUDENT RECORDS

Enter the appropriate Outside Course Assignment data for each student record to add or update the Outside Course Assignment. 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>).

- Row #3 contains a sample row. **The sample data should be deleted and replaced with valid student details.**

Note: No commas may be included in any of the fields.

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Cell	Column Name	Value	M/O
3-A	SID	State-assigned SID	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: 09/20/2010	M
3-F	RCDTS for Home School	Identifies the student's home school (The 15 digit Region-County-District-Type-School) Example: 340491160262007	M
3-G	Outside Course School Year	School Year the Outside Course occurred in. Example: 2011	M
3-H	Outside Course Facility Grade	Identifies the grade level the student was in during the Outside Course record.	M
3-I	Outside Course Facility Type	Identifies the Type of Facility the Outside Course originated from. Example: 01 - Out-of-State 02 - Out-of-Country 03 - Home Schooled Student 04 - Illinois Non-Public School 05 - Other	M
3-J	Outside Course Facility Name	Name of the Outside Facility the Outside Course recorded originated from.	O

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3-K	Term (Semester)	Identifies which term the class was taken in. Examples: Term 1 - Fall Term 2 - Spring Term 3 - Summer	M
3-L	State Course Code	Consists of three parts, Subject Area, Course Identifier and a State generated alphanumeric identifier. Example: The course State General Math I is coded as 02002A000 — Subject Area Mathematics (02), Course Identifier (002) and State Identifier (A000).	M
3-M	Local Course ID	Identifier for a Local Course	O
3-N	Local Course Title	Title of Local Course.	O
3-O	Student Course Start Date	First day the student attended the Course	M
3-P	Section Number	Number of local course section. No more than 10 characters in length; Letters and numbers accepted. Example: 500A	M
3-Q	Course Level	Indicates level of rigor for each course. See Course Level tab in SIS Data Elements for numeric Codes Example: 02 = General	M
3-R	Course Credit	Course credit indicates the amount of credit the student earned for successful completion of course requirements in the reporting term. Example: 1.00	M
3-S	Articulated Credit	01 = Yes or 02 = No	M
3-T	Dual Credit	01 = Yes or 02 = No	M
3-U	Course Setting	See Course Setting tab in SIS Data Elements for numeric codes Example: 01 = Traditional School Day Program	M

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3-V	Actual Attendance (Classes)	Actual number of class periods of attendance student attended per course during the term. Example : 89	O
3-W	Total Attendance (Classes)	Total number of class periods of attendance available for the student for this course during the term. Example : 90	O
3-X	Single Parent including Single Pregnant Woman (Reported for CTE Courses Only)	01 = Yes or 02 = No	O
3-Y	Displaced Homemaker (Reported for CTE Courses only)	01 = Yes or 02 = No	O
3-Z	Course Numeric Grade (Term)	A statement of the term course grade, expressed as a number. Example : 90	O
3-AA	Maximum Numeric Grade (Term)	The maximum numeric grade is the highest number value which may be achieved in the term. Example: If the value is between zero and 100, then 100 is the maximum numeric grade. (Term) Example : 100	O
3-AB	Student Course End Date	Date format is MM/DD/YYYY Example: 09/20/2010	M
3-AC	Course Final Letter Grade/Completion Status (Term)	See Program Final Letter Grade tab in SIS Data Elements for numeric codes Example: 06 = B	M

ADDITIONAL TIPS

➤ **Copying Data into the Excel Template**

- Open the spreadsheet or document that contains the data you wish to copy.
- Only highlight the cells you wish to copy into the Excel Template. For example, highlight across from A2 to AC2 then down to A150 to AC150.
- Select Edit → Copy
- Open the Excel Template (Keep both the source data spreadsheet and the template open)

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- Click on the first cell in the template (Cell A3 in the Outside Course Assignment template)
 - Select Edit → Paste Special
 - When the pop-up box opens Select *Values* and click *Ok*. (this preserves the data formatting in the template)
- **Saving an Excel Template as a CSV**
- Open the Excel template with the Outside Course Assignment data or if you already have the spreadsheet open, save the template as an Excel version type (.XLS extension).
 - On the File menu click File → Save As.
 - In the *File name:* box type the same file name exactly as it is Cell C1.
 - Look at the *Save in:* and either take note of where the file is being saved or change the location to another desired location and save the document.
 - 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 the student data.
 - Do **not** make any changes to data in the CSV file. **The formatting will be lost and errors may result when submitted.**
- **Reviewing the Result Codes and Result Messages**
- After you have downloaded the file from ISBE SIS, open the CSV file.
 - Review the Result Codes/ Messages at the end of each record to determine if the record processed successfully.
 - The Result Code O1 indicates an Outside Course Assignment record was successfully added and the Result Code O2 indicates an Outside Course Assignment record was successfully updated.
 - **If the record did not process successfully**, the other Result Codes/ Messages will indicate what actions are needed to correct the errors. *See the Batch Result Codes/ Messages Table in the File Format Document posted at <https://www.isbe.net/Pages/Student-Information-System.aspx> for details.*