

# Tips for Completing ISBE SIS Regional Safe Schools Program Template

Always work in the Excel Template/file if a change to RSSP 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 RSSP (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., RSSP\_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 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:

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

## Row 2 COLUMN NAMES (READ Only)

## Row 3+ STUDENT RECORDS

Enter the appropriate Demographic and RSSP data for each student record to add or update the RSSP data in the record(s). 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.**
  - The Student SID must be in Column A to add or update a RSSP record.
  - The following fields must contain only alpha characters with the exception of hyphens (“-”) and spaces:
    - Legal First Name, and
    - 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	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: 09/20/1994	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	RCDTS for Serving School	Identifies the serving school (the 15 digit Region-County-District-Type-School)  Example: 340491160262007	M
3-H	Reason for Referral	Identifies the reason the student was referred to the RSSP.  Example: 01 = Alcohol (liquor law violations, possession, use, sale)	M
3-I	Eligibility Status	Eligibility Status of student.	M
3-J	GED Tutoring	Enrolled in an instructional program leading to a GED certificate.	M
3-K	Tutoring	Additional instructional services, usually provided on a one-to-one basis, to supplement regular instruction.	M
3-L	GED Test Successfully Completed	Student successfully completed the GED Program.	M
3-M	Curriculum Related Employment	Student is employed or working in a position that is related to the curriculum.	M

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3-N	Date of Alternate Education Plan	Date of Alternate Education Plan	M
3-O	Behavior Modification	Any behavior management/conflict resolution training systems that help students improve their behavior, manage stress, control anger, and make better choices.	M
3-P	Community Service	This includes RSSP-sponsored or court-mandated participation in individual or group community service projects. These projects may be service learning projects or other volunteerism projects in which student learning is enhanced, the needs of the community are addressed, and the student provides service to the community.	M
3-Q	Individual/Group Counseling	RSSP programs may provide individual and/or group counseling that may relate to social, emotional, or health problems. Please note that clicking on this rubric indicates that the student received individual counseling, or group counseling, or both.	M
3-R	Life Skills Training	This training may include decision-making (critical thinking, problem solving, and communication), social skills, cultural awareness, financial management, etc.	M
3-S	Mentoring	Coaching and/or guiding students with their career/educational goals. A mentor can be a peer, an older student, staff members, or a community member who may be employed in the career field in which the student is interested.	M
3-T	Parenting classes for Parents	The RSSP may provide parenting classes for parents of RSSP students as part of parental involvement in the RSSP program or as needed in individual circumstances on a case-by-case basis. Such classes may be provided directly by the RSSP or by referral to another agency.	M
3-U	Referral to Social Services	The RSSP program may refer the student for services provided by government agencies, public or private social service agencies, or community-based organizations.	M
3-V	School to Work	Career development training, skills training, and/or activities offered by the school to prepare students for jobs or employment.	M

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3-W	School Year	Applicable school year: Example: 2013	M
3-X	Result Code	Result code returned by SIS after file submitted with corrections.	N/A
3-Y	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.
- Only highlight the cells you wish to copy into the Excel Template. For example, highlight across from A2 to W2 then down to A150 to W150.
- Select Edit → Copy
- Open the Excel Template (Keep both the source data spreadsheet and the template open)
- Click on the first cell in the template (Cell A3 in the RSSP 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 RSSP 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.

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- **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 User Manual for details.*