# Tips for Completing ISBE SIS Student Course Assignment V2 Template

**Always work in the Excel Template/file if a change to Student Course Assignment V2 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 | Student Course Assignment V2 (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_10072019_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., 10/20/2019) |
| 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:*

| Student Course Assignment V2 | 500 | 50082104002_10072008_001.csv | 10/07/2019 | 5008210400260000 |
|---|---|---|---|---|

| Student Course Assignment V2 | 1400 | Courses_10072008_001.csv | 10/10/2019 | 3903031040020000 |
|---|---|---|---|---|

| Student Course Assignment V2 | 241 | ShadyHillsSD_001.csv | 09/08/2019 | 3903031040020000 |
|---|---|---|---|---|

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

**Row 3+**         **STUDENT RECORDS**

Enter the appropriate Student Course Assignment V2 data for each student record to add or update the Student Course Assignment V2. 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<br>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)<br><br>Example: 340491160262007 | M |
| 3-G | RCDTS for Serving School | Identifies the serving school (The 15 digit Region-County-District-Type-School)<br><br>Example: 340491160262007 | M |
| 3-H | School Year | School Year for current Student Course Assignment V2.<br><br>Example: 2020 | M |
| 3-I | Term (Semester) | Identifies which term the class was taken in.<br><br>Examples:<br>S1 – Semester 1<br>T1 – Trimester 1<br>Y1 – Yearlong<br>Q1 – Quarter 1 | M |
| 3-J | State Course Code | Consists of three parts, Subject Area, Course Identifier and a State generated alphanumeric identifier.<br><br>Example: The course State General Math I is coded as 02002A000 — Subject Area Mathematics (02), Course Identifier (002) and State Identifier (A000). | M |
| 3-K | Local Course ID | Identifier for a Local Course | O |

| 3-L | Local Course Title | Title of Local Course. | O |
|---|---|---|---|
| 3-M | Student Course Start Date | First day the student attended the Course Date format is MM/DD/YYYY<br><br>Example: 09/20/2019 | M |
| 3-N | Section Number | Number of local course section.  No more than 10 characters in length; Letters and numbers accepted.<br><br>Example: 500A | M |
| 3-O | Course Level | Indicates level of rigor for each course. See Course Level tab in SIS Data Elements for numeric Codes<br><br>Example: 02 = General | M |
| 3-P | Course Credit | Course credit indicates the amount of credit offered to the student for successful completion of course requirements in the reporting term.  Please refer to the SIS Validations document for acceptable values and credit validations.<br><br>Example: 1.000 | M |
| 3-Q | Articulated Credit | 01 = Yes or 02 = No | M |
| 3-R | Dual Credit | 01 = Yes or 02 = No | M |
| 3-S | Course Setting | See Course Setting tab in SIS Data Elements for numeric codes<br><br>Example: 01 = Traditional School Day Program | M |
| 3-T | Actual Attendance (Classes) | Actual number of class periods of attendance student attended per course during the term.<br><br>Example : 89 | O |
| 3-U | Total Attendance (Classes) | Total number of class periods of attendance available for the student for this course during the term.<br><br>Example : 90 | O |
| 3-V | Single Parent including Single Pregnant Woman (Reported for CTE Courses Only) | 01 = Yes or 02 = No | O |

| | | | |
|---|---|---|---|
| 3-W | Displaced Homemaker (Reported for CTE Courses only) | 01 = Yes or 02 = No | O |
| 3-X | Course Numeric Grade (Term) | A statement of the term course grade, expressed as a number. Example : 90 | O |
| 3-Y | 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-Z | Student Course End Date | Date format is MM/DD/YYYY Example: 09/20/2019 | O |
| 3-AA | Course Final Letter Grade/Completion Status (Term) | See Program Final Letter Grade tab in SIS Data Elements for numeric codes Example: 06 = B- | O |
| 3-AB | Language the Course was Taught In | The language code the course was taught in, if other than English. Example: 001 – Spanish | O |
| 3-AC | Competency Based Education | Was the course taught using Competency Based Education. 01 = Yes or 02 = No | 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)
- Click on the first cell in the template (Cell A3 in the Student Course Assignment V2template)
- Select Edit →Paste Special
- When the pop-up box opens Select *Values* and click *Ok*. (this preserves the data formatting in the template)

# Tips for Completing ISBE SIS Student Course Assignment V2 Template

➢ **Saving an Excel Template as a CSV**

  ▪ Open the Excel template with the Student Course Assignment V2 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 N1 indicates a Student Course Assignment V2 record was successfully added and the Result Code N2 indicates a Student Course Assignment V2 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.*