

Tips for Completing ISBE SIS Detention Center 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 Detention Centers (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_10072020_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., 10/07/2020)
- 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:

Detention Center	500	50082104002_10072020_001.csv	06/07/2021	5008210400260000
Detention Center	1400	RivertonHighSchool_10072020_001.csv	05/10/2021	3903031040020000
Detention Center	241	ShadyHillsSD_001.csv	05/08/2021	3903031040020000

Row 2 COLUMN NAMES (READ Only)

Row 3+ STUDENT RECORDS

Enter the appropriate Student Demographic and Detention Center Information data for each student being submitted to ISBE. 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	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	Date of Birth	Date Format is mm/dd/yyyy Example 09/20/2005	M
3-F	Detention Center RCDTS	Identifies a student's detention center 15 digit Region, County, District, Type and School code. Example: 340491160262007	M
3-G	Grade	Current grade of enrollment. Example: 12	M
3-H	School Year	School year current year enrollment. Example: 2020	M
3-I	Start Date	This is the Service Date in which the student started at the detention center.	M
3-J	<u>End Date</u>	This is the Service Date in which the student completed the detention center stay.	M
3-K	Delete Code	Enter '99' in this column to delete the student's record	O

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 G2 to A150 to G150.
- 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 – I2 to A150 to I150). *Note:* You will not be able to copy the Result Code and Result Message back into the template as columns J and K 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*.