Tips for Completing ISBE SIS Seal of Biliteracy Awards Template

Always work in the Excel Template/file if a change to Seal of Biliteracy Awards 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	Seal of Biliteracy Awards (already filled-in)
1-B	Total Number of Records	Number of student records you entered below
1-C	File Name including extension Awards_10072019_001.csv)	Name of your file (i.e., Seal of Biliteracy *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 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:

Seal of Biliteracy Awards	500	50082104002_10072008_001.csv	10/07/2019	5008210400260000

Seal of Biliteracy Awards	1400	RivertonHighSchool_10072008_001.csv	10/10/2019	3903031040020000

Seal of Biliteracy Awards	241	ShadyHillsSD_001.csv	09/08/2019	3903031040020000

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

Row 3+   **STUDENT RECORDS**

Enter the appropriate Demographic and Seal of Biliteracy Awards data for each student record to add or update the Seal of Biliteracy Awards 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 Seal of Biliteracy Awards record.

Tips for Completing ISBE SIS Seal of Biliteracy Awards Template

➢ 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.

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: 09/20/2005	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	School Year	The school year the award or commendation was received. Example: 2019	M
3-H	Seal or Commendation	01 – Seal 02 – Commendation 99 - Erroneous	M
3-I	Language of Award	See SIS Data Elements: https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx	M
3-J	Method of Demonstrating English Proficiency	See SIS Data Elements: https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx	M
3-K	Method of Demonstrating Proficiency in Language Other than English	See SIS Data Elements: https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx	M

ADDITIONAL TIPS

Tips for Completing ISBE SIS Seal of Biliteracy Awards Template

➢ **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 K2 then down to A150 to K150.
- 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 Seal of Biliteracy Awards 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 Seal of Biliteracy Awards 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.
- **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.*