Tips for Completing ISBE ELL Screener Information

Always work in the Excel Template/file when making any changes to student information.

DO NOT use a returned .csv file to make any changes to information as the formatting will be lost and errors may result when submitted. See the instructions below on how to copy data from a CSV file into the Excel (XLS) template.

Only the Home school is authorized by ISBE SIS to correct the data for students in their districts in the ELL Screener files for submittal to ISBE SIS.

Row 1   FILE HEADER

1-A	File Type	ELL Screener (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_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., 10/07/2008)
1-E	RCDTS	Your School District's 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:

ELL Screener	500	50082104002_04122010_001.csv	04/27/2010	5008210400260000
ELL Screener	1400	LanphierHighSchool_04122010_001.csv	04/20/2010	3903031040020000
ELL Screener	241	ShadyHillsSD_001.csv	04/30/2010	3903031040020000

Row 2   COLUMN NAMES (READ ONLY)

Row 3+   ELL SCREENER STUDENT RECORD DETAILS

Students can have ELL Screener data entered if the student is actively enrolled in the IWAS user's district. The code descriptions for the data elements displayed can be found in the ISBE SIS Data Elements Document (www.isbe.net/sis).

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Making Corrections to the ELL Screener File

Corrections to the data in the ELL Screener file must be made from this file format.

Enter the appropriate student demographic and ELL Screener information 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 which is located on www.isbe.net/sis.

➢ Row #3 contains sample row. The sample data should be deleted and replaced with valid student details.
➢ The student's State-Assigned ID (SID) must be in Column A for each record.
➢ 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.

Cell	Column	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	Student's Legal Last Name Examples: Jones; Smith-Jones; or St John	M
3-D	Legal First Name	Student's Legal First Name Examples: Maryanne or Mary Ann	M
3-E	Birth Date	Student's Date of Birth. Date Format is mm/dd/yyyy Example: 09/20/1994	M
3-F	Home RCDTS	Type and School code 15 digits Region, County, District, Identifies a student's home school Example: 340491160262007	M
3-G	Grade Level At Time Of Screener	Date Format is mm/dd/yyyy Example: 09/20/1994	M
3-H	Semester	01 – First Semester 02 – Second Semester	M
3-I	ELL Screener Test Taken	Example: 09 = MODEL See ELL Screener Test Taken Codes - ELL Screener Tab	M

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Cell	Column	Value	M/O
3-J	Date ELL Screener Test Taken	Date Format is mm/dd/yyyy Example: 09/20/1994	M
3-K	Placeholder 1	Placeholder (No Data)	Blank
3-L	Placeholder 2	Placeholder (No Data)	Blank
3-M	Placeholder 3	Placeholder (No Data)	Blank
3-N	Placeholder 4	Placeholder (No Data)	Blank
3-O	Listening - Raw Score / Level	00 or alpha Example: 02 or A	O
3-P	Listening - Proficiency Level	x.x Example: 1.0	O
3-Q	Speaking - Raw Score / Level	00 or alpha Example: 02 or A	O
3-R	Speaking - Proficiency Level	x.x Example: 1.0	O
3-S	Reading - Raw Score / Level	00 or alpha Example: 02 or A	O
3-T	Reading - Proficiency Level	x.x Example: 1.0	O
3-U	Writing - Raw Score / Level	00 or alpha Example: 02 or A	O
3-V	Writing - Proficiency Level	x.x Example: 1.0	O
3-W	Literacy Proficiency Level	x.x Example: 1.0	O
3-X	Oral Proficiency Level	x.x Example: 1.0	O
3-Y	Overall or Composite Proficiency Level	x.x Example: 1.0	O
3-Z	Final Determination of LEP status	01=Yes or 02=No	M

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Cell	Column	Value	M/O
3-AA	Result Code	Result code returned by SIS after file submitted with corrections.	N/A
3-AB	Result Message	Description of the Result code	N/A

ADDITIONAL TIPS

Copying Data into the Excel Template

- Open the spreadsheet or document (ex. .CSV file) that contains the data you wish to copy.
- Open the ELL Screener Excel Template (Keep both the source data spreadsheet and the template open)
- In the source data file, highlight the cells that you wish to copy into the ELL Screener Excel Template. For example, highlight A2 to Z2 to A150 to Z150.
- Select Edit → Copy
- Navigate to the ELL Screener Excel Template
- 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*.

Saving the Excel Template as a .CSV

- Open the ELL Screener 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 notified that the file may contain features not compatible with .CSV click *Yes* to keep the workbook in the current format and finish saving the file.
- Close the Excel file.
- When prompted to save your changes to the CSV file click *No*.

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 ELL Screener data back into the Excel Template

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- 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 – Z2).
- Highlight the cells you wish to copy (Example A2 – Z2 to A150 to Z150). *Note:* You will not be able to copy the Result Code and Result Message back into the template as columns AA and AB 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*.