

Steps for Creating and Uploading Demographics and Early Childhood Data

1. Download the Demographics and Early Childhood Template, Tips Sheet, and Steps for Creating and Uploading Demographics and Early Childhood Data

- a. Located on the SIS Website – www.isbe.net/sis
- b. In the Resources box (Right side of page) → click on Excel Templates
- c. Save the files to a computer or server with a right Click and performing either a ‘Save As’ or ‘Save Target As’
 - i) Save the Excel Template named → Student Demographics and Early Childhood Template to your computer/server before opening it in Excel.
 - ii) Save the word document named → Tips for Completing Demographics and Early Childhood Template to your computer before opening it in Word.
 - iii) Save the word document named → Steps for Creating and Uploading Demographics and Early Childhood Data to your computer before opening it in Word.

2. Authorized user must request the Demographics and Early Childhood.csv file from IWAS/SIS/Request File screen.

- a. Authorized user must login to IWAS
- b. Access SIS from System Listing
- c. Click Request File link within SIS
- d. Select the Demographics and Early Childhood option from the drop down. Press the *Request file button* to submit your request for your school/district’s file.

3. Create the Demographics and Early Childhood File Header in Row 1 Columns B, C, D and E

- a. Open the Demographics and Early Childhood Template
- b. Enter the number of student records being submitted in Row 1/Column B.
- c. Enter the name of the file plus .csv in Row 1/Column C (Ex: Riverton HS.csv).

Note: This exact same name must be entered in the “SAVE AS” File name field when creating the CSV file later in the process.

- d. Enter the date the .csv file is to be uploaded to IWAS/SIS in Row 1 Column D in the mm/dd/yyyy format (Ex: 09/05/2009).
- e. Enter your district/school 15 digit RCDTS code in Row 1 Column E.

Note: This is the RCDTS assigned to your IWAS account. This can be verified via your IWAS profile.

4. Enter the student’s Demographic (including Program Indicators), Enrollment and Early Childhood Data

- a. Starting with Row 3 enter all mandatory data (see the Tips Sheet for mandatory fields) and when available enter the optional data for each student record.
- b. Enter the student’s unique 9 digit State Student ID in Column A
 - i) If the student has not been assigned a SID by SIS, leave the field blank and the system will generate a unique ID for the new student
 - ii) If the student has a SID, include the ID to prevent creating a duplicate record
- c. If applicable, enter your local SAP Identifier (up to 50 digits).

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- d. Enter the student's Legal Last Name and Legal First Name
 - i) If the student's full middle name is unknown, use an initial without a no period
 - ii) **If student does not have a legal middle name**, enter an asterisk (*) in the field.
- e. Use the date format – mm/dd/yyyy - for dates entered in the following fields:
 - i) Birth Date
 - ii) Enrollment Date
 - iii) Eligibility Determination Date
 - iv) IEP Completion Date – **only** enter data, if Early Intervention, Referral by CFC, and IEP are Yes
 - v) Date Services Began – **only** enter data, if Early Intervention, Referral by CFC, and IEP are Yes
- f. If known, enter the Mother's Maiden Name (last name only) and the Birth Place Name without periods, commas, or apostrophes.
- g. Use the correct codes from the Data Elements Document located on the SIS Website (www.isbe.net/sis) for the following data elements:
 - i) Enter 2 digit codes for the following data values:
 1. Lineage
 2. Race
 3. Gender
 4. Reading 1st Indicator
 5. Reading Improvement Block Grant Program
 6. Title 1 Indicator
 7. Eligible for Immigrant Education Program (Can no longer be updated 07/31/2014)
 8. Homeless Indicator
 9. Migrant Indicator (Can no longer be updated 07/31/2014)
 10. Private Schooled Student Indicator
 11. SES Indicator
 12. LEP Indicator
 13. IEP Indicator
 14. FRL/Low Income Indicator
 15. Century 21 Indicator
 16. Enrollment/Entry Type
 17. Entry/ Grade Level
 - ii) Enter 3 digit code for the following data value:
 1. Native Language
 2. Home Language
 - iii) Enter the student's 15 digit RCDTS codes
 1. The Home School code will have the same first 11 district code digits and the last 4 digits may differ to identify the school building.
 2. The Serving School code will either be the same as the Home School code if the student attends that school for educational services, or the Serving School will be different than the Home School code if the student attends a different school for educational services (such as a Special Ed cooperative or a vocation education facility).
 - iv) Enter the 4 digit school year (2009 represents the 2008-2009 school year).

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- v) Enter the appropriate decimal value up to 1.00 for the Serving School Full Time Equivalency (FTE)
 - 1. A student's FTE can not exceed a total value of 1.00 at one time in ISBE SIS
 - 2. A Pre-K Student's FTE must equal 1.00 on each enrollment; this means the system will not allow Pre-K students to have more than one enrollment at a time in ISBE SIS
 - 3. If K - 12 students attend multiple schools for educational services, multiple Home School enrollment records with different Serving Schools must be created with the FTE representing the amount of time the student spends at each Serving School (e.g., .50 FTE for time spent at a Special Education facility and .50 for time spent at a mainstream facility)
- vi) Enter 2 digit codes for the following data values:
 - 1. Pre-K at Risk
 - 2. Preschool for All
 - 3. Head Start
 - 4. Pre-K Title I
 - 5. Local/Other
 - 6. Early Head Start (Birth to 3)
 - 7. Prevention Initiative (Birth to 3)
 - 8. Early Intervention (Birth to 3)
 - 9. Referral by CFC – **only enter data, if Early Intervention is Yes**
 - 10. Reason for Delay in Transition – **only enter data, if Early Intervention and Referral by CFC are Yes**
 - 11. Meets at Risk Criteria
 - 12. Meets PFA Household Income Criteria
 - 13. Family Structure
- vii) Enter the 6 digit EI Number – **only enter data, if Early Intervention and Referral by CFC are Yes**

5. Save the Demographics and Early Childhood Template as a Comma Separated Value (.csv) File

- a. First, save an Excel version (.xls extension) of the document as a backup with the student record details just entered and to use as a working document by saving an Excel version
- b. Then create a .csv file by navigating to the File menu and Click File → Save As
- c. In the File name box type the same file name you entered in the Header Row 1 Column C, excluding the '.csv' extension. (Ex: for Riverton.csv, only type Riverton)
- d. 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.
- e. After saving the backup file, on the File menu click File → click Save As a second time.
- f. In the Save as type list, select CSV (Comma delimited) to add the .csv extension.
- g. Click *Save*.
- h. When notified via a pop-up message that the file may contain features not compatible with CSV, click **Yes** to keep the workbook in the current format.
- i. Close the Excel file.
 - i) When prompted, *Do you want to save the changes made to the file?* click **No**.

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Note: There will be 2 types of files at the end of these actions: the Excel .xls template and the .csv file.

6. Upload the Demographics and Early Childhood.csv File via the IWAS/SIS/File Upload Screen

- a. Login into IWAS/SIS using appropriate role for uploading files – RCDT/ADMIN role
- b. Access SIS from System Listing
- c. Click the Upload File link
- d. Click Browse to locate the CSV Demographics and Early Childhood File created and saved in Step 4 – (the name of the file should match the name entered in the Header Row 1 Column C). (Ex: Riverton.csv)
- e. Click Open and the Upload File page displays the selected file
- f. Click the Upload button to complete the transmission to SIS.
- g. If you receive a message indicating your file has uploaded successfully, you are finished and should wait to receive an email indicating your file has processed and is ready to be downloaded.
- h. If you receive any file format errors during upload process, you will want to go back to your Excel Template (.xls) version to make your changes and re-create a new CSV file.

Note: Never make any changes in the CSV version or the formatting will be lost and will cause records to fail validation processes.

7. Download the Returned Demographics and Early Childhood.csv File via the IWAS/SIS/File Download Screen

- a. Login to IWAS
- b. Access SIS from System Listing.
- c. Click the Download File link.
- d. Locate the returned CSV Demographics and Early Childhood File uploaded in Step 5 – (the name of the file will match the name entered in the Header Row 1 Column C). (Ex: Riverton.csv)
- e. Save the file to your computer or server.

Note: DO NOT OPEN THE FILE AND SAVE THE FILE WHILE IT IS OPEN. Save the file before opening in Excel with a right Click and perform 'Save As' or 'Save Target As'.

8. Retrieve and Paste Data from the Returned .csv File to the Existing Student Demographics, Enrollment and Early Childhood Template (.xls)

- a. Open the CSV file downloaded and saved to your computer / server in Step 6
- b. Open the Demographics and Early Childhood template (.xls)
- c. Keep both the .csv file and the Excel template open
- d. Highlight the cells in the returned .csv file starting with Row 2 from Columns A through AZ and all the additional rows from Columns A through AZ that contain student data; **DO NOT** highlight the Result Codes and Result Messages in Columns BA and BB

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Note: It is important not to highlight beyond Column AZ (in other words, do not highlight the result details, do not highlight blank space, do not highlight the entire row, do not highlight the row number on the far left).

- e. Select Edit → Copy
- f. Navigate to the Demographics and Early Childhood Excel Template
- g. Click on the Row 3 Column A cell prior to pasting the data
- h. Select Edit → Paste Special
- i. When the pop-up box opens Select *Values* then Click *Ok*
- j. Make any necessary corrections in the Demographics and Early Childhood Excel template (.xls)

9. Review the Result Codes and the Result Messages in Columns BA and BB of the Returned .csv File, and if Corrections are Required Re-submit a New .csv File

- a. Utilizing the Demographics and Early Childhood Template (.xls) make the necessary corrections to each student record that have the following failed process Result Codes and Result Messages in Columns X and Y: G1, G2, G3, G4, H1, H2, H3, H4, C, F, I, U3, or U4 (Please see the Result Code and Message table in either the User Manual or the File Format document for error descriptions.)

Remember: Do Not make any changes in the CSV version or the formatting will be lost and will cause records to fail validation processes.

- b. Also, make changes if necessary to any identified inaccurate data such as program indicators, grade levels, gender codes etc.
- c. When all errors are resolved and all the changes are complete, create a new .csv file following the SAVE AS process in Step 4.
- d. Repeat this process until the records are returned with successful Result Codes and Result Messages.