

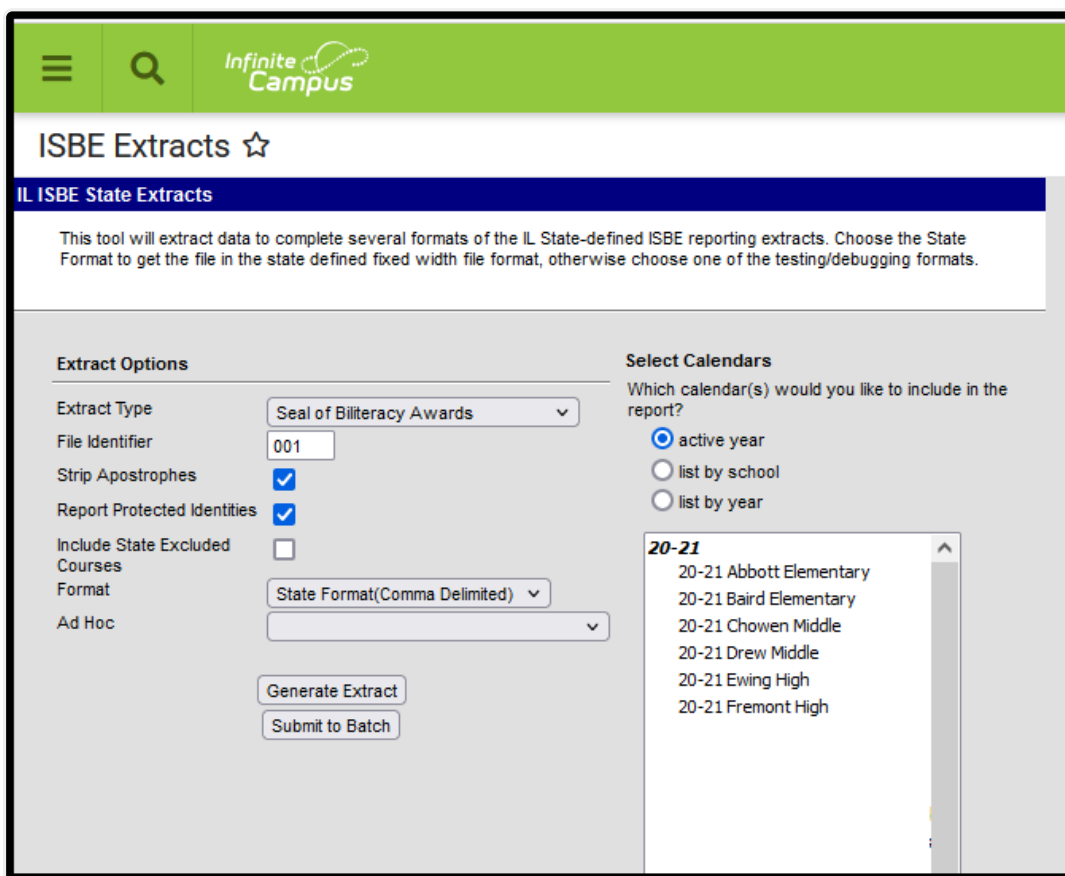
# ISBE Seal of Biliteracy Awards Extract (Illinois)

Last Modified on 03/11/2024 8:45 am CDT

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Tool Search: Seal of Biliteracy Awards

The ISBE Seal of Biliteracy Awards Extract reports all students enrolled in grades 11 or 12 as of the Effective Date entered on the report editor who have a State Seal noted on their Graduation tab and who have an Enrollment End Status of 06: Graduated with regular, advanced, IB or other diploma. The Enrollment End Status must have a [State End Status Code](#) mapped.



The screenshot shows the 'ISBE Extracts' tool interface. At the top, there's a green header with the Infinite Campus logo. Below it, a blue bar reads 'IL ISBE State Extracts'. A white box contains instructions: 'This tool will extract data to complete several formats of the IL State-defined ISBE reporting extracts. Choose the State Format to get the file in the state defined fixed width file format, otherwise choose one of the testing/debugging formats.'

The main area is divided into two columns. The left column, 'Extract Options', includes:
 

- Extract Type: Seal of Biliteracy Awards (dropdown)
- File Identifier: 001 (text input)
- Strip Apostrophes: ☒
- Report Protected Identities: ☒
- Include State Excluded Courses: ☐
- Format: State Format(Comma Delimited) (dropdown)
- Ad Hoc: (dropdown)
- Buttons: Generate Extract, Submit to Batch

The right column, 'Select Calendars', asks 'Which calendar(s) would you like to include in the report?'. It has three radio buttons:
 

- ☒ active year
- ☐ list by school
- ☐ list by year

 Below this is a scrollable list for the selected year '20-21', showing schools: 20-21 Abbott Elementary, 20-21 Baird Elementary, 20-21 Chowen Middle, 20-21 Drew Middle, 20-21 Ewing High, and 20-21 Fremont High.

*ISBE Seal of Biliteracy Awards Extract*

## Report Editor

The following fields are available for selection.

Field	Description
<b>Extract Type</b>	Selection determines the extract that is generated. For this instance, select the <b>Seal of Biliteracy Awards</b> option.

Field	Description
<b>Effective Date</b>	<p>Entered date is used to return current enrollments for the report. This field automatically populates with the current date, but can be changed by entering a new date in <i>mm/dd/yyyy</i> format or by clicking the calendar icon to select a date. This date is required in order to generate the report.</p> <ul style="list-style-type: none"> <li>• If an enrollment record has an end date before the effective date, that record is not included</li> <li>• If an enrollment record has an end date after the effective date or does not have an end date, that record is included.</li> </ul>
<b>File Identifier</b>	Indicates the number attached to the end of the file name and is used to differentiate the file from other files generated.
<b>Strip Apostrophes</b>	<p>When marked, the following marks are removed from student names and other reported data:</p> <ul style="list-style-type: none"> <li>• Apostrophes ('), Commas (,), Periods (.)</li> <li>• Umlaut (Ö)</li> <li>• Tilde (Ñ)</li> <li>• Grave Accents (Ò), Acute Accents (Ó)</li> <li>• Circumflex (Ô)</li> </ul> <p>When not marked, these marks are not removed.</p>
<b>Report Protected Identities</b>	When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields.
<b>Format</b>	Determines how the report generates. Use the <b>State Format (Comma Delimited)</b> when submitting the report to the state. Use the <b>HTML</b> or <b>Tab Delimited</b> option when reviewing data prior to state submission.
<b>Ad hoc</b>	Select a saved ad hoc filter to use when generating this report. Only those students included in the filter will be returned on the report if they meet the reporting requirements.
<b>Calendar Selection</b>	At least one calendar needs to be selected for the report to generate. Calendars can be chosen by <b>Active Year</b> , by <b>School</b> or by <b>Year</b> . If a calendar is selected in the Campus toolbar, that calendar is automatically selected.
<b>Report Generation</b>	The report can be generated immediately using the <b>Generate Extract</b> button. When there is a larger amount of data chosen (several calendars, large date range, etc.), use the <b>Submit to Batch</b> button, which allows the user to choose when the report is generated. See the <a href="#">Batch Queue</a> article for more information.

## Generate the Report

1. Select **Seal of Biliteracy** Awards from the **Extract Type** field.
2. Enter the **Effective Date** for the report.
3. Enter a **File Identifier**. This is a three digit number attached to the file name used to differentiate itself from other ISBE Demographic and Enrollment Extract files generated.

4. If desired, mark the **Report Protected Identities** checkbox.
5. Select which **Format** to generate the report in. To preview information prior to submission to the state, use the HTML format. When submitting data to the state, use the State Format (Comma Delimited).
6. If desired, select an **Ad hoc Filter** from which to pull the student set.
7. Select which **Calendars** to include within the report.
8. Select the **Generate Extract** button or use the **Submit to Batch** option. The report will appear in a separate window in the designated format.

Header Records:1										
Report Name		Student Count	File Name			Date		RCDTS Code		
Seal of Biliteracy Awards		0	Biliteracy_09045300026_09182019_001.txt			09/18/2019		090453000260000		
Biliteracy Records:4										
Student ID	SAP ID	Legal Last Name	Legal First Name	Birth Date	RCDTS for Home School	School Year	Seal or Commendation	Language of Award	Method of Demonstrating English Proficiency	Method of Demonstrating Proficiency in Language other than English
123456789	123456	Student	Annabelle	07/03/01	000260002	2019	02	026		04
234567890	234567	Student	Benson	02/25/01	000260002	2019	01	001		
345678901	345678	Student	Caroline	03/25/01	000260002	2019	01	000		
456789012	456789	Student	Damon	01/16/01	000260002	2019	02	001		

ISBE Seal of Biliteracy - HTML Format

	A	B	C	D	E	F	G	H	I	J	K
1	Seal of Biliteracy	0	Biliteracy_09045300026_09182019_001.txt	09/18/2019	090453000260000						
2	123456789	123456	Student	Annabelle	7/3/2001	9.05E+13	2019	2	26		4
3	234567890	234567	Student	Benson	2/25/2001	9.05E+13	2019	1	1		
4	345678901	345678	Student	Caroline	3/25/2001	9.05E+13	2019	1	0		
5	456789012	456789	Student	Damon	1/16/2001	9.05E+13	2019	2	1		
6											
7											
8											

ISBE Seal of Biliteracy - State Format (Comma Delimited)

Report Name	Student Count	File Name	Date	RCDTS Code						
Seal of Biliteracy Awards	0	Biliteracy_09045300026_09182019_001.txt	09/18/2019	090453000260000						
Student ID	SAP ID	Legal Last Name	Legal First Name	Birth Date	RCDTS for Home School	School Year	Seal or Commendation	Language of Award	Method of Demonstrating English Proficiency	Method of Demonstrating Proficiency in Language other than English
123456789	123456	Student	Annabelle	07/03/01	090453000260002	2019	02	026	04	
234567890	234567	Student	Benson	02/25/01	090453000260002	2019	01	001		
345678901	345678	Student	Caroline	03/25/01	090453000260002	2019	01	000		
456789012	456789	Student	Damon	01/16/01	090453000260002	2019	02	001		

ISBE Seal of Biliteracy - Tab Delimited Format

# Seal of Biliteracy Awards Extract Layout

## Header Layout

Element	Description	Location
<b>Report Name</b>	The name of the extract being generated. Always report a value of Seal of Biliteracy Awards.	N/A
<b>Student Count</b>	The total amount of records generated.	N/A

Element	Description	Location
<b>File Name</b>	EN + RCDT or District Name + _ + Date (mmddyyy)_File Identifier (i.e., Biliteracy_123456789012_09182019_001.txt)	N/A
<b>File Date</b>	The date the extract was generated.	N/A
<b>RCDTS</b>	<p>The Region-County-District-Type-School code that uniquely identifies the school generating the extract.</p> <p><i>RRCCDDDDDTSSSS, 15 characters</i></p>	<p>System Administration &gt; Resources &gt; District Information &gt; State District Number, Type, Region Number, County</p> <p>System Administration &gt; Resources &gt; School &gt; State School Number</p> <p>District.districtID District.county District.region School.number</p>

## Extract Layout

Element	Description	Location
<b>Student ID</b>	<p>The student identifier assigned in the ISBE SIS.</p> <p><i>Numeric, 9 digits</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifies &gt; Student Number</p> <p>Person.studentNumber</p>
<b>SAP ID</b>	<p>The Student ID number used by the school to identify the student within their local system.</p> <p><i>Numeric, 50 digits</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; State ID</p> <p>Person.studentNumber</p>
<b>Legal Last Name</b>	<p>The student's legal last name.</p> <p>When the Report Protected Identities checkbox is marked on the report editor, the student's last name reports from the Legal Last Name field if populated.</p> <p><i>Alphabetical, 30 characters</i></p>	<p>Census &gt; People &gt; Identity Information &gt; Last Name</p> <p>Identity.lastName</p> <hr/> <p>Census &gt; People &gt; Identities &gt; Protected Identity Information &gt; Legal Last Name</p> <p>Identity.legalLastName</p>

Element	Description	Location
<b>Legal First Name</b>	<p>The student's legal first name.</p> <p>When the Report Protected Identities checkbox is marked on the report editor, the student's first name reports from the Legal First Name field if populated.</p> <p><i>Alphabetical, 30 characters</i></p>	<p>Census &gt; People &gt; Identity Information &gt; First Name</p> <p>Identity.firstName</p> <hr/> <p>Census &gt; People &gt; Identities &gt; Protected Identity Information &gt; Legal First Name</p> <p>Identity.legalFirstName</p>
<b>Date of Birth</b>	<p>The student's date of birth.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Birth Date</p> <p>Identity.birthDate</p>
<b>RCDTS Home School</b>	<p>The Region-County-District-Type-School code that uniquely identifies the elementary, middle/junior, or high school the student attends or would attend if not placed/transferred to another school/program to receive needed services.</p> <p>Identity.birthDate</p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Home School</p> <p>District.districtID District.county District.region School.number Enrollment.resident School Enrollment.resident District</p>
<b>School Year</b>	<p>The school year for which the enrollment is applicable.</p> <p><i>Numeric, 4 digits (YYYY)</i></p>	<p>System Administration &gt; Calendar &gt; Calendar &gt; End Date</p> <p>School.endDate</p>
<b>Seal or Commendation</b>	<p>Indicates which seal or commendation the student received. Reports the code selected on the Graduation tab.</p> <p><i>Numeric, 2 digits</i></p>	<p>Student Information &gt; General &gt; Graduation &gt; State Seal Information &gt; State Seal</p> <p>GraduationSeal.stateSeal</p>
<b>Language of Award</b>	<p>Reports the language code in which the student received the seal.</p> <p><i>Numeric, 3 digits</i></p>	<p>Student Information &gt; General &gt; Graduation &gt; State Seal Information &gt; Language</p> <p>GraduationSeal.language</p>

Element	Description	Location
<b>Method of Demonstrating English Proficiency</b>	<p>Reports the assigned code for how the student demonstrated achievement in the language.</p> <p><i>Numeric, 2 digits</i></p>	<p>Student Information &gt; General &gt; Graduation &gt; State Seal Information &gt; English Method</p> <p>GraduationSeal.english_method</p>
<b>Method of Demonstrating Proficiency in Language other than English</b>	<p>Reports the assigned code for how the student demonstrated achievement in the language.</p> <p><i>Numeric, 2 digits</i></p>	<p>Student Information &gt; General &gt; Graduation &gt; State Seal Information &gt; Non-English Method</p> <p>GraduationSeal.nonEnglish_method</p>