

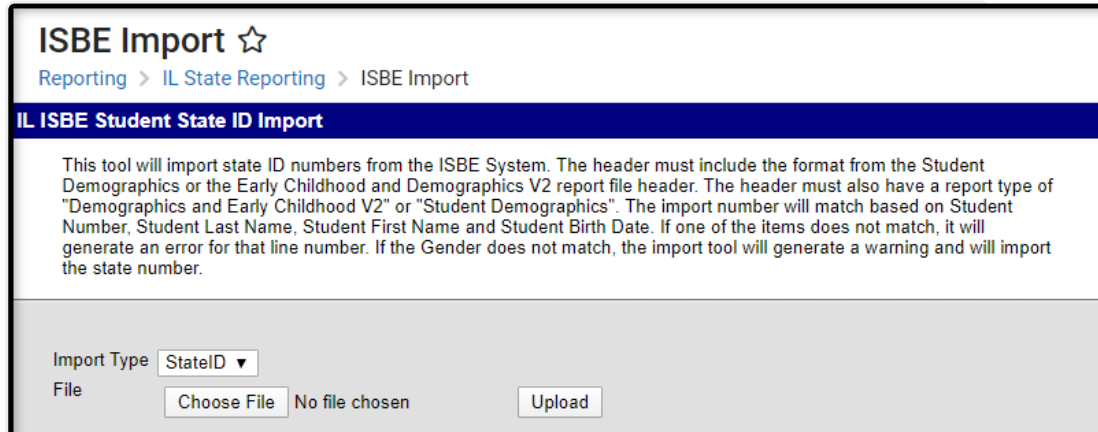
ISBE Import (Illinois)

Last Modified on 12/14/2025 8:45 pm CST

[Import Logic](#) | [Import Process](#) | [Import a File](#) | [Import Layout](#) | [Error Messages](#) | [Warning Message](#)

Tool Search: ISBE Import

The ISBE Student State ID Import tool allows districts to import State ID numbers from the ISBE System into Infinite Campus.



The screenshot shows the 'ISBE Import' tool interface. At the top, there's a header with the title 'ISBE Import' and a star icon. Below it, a breadcrumb trail reads 'Reporting > IL State Reporting > ISBE Import'. A blue bar below the breadcrumb contains the text 'IL ISBE Student State ID Import'. The main content area has a text box explaining the tool's purpose: 'This tool will import state ID numbers from the ISBE System. The header must include the format from the Student Demographics or the Early Childhood and Demographics V2 report file header. The header must also have a report type of "Demographics and Early Childhood V2" or "Student Demographics". The import number will match based on Student Number, Student Last Name, Student First Name and Student Birth Date. If one of the items does not match, it will generate an error for that line number. If the Gender does not match, the import tool will generate a warning and will import the state number.' Below this text box, there's a section for 'Import Type' with a dropdown menu set to 'StateID'. Underneath, there's a 'File' section with a 'Choose File' button, the text 'No file chosen', and an 'Upload' button.

ISBE Import

Import Logic

Files are accepted that match the layout of the following extracts:

- [Demographics and Early Childhood](#)
- [Student Demographics/Enrollment](#)

Import logic identifies students by matching student number, student last name, student first name, and student birth date.

- A single match on all four fields is required.
- When matching on first and last name, the match is only done on letters and/or numbers. All other characters are ignored. If all letters and/or numbers match and all other criteria are met, the information is imported.
- Match will be attempted on Protected Identities first; if no match is found, a match will be attempted on non-legal Identities.

If no state ID value exists in Infinite Campus, the state ID from the file is imported.

- If a state ID already exists in Infinite Campus and the state ID does not match, it is not imported, and an error is recorded on the ISBE State ID Import Results Report (*State ID identified for the student does not match existing record. State ID was not changed*).

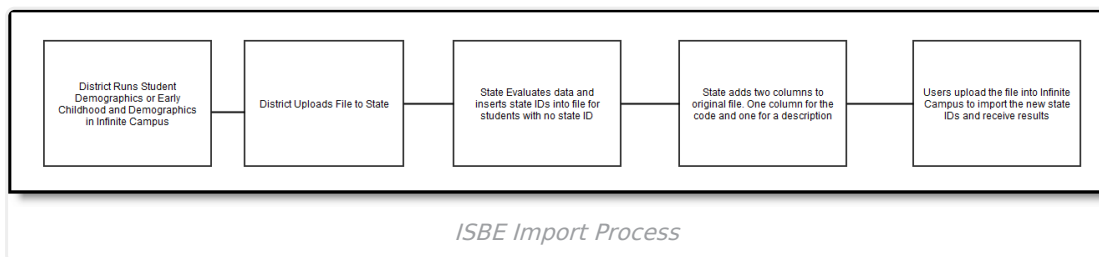
If no match is found for the local student number, last name, first name, and birth date, the ID is not imported, and an error is reported on the ISBE State ID Import Results Report (*No match found for student number, last name, and birth date. Student ID was not imported*).

If multiple matches occur for the local student number, last name, first name, and birth date, the state ID is not imported, and an error is logged in the ISBE State ID Import Results Report.

If the gender is different between the import file and the data in Campus, a warning is logged on the ISBE State ID Import Results Report. This field is NOT used in the matching process

Matching rules only match based on the current identity.

Import Process



Done	Task
	District generates the Student Demographics or Early Childhood and Demographics Report in Infinite Campus.
	District uploads the state version of those reports to the state.
	State evaluates data and inserts student IDs for those students who do not have one.
	State adds two columns to the original file (for code and description).
	State returns the file to the district.
	District uploads the state-returned file into Campus to import new state IDs and receive results.

Import a File

The ISBE Import tool imports state IDs from files and imports that information into the ISBE system. This generates a file that populates the state IDs (field 1) and adds two columns at the end for the Results code and message.

Only *.csv files can be imported.

1. Select the **Student State ID Import** from the **Import Type** dropdown list.

- Click the **Browse** button to locate the correct file to upload. A window will appear, displaying the user's local files.
- Select the file from its locally stored location and click the **Open** button. The file will display on the Import editor.
- Select the **Upload** button. The import process will begin, and a report will appear, displaying the import results and errors.

ISBE State Import Results

Generated On: 05/23/2013 01:24:33 PM

Summary

Total Records:	4627
New State IDs Imported:	0
Error Count	6
Warning Count	0

Error Detail (Total Records: 6)

Line	Error Message	Data Source	Student Number	State ID	Last Name	First Name	Gender	Date Of Birth
55	No match found for birth date. Student State ID was not imported.	Import Value Campus	417312 417312		AutoFeesHouseholdPartTwo AutoFeesHouseholdPartTwo	StudentOne StudentOne	M M	
56	No match found for birth date. Student State ID was not imported.	Import Value Campus	417313 417313		AutoFeesHouseholdPartTwo AutoFeesHouseholdPartTwo	StudentTwo StudentTwo	M M	
57	No match found for birth date. Student State ID was not imported.	Import Value Campus	417589 417589		AutoFeesMax AutoFeesMax	StudentOne StudentOne	M M	
58	No match found for birth date. Student State ID was not imported.	Import Value Campus	417591 417591		AutoFeesMax AutoFeesMax	StudentThree StudentThree	M M	
59	No match found for birth date. Student State ID was not imported.	Import Value Campus	417590 417590		AutoFeesMax AutoFeesMax	StudentTwo StudentTwo	M M	
60	No match found for birth date. Student State ID was not imported.	Import Value Campus	417607 417607		AutomatedTest AutomatedTest	MessengerStudent MessengerStudent	M M	

Warning Detail: (Total Records: 0)

Line	Error Message	Data Source	Student Number	State ID	Last Name	First Name	Gender	Date Of Birth
------	---------------	-------------	----------------	----------	-----------	------------	--------	---------------

ISBE State ID Import Results Report

Import Layout

Only the first ten data elements are listed for the layout below. Please be aware that the remaining data elements on either the Early Childhood and Student Demographics Extract or the Student Demographics Extract are expected to also be present in the upload. Also expected are the two extra data elements added by the state.

Data Element	Description	Campus Interface
State ID	State-assigned student identifier. This value is required. This value must not already exist within the district.	Census > People > Demographics > Person Identifiers > State ID
Student Number	School-assigned student identifier. This value is required. This value must match an existing student in the district.	Census > People > Demographics > Person Identifiers > Student Number

Data Element	Description	Campus Interface
Last Name	Legal last name as it appears on the student's birth certificate. This value is required. This value must match an existing student in the district. If the Legal Last Name field is not populated, a match is attempted on the Last Name field.	Census > People > Identities > Protected Identities Information > Legal Last Name
First Name	Legal first name as it appears on the student's birth certificate. This value is required. This value must match an existing student in the district.	Census > People > Identities > Protected Identities Information > Legal First Name
Middle Name	Legal middle name as it appears on the student's birth certificate. This field is NOT used for matching on the import.	Census > People > Demographics > Person Information > Middle Name
Lineage Code	Indicates the student's name is generational (Jr., III, etc.). This field is NOT used for matching on the import.	Census > People > Demographics > Person Information > Suffix
Mother's Maiden Name	Reports the student's mother's maiden name. This value is NOT used for matching on the import.	Census > People > Demographics > Person Information > Mother's Maiden Name
Race Code	Reports the student's race/ethnicity. This value is NOT used for matching on the import.	Census > People > Demographics > Person Information > Race/Ethnicity
Gender	Student's gender. This value is required. This value must match an existing student in the district. Mapped values: <ul style="list-style-type: none"> • Female = F, f, 1, 01 • Male = M, m, 2, 02 	Census > People > Demographics > Person Information > Gender
Birth Date	Student's birth date as it appears on the birth certificate. This value is required. This value must match an existing student in the district.	Census > People > Demographics > Person Information > Birth Date

Error Messages

Message	Issue
Header Must be Student Demographics or	Header does not define a valid format, please use "Demographics and Early Childhood V2" or "Student Demographics" in the file type field.
State ID	A student match was found; the student already has a state ID.
State ID	State ID must be Alphanumeric.
Last Name	No match found for the student's last name. State ID was not imported.
Student ID on Import and UI Do NOT Match	No match was found for the student number. State ID was not imported.
Student ID on Import and UI Do NOT Match	Student ID must be Alphanumeric.
Birth date on Import and UI Do NOT Match	No match found for birth date. State ID was not imported.
Birth date on Import and UI Do NOT Match	Birth date must be a date format
Multiple Matches on Birthdate, student number, and last name	There were multiple students found with the same birthdate, student number, and last name. Please update records so that multiple records do not exist. State ID was NOT imported.

Warning Message

Description	Error Message
First Name does not match	First name identified does not match the existing record. Student State ID was imported.
Gender does not match	Gender identified does not match the existing record. Student State ID was imported.