

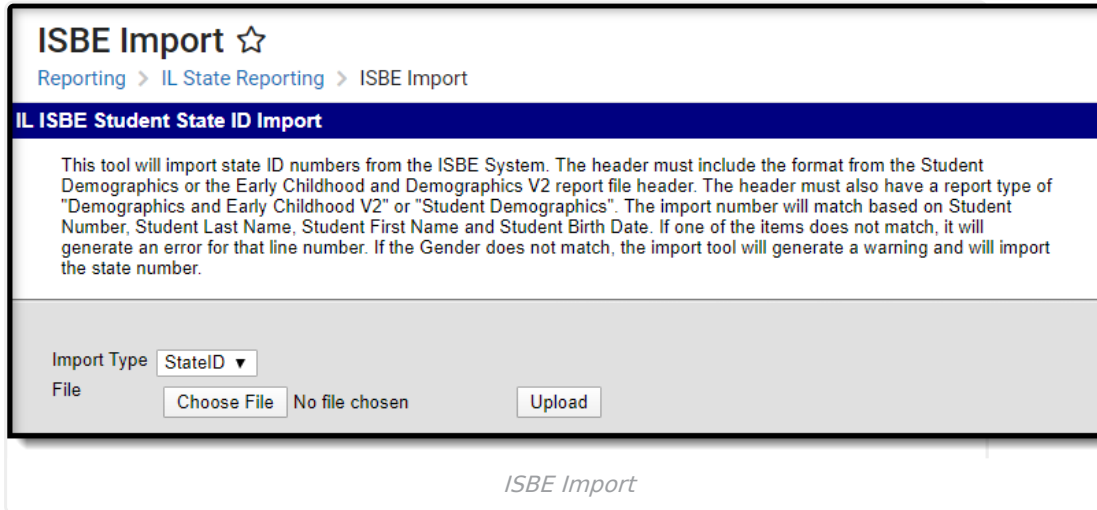
# ISBE Import (Illinois)

Last Modified on 10/21/2024 8:22 am CDT

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**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 is a breadcrumb trail: 'Reporting > IL State Reporting > ISBE Import'. Below this is a blue header bar with the text 'IL ISBE Student State ID Import'. The main content area contains a paragraph of instructions: '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 the instructions, there is a form with an 'Import Type' dropdown menu set to 'StateID'. Underneath, there is a 'File' section with a 'Choose File' button, the text 'No file chosen', and an 'Upload' button. The interface is titled 'ISBE Import' at the bottom.

## Import Logic

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

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

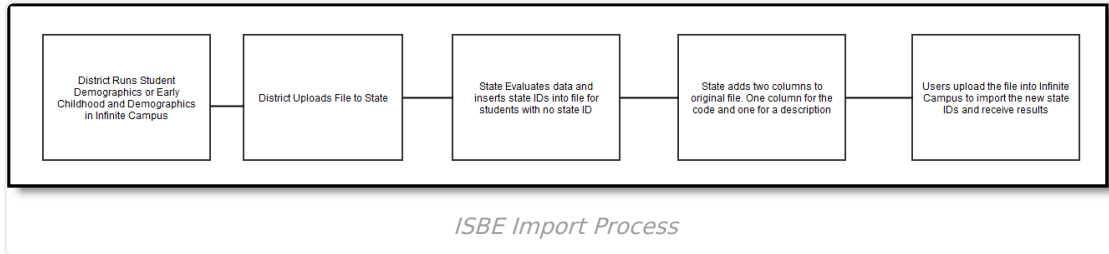
The following import logic is enforced:

- 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.
- If there is no state ID entered in Campus, the state ID from the file is imported.
- If a state ID already exists in Campus but does not match the state ID on the file, the ID is not imported and an error is recorded on the ISBE State ID Import Results Report as *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 as *No match found for student number, last name, and birth date. Student ID was not imported.*
- If multiple matches occur for 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.

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 is met, the information is imported.

## Import Process



Done	Task
	District generates the Student Demographics or Early Childhood and Demographics Report in Campus.
	District uploads 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 file to 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 import 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 Results code and message.

Only \*.csv files can be imported.

1. Select the **Student State ID Import** from the **Import Type** dropdown list.
2. Click the **Browse** button to locate the correct file to upload. A window will appear, displaying the user's local files.
3. Select the file from its locally stored location and click the **Open** button. The file will display on the Import editor.
4. 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						
<b>Summary</b>								
Total Records:	4627							
New State IDs Imported:	0							
Error Count	6							
Warning Count	0							
<b>Error Detail (Total Records: 6)</b>								
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	
<b>Warning Detail: (Total Records: 0)</b>								
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
<b>State ID</b>	State-assigned student identifier. This value is required. This value must not already exist within the district.	Census > People > Demographics > Person Identifiers > State ID
<b>Student Number</b>	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
<b>Last Name</b>	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

Data Element	Description	Campus Interface
<b>First Name</b>	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
<b>Middle Name</b>	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
<b>Lineage Code</b>	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
<b>Mother's Maiden Name</b>	Report's 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
<b>Race Code</b>	Reports the student's race/ethnicity. This value is NOT used for matching on the import.	Census > People > Demographics > Person Information > Race/Ethnicity
<b>Gender</b>	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"> <li>• Female = F, f, 1, 01</li> <li>• Male = M, m, 2, 02</li> </ul>	Census > People > Demographics > Person Information > Gender
<b>Birth Date</b>	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.

Message	Issue
State ID	A student match was found, student already has a state ID.
State ID	State ID must be Alphanumeric.
Last Name	No match found for student last name. State ID was not imported.
Student ID on Import and UI Do NOT Match	No match was found for 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 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.