

Last Modified on 06/09/2025 10:59 am CDT

Report Editor | Generate the Report | Seal of Biliteracy Awards Extract Layout

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 <u>State End Status Code</u> mapped.

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ISBE Extracts	ን	
ISBE State Extracts This tool will extract data Format to get the file in the	to complete several formats of the IL State-def e state defined fixed width file format, otherwis	ined ISBE reporting extracts. Choose the State se choose one of the testing/debugging formats.
Extract Options Extract Type File Identifier Strip Apostrophes Report Protected Identities Include State Excluded Courses Format Ad Hoc	Seal of Biliteracy Awards 001 Image: State Format(Comma Delimited) State Format(Comma Delimited) Image: Generate Extract Submit to Batch	Select Calendars Which calendar(s) would you like to include in the report? active year list by school list by year 20-21 20-21 Abbott Elementary 20-21 Baird Elementary 20-21 Chowen Middle 20-21 Drew Middle 20-21 Fremont High

Report Editor

The following fields are available for selection.

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



Field	Description
Effective Date	 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. If an enrollment record has an end date before the effective date, that record is not included If an enrollment record has an end date after the effective date or does not have an end date, that record is included.
File Identifier	Indicates the number attached to the end of the file name and is used to differentiate the file from other files generated.
Strip Apostrophes	 When marked, the following marks are removed from student names and other reported data: Apostrophes ('), Commas (,), Periods (.) Umlaut (Ö) Tilde (Ñ) Grave Accents (Ò), Acute Accents (Ó) Circumflex (Ô) When not marked, these marks are not removed.
Report Protected Identities	When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields.
Format	Determines how the report generates. Use the State Format (Comma Delimited) when submitting the report to the state. Use the HTML or Tab Delimited option when reviewing data prior to state submission.
Ad hoc	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.
Calendar Selection	At least one calendar needs to be selected for the report to generate. Calendars can be chosen by Active Year , by School or by Year . If a calendar is selected in the Campus toolbar, that calendar is automatically selected.
Report Generation	The report can be generated immediately using the Generate Extract button. When there is a larger amount of data chosen (several calendars, large date range, etc.), use the Submit to Batch button, which allows the user to choose when the report is generated. See the <u>Batch Queue</u> 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.
- 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.

Report Name Student Count File Name Date RCDTS Code										
Seal of Biliteracy Awards Biliteracy_09045300026_09182019_001.txt [09/18/2019]090453000260000										
Biliteracy R	cords:4									
Student	SAP	Legal Last	Legal First	Birth	RCDTS for Home	School	Seal or	Language of	Method of Demonstrating English	Method of Demonstrating Proficiency in Language
ID	ID	Name	Name	Date	School	Year	Commendation	Award	Proficiency	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		
	456700	Student	Damon	01/16/01	000260002	2019	02	001		



	A	В	С	D	E	F	G	Н	- I	J	К
1	Seal of Biliteracy	0	Biliteracy_	(########	9.0453E+13						
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)



Seal of Biliteracy Awards Extract Layout

Header Layout

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



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

Extract Layout

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



Element	Description	Location
Legal First Name	The student's legal first name. 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. <i>Alphabetical, 30 characters</i>	Census > People > Identity Information > First Name Identity.firstName Census > People > Identities > Protected Identity Information > Legal First Name Identity.legalFirstName
Date of Birth	The student's date of birth. Date field, 10 characters (MM/DD/YYYY)	Census > People > Demographics > Person Information > Birth Date Identity.birthDate
RCDTS Home School	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. Identity.birthDate	Student Information > General > Enrollments > State Reporting Fields > Home School District.districtID District.county District.region School.number Enrollment.resident School Enrollment.resident District
School Year	The school year for which the enrollment is applicable. <i>Numeric, 4 digits (YYYY)</i>	System Administration > Calendar > Calendar > Calendar > End Date School.endDate
Seal or Commendation	Indicates which seal or commendation the student received. Reports the code selected on the Graduation tab. <i>Numeric, 2 digits</i>	Student Information > General > Graduation > State Seal Information > State Seal GraduationSeal.stateSeal
Language of Award	Reports the language code in which the student received the seal. Numeric, 3 digits	Student Information > General > Graduation > State Seal Information > Language GraduationSeal.language



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