

State Scholar Program (SSP)

File Upload User Guide



June 2024

Introduction to the File Upload Process

Schools may choose to submit 6th semester data for the State Scholar Program (SSP) electronically via the file upload process in the GAP Access portal. Using this method, schools can submit records for all their students at one time instead of doing individual student data entry online. The new file upload process is similar to the Excel file submission method used in the past, however it provides an easier, more secure way to submit the data. In addition, there are several new features in this version, including easy upload functionality, an error correction option, and enhanced communication to let users know the status of submitted files.

Note: You must create a 6th semester data file according to the State Scholar file specifications (<u>see page 16 of this guide</u>). All files must be created using Microsoft Excel 2003 and above. DO NOT PASSWORD PROTECT YOUR FILES.

To get started using the State Scholar File Upload option you must have a valid GAP Access user ID and password. Use those credentials to login to GAP Access.

After successfully logging in, hover over the Programs tab and select State Scholar Program in the menu to access the School screen.



School Screen

In order to begin processing for an academic year, school specific data must be entered. Enter the 6th Semester Class Size, Unweighted GPA and answer the question Does School Rank? Y (yes) or N (no)

If your school ranks, only report the students' <u>unweighted rank</u>, we do not need both rank and unweighted GPA.

Address 123 TEST STREET CITY, IL 55555 County Phone	Principal Principal Phone Principal Email School Contact School Contact Contact Phone Contact Email Contact Email Contact@School.edu Update Contact	Approval N Closed Demo Loaded 05/15/2024 CPS CITE 	 Message 2025-26 State Scholar Processing has begun. D regarding the State Scholar Program are available on Please note that, beginni 2025-26 processing cycli will no longer print and in Certificates of Achievem high schools. Rather, all schools will be responsil printing the certificates for State Scholars. 	etails lar line. ng with h, ISAC lail ent to high ble for or their
intries displayed 10 Y	Unweighted GPA Scale Students Tested	Roster Type Submitted Roster Received	Filter d Does School Rank? Students State R Submitted Scholars	un Selection

Obtaining Certificates of Achievement

All high schools will be responsible for printing the certificates for their State Scholars.

Option to include eligible students in early State Scholars processing cycle.

Early announcement of Scholars allows students to include the honorary designation of State Scholar on college admission and merit-based scholarship applications.

ISAC will send the school an e-mail when the Excel file has finished processing. Once the school has received that e-mail, the school may check the "**Run Selection Box**" to participate in the early announcement processing. By checking this box, you are agreeing to include your students in the early announcement processing.

Schools that **do not wish to include their students in the early announcement processing**, will be considered for State Scholar designation when the last announcement takes place at the end of the cycle.

Guidelines and Samples

Next, click the File Upload button to proceed to the file upload processing screen.

Search By School Search By Student Reports File Upload

The SSP Upload History screen provides several features to assist users. Starting from the right of the screen, Guidelines and Samples provides formatting information regarding the data to be submitted. Two options appear in a dropdown menu when the button is clicked.

- SSP Guidelines displays a file layout for the data, and
- Sample provides an Excel spreadsheet with the data fields in the appropriate order.

The SSP Guidelines and Sample screens are shown on the following page.

State Scholar Program: Upload History		
Search By School Search By Student Reports	File Upload	
Grad Year: 2018	Refresh Upload File C	Suidelines & Samples
Edit File name	Status # Stud Errors Updated By Last Updated At View Logs	
State Scholar Program: Upload History	,	
Search By School Search By Student Reports	File Upload	
Grad Year: 2018	Refresh Upload File	Guidelines & Samples SSP Guidelines Sample: Excel
Edit 🕈 🛛 File name	Status # Stud Errors Updated By Last Updated At View Logs	
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SSP Guidelines and Sample Pages

Guidelines Screen

The SSP Guidelines page displays a file layout of how data is to be populated on the Excel file. See the SSP File Specifications at isac.org for further details.

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CII BY SC	chool	Search By Student Re	ports File Up	oad				
uidelines	and Sa	mples	*			Refresh	Upload File	Guidelines & Samples
Order L	Length	Name						
0001 5	50	State Assigned Student ID	Statue	# Stud Errore	Undated By	Last Undated At	View Loge	
0002 3	35	Last Name	status	a stud Errors	opuateu by		view Logs	
0003 10	16	First Name					^	
0004 1	i	MI	0					
0005 10	10	DOB MM/DD/CCYY						
0006 7	7	6th Sem Unw GPA						
0007 5	5	6th Sem Rank						
0008 1	i i	Disqualify Code						
0009 10	10	Transfer Out Date MM/DD/CCYY						
0010 6	6	Transfer Out To HS Code						
0011 5	5	Early Grad 4th Sem Class Size						
0012 5	5	Early Grad 4th Sem Rank						

Sample Screen

The Sample screen provides an Excel spreadsheet with the column headings showing the data fields in the appropriate order. The user will need to ensure that the data meet the criteria in the file layout.

Excel suppresses lead zeros (001755 is 1755 in Excel), so make sure to format the columns to allow the lead zeros to appear. See the "Troubleshooting" section in this guide for instructions on formatting columns.

1	Protected	View This fil	e originated fr	om an Interne	t location and	l might be uns	afe. Click for r	more details.	Enable Ec	liting					
	f_{x}	Student St	ate ID												
	А	В	С	D	E	F	G	Н	I	J	K	L	М	Ν	
1	Student S	t Student L	a Student Fi	Student M	Student Da	Student 6t	Student 6t	Student Di	Student Tr	Student Tr	Early Grad	Early Grad	d Rank		
2															
3															
4															
5															
6															

Uploading a File

To upload a file, Click the blue Upload File button next to Guidelines and Samples on the Upload History page. A dialog box will appear, prompting you to browse your computer to select a file to upload:

1. Click Select File.

State Scholar Program: Upload His	tory
Search By School Search By Student Re	oorts File Upload
Grad Year: 2018	Refresh Upload File Guidelines & Samples
Edit 🔷 File name	Status # Stud Errors Undated By Last Undated At View Logs
	File Upload
	Select File Upload Cancel
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	IN RECORD TO THE PAGE 1 OF 0 HE HI

2. Browse your computer to find the file you wish to upload.

Choose File to Upload		× mormal&p.p.modezview&p.p.col.id=colur - C Search	ව - බ රා
← → → ↑ 🧾 > This PC → Desktop → SSP Files	v 👌 Search SSP Files	ρ	
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	Open Cancel		
	Select File Up	osad Cancel	
	🕫 🚥 Page 1 of 0	** *I No records to view	

Uploading a File, Continued

- 3. Double Click on the desired file, to load it into the dialog box.
- 4. Make sure it is the file you want to use. If not, click Cancel.

State Scholar Program: Upload His	story
Search By School Search By Student Re	ports File Upload
Grad Year: 2018	Refresh Upload File Guidelines & Samples
Edit 🕆 🛛 File name	Status # Stud Errors Undated By Last Undated At View Logs
	Select File Upload Cancel File For 2.8 C31- ISAC.xls MB C31-
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- 5. Click the Upload button. The file will upload and the validation process will begin.
- 6. The validation process will take more than a few minutes (5 minutes minimum) so wait a while then click the Refresh button to check if the validation is complete.
- When the validation process is complete, the file with its status will appear in the history section of the screen. Notice, the filename will be modified after validation for ISAC processing.

	State S	cholar Program: Upload History						•
	Search B	y School Search By Student Reports	File Upload	ł				
	Grad Year:	2018				Refresh	Upload File	Guidelines & Samples
ſ	Edit 🗘	File name	Status	# Stud Errors	Updated By	Last Updated At	View Logs	
	÷	FileForISAC_updt555555_555555_5268.xls	Validation Errors Found	3	HSValidate	09/11/2018 15:52:16		
L							<u> </u>	

File Validation

Once the file upload and validation are complete, the file can have two statuses, **Validated** (no errors) or **Validation Errors Found** (with errors). If the file status is **Validated**, no further action on it is required.

State S	cholar Program: Upload History						.
Search B	y School Search By Student Reports	File Upload	ł				
Grad Year:	2018				Refresh	Upload File	Guidelines & Samples
Edit ≑	File name	Status	# Stud Errors	Updated By	Last Updated At	View Logs	
÷	FileForISAC_updt555555_555555555555555555555555555555	Validated	0	updt555555	09/11/2018 16:05:46		

If the file status is **Validation Errors Found**, **you must take corrective action**. **The errors must be corrected before any students on the file are considered for State Scholar.** You may resolve the errors in one of two ways. First, you can correct the uploaded Excel file offline and resubmit the corrected file. Or, you can correct the data errors online using the **Edit function** found on the Upload History screen. Keep in mind, **if there are a large number of errors, it may be easier to correct the data in Excel and upload a second file**. See the Troubleshooting section at the end of this guide for a list of File Status Errors

State Scholar Program: Upload History											
Search B	y School Search By Student Report	s File Upload	ł								
Grad Year: 2018 Refresh Upload File Guidelines & Samples											
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Edit 🕈	File name	Status	# Stud Errors	Updated By	Last Updated At	View Logs					
Edit +	File name FileForISAC_updt555555_555555_5268.xls	Status Validation Errors Found	# Stud Errors	Updated By HSValidate	Last Updated At 09/11/2018 15:52:16	View Logs					

View a Listing of Errors

An alternative way to view a listing of the errors for each record is to use the View Logs function. This report displays a list of each error for each row (student record).

1

То	view	the list, click the icon	und und	er the V	iew Log	gs column to	display tl	he list.	
	State S	cholar Program: Upload History						Ξ.	
	Search B	y School Search By Student Reports	File Uploa	d					
	Grad Year:	2018				Refresh	Upload File	Guidelines & Samples	
	Edit 🗘	File name	Status	# Stud Errors	Updated By	Last Updated At	View Logs		
	ද්	FileForISAC_updt555555_555555_5268.xls	Validation Errors Found	3	HSValidate	09/11/2018 15:52:16	<u> </u>		

File Edit Format View Help School Name : ILLINOIS HIGH SCHOOL File Name : FileForISAC updt55555 55555 5267.xls Validation Start Time: 2018-09-11 14:31:37.222 FileControlID: 5267 Requesting UserID: updt140002 Row 2: 6th Semester Rank Invalid Row 2: 6th Semester Rank invalid for ranked school Row 3: 6th Semester Rank Invalid Row 3: 6th Semester Rank invalid for ranked school Row 4: 6th Semester Rank Invalid Row 4: 6th Semester Rank invalid for ranked school Total number of records processed: 3 Number of rows that validated without error: 0 Number of rows that encountered validation errors: 3 Total Number of Errors: 6 Time processing completed: 2018-09-11 14:31:37.472

File Editing Online

1	State Bac	e Schola ck To History	r Progr Displa	am: Upload y Only Error R	d History Detail ^{ecords}									
	ILLINOIS HIGH SCHOOL													
	Year Selected 2018 Filename													
	F	FileForISAC_up	pdt555555_	555555_5268.xls										
	Row	EDIT	ERROR	State Assigned Student ID	Last Name	First Name	мі	DOB MM/DD/CCY	6th Sem Unw GPA	6th Sem Rank	Disqualify Code	Transfer Out Date MM/DD/CCYY	Transfer Out To HS Code	Ea 4t Cl
	2	/ 8	Ģ		SMITH	JOHN		05/01/2000	003.600					
	3	× 8	ę		ROSE	RUBY		09/01/1999	004.000					

After clicking the Edit button (prior page), the edit screen (above) allows the user to update any records with errors. Initially, all the records in the file appear on the screen. Use the **Display Only Error Records** button to filter the list to show only records with errors. That button toggles between all the records and only error records. Other functional buttons include:

- **Error** click the Q icon to view the error details in a pop-up window that displays the error for the record.
- The Edit column allows the user to edit \checkmark or delete \equiv a record.

To edit a record:

- 1. Click the icon *p* to open the editable data fields (scroll right to view them all).
- 2. Data enter the correct data into the appropriate fields be sure to use the proper formatting as described in the SSP file specifications.
- 3. Click the icon 🝙 next to the edited record to save it. You must save each record individually before moving to the next record.

File Editing Online – Correcting or Adding a Record

Correcting a Record (for example, correcting the spelling of a name, or reporting that a student was designated as a State Scholar in error):

Once a high school's students **have been announced as State Scholars**, corrections to already-submitted data would need to be submitted as follows:

• Submit in writing to ISAC's School Services Department via a fax to 847-831-8549, an e-mail to isac.schoolservices@illinois.gov, or regular mail to ISAC's Deerfield address.

Adding a Record

If necessary, a record may be added to the list of students. To add a record, go to the bottom of the screen, underneath the scroll bar.

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٩	+ 🗉 0		14	« Page 1	of 1	•>	► 25 ∨			View 1 - 3 of	3

To add a record:

- 1. Click the + icon and an empty row will display below the last record.
- 2. Data enter the record in the empty row.
- 3. After data entry is complete, click the 📕 icon to save the record.



OTHER OPTIONS

<u>Search</u>

The \square icon (far left on the function row) allows you to search the records by Row number, Last Name or First Name.

File Status Communication

Upon the completion of file validation (page 8 of this guide), if the file upload had errors, the school's SSP contact and principal will receive an email informing them of the file's status. The errors must be corrected before any students on the file are considered for State Scholar.

The email will be generated once a week until such time that an error free file is validated. The email will come from <u>isac.schoolservices@illinois.gov</u> and will have the subject line:

"ACTION REQUIRED, SSP Sixth Semester Validation, School 14XXXX"

Dear Colleague:
This communication is an important reminder, in regard to an Excel file, containing sixth semester data for the 2019-20 State Scholar Program (SSP), which was recently submitted to the Illinois Student Assistance Commission (ISAC) by your high school.
Results of Preliminary File Review:
The file that was submitted contained errors. ISAC is not able to process your student data until these errors have been corrected.
In order to ensure all of your students are included in the State Scholar selection process, you will need to make the necessary corrections.
Corrections can be submitted via GAP Access using either of the following options:
 upload a new (corrected) Excel file, including data for the entire class manually correct individual records from the submitted file online through the SSP Validation function
Failure to make these corrections could prevent your eligible students from being included for 2019-20 State Scholar consideration.
Questions
If you have any questions, please contact a School Services Representative by calling 866.247.2172 or by sending an e-mail to isac schoolservices@illinois gov.

When a file is validated without errors, an email will be sent to the school contact upon the completion of validation.

Please make sure both the Principal and Contact information on the **State Scholar Program: School** screen is correct and is updated when necessary. Otherwise, you will miss these critical emails.



Step-By-Step

- 1. Create a 6th semester data file according to the SSP specification and save that file to your computer or network.
- 2. Login to GAP Access.
- 3. Click the State Scholar Program button State Scholar Program under the Programs tab.
- 4. Enter school specific information if you have not already done so.
- 5. Verify school contact and principal information and update if necessary.
- 6. Click the File Upload **File Upload** tab.
- 7. Click the Select File button. * Select File
- 8. Find the file to upload from your computer and double-click on it to copy it into the dialog box.
- 9. Click the Upload
- 10. Allow time for the validation process. Click the Refresh button.

button.

- 11. Correct any errors found after the validation process by either correcting the Excel file or data entering the corrections online using the Edit function.
- 12. Review any emails received and take any action necessary.

Upload

Resources

State Scholar Main Page on ISAC's Website

http://www.isac.org/isac-gift-assistance-programs/state-scholar-program/index.html

State Scholar Program File Specifications

http://www.isac.org/isac-gift-assistance-programs/state-scholar-program/roster-data/#option1

GAPAccess (for setting up user IDs and passwords) and SSP User Guides

http://www.isac.org/gap-access/#guide

ISAC School Services Contact Information

Email: <u>isac.schoolservices@illinois.gov</u> Phone: 866-247-2172

State Scholar Electronic Data Exchange File Layout and Specifications

Overview

In order to electronically submit student 6th semester data for the State Scholar Program, schools will create an Excel spreadsheet containing the data and submit it to ISAC through the Gift Assistance Program Access (GAP Access) portal. The spreadsheet must be created using the file layout below. To submit the data, upload a completed and verified 6th semester Excel spreadsheet to ISAC via the State Scholar - File Upload option in GAP Access. You must have a valid GAP Access user name and password to log in to GAP Access.

- 1. The spreadsheet must be created using versions of Microsoft Excel 2003 and above.
- 2. Populate the spreadsheet with 6th semester data, following the guidance found on the SSP page at isac.org.
- Be sure to "zero fill" fields where required. Excel suppresses lead zeros (001755 = 1755 in Excel) so make sure to format the columns to allow the lead zeros to appear. See the State Scholar File Upload User Guide Troubleshooting section for instructions on formatting columns.
- 4. Alpha characters should be in all "CAPS" to accommodate proper printing of certificates.
- 5. A header row is not necessary (the titles "State Assigned ID, Last Name, First Name", etc.) however, if a header row (title row) is used, it must be designated a "header" in the Excel spreadsheet.
- 6. Excel provides a function to protect the spreadsheet and its cells so that others cannot change the data. **Do not protect the spreadsheet** or any of its cells; otherwise the file will not be able to be properly read and will be considered corrupted.
- 7. Schools will submit the file to ISAC via GAP Access.

State Scholar Electronic Data Exchange File Layout and Specifications

Column	Data Element	Description	Required	Length	Data Type	Valid Values/Format
A	State ID	Student State ID	0	9	Numeric	ISBE supplied 9-digit student identification number.
В	Last Name	Student's Last Name	Μ	35	Alpha	1st position can't be blank, #, or special character. Should not include a comma in the data.
С	First Name	Student's First Name	Μ	16	Alpha	1st position can't be blank, #, or special character. Should not include a comma in the data.
D	Middle Initial	Student's Middle Initial	0	1	Alpha	1 alpha
E	Date of Birth	Student's Date of Birth	М	10	Date	MM/DD/CCYY format. Valid Calendar Date.
F	6th Semester GPA	Student's Unweighted Grade Point Average as of the end of the 6 th semester.	R*	7	Numeric - Zero Fill Front & End, decimal in position 4.	7-digit number; 3 positions after a decimal. ≥ 0. Examples: 003.999, 004.250, 004.000, 099.891
G	6th Semester Rank	Student's Rank in Class as of the end of the 6 th semester.	R*	5	Numeric - Right Justify Zero Fill	5-digit number. Should be <u><</u> 6 th Semester Class Size. Example: 1 = 00001
Н	Disqualify Reason	Reason a student does not qualify for the SSP program.	M - If Applicable	1	Alpha	 E: not a citizen or eligible non-citizen F: not a resident of IL as of end of 6th semester. H: not scheduled to graduate from HS by September of following year. I: already in college or graduated prior to start of the next academic year O: deceased Or Blank
I	Transfer Out Date	Date the student stopped attending your High School.	R - If Applicable	10	Date	MM/DD/CCYY format. Valid Calendar Date.
J	Transfer Out School Code	6-digit ACT code of the High School the student is moving to.	R - If Applicable	6	Numeric	Complete 6-digit number.
К	Early Grad Class Size	Number of students as of the end of the 3 rd semester prior to student's graduation.	M - If Applicable	5	Numeric - Right Justify Zero Fill	Up to 5-digit number. Must be greater than 0. Example: 234 = 00234
L	Early Grad Rank	Student's Rank in Class as of the end of the 3rd semester prior to the student's araduation.	R - If Applicable	5	Numeric - Right Justify Zero Fill	Up to a <mark>5</mark> -digit number. Should be <u><</u> 6 th Semester Class Size. Example: 1 = <u>00001</u>

R* = You must populate either field F or field G. Or, you may populate both. Populate the fields consistently for each student.

Common Issues

Incorrect formatting of 6th semester GPA and 6th semester Rank

6th semester GPA is a 7-digit field that includes a decimal point in the 4th position, with 3 positions after the decimal. Properly formatted the field should appear like this: 999.999. So, if your system carries only a 5-digit GPA (including the decimal), 3.549, you need to reformat that column on your spreadsheet to make it conform to the ISAC requirements. To do so you may use the following solution. There may be different or even easier methods to correct the data but this one will work.

1. First populate the spreadsheet with student data. It should look something like this:

	Α	В	С	D	E	F	G	Н	1	J	K	L	Μ	
1	State Assig	Last Name	First Name	MI	DOB MM/DD/CCYY	6th Sem Unw O	6th Sem Ra	Disqualify	Transfer Ou	Transfer O	Early Grad	Early Grad	4th Sem Ra	nk
2		ASBURY	RUTH		01/01/99	3.549	5							
3		SMITH	SAMUEL		01/02/99	3.349	10							
4		HILL	LOVE		01/03/99	3.33	12							

2. To correct the formatting errors for the 6th semester GPA, Click on column F to highlight the entire column

	А	В	С	D	E	F	G	Н	1	J	K	L	М	
1	State Assig	g Last Name	First Name	MI	DOB MM/DD/CCYY	6th Sem Unw G	6th Sem Ra	Disqualify	(Transfer O	ι Transfer Ο	ι Early Grad	Early Grad	4th Sem Ra	ink
2		ASBURY	RUTH		01/01/99	3.549	5							
3		SMITH	SAMUEL		01/02/99	3.349	10							
4		HILL	LOVE		01/03/99	3.33	12							
5														

3. Right click to bring up the menu and select "Format cells..."

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au Larry Orau 4th Sent Kark

4. Select "Custom" under the **Category** column, then in the **Type** field (initially, some words or numbers may appear in the field) type 000.000 and click OK

	Clipboard	Fai	Font		5	Alignment & Number & Styles	D
	F1	- (-	f _*	6th Sem	n Unw GPA	Format Cells	
	A	В	С	D	E	Number Alignment Font Border Fill Protection	L M
1 9	State Assig	Last Name	First Name	MI	DOB MM/DD/	Category:	Early Grad 4th Sem Rank
2		ASBURY	RUTH			General Sample	
3		SMITH	SAMUEL		-	Currency 6th Sem Unw GPA	
4		HILL	LOVE			Accounting Type:	
5						Time 000.000	
6						Fraction 0	
/						Scientific 0.00	
0						Special #,##0.00 # ###0.\'(# ##0)	
10					-	#,##0_);[Red](#,##0)	
11						#,##0.00_);(Red](#,##0.00) #,##0.00_);[Red](#,##0.00)	
12						\$#,##0_);(\$#,##0) \$#,##0_);[Red](\$#,##0)	
13							
14						Delete	
15						Type the number format code, using one of the existing codes as a starting point.	
16							
17							
18							
19						OK Cancel	

5. Now the 6th Semester GPA field is formatted according to the ISAC requirements.

	А	В	С	D	E	F	G	Н	1	J	К	L	М	N
1	State Assig	Last Name	First Name	MI	DOB MM/DD/CCYY	6th Sem Unw (6th Sem Ra	Disqualify	Transfer Ou	Transfer O	LEARLY Grad	Early Grad	4th Sem Ra	nk
2		ASBURY	RUTH		01/01/99	003.549	5							
3		SMITH	SAMUEL		01/02/99	003.349	10							
4		HILL	LOVE		01/03/99	003.330	12							
5														

To correct the formatting for the 6^{th} semester rank, follow the same general steps as those used for 6^{th} semester GPA except:

- Highlight the 6th semester rank column.
- Type 00000 in the **Type** field on the Format Cells screen.

Clipboard	134	ront		Alignn	ent is Number is Styles	C C
G1	• (f_x	6th Sem	Rank	Format Cells	
A	В	С	D	E	Number Alianment Font Border Fill Protection	M N
1 State As	ig Last Name	First Name	MI	DOB MM/DD/CCYY		rad 4th Sem Rank
2	ASBURY	RUTH		01/0	Category:	
3	SMITH	SAMUEL		01/0	Number 6th Sem Bank	
4	HILL	LOVE		01/0	Currency Accounting	
5					Date 00000	
6					Percentage General	
7					Fraction Construction Fraction	
8					Text #,##0	
9					Special #,##0.00 Custom #.##0):(#,##0)	
10					#,##0_);[Red](#,##0)	
11					#,##0.00_);[#,##0.00) #,##0.00_);[Red](#,##0.00)	
12					\$#,##0_);(\$#,##0) \$# ##0_):[Bed](\$# ##0)	
13						
14					Delete	
15					Type the number format code, using one of the existing codes as a starting point.	
16						
17						
18						
19					OK Cancel	
20					OK Gancer	

After clicking OK, the 6th Semester Rank field will be formatted according to the ISAC requirements.

	А	В	С	D	E	F	G	Н	1	J	К	L	М	Ν
1	State Assig	Last Name	First Name	MI	DOB MM/DD/CCYY	6th Sem Unw 0	6th Sem Ra	Disqualify (Transfer Ou	Transfer O	Early Grad	Early Grad	4th Sem Ran	k
2		ASBURY	RUTH		01/01/99	003.549	00005							
3		SMITH	SAMUEL		01/02/99	003.349	00010							
4		HILL	LOVE		01/03/99	003.330	00012							
5														

	А	В	С	D	E	F	G	Н	l I	J	K	L	М	Ν
1	State Assig	Last Name	First Name	MI	DOB MM/DD/CCYY	6th Sem Unw 0	6th Sem Ra	Disqualify (Transfer Ou	Transfer O	Early Grad	Early Grad	4th Sem Rar	nk
2		ASBURY	RUTH		01/01/99	003.549	00005							
3		SMITH	SAMUEL		01/02/99	003.349	00010							
4		HILL	LOVE		01/03/99	003.330	00012							
5														

Validation Errors but no students in have errors.

Sometimes a message will appear Validation Errors Found, however none of the students have error messages next to them.

This error most frequently occurs when the number of records on the file is greater than the 6th Semester Class Size reported on the school screen (see page 3).

In this instance, check the report by clicking on the icon to open the report to confirm the error.

The issue with the file is listed on the report.



When this error occurs, check the school screen 6th Semester Class Size, update if necessary, and double check the number of student records on the file. Make sure the number of students on the file is less than or equal to the number in the 6th Semester Class Size.

Mac Users having problems formatting the date of birth field

If you are a Apple Mac user and the date of birth will not appear as required on your spreadsheet, try to follow prior to populating the date of birth field.

- 1. Open Excel
- 2. Click File **File** at the top of the worksheet
- 3. Select Options 🗈 Options from the "File" menu
- 4. Select Advanced
- 5. Under the heading "When calculating this workbook" scroll down to find "Use 1904 date system."
- 6. Uncheck the box next to "Use 1904 date system."

xcel Options		? X
General Formulas Proofing Save	 Enable multi-threaded calculation Number of calculation threads O Use all processors on this computer: 4 Manual 4 Allow user refined XLL functions to run on a compute cluster 	
Advanced Customize Ribbon Quick Access Toolbar Add-Ins Trust Center	Cluster type: When calculating this workbook: Book1 Update links to other documents Set precision as displayed Use 1904 date system Save external link values	
	General Provide feedback with sound Provide feedback with animation Ignore other applications that use Dynamic Data Exchange (DDE) ✓ Ask to update automatic links Show add-in user interface errors ✓ Scale content for A4 or 8.5 x 11" paper sizes ✓ Show customer submitted Office.com content At startup, open all files in: Web Options 	

Incorrect formatting of the Date of Birth (DOB).

Date of Birth format specification is mm/dd/ccyy (month/date/centuryyear). You will need to format the DOB column on your spreadsheet to make it conform to the ISAC requirements.

1. Right click on the appropriate cell. Select Format Cells....



2. Select **Date** and the ***3/14/2001** option under Type:



3. Select **Custom** and **m/d/yyyy** under Type:

Number	Alignment	Fon	t Border	Fill	Protection			
Category	:							
General Number		_ Si	ample					
Accounti	Accounting Date		Туре:					
Date			d/yyyy					
Percentage Fraction Scientific Text Special Custom		0. 0. # # # d- d- m h:	00% 00E+00 #0.0E+0 ?/? mmm-yy mmm yy mmm AM/PM				E	
		-					Delete	
Type the	number forma	at code,	using one of th	e existing	i codes as a star	ting point.		

4. Type mm/dd/yyyy in the **Type** field Click OK

Number	Alignment	Font	Border	Fill	Protection		
Category	:						
General Number	د ب	Samp	le				
Accounti	ng	Type:					
Date		mm/d	d/yyyy				
Percenta Fraction Scientific Text Special Custom	ige :	m/d/y d-mm d-mm h:mm h:mm h:mm h:mm m/d/y mm:si mm:si	yyy m-yy AM/PM :ss AM/PM :ss AM/PM :ss yyy h:mm s s.0				L.
		-					Delete
Type the	number forma	t code, us	ing one of th	e existing	codes as a s	tarting point.	

Your cell is now formatted in Date type - mm/dd/ccyy. You can now enter the date as 1/1/00 and it will convert to the formatted date type: 01/01/2000.

	А	В	С	D	E	F	G	
1	1/1/00						1000	Г
2								
3								
4								
5								
1000								

	AZ		Jx				
1	A	В	С	D	E	F	G
1	01/01/2000						
2							
3							
4	·						
5							

File status errors that require a correction

Reminders:

- BOTH columns (rank and unweighted GPA) MUST BE formatted.
- Make sure the file is in the specified format.
- All files **MUST BE** created using Microsoft Excel 2003 and above.
- **Staging Error** File could not be decrypted or recognized. A corrected file must be submitted.
 - While this is not the only reason for a file to fail for Staging Error, it is one of the possibilities. ISAC recommends using Microsoft Excel 2003 or above to create the file. If another software program is used to create the file (OpenOffice, Google Sheets, LibreOffice, WPS Office, etc.) the file will most likely fail for staging error.
- **File Password Protected** Excel file is password protected. A corrected file must be submitted.
- **File Error** File could not be uploaded. File is not in the ISAC required format (see Guidelines and Samples). A corrected file must be submitted.
- Validation Errors Found Record format errors. Verify the data follows ISAC guidelines. A corrected file must be submitted.

Reports

Once ISAC announces the qualified Illinois high school students have been designated as State Scholars, users can generate a Portable Document Format (PDF) report of your institution's State Scholar Finalists and Non-Finalists.

In the State Scholar section, click on the Reports box on the State Scholar Program: School screen.

GAP/ACCESS			Constraint.	a soo reason o
School Administration Pro	grams			
State Scholar Program: Search By School Search By		ē		
Select School Summary				
ILLINOIS HIGH SCHOO	DL 555555 Principal PRINCIPAL SCHOOL	Approval N		
County Phone Entries displayed 10 v	Principal Phone Principal Email Principal@School.edu School Contest School contest Contest Phone Contest Email Contest@School.edu Updale Contest	Closed = Demo Loaded 09/11/2018 CPS = CITE =	Fil	See
County Phone Entries displayed 10 V Grad eth Sens Chess Unweights Year Size Scale	Principal Phone Principal Email Principal@School.edu School Contact Contact Phone Contact Email Contact@School.edu Update Contact Update Contact	Closed = Demo Loaded 08/11/2018 CP8 = CITE = Moster Necenved Hank Y	Fil Stadianta Slota Sobroted Scholary Sabroted	for Certe Finnted By Run Selection

Reports

Click on Create New Report.

Search By School Search By Stu	dent Reports File Upload		
ILLINOIS HIGH SCHOOL	555555		
Address 123 STREET CITY, IL 55555 County Phone	Principal PRINCIPAL SCHOOL Principal Phone Principal Email Principal@School.edu School Contact School Contact Contact Phone Contact Email Contact@School.edu	Approval Upd: N Closed - Demo Loaded 09/11/2018 CPS - CITE -	ate
Graduation Year 2018-2019 V Entries displayed 10 V			Refresh Create New Report
Status Report Type Showing 1-1 of 1 entries	Date Run	File Size(kb)	Username ◀ ◀ 1 ▸ ▶

Click on the drop-down arrow and select the report of choice and then click on Request Report. The requested report detail will appear on the State Scholar: Reports: Eligibility Reports screen.

Select Report	
SSP Finalists	
Graduation Year	
2018-2019 🗸	
Request Report	