

INSTRUCTIONS TO SUBMIT DATA

We hope you have been having a successful experience with the use of the Attendance Center Program Summary Excel Spreadsheets. You will be asked to submit the Excel files to the ISBE when you submit your application(s).

There are two options for sending in the data:

1. E-Mail the data directly to the ISBE Division of English Language Learning; or
2. Copy the data onto a floppy disk and mail it to the ISBE.

We strongly urge you to choose the e-mail option if your computer can access the Internet, as it is the easiest option.

SUBMITTING THE DATA

Here are the instructions for submitting the data.

OPTION 1: UPLOADING THE DATA DIRECTLY TO THE ISBE

1. Log onto the Internet.
2. Go to the following link: <http://www.isbe.net/bilingual/htmls/tbetpi04.htm>
3. **Click:** *TBE/TPI Excel*
4. **Click:** *SUBMIT DATA FILE*.
5. You will be asked to enter the Program Director's First Name, Last Name, E-mail address, School District Name and #, and RCD Code. Please enter the requested information.
6. You will see the instructions: *Attach File Here*. **Click:** *Browse*.
7. A *Choose file* window will appear. Make certain that the *Look in:* box indicates C: If it does not, use the right scroll bar so that C: appears.
8. Using the right scroll bar that lists all folders in C:, locate the TBE_PROGRAM or TPI_PROGRAM folder. Double click on the folder you wish to send (TBE or TPI). The two Excel files, Elem_TBEEAppendix2A.xls and HS_TBEEAppendix2B.xls files will appear. **Double click** on the file you wish to send.
9. **Click:** *Submit*. (*Hint: you may need to wait 3-5 minutes as the file is exported*).

10. You will receive the message: ISBE form Results. Your message was successfully sent. Here is the results summary. The Results Summary box will repeat the information entered in Steps 4 and 7 above.
11. Print the form to obtain verification that your file has been sent.
- 12. Repeat the steps listed above for each file you are submitting.**