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Overview

Purpose:

The All-Student Data performance spreadsheet template is used by Eligible Training Providers to submit their all-student data per the requirements of [WIOA Notice 25-NOT-05 Required Eligible Training Provider Program of Study Performance Reporting](#) which is available on ePolicy under [WIOA Policy 7.2.2.9 Performance Measures for Eligible Training Providers](#).

Access the Entity Management

The following steps provide an at-a-glance summary of the process for downloading and uploading the All-Student Data Spreadsheet in IWDS 2.0:

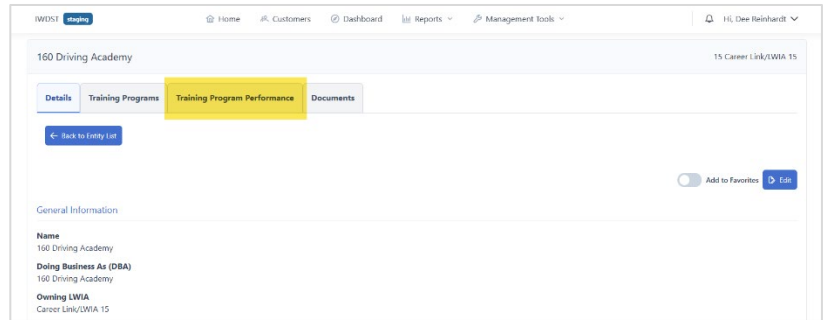
1. Login to IWDS 2.0 <https://iwds2.dceo.illinois.gov/>
2. Make a selection from the list of entities if you have access to more than one entity. If not, users land on the Entity Detail Page for their organization.

Download All-Student Data (ASD) Excel Template and Instructions

3. When you land on the Entity Detail page, you will see four tabs:
 - a. Details
 - b. Training Programs

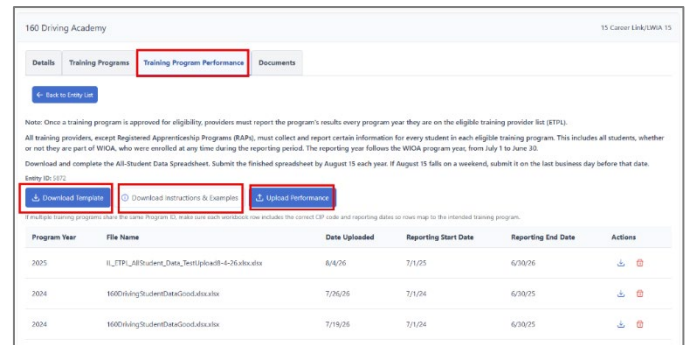
- c. Training Program Performance,
and
- d. Documents.

4. Click on the **Training Program Performance** tab.



5. The Training Program Performance tab displays three buttons:

- [Download Template] – use this button to download the template to be completed.
- [Download Instructions & Examples] – use this document to correctly fill in the document to be completed.
- [Upload Performance] – use this button to upload the completed document.



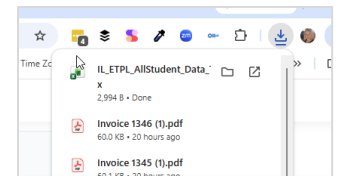
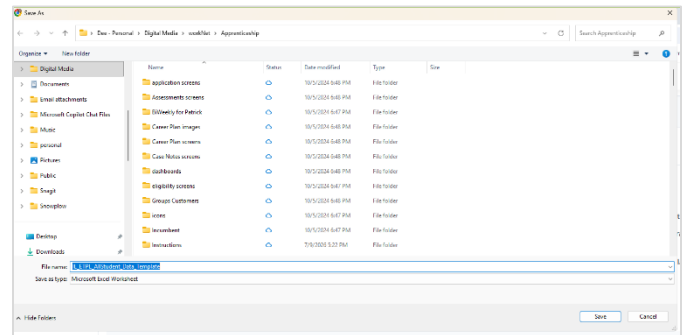
6. Download the template first by clicking the [Download Template] button. This will send a spreadsheet to the computers download folder or a folder chosen by the user.

7. Save the file name as IL_ETPL_AllStudent_Template.

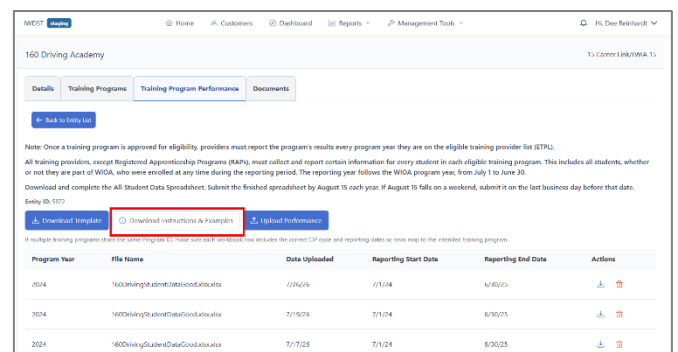
- a. Each different report that is downloaded is for a specific training provider.

- b. Each report will need to have a unique file name. Replace the word template with the Training provider name and include the PY of the report, e.g. *IL_ETPL_AllStudent_ProviderName_PY26*.

- c. Access the file from the file manager folder where it was saved. The other option is to access it from the downloads icon on the browser.



8. Download the Instructions & Examples by clicking the [Download Instructions & Examples] This will send a spreadsheet to the computers



download folder or a folder chosen by the user. This is what the Instructions & Examples document will look like when it is opened.

Do not enter information in the Instructions & Examples spreadsheet. This will not upload correctly.

Complete the ASD Template

9. Open the Excel document from the saved location.

- All Student Data - The first spreadsheet tab is for data entry. The tab is blank except for the header row, and the Entity ID in Column A.

DO NOT CHANGE the header row.

- DO NOT CHANGE the **Provider ID (Column A)**. This is required. It is prepopulated with the download.

10. Fill in the balance of the information by referring to the Information & Examples or from

the following table. Required fields are highlighted in **red and bold**.

Column	Field	What to Enter	Instructions and Examples
A	Provider ID	No entry needed- this column will be pre-populated.	Automatically populated when the template is downloaded. Do not change this field.
B	Program ID	Enter the Program ID for the student's training program.	Find the Program ID on the Provider Reference tab. <i>This is the second tab, on the bottom of the spreadsheet.</i> Enter the ID exactly as shown.
C	Location ID	Enter the Location ID for the location where the student received training.	Find the Location ID on the Provider Reference tab. <i>This is the second tab, on the bottom of the spreadsheet.</i> If the program has more than one location, use the location associated with that student's training. Enter the Location ID exactly as shown.
D	CIP Code	Enter the 6-digit CIP Code for the student's training program.	To find the CIP Code: From the Entity Detail Page 1. Select the Training Programs tab. 2. Select the name of the program being reported. 3. Scroll down to the CIP Code. 4. Copy the CIP Code displayed below the blue box and paste it into the Excel spreadsheet. 5. Remove any periods or hyphens before submitting. Example: 51.0801 → 510801. Enter six digits only. Do not include periods or hyphens. Example: 51.0801 → 510801. Reference item 11 below.
E	Primary Outcome	<i>Optional field.</i> If entered, use the 2-digit code for the credential the program of study is expected to lead to.	10 = Industry-recognized certificate 20 = Industry-recognized certification 30 = Certificate of completion of a registered apprenticeship 40 = License recognized by Illinois or the Federal Government 50 = Associate's degree 60 = Baccalaureate degree 70 = Certificate of completion from an accredited Institution of Higher Education; 80 = Secondary school diploma or equivalent.
F	Credential Name	Enter the name of the credential.	

Column	Field	What to Enter	Instructions and Examples
G	Data Coll Beg Date	Enter the beginning date for the Program Year being reported.	Format is YYYYMMDD • PY24: 20240701 • PY25: 20250701 • PY26: 20260701 • PY27: 20270701 • PY28: 20280701 • PY29: 20290701 • PY30: 20300701
H	Data Coll End Date	Enter the ending date for the Program Year being reported.	Format is YYYYMMDD • PY24: 20250630 • PY25: 20260630 • PY26: 20270630 • PY27: 20280630 • PY28: 20290630 • PY29: 20300630 • PY30: 20310630
I	SSN	Enter the student's Social Security Number.	Format is XXXXXXXXX
J	First Name	Enter the student's first name.	
K	Middle Initial	<i>Optional field.</i> Enter the student's middle initial, if available.	
L	Last Name	Enter the student's last name.	
M	WIOA	Is the student funded by WIOA	Y=Yes N=No
N	Program Entry Date	Required. Enter the date the student entered the training program.	Format is YYYYMMDD
O	Enrollment Status	Enter the student's enrollment status as of June 30 of the Program Year being reported.	Enter ONE of these values EXACTLY as shown: • ENROLLED • COMPLETED • WITHDREW • TRANSFERRED. Do not abbreviate, change the spelling, or enter another variation. An Exiter is a student with any status other than Enrolled.
P	Program Exit Date	If Participant has exited; enter the Program Exit Date if the student has exited the program.	If the student has not exited, leave this field blank. YYYYMMDD This is required for an exited participant.

Column	Field	What to Enter	Instructions and Examples
Q	Address	<i>Optional field.</i> Enter the student's address, if available.	This field may be left blank.
R	City	<i>Optional field.</i> Enter the student's city, if available.	This field may be left blank.
S	State	<i>Optional field.</i> Enter the student's state, if available.	This field may be left blank.
T	Zip	<i>Optional field.</i> Enter the student's ZIP Code, if available.	This field may be left blank.
U	Zip 4	<i>Optional field.</i> Enter the ZIP+4, if available.	This field may be left blank.
V	Outcome Earned	Required if Participant earned a credential, enter the 2-digit code for the credential the student actually earned. This is required if participant is exited.	10 = Industry-recognized certificate 20 = Industry-recognized certification 30 = Certificate of completion of a registered apprenticeship 40 = License recognized by Illinois or the Federal Government 50 = Associate's degree 60 = Baccalaureate degree 70 = Certificate of completion from an accredited Institution of Higher Education 80 = Secondary school diploma or equivalent 90 = No credential earned. If Enrollment Status is Enrolled, leave this field blank.
W	Sex	<i>Optional field.</i> Enter if available.	This field may be left blank. M – Male F - Female
X	Ethnicity/Race	<i>Optional field.</i> If entered, use the applicable 3-digit Race/Ethnicity code.	152 = Asian 153 = Black or African American 154 = Hispanic or Latino 155 = Native Hawaiian or Pacific Islander 156 = American Indian or Alaska Native 157 = White 158 = More than One Race.
Y	Birth	<i>Optional field.</i> Enter if available.	Participant's birthdate in Format is YYYYMMDD
Z	Citizen	Optional. Enter if available.	This field may be left blank. Y=Yes N=No

11. CIP Code (Column D) This is required.

- To find the CIP code for the program to be reported –
 - Click on the Training Programs Tab of the entity details page.
 - Click the name of the program to be reported
 - Scroll down the program to the CIP CODE number.
 - To insure accuracy, copy the number below the blue box and paste the number into the Excel document and remove the period.
 - Do NOT include periods or hyphens in the number entry.*

12. When the spreadsheet is filled out, **Save** the document with a unique name on the computer.

- Each report will need to have a unique file name. Replace the word template with the Training provider name and include the PY of the report, e.g.
IL_ETPL_AllStudent_ProviderName_PY26, or *ASD_MITS_PY25Upload Performance (Upload the file)*

Upload Performance Documentation

13. Return to the Entity Details page.

14. Click on the **[Upload Performance]** button.

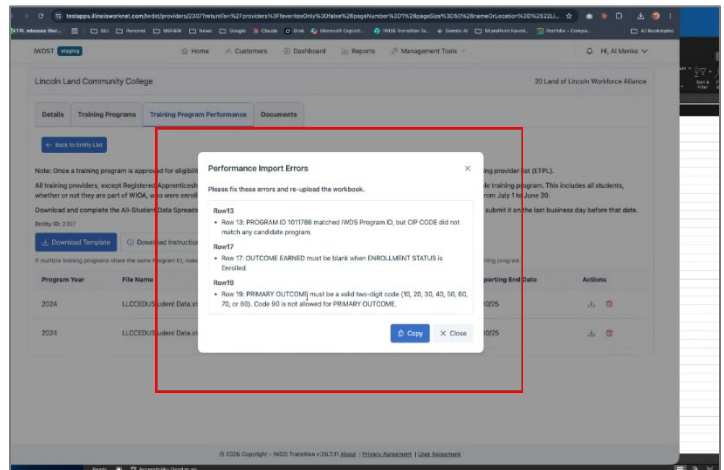
- Clicking the button opens the file manager on the computer.
- Browse the computer file manager for the completed spreadsheet saved as the unique name. e.g.
ITS_ASF_Aug2026

15. Click on the file to upload

16. Click “open” on the file manager window (highlighted)

17. If there are errors within the spreadsheet, review the error message

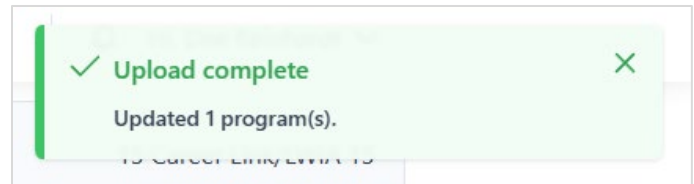
- Return to the spreadsheet and make corrections.
- Upload the document after corrections are made.



18. When there are no errors, the document will be accepted.

19. The uploaded document displays in the list.

20. An ETPL Coordinator can assist the Training Provider in completing the spreadsheet and uploading the spreadsheet if they have the appropriate User Role.



IWDS2.0 **Training** Home Customers Dashboard Reports Management Tools HI, Dee Reinhardt

160 Driving Academy 15 Career Link/ETPL 15

Details Training Programs **Training Program Performance** Documents

[← Back to Entity List](#)

Note: Once a training program is approved for eligibility, providers must report the program's results every year they are on the eligible training provider list (ETPL). All training providers, except Registered Apprenticeship Programs (RAPs), must collect and report certain information for every student in each eligible training program. This includes all students, whether or not they are part of WIOA, who were enrolled at any time during the reporting period. The reporting year follows the WIOA program year, from July 1 to June 30. Download and complete the All-Student Data Spreadsheet. Submit the finished spreadsheet by August 15 each year. If August 15 falls on a weekend, submit it on the last business day before that date. Entity ID: 362

[Download Template](#) [Download Instructions & Examples](#) [Upload Performance](#)

If multiple training programs share the same Program ID, make sure each workbook row includes the correct CIP code and reporting dates so rows map to the intended training program.

Program Year	File Name	Date Uploaded	Reporting Start Date	Reporting End Date	Actions
2025	IL_ETPL_AllStudent_Data_TestUpload-4-26.xlsx	8/4/26	7/1/25	6/30/26	Download Delete
2024	160DrivingStudentDataGood.xlsx	7/26/26	7/1/24	6/30/25	Download Delete
2024	160DrivingStudentDataGood.xlsx	7/19/26	7/1/24	6/30/25	Download Delete
2024	160DrivingStudentDataGood.xlsx	7/17/26	7/1/24	6/30/25	Download Delete