# WISEStaff (PI-1202 Fall Staff Report) All Staff File
## 2015-2016 School Year

*Instructions and Data Definitions*

**2016 Version**
Updated 09/08/2016
By Kari A. Tenley

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**Integrity of Data Disseminated in an Electronic Medium**
**Disclaimer - Data Limitations**
**Revised: October 26, 2015**

The Department of Public Instruction (DPI) has made a reasonable effort to ensure that the accompanying information is up-to-date, accurate, complete, and comprehensive at the time of disclosure. These records reflect data as reported to this agency by the educational community we serve for the reporting period indicated. These records are a true and accurate representation of the data on file at the DPI. Authenticated information is accurate only as of the time of validation and verification. The DPI is not responsible for data that is misinterpreted or altered in any way. Derived conclusions and analyses generated from this data are not to be considered attributable to the DPI. Willful intent to alter and intentional tampering with public records is punishable under s. 946.72, Wis. Stats. Offenses against computer data and programs are punishable under s. 943.70 (2), Wis. Stats

## SCHOOL STAFF AND SALARY DATA OVERVIEW

*About the School Staff: Salary, Position & Demographic Data:*

Staff data is collected annually in the WISEstaff (PI1202) data collection.  The WISEstaff (PI1202) data collection is a *point-in-time collection* of all staff members in public schools as of the 3rd Friday of September and includes staff employment information such as salary and benefits and staff assignments for the entire year as known at that point in time.  All data contained in the following reports has been submitted to the Department of Public Instruction by the agencies responsible for hiring the staff. On submittal, these agencies approve the data as correct.

*Data errors and errata*

If data anomalies are found, please contact the hiring agency directly. To account for data errors after the Department has published the following reports, hiring agencies may send a data errata letter to the Department for publication. The Department maintains a Data Errata after DPI Publication Page for these letters.  School Staff: salary, position & demographic data corrections will be located under the "Staff" heading.

*** DPI implemented a new staff reporting system for the 2014-2015 school year. As with any new data system implementation, data reported through the system for both the 2014-2015 and the 2015-2016 carry a data cautionary advisory. DPI is working to improve data quality and going forward data users can expect to see continual improvement in data quality.   This year's 2016-2017 collection marks good progress towards improved data quality as enhancements to data validations and data review methods have been implemented into the WISEStaff data collection.  For specific data cautions and information please see the "about the data" tab within each data file. ***

About this file:

This file is provided on request as a comprehensive record of all staff reported working in the Wisconsin PK-12 Public School System during the regular school year.  All public education agencies are included (public districts, Cooperative Educational Service Agencies, State educational facilities, County Children with Educational Disabilities Board Agencies/Schools, and charter schools).  Each record represents one assignment.  Staff persons may have more than one assignment, but can be uniquely identified by ID number. Salary and Fringe (Employee Benefit) information is duplicated if they have more than one assignment.

## STAFF FILE INFORMATION

| | |
|---|---|
| Title: | WISEstaff (PI-1202 Fall Staff Report) All Staff File |
| Reporting Year: | 2015-2016 School Year |
| Point in Time Collection: | Third Friday in September |
| Collection Instrument: | WISEstaff Application |
| Data Pulled Date: | September 8th, 2016 |
| Record Length: | 558 Characters |

## STAFF FILE LAYOUT

| Data Element Name | Data Element Name Abbreviations | Length | Character (C) or Numeric (N) | Definition / Comments |
|---|---|---|---|---|
| ID Number | ID Nbr | 9 | N | Staff persons may have more than one assignment, but can be uniquely identified by ID number. |
| Last Name | Last Name | 20 | C | |
| First Name | First Name | 16 | C | |
| File Number/Entity ID | File Number | 6 | C | |
| Gender | Gndr | 1 | C | A code indicating the gender of the staff person. |
| Race/Ethnicity | RaceEthn | 1 | C | A code corresponding to the Race/Ethnicity Aggregate Reporting Category with which the staff person identifies. For more information see the following link: http://dpi.wi.gov/cst/data-collections/student/ises/data-collection/cd-ye-child-count-data-elements/race-ethnicity |
| Birth Year | Birth Year | 4 | C | The four-digit year in which the staff person was born. |
| Highest Degree Code | High Degree | 1 | C | A code indicating the highest degree of higher learning attained by the staff person regardless of qualifications used on the job. |
| Year and Session | Year Session | 5 | C | This is the four-digit year that this report represents. For example, school year 2014-2015 = 2015. Session will always be R for regular school year. |
| Days of Contract | Cntrct Days | 3 | N(999) | The number of days the individual is contracted to work for the hiring agency. |
| Local Experience in Education | Local Exp | 3 | N(99.9) | The number of years this person has been employed by *this agency*, to the nearest half year |
| Total Experience in Education | Total Exp | 3 | N(99.9) | The number of years this person has been employed by *any education agency*, to the nearest half year |
| Total Salary | Tot Salary | 7 | N | This is the **total salary** for **ALL** positions held by a staff member within the Hire Agency. Salary is not prorated by position /assignment FTE and therefore is **duplicated** if they have more than one assignment. |
| Total Fringe / Employee Benefits | Tot Fringe | 7 | N | This is the **total employee benefits** for **ALL** positions held by a staff member within the Hire Agency. Total Fringe is not prorated by the position /assignment FTE and therefore is **duplicated** if they have more than one assignment. Information represents the sum of all Code 200 employee benefits as described in the Wisconsin Uniformed Financial Accounting Record (WUFAR) Handbook page 57, Code 200 EMPLOYEE BENEFITS located at: http://dpi.wi.gov/sfs/finances/wufar/overview These include: • 210 Retirement • 220 Social Security • 230 Life Insurance • 240 Health Insurance • 250 Other Employee Insurance – for example Worker's Compensation • 290 Other Employee Benefits – for example College Credit Reimbursement |

| Data Element Name | Data Element Name Abbreviations | Length | Character (C) or Numeric (N) | Definition / Comments |
|---|---|---|---|---|
| Staff Category Code | Staff Cat | 1 | C | See the Staff Category table. |
| Hire Agency Code | Hire Agncy Cd | 4 | C | This is the four-digit code that has been assigned by the Wisconsin Department of Public Instruction (DPI) to the agency responsible for completing this report. |
| Agency of Work Location Code | Work Agncy Cd | 4 | C | The four-digit code that has been assigned by the DPI for all agencies. This data element is collected for each assignment, and is the LEA code of the agency where a particular assignment is performed. If for example, a teacher is employed by a CESA but has an assignment at a school district, this is the school district's LEA code. |
| Agency Type of the Hire Agency Code | Hire Agncy Typ | 2 | C | See Agency Type table. |
| School of Work Location Code | School Cd | 4 | C | This is the four-digit code assigned by DPI for the location *within* the LEA where the assignment is performed. |
| Position Code | Position Cd | 2 | C | This is a code that indicates the employee's classification in the working agency. See the Positions table. |
| Area of Assignment Code | Assgn Area Cd | 4 | C | This is a code that indicates the type of assignment being performed for the working agency. See the Assignment table. |
| Low Grade Served | Low Grd | 2 | C | Indicate the low grade level for which this assignment is performed. This data represent the grade levels of the assignment being taught, not the grade levels of the students. |
| High Grade Served | High Grd | 2 | C | Indicate the high grade levels for which this assignment is performed. This data represent the grade levels of the assignment being taught, not the grade levels of the students. |
| Low Grade Sort Code | LG Sort Cd | 2 | C | |
| High Grade Sort Code | HG Sort Cd | 2 | C | |
| Bilingual Indicator (Y or N) | Bilingual | 1 | C | Indicates if this employee teaches in a state or locally funded bilingual education program. |
| Assignment FTE (Full Time Equivalency) | Assgn FTE | 3 | N | Full-time equivalency value **at the position, assignment and school of work location level**. Expressed as a whole number.<br>• The **Total Staff FTE** would be the sum of all FTE values for a staff ID number within the Hire agency. |
| Agency Name of Work Location | Work Location Name | 30 | C | Name of the agency of work location. |
| School Name | School Name | 30 | C | Name of the school of work location |
| Grade Level | Grd Level | 1 | C | See Grade Level table. |
| CESA Number | CESA | 2 | C | CESA associated with the Work Agency |
| County Number | Cnty Nbr | 2 | C | Work agency county number. |
| County Name | Cnty Name | 30 | C | Work agency county name. |

| Data Element Name | Data Element Name Abbreviations | Length | Character (C) or Numeric (N) | Definition / Comments |
|---|---|---|---|---|
| Agency Type of the Work Agency | Work Agncy Typ | 2 | C | See Agency Type table. |
| School Mailing Address Line 1 | School Mailing Address1 | 30 | C | |
| School Mailing Address Line 2 | School Mailing Address2 | 30 | C | |
| School Shipping Address Line 1 | School Shipping Address1 | 30 | C | |
| School Shipping Address Line 2 | School Shipping Address2 | 30 | C | |
| Mail City Name | Mail City | 17 | C | |
| Mail State | Mail St | 2 | C | |
| Mail Zip Code (99999‑9999) | Mail Zip Cd | 10 | C | |
| Ship City Name | Ship City | 17 | C | |
| Ship State Code | Ship St | 2 | C | |
| Ship Zip Code (99999‑9999) | Ship Zip Cd | 10 | C | |
| Telephone Number | Phone | 12 | C | |
| Administrator's Name | Admin Name | 30 | C | |
| Former Last Name | Former Last Name | 20 | C | Former last name of staff person. Optional. |
| Long Term Substitute | LT Sub | 1 | C | Answers the question; is this assignment being performed by a long-term substitute?  Y = A long-term substitute is an individual who is assigned as a substitute and who is working more than 20 consecutive days in the same assignment. |
| Subcontracted individual through a contracted agency | Sub Cntrctd | 1 | C | Yes or No is the response to the question "Is this assignment being performed by a subcontracted individual? This question is asked for all position/assignment combinations with the exception of staff with an assignment type code of 2 (Short-Term Substitute/Extra Curricular Activities). This question should be answered yes if the assignment being performed is done by an individual who is not an employee of the hiring LEA but is employed by a private agency subcontracted to provide direct services to students. |

# SUPPORTING CODE TABLES

## Table:  2016 Positions *(sorted numerically)*

| Code | Position Description | Position Type | Additional Description Information |
|------|---------------------|---------------|-----------------------------------|
| 05 | District Administrator | A | |
| 06 | Assistant District Administrator | A | |
| 08 | Business Manager | A | Has primary budget and fiscal responsibility in the school district. |
| 09 | Subject Coordinator | L | Coordinates curriculum for a designated subject area, but does not supervise licensed staff.  Department Head is normally an individual at school level; whereas, Subject and Program Coordinators are usually at a district level. |
| 10 | Director of Instruction/Program Supervisor | A | This may include supervision of licensed staff. |
| 17 | Reading Specialist | A | Per PI 34.32(8) a reading specialist license is required for any person who directs early childhood through adolescence reading programs or works with reading teachers, classroom teachers, administrators, and others as a resource teacher in reading. |
| 18 | Department Head | L | Department Head is normally an individual at school level; whereas, Subject and Program Coordinators are usually at a district level. |
| 19 | Teacher in Charge | L | A non-supervisory school-level designated contact, in lieu of an on-site principal or other administrator. |
| 43 | Short Term Substitute Teacher | L | |
| 50 | School Social Worker | L | |
| 51 | Principal | A | |
| 52 | Assistant Principal | A | |
| 53 | Teacher | L | |
| 54 | Guidance Counselor | L | |
| 55 | School Psychologist | L | |
| 59 | School Physical Therapy | L | |
| 62 | Educational Interpreter | L | |
| 63 | School Occupational Therapy | L | |
| 64 | Program Coordinator | L | Provides coordination and support to all staff regarding their specific area and does not supervise licensed staff.  For special education includes program support teachers. Usually at a district level; not a school level. |
| 73 | Child Care Counselor | S | This position provides instruction, guidance, supervision, and day-to-day care of residential students attending WSD and WCBVI |
| 75 | School Nurse | L | District hired Registered Nurse or contracted RN provided. |
| 79 | Director of Human Relations/Multicultural Education/Equity | A | Supervises professional staff. Use position 64 with assignment 0028 for a non-supervisory position. |
| 80 | Director of Special Education and/or Pupil Services | A | |
| 83 | Assistant Director of Special Education | A | |
| 84 | Speech/Language Pathologist | L | |

| Code | Position Description | Position Type | Additional Description Information |
|---|---|---|---|
| 85 | School Audiologist | L | |
| 86 | Librarian | L | Responsibilities limited mainly to print materials. |
| 87 | Library Media Specialist | L | Person responsible for all library collection development and facility management at the building level, information literacy instruction, and access to information in multiple formats. |
| 88 | Instructional Technology Integrator | L | Teacher who integrates technology into curriculum. Person responsible will work and collaborate with teachers to facilitate the integration of educational technology into the curriculum through teaching and learning activities. |
| 90 | Central Office Administrator | A | |
| 91 | Library Media Supervisor | A | Similar to Library Media Coordinator (position 64, assignment 0020), but responsibilities include supervision and evaluation of professional library media staff. |
| 92 | District Instructional Technology Coordinator | A | Responsible for educational leadership in the direction and coordination of instructional technology program; including supervision and evaluation of professional technology staff. |
| 93 | Career and Technical Education Coordinator | A | Oversees a district's Education for Employment program as well as the Carl Perkins grant.  This code replaces codes 10-0010 and 64-0010 for LVEC. |
| 96 | Paraprofessional | S | Provides instructional support to teachers and students (i.e. assistance with classroom management, implementing instructional activities under the supervision of a teacher, etc.). |
| 97 | Program Aide | S | Provides non-instructional support to teachers and students (i.e. assisting students in non-instructional activities, bus aides, recess/cafeteria supervision, attendant care, etc.). |
| 98 | Other Support Staff | S | |
| 99 | Other Professional Staff in a Non-Instructional role | S | |

*Table:  Position Type*

| Code | Description |
|---|---|
| A | Administrative |
| L | Licensed |
| S | Support |

*Table:* **2016** *Area of Assignment (sorted numerically)*

| Code | Assignment/Area Description | Additional Description Information |
|------|-----------------------------|-----------------------------------|
| 0000 | No Description Beyond Position | |
| 0002 | Academic Support- Teachers | Academic support for teachers. |
| 0003 | Mentor | This is an assignment where an experienced educator is providing support and assistance to other educators (in a non-supervisory capacity). |
| 0008 | School to Work | |
| 0009 | Dean of Students | A non-administrative position with discipline/attendance responsibilities. Use position code 51 for an administrative position. |
| 0011 | Parent Liaison | |
| 0012 | Title I Coordinator | |
| 0013 | At-Risk Coordination | |
| 0014 | Gifted and Talented | |
| 0015 | Home-School Coordination | |
| 0016 | Indian Home-School Coordination | |
| 0017 | Title IX Coordination | |
| 0018 | Section 504 Coordination | |
| 0021 | AODA Coordination | |
| 0022 | Education for Employment Coordination | |
| 0023 | Bilingual/English as a Second Language Coordination | |
| 0024 | Health Education Coordination | |
| 0026 | Human Growth and Development Coordination | |
| 0027 | School Age Parent Coordination | |
| 0028 | Human Relations/Multicultural Education/Equity Coordination | |
| 0030 | SAGE Coordination | A person involved with coordinating, facilitating or administering a program created under s.118.43, Wis. Stats. |
| 0031 | RTI (Response to Intervention) Coordination | Staff who facilitate/coordinate response to intervention / multi-level systems of support activities but do not provide instruction to students. |
| 0032 | Early Childhood Coordination | |
| 0033 | Homeless Liaison | Ensures that homeless children and youth are identified, immediately enrolled, and supported in succeeding in school. Also facilitates access to school services such as transportation. |
| 0035 | Family Literacy Services | Provides services that include high-quality, intensive instructional programs that promote adult literacy and empower parents to support the educational growth of their children. |
| 0050 | Elementary - All Subjects | |
| 0070 | Instructional | |

| Code | Assignment/Area Description | Additional Description Information |
|------|---------------------------|-----------------------------------|
| 0100 | Human Resources Staff Members | All Human Resources staff. HR Director should be reported with position 90-0000. The following examples should be reported with position 99, benefits manager, employment manager, labor relations negotiator, payroll supervisor. |
| 0150 | Standards and Assessment Staff | This is an assignment where individuals work on standards, development, assessment and may help administer tests such as the Wisconsin Knowledge and Concepts exams, the Third Grade Reading exam, etc. |
| 0200 | Agriculture | |
| 0210 | Family and Consumer Education (FCE) | |
| 0211 | FCE/Children Services | |
| 0213 | FCE/Food Service | |
| 0215 | FCE/Family and Community Services | |
| 0216 | Family and Consumer Services (HERO) | |
| 0220 | Technology Education | |
| 0235 | Trade Specialist | |
| 0250 | Business Education | |
| 0265 | Keyboarding | |
| 0281 | Business and Office - Vocational | |
| 0285 | Marketing Education - Vocational | |
| 0291 | Technology Related Occupations | |
| 0292 | Technology Occupations/Manufacturing | |
| 0293 | Technology Occupations/Communications | |
| 0295 | Technology Occupations/Transportation | |
| 0299 | Technology Occupations/Construction | |
| 0300 | English | |
| 0301 | Language Arts - Fusion | |
| 0310 | Journalism | |
| 0312 | Title I - Reading | |
| 0316 | Reading and Reading Interventions(including RtI for reading) | Reading and Reading Interventions including RtI Reading Intervention. |
| 0320 | Speech (Academic) | |
| 0325 | Theater | |
| 0348 | American Sign Language | |
| 0349 | Chinese | |
| 0350 | Latin | |
| 0355 | French | |
| 0360 | Italian | |

| Code | Assignment/Area Description | Additional Description Information |
|------|---------------------------|-----------------------------------|
| 0365 | Spanish | |
| 0370 | German | |
| 0375 | Japanese | |
| 0380 | Polish | |
| 0385 | Russian | |
| 0390 | Other Foreign Languages | |
| 0395 | English as a Second Language | |
| 0400 | Mathematics | |
| 0404 | Computer Literacy | |
| 0405 | Computer Science | |
| 0412 | Title I - Mathematics | |
| 0416 | RtI Math Intervention | |
| 0450 | Driver Education | |
| 0455 | Safety Education | |
| 0506 | Music (Instrumental) | |
| 0511 | Music (Choral) (grades 6-12 only) | |
| 0515 | Music (General) | |
| 0530 | Physical Education | |
| 0535 | Recreation | |
| 0536 | Dance | |
| 0550 | Art | |
| 0605 | Biology/Life Science | |
| 0610 | Chemistry | |
| 0615 | Resource Management (Environmental Education) | |
| 0620 | General Science | Use for Broad Field Science as well. |
| 0625 | Physics | |
| 0627 | Astronomy | |
| 0635 | Earth Science | |
| 0636 | Geology | |
| 0637 | Physical Science | |
| 0701 | Social Studies (Fusion Course) | |
| 0702 | Anthropology | |
| 0705 | Civics (Citizenship) | |
| 0710 | Economics | |
| 0711 | Women's Studies | |
| 0712 | Ethnic Studies | |

| Code | Assignment/Area Description | Additional Description Information |
|------|---------------------------|-----------------------------------|
| 0715 | Geography | |
| 0720 | International Studies | |
| 0725 | History | |
| 0730 | Philosophy | |
| 0735 | Political Science | |
| 0740 | Psychology | |
| 0745 | Sociology | |
| 0750 | Social Problems | |
| 0755 | Religious Studies | |
| 0800 | Cross Categorical | |
| 0805 | Hearing Impairment | |
| 0808 | Early Childhood Special Education | |
| 0810 | Intellectual (Cognitive) Disability | As a state we have moved from COGNITIVE Disabilities to INTELLECTUAL Disabilities as of July 1, 2015.  This does not change licensing requirements for this assignment. |
| 0811 | Learning Disabilities | |
| 0812 | Occupational Therapy | |
| 0815 | Orthopedic Impairment | |
| 0817 | Physical Therapy | |
| 0818 | Autism | |
| 0820 | Speech/Language Impairment | |
| 0825 | Visual Impairment | |
| 0826 | Orientation and Mobility | |
| 0830 | Emotional Behavioral Disability | |
| 0840 | Special Education Hospital Program | |
| 0841 | Special Education Homebound Program | Not used for neutral site teaching positions. |
| 0857 | Bus Driver - Special Education | |
| 0858 | Clerical/Support Staff -  Special Education | |
| 0860 | Adaptive Physical Education | |
| 0861 | Music - Special Education | |
| 0862 | Art - Special Education | |
| 0869 | Vocational/Transition - Special Education | |
| 0870 | Instructional - Special Education | |
| 0871 | Assistive Technology Specialist | |
| 0872 | Non-Instructional - Special Education | |
| 0875 | IEP Coordinator | This is an assignment where individuals coordinate the IEP process and perform tasks related to procedural compliance requirements. |

| Code | Assignment/Area Description | Additional Description Information |
|---|---|---|
| 0884 | Educational Interpreter - Hearing Impairment | For staff that are Long-term subs then 62-0884 must be used with long-term sub question checked Yes. If staff person is a short-term sub, then use 97-9883 for this assignment. |
| 0885 | Assistant | |
| 0886 | Assistant | |
| 0888 | Therapist | |
| 0907 | Teacher's Aide | |
| 0910 | Health | |
| 0911 | Health Occupations - Vocational | |
| 0915 | Library Aide | |
| 0916 | Instructional Technology Aide | |
| 0925 | Indian Language and Culture Aide | |
| 0926 | Indian Language | |
| 0927 | Indian History and Culture | |
| 0930 | Career Education | |
| 0932 | School Age Parent Program | |
| 0933 | Homebound Instruction | |
| 0935 | At-Risk Tutor | |
| 0940 | Academic Support - Non-Special Education Pupils | Use for level 1 interventions in all subjects except reading.  Use for non-special education PBIS assignments. |
| 0960 | Computer Support | Non-instructional, perform tasks related to the maintenance and operation of networks, computer applications, hardware and software. Position 99-dir of tech services/network admin/systems supervisor, etc. Position 98-helpdesk staff, computer tech. |
| 0965 | Health Room Aide/Assistant | Provides First Aid, administers medication under supervision/direction of Principal and School Nurse |
| 0970 | Intern | |
| 5000 | Social Work Coordination | |
| 5400 | Guidance Counseling Coordination | |
| 5500 | Psychology Coordination | |
| 7500 | Nursing Coordination | |
| 9016 | Director of Food Service | |
| 9067 | Bus Driver | |
| 9068 | Clerical/Support Staff | |
| 9069 | Executive Assistant/Support Supervision | A professional position that supervises non-licensed staff.  One title might be Executive Secretary. |
| 9072 | Plant Maintenance and Operation Personnel | Report with position 99 if supervisor/coordinator of buildings, grounds, and custodial.  Report with 98 if janitorial staff, grounds keepers, etc. |

| Code | Assignment/Area Description | Additional Description Information |
|------|---------------------------|-----------------------------------|
| 9073 | Cafeteria Worker | Includes cooks, servers, dishwashers, etc. |
| 9077 | Athletic Coach | Non-teaching position, usually extra-curricular. License not required. |
| 9078 | Advisor to Student Club | Advisor to student clubs includes cheerleading coaches. |
| 9089 | Business Office Professional Staff | Not part of licensed, administrative or instructional staff. Does not have primary budget or fiscal responsibilities in the school district. Includes bookkeepers, accountants, comptroller, budget analyst, etc. |
| 9091 | Director of Aquatics | No teaching involved; oversees scheduling of pool, etc. |
| 9092 | Transportation | All transportation staff except Bus Drivers (98-9067) and Special Ed. Bus Aides(97-0880). <br> * Transportation Director should be reported with position 99 (99-9092). <br> * All other transportation staff should be reported with position 98 (98-9092). |
| 9093 | Director of Athletics | |
| 9094 | Director of Public Relations | |
| 9095 | Recreation Department | Recreation Dept, staff that provide enrichment and health related activities to PK-12 students and community members after school or in the summer as part of a community recreation program. Only staff who work with PK-12 students should be reported |
| 9096 | Research/Analyst | Helps school staff grow internal capacity for data inquiry, and to design and implement a thoughtful school improvement action based on their analyses. |
| 9097 | Extra-curricular Staff | |
| 9110 | Attorney | |
| 9120 | Lobbyist/Legislative Liaison | |
| 9130 | Director of Research | |
| 9140 | Grant Writer/Coordinator | |
| 9150 | Community Services Staff | Includes community ed director, community recreation, etc. |
| 9160 | Before and After School Supervisor/Coordinator and Staff | Includes all staff that work in before or after school programs; not to include advisors to students clubs. |
| 9170 | School Safety Coordination | Includes coordinator of safety and health, coordinator of security, etc. Replaces 64-0025. |
| 9180 | Professional Development Coordinator/Instructor | This individual works with teachers for their professional development, example, PDP Reviewer, Staff Development Specialist |
| 9190 | Distance Learning Staff (non-instructional) | Staff who facilitate/coordinate the actual site but do not have contact with students in instructional setting. |
| 9200 | Executive Director of a Charter School | |
| 9210 | Other Duties | Other Prof. Staff doing other duties (such as lunch duty, bus duty, study hall, etc.) |

| Code | Assignment/Area Description | Additional Description Information |
|------|---------------------------|-----------------------------------|
| 9883 | Substitute - Special Education | |
| 9896 | Short Term Substitute | When used with position:<br>96 - Paraprofessional short term sub.<br>97 - Program aid short term sub.<br>98 - Other Support Staff short term sub.<br>99 - Other Professional Staff in a Non-Instructional role short term sub. |

## Table: Low/High Grade Level

| Code | Description |
|---|---|
| K3 | 3-year-old Kindergarten |
| K4 | 4-year-old Kindergarten |
| PK | Pre-Kindergarten |
| KG | Kindergarten |
| 01 | First Grade |
| 02 | Second Grade |
| 03 | Third Grade |
| 04 | Fourth Grade |
| 05 | Fifth Grade |
| 06 | Sixth Grade |
| 07 | Seventh Grade |
| 08 | Eighth Grade |
| 09 | Ninth Grade |
| 10 | Tenth Grade |
| 11 | Eleventh Grade |
| 12 | Twelfth Grade |

## Table: Agency Type

| Code | Description |
|---|---|
| 00 | County Children w/Disabilities Education Board (CDEB) |
| 01 | Cooperative Educational Service Agency (CESA) |
| 03 | Wisconsin Public School District |
| 04 | Wisconsin Public School |
| 05 | State Agencies |
| 09 | County Children w/Disabilities Education Board School |
| 10 | State Facility |
| 49 | Non District Sponsored Charter Schools |
| 49M | Charter Management Organization (CMO) |

*Table: Highest Educational Degree Received*

| Code | Description |
|------|-------------|
| 2 | High School diploma |
| 3 | Associate degree |
| 4 | Bachelor's degree |
| 5 | Master's degree |
| 6 | 6-year Specialist's degree |
| 7 | Doctorate |
| 8 | Other |

*Table: Race/Ethnicity*

| Code | Description |
|------|-------------|
| A | Asian |
| B | Black or African American |
| H | Hispanic/Latino |
| I | American Indian or Alaska Native |
| P | Native Hawaiian or Other Pacific Islander |
| T | Two or More Races |
| W | White |

*Table: Staff Category*

| Code | Description |
|------|-------------|
| 0 | Professional-Special Education |
| 1 | Professional-Regular Education |
| 2 | Short-Term Substitute/Extra-Curricular Activities |
| 3 | Support-Regular Education |
| 4 | Support-Special Education |

*Table: Grade Level*

| Code | Description |
|------|-------------|
| 3 | High School |
| 4 | Junior High School |
| 5 | Middle School |
| 6 | Elementary School |
| 7 | Combined Elementary/Secondary School |

*Table: Gender*

| Code | Description |
|------|-------------|
| F | Female |
| M | Male |

## _CONTACT INFORMATION_

_If you have any questions or problems please contact:_

DPI Customer Services for assistance.
http://dpi.wi.gov/wisedash/help/ticket

Hours of operation:  Monday through Friday 8:00 AM – 4:30 PM.