Wisconsin Guide for DLM Data Uploads

Refer to the Data Management Manual for detailed descriptions and guidance on DLM uploads.

Note: CSV files often drop leading zeros as a default format. If your 4 digit district code contains a leading zero, make sure that it is included in your data for upload or the KITE system will reject the file.

Tip: The cell needs to be formatted as 'text' allowing for the leading zero to be included in the file upload.

Table 1: User File Required Fields

	Column Heading on User File	Description
A	Legal First Name	Required
B	Legal Last Name	Required
C	Educator Identifier (District Email)	Required: teacher's official district e-mail address (This column is what links the teacher's name to the student(s) on his/her roster.)
D	E-mail	Teacher's official school e-mail address
E	Organization	• If the person listed in columns A and B needs district level access, then enter the 4 digit district code, including leading zeros and no hyphen, i.e. 1253. Column F should then say DT (District) for this person. Example: District Test Coordinator or Special Education Director • If the person in columns A and B needs building/school level access, then enter the 4 digit district code followed by the 4 digit building/school number including leading zeros and no hyphen, i.e. 12530120. Column C must be left blank, and Column F should then say SCH (School) for this person. Example: building administrator, process coordinator, or lead teacher. • If the person in columns A and B is a teacher and only needs access to the students on his or her roster, then enter the 4 digit district code followed by the 4 digit building/school number including leading zeros and no hyphen, i.e. 12530120. Column C must include the Educator Identifier, and Column F should then say SCH for this person.
F	Organization Level	DT or SCH depending on what is entered in column E. Column F is case sensitive. Please use all CAPS.
G	Primary Role*	This is the role that automatically appears when the user logs in, e.g. Teacher.
H	Secondary Role*	May be used depending on the user's role in the district. Can be entered if user has more than one role in the district.
I	Primary Assessment Program	Enter 'DLM' (must be capitalized)

*Table 1.a: User File Primary and Secondary Role Field Codes

Role Code	Role Name
TEA	Teacher
BTC	Building Test Coordinator
BUS	Building User
SUP	District Superintendent
DTC	District Test Coordinator
DUS	District User

Table 2: Enrollment File Required Fields

	Column Heading on Enrollment File	Description
A	Accountability School Identifier	4 digit district code followed by 4 digit building/school number including leading zeros and no hyphen, i.e. 12530120. This is the school in which the student is formally enrolled and is accountable for the student's IEP.
B	Attendance District Identifier	4 digit district code with leading zeros and no hyphens, i.e. 1253 for which the student is *attending*
C	Student Legal Last Name	Student Legal Last Name
D	Student Legal First Name	Student Legal First Name
G	Gender	Student's gender (0 = Female, 1 = Male)
H	Date of Birth	Date (month, day, and year) on which the student was born. (MM/DD/YYYY)
I	Current Grade Level	3-11 (enter student grade, do not use leading zeros)
K	State Student Identifier	Wisconsin Identification Number (WISEid)
L	Current School Year	2024
M	Attendance School Program Identifier	4 digit district code followed by 4 digit building number (include leading zeros and no hyphen, i.e. 12530120) for which the student is *attending*.
N	School Entry Date	Date on which the student enrolls and begins to receive instructional services in school. If the student should leave and then re-enroll, this date should reflect the most recent enrollment date.
Q	Comprehensive Race	General racial category (or categories) that most clearly reflect the student's recognition of his or her racial background. Use the table found in the Data Management Manual.
R	Primary Disability Code	Indicates whether or not the student has an active Individual Education Plan (IEP) under IDEA. Use the table found in the Data Management Manual.
T	Hispanic ethnicity	Yes, No
V	ESOL Participation Code	The type of ESOL/Bilingual Program in which the student participates. Use the table found in the Data Management Manual.
W	Assessment Program 1	Enter 'DLM' (must be capitalized)

Table 3: Roster File Required Fields

Note: Students must be rostered for each DLM subject area for all assessments in the current school year.

Column Heading on Roster File		Description
A	Roster Name	Enter Educator Last Name
B	Subject	Enter 'ELA' and 'M' for grades 3-11, 'SCI' for grades 4, 8-11 and 'SS' for grades 4, 8 and 10
C	Course	Do not enter a code, must be left blank
D	School Identifier (attendance)	4 digit district code followed by 4 digit building/school number including leading zeros and no hyphen, i.e. 12530120 for the school in which the student attends, must match the code used on the enrollment template for Attendance School Program Identifier
E	School Year	2024
F	State Student Identifier	Wisconsin Identification Number (WISEid)
H	Student Legal First Name	Required
I	Student Legal Last Name	Required
J	Educator Identifier	Teacher's official district e-mail address which must match Educator ID used in the User File
K	Educator First Name	Required
L	Educator Last Name	Required
M	Remove from Roster	If information should be removed from a roster, type 'Remove' in the field. Otherwise, the field should remain blank.