Welcome to another WISE school year! We have created this support document for public LEAs to help them make sure they get through all of the many important tasks supporting data flow between your school and the Wisconsin Department of Public Instruction. The many hyperlinks in the checklist will be most helpful if you download this tool to your computer and use it as a digital checklist. However, feel free to print it. Let’s get started!

Here to support you,

~The DPI Customer Services Team

# First Time Users: Start Here!

[ ]  **O**[**btain a WAMS ID**](https://dpi.wi.gov/cst/data-security/wams). This username and password will allow you to access all of the DPI’s secure applications, such as WISEdata, WISEid, and the School Directory Management Portal.

* Beware of [signing on to applications for the first time ever using the Google single sign-on](https://dpi.wi.gov/wise/wisehome-info#google-single-sign-on).

[ ]  **Select a Student Information System (SIS) Software/Vendor Tool:** The [2013 Wisconsin Act 256](https://docs.legis.wisconsin.gov/2013/related/acts/256) requires private schools participating in the Private School Choice Programs (Choice schools), beginning with the 2015-16 school year, to have a commercially-available student information system (SIS) capable of exchanging data (interoperating) with the state WISEdata system.

* + Please visit the [WISEdata Vendor List website](https://dpi.wi.gov/wisedata/schools/vendor-list) for a listing of vendors/organizations that offer SIS tools and other products capable of submitting data to WISEdata based on the Ed-Fi Alliance Standards.
	+ Confirm your vendor is in good standing: [SIS Vendor Certification Status webpage](https://dpi.wi.gov/wisedata/schools/vendor-list).
	+ If you have changed SIS products, please review our [SIS Conversion Guidance](https://dpi.wi.gov/wisedata/schools/sis-conversion).
	+ [Submit a WISE Help Ticket](https://dpi.wi.gov/wisedata/help/request) if you need support.

[ ]  [**Enable WISEdata Ed-Fi Credential API**](https://dpi.wi.gov/wisedata/schools/edficred)by making sure your URLs are current and your key/secret are correct. Please visit the [Ed-Fi User Guide](https://dpi.wi.gov/wisedata/help/mini-tutorials/edcred) for details on how to locate and use your key/secret.

# Where to Begin: Connecting with DPI Applications

## District Security Administrator Tasks

[ ] The Choice Administrator is required to submit the [**District Security Administrator form**](https://helpdesk.dpi.wi.gov/DistrictAccess.html) to gain access to the secure reporting applications. ***Please complete this as soon as possible***. Access will be granted over the summer when the new school year rolls over for the WISE reporting applications.

* [Quick Training Video to help you complete the DSA Form](https://youtu.be/0DX_4FRWj-Y?si=SvllsL3RtjgZCPkh)
	+ [WISE Principal/Administrator Resources webpage](https://dpi.wi.gov/wise/role-admin)
	+ [WISEsecure Tasks for District Security Administrators webpage](https://dpi.wi.gov/wise/wisehome-info/wisesecure-for-dsas)

[ ] Visit the [**WISEhome and WISEsecure Information page**](https://dpi.wi.gov/wise/wisehome-info) to get reacquainted with basic WISE application logistics.

## Connecting with DPI Applications, Continued

[ ]  The Choice administrator/DSA will then need to [**set up and assign WISE User Roles**](https://dpi.wi.gov/wisedata/help/mini-tutorials/wise-user-roles). Visit the [How to Assign Access to WISEhome Applications website](https://dpi.wi.gov/wise/wisehome-info/grant-wisehome-security). Then assign access to your staff to the following DPI applications:

[ ]  [**Ed-Fi Credential**](https://dpi.wi.gov/wisedata/schools/edficred#What%20is%20Ed-Fi%20Credential?): The Ed-Fi Credential application is the DPI's own specific API (sometimes referred to in shortened form as ‘Ed Cred’). It is what you, the Local Education Agency (LEA), use to control the flow of data to WISEdata applications. Using Ed-Fi Credential you have the power to control what vendors can submit data to the DPI on your behalf and when.

[ ]  [**PI-1207**](https://dpi.wi.gov/cst/pi-1207): Completion of the PI-1207 Private School Report is a requirement of [Wis. Stat. Sec. 115.30(3)](https://docs.legis.wisconsin.gov/statutes/statutes/115/ii/30/3) and affirms that the school meets all of the criteria listed in [Wis. Stat. Sec. 118.165(1)](https://docs.legis.wisconsin.gov/statutes/statutes/118/165/1) to be considered a private school. A school that does not meet the statutory requirements under [Wis. Stat. § 118.165(1)](http://docs.legis.wisconsin.gov/statutes/statutes/118/165/1) is ineligible for certain federal programs, including Title I-A, Title II-A and Title IV-A of the Elementary and Secondary Education Act (ESEA).Since this application is specific to private schools, your Choice school may already have access established to the PI-1207.

[ ]  [**SAFE**](https://dpi.wi.gov/wisedash/districts/safe): Secure Access File Exchange allows authorized district and school users to access their confidential data files and reports that DPI has shared with them such as the preliminary accountability report cards.

[ ]  [**School Directory**](https://dpi.wi.gov/cst/school-directory/updates): School Directory Management Portal allows districts, independent charter schools, and private schools, and other local education agencies (LEAs) to update the DPI database. The data entered into School Directory Management Portal then feeds the information viewable on the School Directory Public Portal.

[ ]  [**WISEadmin Portal**](https://dpi.wi.gov/wise/wiseadmin-portal): WISEadmin Portal is a WISE application, geared towards district administrative staff (i.e., superintendents, directors, principals) as the users. This data portal is a convenient hub for completing WISE required administrative tasks. NOTE: WISEadmin Agency Contacts should be specific for each SCHOOL.

[ ]  [**WISEdata Portal**](https://dpi.wi.gov/wisedata): WISEdata is a multi-vendor, open data collection system that allows school districts, charter schools, and private schools participating in a parental Choice program to submit data to the Department of Public Instruction (DPI) from the student information system (SIS) vendor of their choice.

[ ]  [**WISEid**](https://dpi.wi.gov/wise/wiseid): WISEid is a secure web application used to maintain basic demographic information about people in schools. WISEid provides identity management through the assigning of a secure, individual identification number.

[ ]  [**WISEsecure**](https://dpi.wi.gov/wise/wisehome-info): [WISEhome](https://apps6.dpi.wi.gov/WISEhome/) allows authorized users to access DPI web applications and tools in one location. To access DPI applications, log into WISEhome with a [WAMS ID](https://dpi.wi.gov/cst/data-security/wams/create-account) or a Google account associated with a district email. You can then request access to an application through WISEhome. Your agency's administrator can then grant you access to an application through the WISEsecure system.

## Updating Contact Information to DPI

**Update Agency Contacts** for each application.

[ ]  **Private School Choice Programs, Online Application System (OAS):** [submit all required OAS information](https://dpi.wi.gov/parental-education-options/choice-programs/oas).

[ ]  [**School Directory**](https://dpi.wi.gov/cst/school-directory/updates/user-guides)**:** Please refer to the [Private School, School Directory User Guide](https://dpi.wi.gov/cst/school-directory/updates/user-guides/private) for details on how to change agency level and building level required contacts.

* Please note that if your school is participating in the [Private School Choice Programs (Choice)](https://dpi.wi.gov/parental-education-options/choice-programs) or [Special Needs Scholarship Program (SNSP](https://dpi.wi.gov/parental-education-options/special-needs-scholarship)), changes that affect those programs must be submitted using the update forms on the Choice or SNSP websites. For example, changing the main contact email address through the form for the Directory will only change it for emails related to the Directory. That will not change the email address that is used for Choice program or SNSP correspondence. Thank you for your work to ensure your school’s information is accurate.
* For Choice changes, please visit the [Private School Choice Programs: School Submitted Reports and Forms webpage](https://dpi.wi.gov/parental-education-options/choice-programs/school-reports).
* For SNSP changes, please visit the [Special Needs Scholarship Program-School Submitted Reports webpage](https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-reports).

[ ]  [**WISEadmin Portal**](https://dpi.wi.gov/wise/wiseadmin-portal#User%20Guide%20section)**:** Agency Contacts should be specific for each SCHOOL

[ ]  [**WISEdata Portal**](https://dpi.wi.gov/wisedata/help/mini-tutorials/update-agency-contacts)**:** Primary Contact is the person performing WISEdata reporting.

[ ]  [**WISEid**](https://dpi.wi.gov/wise/wiseid#Update%20Contact%20Info)**:** Primary Contact is the person performing WISEid reporting.

[ ]  **Complete the**[**annual required School Directory updates**](https://dpi.wi.gov/cst/school-directory#Annual%20Required%20Updates%20to%20be%20Made%20in%20School%20Directory).

* Choice schools **do not report PK or K3**and do not report three-year-old students to WISEdata. As such, these options will no longer appear as options on School Directory for Choice schools.

# Consider Assembling a Data Team!

* [WISExplore](https://dpi.wi.gov/wisexplore) provides processes and resources supporting data-informed decision-making for school and district leaders. The WISExplore data inquiry process is central to this work. Professional learning resources are provided to support data leadership, data literacy, and the inquiry process for educators statewide.
* Review the [WISEdash Extracts webpage](https://dpi.wi.gov/wisedata/help/portal/choice-exports) to learn how to use these WISEdata Exports to conduct data quality auditing on:
	+ Graduation and high school completion rates.
	+ Graduate future cohorts.
	+ Dropout rate.
	+ Absenteeism.
	+ Enrollment Certified Economic Data Change.
* Good review for all staff involved with WISEdata reporting:
	+ Visit the [WISE landing page](https://dpi.wi.gov/wise/wisehome-info) to find resources based on your specific role.
	+ Visit the [WISEtraining page](https://dpi.wi.gov/wisedata/wise-classroom) to find resources that will help you learn more about the topic you are looking for.
	+ Review [Release Notes for WISE Applications](http://dpi.wi.gov/wisedata/help/portal/wise-release-notes) to keep up with changes and trends.
	+ Bookmark and use the [WISEdata Events Calendar](https://dpi.wi.gov/wisedata/events/month) to find upcoming events, trainings, conferences, snapshot dates, webinars, and deadlines.
	+ Register for and attend User Group calls.
	+ [WISE User Group Webinar: Tuesdays at 1:30 p.m.](https://dpi.wi.gov/wisedata/events/month)

# Opt In or Opt Out of the All Student Report Card

[ ]  **Opt In or Opt Out**of the [**Private School - All Student Report Card Selection**](https://dpi.wi.gov/wise/data-elements/reportcard). Choice schools are required to select an option. **By the 1st weekday in August**, Choice schools must [submit their opt-in/opt-out selection and a variety of other forms to update school-related information annually](https://dpi.wi.gov/sms/choice-programs/school-reports), indicating their selection either to receive or not receive the optional All Student Report Card. This data, as well as [student-level assessment data](https://dpi.wi.gov/assessment/parental-choice-program), will be used to create the annual [school report card](https://dpi.wi.gov/accountability/report-cards).

**Opt in to the**[**All Student Report Card**](https://dpi.wi.gov/parental-education-options/choice-programs/school-reports) requires ALL students (Choice and non-Choice participants) to be submitted to WISEdata and reported on the [School Report Card](https://dpi.wi.gov/accountability/report-cards). If a school chooses to opt in to an All Student Report Card, the school will be required to submit the required data elements (listed below) for ALL non-Choice students along with the school’s Choice students.

Opting in to the All Student Report card allows for your to school to use the [Immunization Registry Integration (WIR)](https://dpi.wi.gov/wisedata/help/wiseadmin-portal/immunization-opt-in) via WISEadmin Portal.

**OR**

**Opt out from the All Student Report Card** requires only Choice participants to be reported on the School Report Card.

Opting out of the All Student Report Card does not allow for the use of the [Wisconsin Immunization Registry Integration (WIR) tool](https://dpi.wi.gov/wisedata/help/wiseadmin-portal/immunization-opt-in), while opting in to the All Student Report Card allows schools to automatically pull down immunization data from the Wisconsin Immunization Registry if the SIS vendor participates. Schools should not pull student records using the WIR tool unless they have opted in to the All Student Report Card.

# WISEid Uploads: Beginning of Year Best Practice

## Once a Week for the First Two Months, and Before All Count Dates

[ ]  DPI recommends you [upload a full Active Student WISEid file to the WISEid application](https://dpi.wi.gov/wisedata/help/mini-tutorials/wiseid-filetasks) at the start of each new school year and once a week until you set up your 'SIS-to-WISEdata' transfers (assuming that you are using a SIS with the [Student Identity Integration API](https://dpi.wi.gov/wisedata/help/wiseid/student-identity-integration)to create new WISEids). Once your agency can confirm the nightly occurrence of WISEid to WISEdata uploads, manual uploads of Active Student WISEid files are not required.

[ ]  We recommend doing a manual upload of Active Student WISEid files before each count date ([TFS data element page](https://dpi.wi.gov/wise/data-elements/tfscountinclusion)). This allows schools to correct changes and report accurate data in plenty of time before the December snapshot. Uploading a full Active Student WISEid file accomplishes the following:

* Obtains WISEids for new students,
* Updates existing students’ WISEid records with corrections made in your SIS,
* Updates your SIS with corrected WISEid numbers when DPI finds and corrects duplicate ID numbers, and
* Eliminates WISEdata Portal validation messages about differences in the data between WISEdata and WISEid.

# Required Data Elements to Submit to DPI

Schools should ensure that they are collecting all of the required WISEdata data elements. It is best practice to obtain this information during the school’s registration and annual re-enrollment processes.

All Choice schools must securely submit student **enrollment**, **attendance**, **high school completion (graduation)**, **food service eligibility**, and **demographic** **data** for Choice students (and for non-Choice students if your school was an opt-in to the All Student Report Card). Be sure to review the further available notes for the following, as they are complicated:

* [English Language Proficiency](#FurtherAvailableNotesOnELPDataElement)
* [Economically Disadvantaged Status](#FurtherAvailableNotesEconDisDataElement)

## Choice School Required Student Data Elements:

[ ]  [**Attendance**](https://dpi.wi.gov/wise/data-elements/attendance)

**Demographic data:**

[ ]  [Birth Date](https://dpi.wi.gov/wise/data-elements/dateofbirth)

[ ]  [Disability](https://dpi.wi.gov/wise/data-elements/disability)

[ ]  [English Language Proficiency](https://dpi.wi.gov/wise/data-elements/elp)(Limited English Proficiency) ([*See details*](#FurtherAvailableNotesOnELPDataElement))

[ ]  [Economically Disadvantaged Status](https://dpi.wi.gov/wise/data-elements/econ-status)*(*[*See details*](#FurtherAvailableNotesEconDisDataElement)*)*

[ ]  [Food Service Eligibility](https://dpi.wi.gov/wise/data-elements/food-services-eligibility)

[ ]  [Food Service Eligibility Begin and End Dates](https://dpi.wi.gov/wise/data-elements/ssfspa-begin-end-dates)

[ ]  [Gender](https://dpi.wi.gov/wise/data-elements/gender)

[ ]  [Grade Level Placement](https://dpi.wi.gov/wise/data-elements/grade-level)

[ ]  [Migrant Status](https://dpi.wi.gov/wise/data-elements/migrant-status) (not required but is highly recommended)

[ ]  [Multiple Birth Status](https://dpi.wi.gov/wise/data-elements/multiplebirthstatus)

[ ]  [Parent/Guardian](https://dpi.wi.gov/wise/data-elements/parent-guardian-wisedata)

[ ]  [Parent/Guardian Name](https://dpi.wi.gov/wise/data-elements/parent-name)

[ ]  [Primary Service Provider](https://dpi.wi.gov/wise/data-elements/primary-provider)

[ ]  [Race and Ethnicity Data](https://dpi.wi.gov/wise/data-elements/race)

[ ]  [Student Name (Legal and Other Names)](https://dpi.wi.gov/wise/data-elements/student-name)

[ ]  [WISEid](https://dpi.wi.gov/wise/data-elements/WISEid)

**Enrollment:**

[ ]  [Choice School Program Participation](https://dpi.wi.gov/wise/data-elements/choice-participant)

[ ]  [Completed School Term](https://dpi.wi.gov/wise/data-elements/completedschoolterm)

[ ]  [Count Inclusion: 3rd Friday of September](https://dpi.wi.gov/wise/data-elements/tfscountinclusion)

[ ]  [Enrollment and Exit Date](https://dpi.wi.gov/wise/data-elements/enrollment-and-exit-date)

[ ]  [Enrollment Type](https://dpi.wi.gov/wise/data-elements/enrollment-type)

[ ]  [Exit Types](https://dpi.wi.gov/wise/data-elements/exit-types)

[ ]  [Grade Level Placement](https://dpi.wi.gov/wise/data-elements/grade-level)

[ ]  [Local Person ID/Type](https://dpi.wi.gov/wise/data-elements/local-person-id)

[ ]  [Receiving Services on a Count Date](https://dpi.wi.gov/wise/data-elements/count-date)

[ ]  [Report Card Selection](https://dpi.wi.gov/wise/data-elements/reportcard)

## Choice School Required Student Data Elements, Continued:

**High School Completion (graduation), if serving 12th grade:**

[ ]  [Achievement Category](https://dpi.wi.gov/wise/data-elements/achievement-category)

[ ]  [Credential Type](https://dpi.wi.gov/wise/data-elements/credential-type)

[ ]  [Term Completion Indicator](https://dpi.wi.gov/wise/data-elements/completedschoolterm)

When entering and verifying data, it is important that you understand what the various data elements mean and how to enter information in the fields appropriately. If the hyperlinks on this document do not work, visit the [Data Elements page](http://dpi.wi.gov/wise/data-elements) for detailed descriptions about the data elements and what codes to use. Schools can select “Choice Schools” from the School Type drop-down menu and click “Apply” to display only the Choice school data elements.

# Notes About Required Data to Submit to DPI

It is very important that the data reported each year by Choice schools are complete and accurate because report cards use multiple years of data, which means the data are used in both current and future years’ report cards. Two years of data are required to calculate a report card score.

## Further Available Notes on English Language Proficiency:

(If ACCESS Score mini tutorial is ready before you need this sent, we can link it here. )

Choice schools receiving Title III services must report English Language Proficiency. Choice schools **not** receiving Title III services have the option to query for [English Learners](https://dpi.wi.gov/wise/data-elements/elp) (ELs) using a mechanism similar to the [Home Language Survey](https://docs.google.com/document/d/1nbBsBRMBBkqtaZ_SiMAB8F8Plk2ZoibuRnPADKcypv0/edit?pli=1#heading=h.v7a7t4vpz6yt) or choose to report no data for ELs.

Choice schools should use ELP Level 7 (always been a Native English Speaker) if they are aware that the student: speaks English at home (as per results from the Home Language Survey) or if a student completes a screener test and the result of that screener indicates a proficient level of English per standardized procedures. Choice schools should leave the ELP code blank if they are unsure of the student’s participation in the ACCESS assessment during the previous school year and/or if they are not participating in the assessment of the Choice student using the ACCESS and unsure of the student’s EL status. In the scenario that the Choice school leaves the ELP code blank, they should acknowledge [warning 7108](https://crmportal365.dpi.wi.gov/CRMPortal/article.aspx?id=1bf4348c-a11a-ea11-9101-001dd8b71d6b).

English language proficiency classifications are defined in [PI 13.08 Wis. Admin Code](https://docs.legis.wisconsin.gov/code/admin_code/pi/13/II/08). Students with English language proficiency classifications of 1-5 are considered English learners. For students in grade levels KG to 12, the value reported is expected to correspond to the results from the most recent administration of the ACCESS for ELLs exam. Please reach out to your local public school district if you have any questions regarding the administration of the [ACCESS for ELLs exam.](https://dpi.wi.gov/assessment/ell/data#ISES%20Codes)

## Further Available Notes on Economically Disadvantaged Status:

Schools that have opted in to the [All Student Report Card](https://dpi.wi.gov/sms/choice-programs/school-reports) must enter a value for Economically Disadvantaged Status for every student. Schools that have opted out of the [All Student Report Card](https://dpi.wi.gov/sms/choice-programs/school-reports) need only enter students’ Economically Disadvantaged Status for Choice participants. There are several possible sources for collecting household income information to determine economic status:

* If your school participates in the USDA National School Lunch Program and annually verifies eligibility for students receiving free or reduced meals, you can use [Direct Certification](https://dpi.wi.gov/school-nutrition/direct-certification) results.
* For students not on the direct certification list, you can use the [USDA Free and Reduced Price Meal Application](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications) eligibility determination.

### Participating in NSLP

If your school participates in the USDA National School Lunch Program and is participating in the [Community Eligibility Provision](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/community-eligibility) (CEP) or [Provision 2](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/provision-2), you can use [Direct Certification](https://dpi.wi.gov/school-nutrition/direct-certification) results.

For students not on the direct certification list, you can use the  [USDA Free and Reduced Price Meal Application](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications) eligibility determination; or you can use the [alternate household income form](https://dpi.wi.gov/wise/data-elements/econ-status#Alternative%20household%20Income%20Forms) eligibility determination.

### Not Participating in NSLP

If your school does not participate in the USDA National School Lunch Program:

* You may use a locally developed method to determine if a student’s family qualifies as economically disadvantaged.
	+ - The method you use should collect economic status based upon the appropriate [income eligibility guidelines](https://dpi.wi.gov/wise/data-elements/econ-status#Income%20Eligibility%20Guidelineshttps://dpi.wi.gov/wise/data-elements/econ-status).
		- Because these guidelines are updated annually, eligibility information must be collected annually.
* For example, you may modify the [alternate household income form](https://dpi.wi.gov/wise/data-elements/econ-status#Alternative%20household%20Income%20Forms) by removing verbiage related to free school meals if not participating in the program.
* Please note, the [USDA Free and Reduced Price Meal Application](https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility) **cannot** be used in schools that do not participate in the USDA National School Lunch Program.

The income limits to determine eligibility for the Private School Choice Programs are not the same income limits used to determine students’ economically disadvantaged status. Qualifying for the Private School Choice Programs does not automatically mean that a student should be considered economically disadvantaged.

If your school participates in the [federally-funded Title I-A program](https://dpi.wi.gov/title-i), you are required to collect economic status for all students in the school. You can use the information you collect for the federally funded Title I-A program purposes as evidence for WISEdata. This is because the applicable income thresholds are the same as those which consider a student economically disadvantaged in WISEdata. Even if your school is not participating in Title I-A, ***it is very important to report economic status because report cards use the percent of enrolled students who are economically disadvantaged to determine the relative weighting of Achievement and Growth priority areas in determining the report card score and rating.***