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:** Or, if you already have a SIS vendor selected, check your SIS software versions and update for the latest release.

* + 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.

# ****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.

[ ] Log on to [WISEdash for Districts](https://widpiprd.sharepoint.com/sites/O365CG-CustomerService/DocLibDocumentationExternalFacing/Website/Tech%20Writer%20Working%20Drafts/dpi.wi.gov/wisedash/districts) to find dashboard information about:

* Improvement Planning (all dashboards).
* Early Warning (Absenteeism, FAFSA).
* Data Quality Reviews (snapshot dashboards).
* Pay special attention to Graduation Rate, Dropouts, Absenteeism, and Cohorts.

[ ] 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 by topic.
* Review [Release Notes for WISE Applications](https://widpiprd.sharepoint.com/sites/O365CG-CustomerService/DocLibDocumentationExternalFacing/Website/Tech%20Writer%20Working%20Drafts/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, 1:30 p.m.](https://dpi.wi.gov/wisedata/events/month)

# Where to Begin: Connecting with DPI Applications

## District Security Administrator (DSA) Tasks

[ ] The district 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.

[ ] The 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?)

[ ] [**SAFE**](https://dpi.wi.gov/wisedash/districts/safe)

[ ] [**School Directory**](https://dpi.wi.gov/cst/school-directory/updates)

[ ] [**WISEadmin Portal**](https://dpi.wi.gov/wise/wiseadmin-portal)

[ ] [**WISEdata Portal**](https://dpi.wi.gov/wisedata)

[ ] [**WISEdash for Districts**](https://dpi.wi.gov/wisedash/districts).

[ ] [**WISEid**](https://dpi.wi.gov/wise/wiseid)

[ ] [**WISEsecure**](https://dpi.wi.gov/wise/wisehome-info)

[ ] [**WISEstaff**](https://dpi.wi.gov/wise/wisestaff)

# Updating Contact Information to DPI

**Update Agency Contacts for each application.** You will be prompted to do this upon your first time logging in for the new school year (i.e., post July 1).

***NOTE:*** The DSA need not be the primary contact for each application. In fact, the primary contact for each application should be the staff member who accesses that application the most on a daily/weekly basis. This might be the DSA, but it might be someone else as well.

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

[ ] [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.

[ ] [WISEstaff](https://dpi.wi.gov/wise/wisestaff/userguide-resources-menu#Update%20Contact%20Info): Primary Contact is the person performing WISEstaff reporting.

[ ] **Complete the**[**annual required School Directory updates**](https://dpi.wi.gov/cst/school-directory/updates#Public%20Schools), including updating contact information.

* The [School Directory Management Portal, Public School User Guides](https://dpi.wi.gov/cst/school-directory/updates/user-guides/public-school-district) are available with the tasks required for each agency type.

# 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/staff 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.

[ ] [File layouts and templates](https://dpi.wi.gov/wisedata/vendors/filelayout-templates) are available for ease of uploading.

[ ] 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), [Oct 1 Child Count data element page](https://dpi.wi.gov/wise/data-elements/octchildcountinclusion)) to catch any missed changes. 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.

[ ] [**Student Name**](https://dpi.wi.gov/wise/data-elements/student-name): Use the name to identify the student/staff. This is often the person’s legal name, which is often the name that appears on a birth certificate or a national legal identification document.

* First name and last name are expected.
* If the person is or was commonly known by another name, include that name in the **Other Name** field.
	+ ***NOTE*:** This is especially important if the person is coming from another school district or Choice school because both legal and Other Names are used in the matching process. Use of both increases the chances of finding matches or near matches.
* Middle name can be an initial.
* [Race/Ethnicity](https://dpi.wi.gov/wise/data-elements/race): A two-part question. It is required to answer both parts of the question. Both responses to the two-part question are submitted to WISEid and WISEdata.
* [Date of Birth](https://dpi.wi.gov/wise/data-elements/dateofbirth)
* [Gender](https://dpi.wi.gov/wise/data-elements/gender)
* [Parent/Guardian Name and Relationship](https://dpi.wi.gov/wise/data-elements/parent-name)

# Required Demographic Data to Submit to DPI

During your registration process, (for many LEAs, this occurs around January or February, especially if it is an online process), collect the basic student demographic information that is needed for WISEdata at the beginning of the year:

[ ] [Ancestry/Ethnic Origins](https://dpi.wi.gov/wise/data-elements/ancestry) *Not required but strongly encouraged.*

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

[ ] [Digital Equity](https://dpi.wi.gov/broadband) *Not required but strongly encouraged.*

* [Barrier to Internet Access](https://dpi.wi.gov/wise/data-elements/barrier-to-internet-access-in-residence)
* [Internet Access in Residence](https://dpi.wi.gov/wise/data-elements/internet-access-in-residence)
* [Internet Access Type in Residence](https://dpi.wi.gov/wise/data-elements/internet-access-type)
* [Internet Performance in Residence](https://dpi.wi.gov/wise/data-elements/internet-performance)
* [Primary Learning Device Access](https://dpi.wi.gov/wise/data-elements/device-access)
* [Primary Learning Device Away from School](https://dpi.wi.gov/wise/data-elements/digital-device)
* [Primary Learning Device Provider](https://dpi.wi.gov/wise/data-elements/primary-device-provider)

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

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

[ ]  [Economically Disadvantaged Status](https://dpi.wi.gov/wise/data-elements/econ-status) (Reported separately from [Food Services Eligibility](https://dpi.wi.gov/wise/data-elements/food-services-eligibility))

[ ]  [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 Data

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

[ ]  [Tribal Affiliation](https://dpi.wi.gov/wise/data-elements/tribal-affiliation) *Not required but strongly encouraged.*

[ ]  [WISEsecure Role](https://dpi.wi.gov/wise/data-elements/wisesecure-role) (for WISEstaff only)