Snapshot

WISEGuide

Reference Guide for Administrators

Summary

This guide provides a reference tool for what you need to know to prepare your LEA for an upcoming snapshot. For a high-level overview on WISEdata and WISEdash, view the:

- WISEdata Reference Guide for Administrators
- WISEdash Reference Guide for Administrators

You may also need to review who on your LEA staff holds the appropriate WISEsecure application user roles for various applications. Some user roles allow the viewing of certain data not visible to others.

PURPOSE: What Makes Snapshots So Important?

Snapshot data is used for:

- Federal reporting, including ESSA.
- Public reporting in the WISEdash Public Portal.
- Accountability report cards.
- Other funding determinations, such as high poverty aid.

Any data with an error has the potential to impact the snapshot data and subsequent reporting. Check for errors and warnings in WISEdata Portal; then make repairs to data in your student information system (SIS) vendor tools. All errors should be fixed prior to a snapshot to ensure the best possible data for reporting purposes.

USING WISE: Which Applications Help Administrators at Snapshot?

Because the majority of snapshot data will be taken from WISEdash, it makes sense for you to use WISEdash for Districts to review your data before a snapshot. Currently only available to public schools, WISEdash has features to help you prepare for the snapshot. Choice administrators can view the WISEdash Extracts webpage for equivalent info.

WISEdash for Districts is refreshed nightly. Typically, what is visible in WISEdata today is in WISEdash tomorrow. Review the Snapshot dashboards to:

- View current data compared to data from a prior year's snapshot.
- Verify that demographic and data updates you have made were pushed to WISEdata.

- For example, you should compare the list of economically disadvantaged status (EDS) students in your SIS to those listed as EDS on the snapshot dashboard.

WISEdata Portal: WISEdash Extracts for Choice Administrators

Currently, Choice schools do not have access to WISEdash for Districts. In lieu of this access, Choice schools have a specific export on WISEdata Portal called WISEdash Extracts. The WISEdash Extracts for Choice Schools webpage will provide more detailed information on how to use these exports for data quality auditing.

WISEadmin Portal: Snapshot Acknowledgments

Acknowledgments are important to ensure you have taken all the steps needed to send DPI correct data. Use the Acknowledgment screen on WISEadmin Portal to complete the Data Quality Acknowledgments. Administrators must:

- Agree to the Data Snapshot Acknowledgment Agreement.
- Provide a listing of your data team members who have acknowledged to submit snapshot data.
- These team members should also align with the staff listed under the Snapshot Acknowledgment Agency Contacts in WISEdata Portal.

Administrators can also use Key Performance Indicators to review WISEdash metrics.

ADMINISTRATOR TASKS: Final Steps

Check in with the Data Team members you have listed on the WISEadmin Portal Acknowledgment screen for Data Snapshot Acknowledgment Agreement.

About six weeks before a snapshot, DPI will begin program area data quality checks. DPI may reach out to your WISEdata contact to help with specific issues they find.

The DPI Customer Services Team is here to help you resolve issues, including those that may be vendor related. Please submit a WISE Help Ticket, and someone will get back to you shortly. Providing excellent support is our highest priority.

Other Helpful Resources
- Snapshot Preparation Guidance webpage
- Snapshot Preparation: Data Quality Auditing webpages
- WISEdata Annual Tasks Checklist webpage
- *NOTE for Choice Schools*: Items on the Annual Tasks Checklist marked with an asterisk (*) do not apply to Choice schools. While these data elements are not required, some are contingent upon funding (e.g., EL data) while others (e.g., digital equity and migrant status) are helpful for identifying students in need of resources and support.
- Choice Schools: Yearly Data Reporting Resources
- Reporting Uncommon WISEdata Situations

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