WISEid Person Upload File Format for Staff and Students - Updated on 8/1/24 for removal of storage and the collection of emails attached to Student Local Person IDs

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Field Name	Requirement Status	Data Type	Length	Comments
WISEid	Optional	Numeric	10	WISEid is a unique, permanent identifier for people in the State of Wisconsin education system. · 10 digit number · Will be required only if file upload is used to update a record. WISEid must be included in the upload file when it will be used for gathering and sending updates to the record, such as fixing a birthdate.
Local Person ID	Required	Varchar/Text	50	Unique field to be used by your agency to cross reference and join your local system's person ID to the state system's WISEid. Same format whether you upload staff or students. · Changed from optional to required on 11/23/2015.
Last Name	Required	Varchar/Text	50	Person's main name as determined by district policy · Restricted to: A-Z, hyphen, apostrophe, period, and single space. In case of hyphen, apostrophe, period, and space they cannot appear consecutively. For example, no double or triple spaces. Casing of names does not matter as different districts have different casing strategies. Recommend not trying to correct casing differences. · Diacritical marks are NOT accepted at this time and will be rejected.
First Name	Required	Varchar/Text	50	
Middle Name	Optional	Varchar/Text	50	
Suffix	Optional	Varchar/Text	15	Person's main name suffix · Restricted to the set of suffixes I - XV, Sr, Jr, SJ.
Birthdate	Required	Date	10	Person's date of birth · Format mm/dd/yyyy · Should include leading zeros in the date · Will also accepts dates with formats of: m/d/yyyy, m/d/yy, mm/dd/yy

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Field Name	Requirement Status	Data Type	Length	Comments
Gender ID	Required	Varchar/Text	1	Person's gender - valid options are: "M" (Male) , "F" (Female), or "X" (Non-Binary)
Race Key	Required	Varchar/Text	4	Race/Ethnicity Code or Race Key: A code corresponding to the racial/ethnic group or groups with which the person identifies. The code is from a DPI code table and corresponds to the answers to both parts of the two-part race/ethnicity question. This document lists all codes http://dpi.wi.gov/sites/default/files/imce/cst/doc/dpi_race_ethnicity_crosswalk.doc · A four digit leading zero padded numeric code to determine Race/Ethnicity from a set of 63 codes. · Race Key where none of the choices are selected or where the Hispanic/Non-Hispanic question is answered but no other selection is made are NOT valid choices. · Agencies will need to use the Wisconsin Department of Public Instruction Race/Ethnicity Crosswalk to determine the correct race key.
Other Name Last Name	Optional	Varchar/Text	50	· Restricted to: A-Z, hyphen, apostrophe, period, and single space. In case of hyphen, apostrophe, period, and space they cannot appear consecutively. For example, no double or triple spaces. Casing of names does not matter as different districts have different casing strategies. Recommend not trying to correct casing differences. · Diacritical marks are NOT accepted at this time and will be rejected.
Other Name First Name	Optional	Varchar/Text	50	
Other Name Middle Name	Optional	Varchar/Text	50	
Other Name Suffix	Optional	Varchar/Text	15	Former and/or other suffixes a person may have or had · Restricted to the set of suffixes I - XV, Sr, Jr, SJ.

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Field Name	Requirement Status	Data Type	Length	Comments
Birth City	Optional, but recommended	Varchar/Text	30	Optional but recommended. Text is restricted to: A-Z, hyphen, apostrophe, period, and single space. In case of hyphen, apostrophe, period, and space they cannot appear consecutively. For example, no double or triple spaces.
Birth State	Optional, but recommended	Varchar/Text	2	Optional but recommended if person was born in the United States or Puerto Rico. Use the abbreviation for the name of the state within the United States (including District of Columbia or the jurisdiction of Puerto Rico in which an individual was born. See CEDS State of Birth Abbrevations specs https://ceds.ed.gov/CEDSElementDetails.aspx?TermxTopicId=20837 for Code list. Note - limit to the use the 50 US states, District of Columbia (Washington, DC), and Puerto Rico due to US Department ED Title 3 requirements.
Birth County	Optional, but recommended	Varchar/Text	35	Optional but recommended if person was born in the United States or Puerto Rico. County is defined for the Identification of counties and equivalent areas of the United States, District of Columbia, and Puerto Rico. This field will allow text to be inserted up to 35 characters, but we suggest vendors eventually try to follow options http://www.census.gov/geo/reference/codes/cou.html download the United States CSV file for field COUNTYNAME for the complete list, including Puerto Rico and the insular areas, but ignore other territories. We don't enforce this list because the list changes over time and because vendors may have existing data not exactly as in this list, but we do recommend it. In the WISEid UI, we will auto complete non-enforced data that can be used by the user with county names from this list. Text is restricted to: A-Z, hyphen, apostrophe, period, and single space. In case of hyphen, apostrophe, period, and space they cannot appear consecutively. For example, no double or triple spaces.

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Field Name	Requirement Status	Data Type	Length	Comments
Birth Country	Optional, but recommended	Varchar/Text	60	Optional but recommended if person born outside of United States or Puerto Rico. This field will allow text to be inserted up to 60 characters, but we suggest vendors eventually try to follow options at https://www.iso.org/obp/ui/#search/code/ in 'English Short Names' for list of countries. We don't enforce this list because the list changes over time and because vendors may have existing data not exactly as in this list, but we do recommend it. In the WISEid UI, we will auto complete non-enforced data that can be used by the user with country names from this list.
Entity ID	Optional	Numeric	10	DPI-assigned Educator File Identification Number · Optional field for staff · Not required for students · If this field is populated AND the WISEid field is populated, it will be used to generate an informational message when the Educator's Entity ID is not correctly associated with the given WISEid record.
Local Person ID Key Type	Required	Varchar/Text	10	Current valid types include: "Student" or "Staff". If a person is both a student and staff at an agency, there would be a row for each with one set to Student and the other to Staff.
Email Address	Optional if if the Local Person Key Type = STAFF (not allowed for Student)	Varchar/Text	50	ONLY for STAFF Local Person ID records - removed storage and updating of student emails. This email address is connected to each unique combination of a WISEid, Local Person ID, and Local Person ID Key Type per agency. For staff this field is used by WISEsecure system to authorize basic access to DPI systems; additionally, for DPI sending emails to staff for legislative notifications or licensing expiration reasons.

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Field Name	Requirement Status	Data Type	Length	Comments
Parent 1 Type	Required if the Local Person Key Type = Student	Varchar/Text	1	Valid options are 'F' = Father 'M' = Mother 'G' = Guardian 'O' = Other
Parent 1 Last Name	Required if the Local Person Key Type = Student	Varchar/Text	50	· Restricted to: A-Z, hyphen, apostrophe, period, and single space. In case of hyphen, apostrophe, period, and space they cannot appear consecutively. For example, no double or triple spaces. Casing of names does not matter as different districts have different casing strategies. Recommend not trying to correct casing differences.
Parent 1 First Name	Required if the Local Person Key Type = Student	Varchar/Text	50	
Parent 1 Middle Name	Optional	Varchar/Text	50	· Diacritical marks are NOT accepted at this time and will be rejected (as of 12/16/2014).
Parent 1 Name Suffix	Optional	Varchar/Text	15	Parent name suffixes · Restricted to the set of suffixes I - XV, Sr, Jr, SJ.
Parent 2 Type	Optional	Varchar/Text	1	Valid options are 'F' = Father 'M' = Mother 'G' = Guardian 'O' = Other
Parent 2 Last Name	Optional	Varchar/Text	50	Parent's Name · Restricted to: A-Z, hyphen, apostrophe, period, and single space. In case of hyphen, apostrophe, period, and space they cannot appear consecutively. For example, no double or triple spaces. Casing of names does not matter as different districts have different casing strategies. Recommend not trying to correct casing differences. · Diacritical marks are NOT accepted at this time and will be rejected (as of 12/16/2014).
Parent 2 First Name	Optional	Varchar/Text	50	
Parent 2 Middle Name	Optional	Varchar/Text	50	
Parent 2 Name Suffix	Optional	Varchar/Text	15	Parent name suffixes · Restricted to the set of suffixes I - XV, Sr, Jr, SJ.

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Field Name	Requirement Status	Data Type	Length	Comments
WISEsecure Role	Optional	Varchar/Text	50	Indicates a person's WISEsecure role, which is connected to the Local Person ID and Email. Allowable values are: Educational Support, Teacher, Special Ed Director/Designee, Principal/Designee, Student, None. Null will convert to "None" role. Access to update this field requires a WISEstaff "Agency Staff Admin" security role in addition to a WISEid role with create/edit ability.
Multiple Birth Indicator	Optional	Varchar/Text	1	Indicates if a person was part of a set from the same birth (twins, triplets, quadruplets, quintuplets, sextuplets, septuplets, octuplets). This field is highly recommended as it will block auto-matching and prevent incorrect auto-matching of siblings with the same birth date and same or similar names. It will also help with determining if a person is part of a multiple birth vs. a duplicate. Valid options are "Y", "N", or null.