



# Wisconsin Enrollment Dropping, Inactivating, or Deleting Students

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Greg Gilman

# Overview



Students can be “removed” from your database in a variety of ways

Attendance – Student – Drop Student

Edit – Student Data “inactivating”

Edit – Delete a Student

Ed-Fi – Delete a Student

Each option has a similar purpose but a slightly different net effect

# Drop/Inactivate/Delete



## Attendance – Student – Drop Student

When to use: if a student attended for at least one day of the current school year but has since left the school

# Drop/Inactivate/Delete



## Summer Transfers

For Wisconsin, these must be done as an exit at the end of the old year.

- ▶ Needs to be in the old (prior) year as Drop Student for that date. Then inactivate the student in the new school year before you submit data for WISEdata for the new year.
- ▶ ***There is no Drop Day 0 for Wisconsin, only for Iowa & Nebraska***

# Drop/Inactivate/Delete



## Edit – Student Data “inactivating”

Inactivate – student attended the previous year but has not attended at all during the current school year. To inactivate, use Edit – Student Data and uncheck the student's Active, Attendance, and State Reporting flags.

Note: The need to inactivate a student is rare now. Updates to jmc in recent years have allowed the Active, Attendance, and State Reporting flags to get updated correctly across years automatically.

# Drop/Inactivate/Delete



## Edit – Delete a Student

Delete – this is the most severe and is not generally advised unless the student will never attend the school again and there has been no data submitted to the state department for this student for the current year. Deleting the student gives you no further opportunities to view or otherwise work with the student's data.

***Note: There is a way to re-input the student into JMC that is relatively easy (New Student Wizard – Returning Student).***

# Drop/Inactivate/Delete



## Edit – Delete a Student

An example of where this is an issue is in state reporting if the student was inadvertently submitted as attending for the current school year – if the student was deleted from the current year then there is no way to correct the student's records at the state level for some states (Ed-Fi, SIF). To delete a student, use Edit – Delete A Student (only available at the district level).

# Drop/Inactivate/Delete



## Wisconsin – WISEdata – Delete Student

Used to remove a student from the portal for a specific year.

Most comment reason:

Student was sent in error for the current year

- ▶ Student was “claimed” by district when they should not have been, e.g. summer leavers
  - Student was claimed for new year when submitting Start Year data to WISEdata for new year, but student was later discovered to have been a summer leaver
  - Would result in enrollment overlap in WISEdata portal



# Drop/Inactivate/Delete



Extreme Support Issues with botched attendance

- Dropped for wrong dates

May need to:

- Delete enrollment history record for this student
  - Then create new default record for student by making some change on student data page and clicking Save button
- Attendance - Student - Edit Attendance
  - If no period attendance module or not using it
    - May need to print/record attendance data
  - Clear button (wipes out all attendance data on page, makes all days active)
- Period Attendance - Data - Edit Reasons and Cutoffs
  - Retroactive button (recalculates attendance from period attendance) (requires password from JMC tech support)
- Redo Add, Drop, Re-enter

# Drop/Inactivate/Delete



## Updates to WISEdata for Drop/Inactivate/Delete Student via SIF

Update normally via WISEdata

- Near Real Time
- WISEdata Update Student
- WISEdata Update Grade

# JMC Resources



- ▶ [http://resources.jmcinc.com/state\\_reporting](http://resources.jmcinc.com/state_reporting)
- ▶ Documentation Updates
  - ▶ Attendance (any state) (PDF)
  - ▶ Instructional Videos
  - ▶ Sign up for free web-based training
  - ▶ All will be updated on ongoing basis

## State Reporting

All State Reporting resources are available for you on this page. Please click on the tab that contains the state reporting information you need.

[Minnesota](#) [Wisconsin](#) [Nebraska](#) [Iowa](#) [Other States](#)

JMC prides itself on keeping up-to-date on all Wisconsin state reporting requirements. JMC ties all of the necessary data together in your JMC database so you can more easily fulfill your state reporting requirements.

### DOCUMENTATION

<a href="#">Wisconsin State Reporting</a>	Updated 12/6/2019
<a href="#">Attendance WI</a>	Updated 4/24/2018
<a href="#">Discipline WI</a>	Updated 11/16/2018
<a href="#">Discipline Data Recoding</a>	8/16/2017

### RECENT PRESENTATIONS

<a href="#">JMC Summer Conference 8.5.19 WISEdata 19-20 Updates Overview</a>	<a href="#">PDF</a> 08/02/2019
<a href="#">JMC Summer Conference 8.5.19 WISEdata 19-20 Updates Programs and Characteristics</a>	<a href="#">PDF</a> 08/02/2019
<a href="#">JMC Summer Conference 8.5.19 WISEdata 19-20 Updates Enrollment History</a>	<a href="#">PDF</a> 08/02/2019
<a href="#">JMC Summer Conference 8.5.19 WISEdata 19-20 Updates Language Education</a>	<a href="#">PDF</a> 08/02/2019
<a href="#">JMC Summer Conference 8.5.19 John Raub: WISEdata19/20 Updates &amp; Best Practices</a>	<a href="#">Link</a> 08/05/2019
<a href="#">JMC Summer Conference 8.5.19 Mai Choua Thao: Career Education Data 2019-20</a>	<a href="#">Link</a> 08/05/2019

### NEW STATE REPORTING VIDEOS

<a href="#">Enrollment: Adding, Re-entering, or Activating Students</a>	<a href="#">PDF</a> 7/2/2019	<a href="#">Video</a> 7/8/2019
<a href="#">Enrollment: Dropping, Inactivating, or Deleting Students</a>	<a href="#">PDF</a> 7/2/2019	<a href="#">Video</a> 7/8/2019

### INSTRUCTIONAL VIDEOS

<a href="#">WISEdata 18-19 Update Video 1: Overview</a>	<a href="#">Video</a> 10/25/2018	<a href="#">PDF</a> 10/25/2018
<a href="#">WISEdata 18-19 Update Video 2: Miscellaneous</a>	<a href="#">Video</a> 10/25/2018	<a href="#">PDF</a> 10/25/2018
<a href="#">WISEdata 18-19 Update Video 3: Special Education History</a>	<a href="#">Video</a> 10/25/2018	<a href="#">PDF</a> 10/25/2018
<a href="#">WISEdata 18-19 Update Video 4: Program History</a>	<a href="#">Video</a> 10/25/2018	<a href="#">PDF</a> 10/25/2018
<a href="#">WISEdata 18-19 Update Video 5: State Course Codes</a>	<a href="#">Video</a> 10/29/2018	<a href="#">PDF</a> 10/25/2018
<a href="#">WISEdata 18-19 Update Video 6: Roster &amp; Grades</a>	<a href="#">Video</a> 10/29/2018	<a href="#">PDF</a> 10/25/2018
<a href="#">WISEdata 18-19 Update Video 7: CTE/CCR Overview</a>	<a href="#">Video</a> 11/12/2018	<a href="#">PDF</a> 11/08/2018
<a href="#">WISEdata 18-19 Update Video 8: Course Based CTE</a>	<a href="#">Video</a> 04/24/2019	<a href="#">PDF</a> 04/24/2019
<a href="#">WISEdata 18-19 Update Video 9: Non Course Based CTE/CCR</a>	<a href="#">Video</a> 04/24/2019	<a href="#">PDF</a> 04/24/2019
<a href="#">WISEdata 18-19 Update Video 10: CTE/CCR Use Case - Course Based</a>	<a href="#">Video</a> 11/12/2018	<a href="#">PDF</a> 11/08/2018
<a href="#">WISEdata 18-19 Update Video 11: CTE/CCR Use Case - Non Course Based</a>	<a href="#">Video</a> 11/20/2018	<a href="#">PDF</a> 11/20/2018
<a href="#">WISEdata Start Year</a>	<a href="#">Video</a> 11/20/2018	<a href="#">PDF</a> 11/20/2018
<a href="#">WISEdata Miscellaneous</a>	<a href="#">Video</a> 05/20/2019	<a href="#">PDF</a> 05/20/2019
<a href="#">WISEdata Mid Year</a>	<a href="#">Video</a> 11/20/2018	<a href="#">PDF</a> 11/20/2018
<a href="#">WISEdata End Year</a>	<a href="#">Video</a> 11/20/2018	<a href="#">PDF</a> 11/20/2018
<a href="#">WISEdata Error Correction - Part 1 - Overview</a>	<a href="#">Video</a> 11/20/2018	<a href="#">PDF</a> 11/20/2018
<a href="#">WISEdata Error Correction - Part 2 - Examples</a>	<a href="#">Video</a> 11/20/2018	<a href="#">PDF</a> 11/20/2018
<a href="#">WISEdata Discipline</a>	<a href="#">Video</a> 05/20/2019	<a href="#">PDF</a> 05/13/2019
<a href="#">WISEdata Parent in Military</a>	<a href="#">Video</a> 06/13/2019	<a href="#">PDF</a> 06/13/2019
<a href="#">WISEdata Special Education Overview</a>	<a href="#">Video</a> 06/13/2019	<a href="#">PDF</a> 06/13/2019
<a href="#">WISEdata Changes for 19-20</a>	<a href="#">Video</a> 05/01/2019	<a href="#">PDF</a> 04/24/2019
<a href="#">WISEdata Near Real Time vs. Batch Processing</a>	<a href="#">Video</a> 05/30/2019	<a href="#">PDF</a> 05/30/2019



# Questions?

- ▶ Feel free to contact us:
- ▶ JMC Technical Support
  - ▶ Talk with Us: 800-524-8182 extension 1
  - ▶ Resources: <http://resources.jmcinc.com>
  - ▶ Support Tickets:  
<http://tickets.jmcinc.com/>
  - ▶ Email: [Support@jmcinc.com](mailto:Support@jmcinc.com)