



# Wisconsin Enrollment Adding, Re-entering, or Activating Students

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# Overview



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

Attendance – Student – Add Student

Attendance – Student – Re-enter Student

Edit – Student Data “activating”

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

# Add/Re-enter/Activate



## Attendance – Student – Add Student

Add a student if:

- ▶ Student was not enrolled on Day 1 (normal for any state) (see slide 6 also)
- ▶ Student is attending your school district for the first time for the current school year

# Add/Re-enter/Activate



## Attendance – Student – Re-enter Student

Re-enter a student if:

- ▶ Student already attended your school district during the current school year, and was dropped during the current school year, and is returning for an additional span of enrollment

# Add/Re-enter/Activate



## Edit – Student Data “activating”

Activate a student if:

- ▶ Student attended starting on day 1 for the current school year.
- ▶ Student for whatever reason is not checked as Active (Edit – Student Data in General tab)

To activate a student (make student “active”), use Edit – Student Data and check the student's Active flag. Under most circumstances you will also check the student's Attendance and State Reporting flags as well.

Note: there is no Add Day 1 for Wisconsin

# Add/Re-enter/Activate



Extreme Support Issues with botched attendance

- Example: Student was Added or Re-entered for wrong date
- DO NOT Delete enrollment history record for this student
  - Would lose default entry information brought over by Import Enrollment History from Prior Year process (pretty much just entry code for NE at this time)
- 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 or Re-enter Student
- Verify the enrollment history records and manually edit entry information for appropriate record

Note: there are sometimes shortcuts to this process, tech support will know

# Add/Re-enter/Activate



## Updates to WISEdata for Add/Re-enter/Activate via Ed-Fi

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 (WI) (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)