



NEXT GEN DOCUMENTATION ~WISCONSIN~

Includes:

**WISEdata
WISEid**

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Wisconsin State Reporting Overview

Wisconsin state reporting is in the process of transitioning from ISES/WSLS to WISEid/WISEdata. Over the course of the last few years ISES/WSLS and CWCS data collections have been phased out and WISEid/WISEdata data collections phased in.

WISEid: active for Choice schools beginning fall 2016, active for public schools beginning July 2016

WISEdata: active for Choice schools beginning in spring 2016, active for public schools beginning fall of 2016

WSLS: active through 15-16 reporting, retired prior to summer 2016

ISES Count Date and October 1 Child Count: active through 15-16 reporting, retired prior to summer 2016

ISES Year End: active through 15-16 reporting, retired prior to summer 2016, replaced by WISEdata

ISES Discipline: active through 15-16 reporting, retired prior to summer 2016, replaced by WISEdata Discipline (new for summer 2017)

CWCS: active through 15-16 reporting, retired prior to summer 2016, replaced by WISEdata Roster (new for summer 2017)

For more information on 2019-2020 updates to WISEdata state reporting please refer to the following links:

JMC overview

http://resources.jmcinc.com/uploads/files/WI_WISEdata1920Updates_Overview.pdf

WI DPI – John Raub – WISEdata 19/20 Updates & Best Practices

<https://docs.google.com/presentation/d/1BP834xmLw9DBKAuu1LCIHjofYKIsW2KKf43PX-3jpDk/edit?usp=sharing>

WI DPI – Mai Choua Thao – Career Education Data 2019-20

http://resources.jmcinc.com/uploads/files/Career_Education_Data_Reporting_2018-19-JMC.pdf

For more information on WISEdata please refer to

- Timelines - <https://dpi.wi.gov/wisedata/history>
- Discipline help page / use cases - <https://dpi.wi.gov/wisedata/discipline>
- Roster help page / use cases - <https://dpi.wi.gov/wisedata/roster>
- SPED help page - <https://dpi.wi.gov/wisedata/help/portal/spedfaq>
- Courses page - <https://dpi.wi.gov/wise/data-elements/coursereference>

JMC, Inc. is a certified vendor for WISEData 19-20, WISEdata 18-19 Track A, B & C (August-October 2018), WISEdata Roster (July 2017), WISEdata Discipline (July 2017), WISEdata Public (September 2016), WISEid (March 2016), WISEdata (March 2016) and has been certified in the past for WSLS and ISES data exchanges (certification for ISES and WSLS is no longer available as these data collections have been phased out).

The Wisconsin module provides options for sharing data with WI DPI via the Ed-Fi Interoperability Standard using the following batch mode options. These options may be retired during at some point in the near future as near real time processing is introduced, although there may always be a need to submit some data in batch mode like these options do:

- WISEdata Start Year**
- WISEdata Update Tables**
- WISEdata Update Grade**
- WISEdata Update Student**
- WISEdata Update Course**
- WISEdata Update Discipline**
- WISEdata Update Roster**
- WISEdata Delete Student**

The Wisconsin module provides options for importing:

- WISEid Person Upload File**

Other options are used at various times throughout the year for changing data for many students at once:

- Mass Change Fields**
- Mass Exit Students**
- Import Enrollment History from Prior Year**
- Import Special Education History from Prior Year**
- Update Special Education History from Ed-Fi API**
- Import Program History from Prior Year**

The Wisconsin module provides for Ed-Fi Interoperability. This functionality will be replacing the old system of exporting and uploading files to WI DPI, then downloading and importing files from WI DPI. The new WISEdata options will allow for data to be interchanged with WI DPI seamlessly and updates will happen automatically and in near real time. Some WISEdata options are specifically for Private Choice schools and others are specifically for public schools.

WISEid options are currently still using the old system of exporting and uploading files to WI DPI, then downloading and importing files from WI DPI; however, at some point in the near future that may change to the newer interoperability processes like WISEdata.

WISEdata data elements are defined at:

<https://dpi.wi.gov/wise/data-elements>

WISEdata information for schools may be found at:

<http://dpi.wi.gov/wisedata/schools>

Editing School Data

Fields that may be edited for a school include: Grade Level Placement, Program Schedule, End of Year Day Number, Third Friday in September (date), October 1 Child Count (date), and WISEdata Inclusion.

Inclusion of some of these items is governed by the **Profile** specified in Ed-Fi Settings (found in File - Administrator Options). See Figure 1.

Figure 1:

Profile in
Ed-Fi
Settings

Grade Level Placement

Grade level placements are the grade levels for a student. Grade zero groups may require special mapping of **grade zero group** values (i.e. KA, KB, KC, KD, EC, HK, KG) to Wisconsin-specific **grade level placement** values (i.e. K3, K4, PK, KG). To edit the grade level placement for a grade zero group, select Edit – Edit School Data. The page will appear similar to Figure 2. **To change the Grade Level Placement for a grade zero group**, click on the **Edit** link on the left side of the record, then select the appropriate Grade Level Placement and click on the **Update** link on the left side of the record.

	Grade Grade Level	Program Schedule
Edit	KG - 5 Year Old Kindergarten	100KG - 5-Day Per Week KG
Edit	KA K4 - 4 Year Old Kindergarten	60K4 - 524.5 Hours K4 With Outreach
Edit	KB K4 - 4 Year Old Kindergarten	60K4 - 524.5 Hours K4 With Outreach
Edit	KC K4 - 4 Year Old Kindergarten	60K4 - 524.5 Hours K4 With Outreach
Update Cancel	KD K4 - 4 Year Old Kindergarten	60K4 - 524.5 Hours K4 With Outreach
Edit	EC PK - Pre-Kindergarten	-
Edit	HK KG - 5 Year Old Kindergarten	50K4N - 437 Hours K4 No Outreach 50K4 - 437 Hours K4 With Outreach 60K4 - 524.5 Hours K4 With Outreach 50KG - Half-day KG 60KG - 3-Day Per Week KG 80KG - 4-Day Per Week KG 100KG - 5-Day Per Week KG VARKG - Blended KG Program

Figure 2:

Wisconsin
Edit School
Data Page for
Public Profile

Note: Once the **grade level placement** values are edited on Edit – Edit School Data, the appropriate values will be included for grade 0 students in any subsequently created

Count Date and **Year End** files. However, the **grade zero group** values on the Edit-Edit Student Data screen menu will not change.

Program Schedule

To edit the **Program Schedule** for a **grade zero group**, select Edit – Edit School Data. The screen will initially appear similar to Figure 2. **To change the Program Schedule for a grade zero group**, click on the **Edit** link on the left side of the record, then select the appropriate Program Schedule and click on the **Update** link on the left side of the record.

End of Year Day Number

The end of year day number is used in calculating the required attendance information. To edit the end of year day number, select Edit – Edit School Data. The page will appear similar to Figure 2 or 3. **To change the End of the Year Day Number**, select the desired value from the appropriate menu and click the **Save** button.

Third Friday in September

This day/date is used to designate the count date for the Third Friday in September (also known as Count Date) data collection. To edit the Third Friday in September, select Edit – Edit School Data. The page will appear similar to Figure 2 or 3. **To change the Third Friday in September**, select the desired value from the appropriate menu and click the **Save** button.

October 1 Child Count Date

Public Schools Only This day/date is used to designate the count date for the October 1 Child Count data collection. Typically this would be October 1 for that school year; however, if October 1 falls on the weekend then you must select either the Friday before or the Monday after October 1. To edit the October 1 Child Count Date, select Edit – Edit School Data. The page will appear similar to Figure 2 or 3. **To change the October 1 Child Count Date**, select the desired value from the appropriate menu and click the **Save** button.

El Puente High School Day: 135 - 04/04/2018 - Wednesday 2017-2018

School Name: El Puente High School District#/Type: 3619 / 01 School Year: 2017-2018

Save

End of year day number is set as Day 168 - 05-25-2018

162 - 05/17/2018 - Thursday
163 - 05/18/2018 - Friday
164 - 05/21/2018 - Monday
165 - 05/22/2018 - Tuesday
166 - 05/23/2018 - Wednesday
167 - 05/24/2018 - Thursday
168 - 05/25/2018 - Friday

Third Friday in September 9/15/2017

WISEdata Inclusion All School Report Card
All School Report Card
Private Choice Only Report Card

Grade Grade Level Private Choice Only Report Card

Figure 3:

Wisconsin Edit School Data for Private Choice Profile

WISEdata Inclusion

Private Choice Schools Only This option is used to designate the student population for WISEdata submissions. For Private Choice schools you may set this option for All School or Private Choice Only.

Editing Course Data

This section is intended to focus on course data elements that are associated with WISEdata state reporting. For complete documentation on [Schedules – Course – Edit Course Data](#) please refer to the Schedules documentation found at: http://jmcinc.com/uploads/files/NextGen_Schedule.pdf

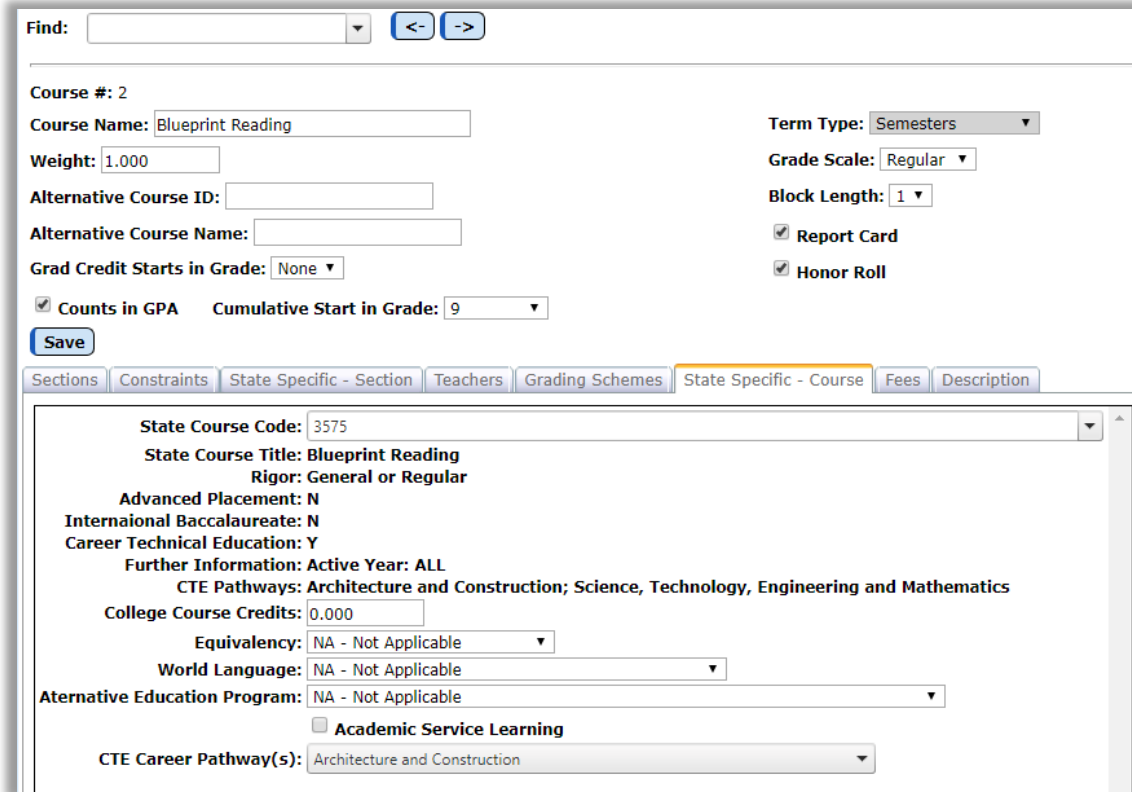
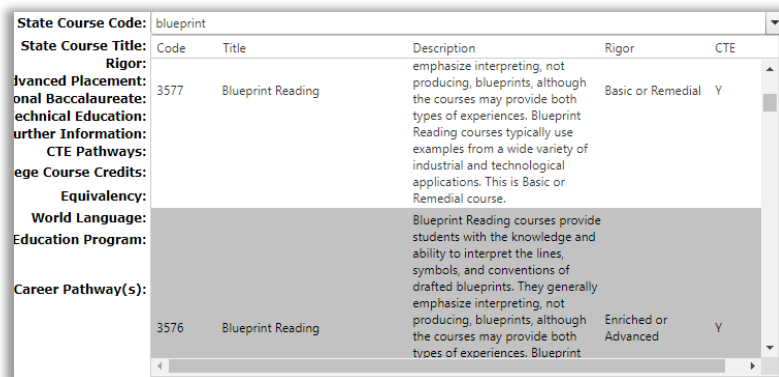


Figure 4: Edit Course Data – State Specific Course Tab

State Specific – Section Tab

State Course Code

To specify a state course code simply click in the State Course Code drop down list in the **State Specific – Course** tab. This drop down list will allow you to find a state course code by typing either all or part of the Ed-Fi course title or the state course code.



Code	Title	Description	Rigor	CTE
3577	Blueprint Reading	emphasize interpreting, not producing, blueprints, although the courses may provide both types of experiences. Blueprint Reading courses typically use examples from a wide variety of industrial and technological applications. This is Basic or Remedial course.	Basic or Remedial	Y
3576	Blueprint Reading	Blueprint Reading courses provide students with the knowledge and ability to interpret the lines, symbols, and conventions of drafted blueprints. They generally emphasize interpreting, not producing, blueprints, although the courses may provide both types of experiences. Blueprint	Enriched or Advanced	Y

Figure 5:

Selecting a State Course Code

The following course data elements are for display only in the State Specific – Course tab and are directly associated with the state course code specified and saved:

- State Course Title
- Rigor
- Advanced Placement
- International Baccalaureate
- Career Technical Education
- Further Information
- CTE Pathways

Additionally, the Ed-Fi course description is displayed in the Description tab for the state course code that is specified and saved.

The reason these elements are displayed is to provide assistance in selecting the correct course code. For example, some state course codes have been archived or deprecated and therefore must be replaced with newer state course codes. The data element Further Information will help identify courses that are archived (note will say “Active Year <= 2018-2019 Comment: Replaced by...” – see Figure 6) or deprecated (note will say “Active Year: <=2019 Comment: Deprecated” – see Figure 7).

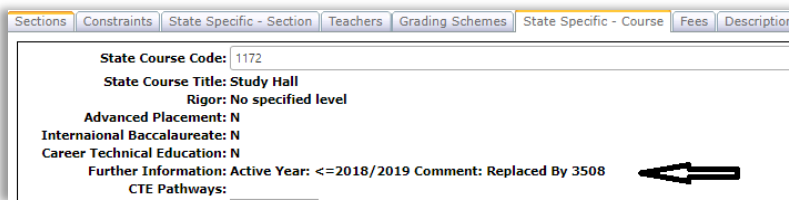


Figure 6:
Archived Course

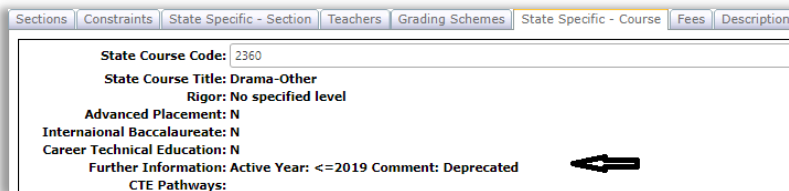


Figure 7:
Deprecated Course

You may wish to use the report Wisconsin - State Course Codes – State Course Codes. This report, as shown below, displays the same information related to the state course code but does so for all courses at once.

<input type="button" value="Preview"/> <input type="button" value="Print"/> <input type="button" value="Export"/>											
Sort Order: By Course Name ▼											
<input type="checkbox"/> Include State Description											
ACCT 1	252	5972	General or Regular	Accounting			False	False	True	Business, Management and Administration	Fin
ACCT 2	253	5972	General or Regular	Accounting			False	False	True	Business, Management and Administration	Fin
ACCT 3	256	5972	General or Regular	Accounting			False	False	True	Business, Management and Administration	Fin
ADAPTIVE ART	545	8946	Basic or Remedial	Creative Art-Comprehensive	>=2018/2019	Replaces 2229	False	False	False		
ADAPTIVE MATH	65	10335	Basic or Remedial	Foundation Math-Independent Study	>=2018/2019	Replaces 2998	False	False	False		

Figure 8:
State Course Codes report

Any of your courses that have been assigned a state course code that is archived or deprecated must be updated during the 2018-19 school year.

Another reason these state course code related elements are displayed is to denote other attributes that may help in working with CTE/CCR settings for the course.

CTE Career Pathway

To specify a CTE career pathway for a course simply click in the CTE Career Pathway drop down list in the State Specific – Course tab. This drop down list will allow you to specify multiple career pathways for a course.

Figure 9:

CTE Career Pathways

Pathways Possible for Specified State Course Code

Pathways Specified for This Course

To specify a CTE pathway or pathways for a course, click on the CTE Career Pathway(s) drop down list in the State Specific – Course tab. The page will appear similar to Figure 10A. This drop down list will allow you to select more than one pathway. In Figure 10B a second pathway is selected, after which the page will appear similar to Figure 10B.

Figure 10A: Using Pathways Drop Down List

Figure 10B: Selecting Additional Pathway

Figure 10C

Two CTE Career Pathways Selected for a Course

Note: Only pathways associated with the state course code should be specified for a course. In other words, if the pathway is not listed in the middle of figure 10C, then you should not select it from the CTE Career Pathways drop down list.

State Specific – Section Tab

Term	Period	Section	Bilingual ESL	Career Education Program	Classroom Type	Course Options District	Dist Ed	Dual Enroll Credit	Medium of Instruction	Project Based	Virtual Online
Edit	Sem 1	1	1	Not Applicable	Not Specified	S - Single	False	NA - Not Applicable	Face-to-face instruction	False	False

Figure 11:

Career Education Program

To specify the career education program for a course section, first select the **State Specific – Section** tab, then click the **Edit** link on the left side of the course section. The page will then appear similar to Figure 12. Then select a Career Education Program from the drop down list. Lastly, click on the **Update** link on the left side of the course section to save this update.

Term	Period	Section	Bilingual ESL	Career Education Program	Classroom Type	Course Options District	Dist Ed	Dual Enroll Credit	Medium of Instruction	Project Based	Virtual Online
Update	Cancel	Sem 1	1	Not Applicable	Not Specified	S - Single					

- Not Specified
- Youth Apprenticeship
- State Co-op Ed. Skill Standards - DPI Occupational
- State Co-op Ed. Skill Standards - DPI Youth Leadership
- State Co-op Ed. Skill Standards - DPI Employability Skills
- IRC State Approved WTCS- Embedded Technical Diploma
- IRC State Approved WTCS- Technical Diploma
- IRC State Approved WTCS- Associates
- IRC State Approved Business & Industry
- IRC - Not State Approved
- Local Co-op
- Supervised occupational experience
- Simulation
- Internship
- School-based Enterprise

Figure 12:

Specifying a Career Education Program for a Course Section

Dual Enrollment Credit

To specify the dual enrollment credit for a course section, first select the **State Specific – Section** tab, then click the **Edit** link on the left side of the course section. The page will then appear similar to Figure 13. Then select the Dual Enrollment Credit option from the drop down list. Lastly, click on the **Update** link on the left side of the course section to save this update.

SL	Career Education Program	Classroom Type	Course Options District	Dual Enrollment Credit	Medium of Instruction
ble	Not Specified	S - Single		NA - Not Applicable	Face-to-face instruction

- NA - Not Applicable
- College Course with Private College
- College Course with Technical College
- College Course with Tribal College
- College Course with UW System
- High School Course with UW System
- High School Course with Private College
- High School Course with Technical College
- High School Course with Tribal College
- NA - Not Applicable

Figure 13:

Specifying a Dual Enrollment Credit Program for a Course Section

Editing Comments

Special comments must be created on the page Grading – Utilities – Edit Comments for the purpose of assigning a Certificated Program Status to CTE students. Once entered on this page, the Certificated Program Status may be awarded to students by teachers in Online Teacher or by office professionals on Grades – Student – Edit Grades (use the comment field on these pages).

To enter the 4 Certificated Program Statuses as comments on the Grading – Utilities – Edit Comments page (Figure 14), find an available row in the list and click the **Edit** link for that row. Then enter an appropriate value in the Comment field and also specify the appropriate value from the Certificated Program Status from that drop down list (see Figure 15). You will need to define all 4 of the necessary Certificated Program Statuses as comments on this page – see Figure 16.

	Number	Comment	Certificated Program Status
Edit	0		
Edit	1	SELF-MOTIVATED	
Edit	2	RESPONSIBLE	
Edit	3	CONSCIENTIOUS	
Edit	4	COOPERATIVE WITH OTHERS	
Edit	5	GOOD WORK HABITS	
Edit	6	COURTEOUS	
Edit	7	RESPECTFUL	
Edit	8	ASKS QUESTIONS	
Edit	9	OFFERS ANSWERS	
Edit	10	ORGANIZED	
Edit	11	CREATIVE PROBLEM SOLVER	
Edit	12	STAYS ON TASK	
Edit	13	FOLLOWS DIRECTIONS	
Edit	14	IS IMPROVING	
Edit	15	MATURE ATTITUDE	

Figure 14:
Entering Certificated Program Statuses as Comments

	Number	Comment	Certificated Program Status
Edit	55	STRONG SINGER	
Edit	56	POOR ATTITUDE	
Edit	57	PER AGREEMENT, COOPERATION	
Edit	58		
Edit	59		
Update Cancel	60	a-Student met the requirements	a-Student met the requirements of the certificated program
Edit	61	b-Student is continuing	b-Student is continuing in the certificated program
Edit	62	c-Student has left the program	c-Student has left the certificated program before completion
Edit	63	d-Completed program, req not met	d-Student completed program but did not meet the requirements for the certificate
Edit	64		

Figure 15:
Specifying the Certificated Program Status for a Comment

	Number	Comment	Certificated Program Status
Edit	59		
Edit	60	a-Student met the requirements	a-Student met the requirements of the certificated program and was or is to be awarded a certificate
Edit	61	b-Student is continuing	b-Student is continuing in the certificated program
Edit	62	c-Student has left the program	c-Student has left the certificated program before completion
Edit	63	d-Completed program, req not met	d-Student completed program but did not meet the requirements for the certificate
Edit	64		
Edit	65		

Figure 16:
All Four of the Certificated Program Statuses Are Defined

Editing Student Data

504 Plan & Date (Ed-Fi Resource – StudentProgramAssociation)

Formerly found at Edit – Student Data in the **Spec Ed tab**, this data is now stored as a Program History record and may be found at Edit – Student Data and then select the **Programs tab**. For more information about Program History records please refer to page 26 of this document.

Birth City (Ed-Fi Resource – not collected)

To edit the Birth City for a student, select Edit – Student Data and then select the **Entry tab**. The page will appear similar to Figure 17. Enter the student’s birth city in the **Birth City** field.

Birth Country (Ed-Fi Resource – not collected)

To edit the Birth Country for a student, select Edit – Student Data and then select the **Entry tab**. The page will appear similar to Figure 17. Enter the student’s birth county in the **Birth Country** drop down list.

Birth County (Ed-Fi Resource – not collected)

To edit the Birth County for a student, select Edit – Student Data and then select the **Entry tab**. The page will appear similar to Figure 17. Select the student’s birth county in the **Birth County** from the drop down list by typing some of the letters in the county name and selecting the correct county/state combination from the drop down list.

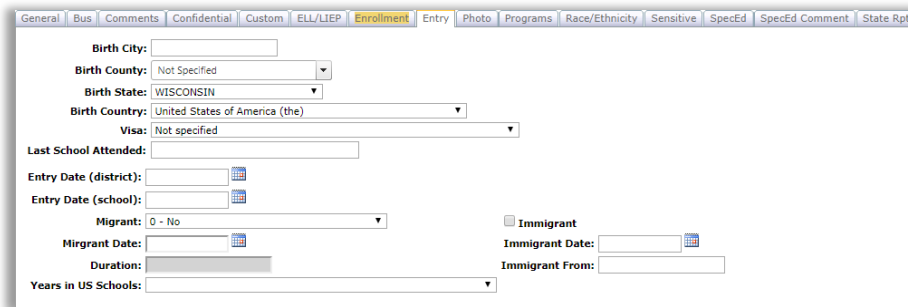


Figure 17:

Entry Tab from the Student Data Page

Birth Date (Ed-Fi Resource – Student)

To edit the Birth Date for a student, select Edit – Student Data and then select the **General tab**. The page will appear similar to Figure 18. Enter the student’s birth date in the **Birth Date** field.

Birth Sex (Ed-Fi Resource – not collected)

To edit the Birth Date for a student, select Edit – Student Data and then select the **Sensitive tab**. The page will appear similar to Figure 20. Enter the student’s sex assigned at birth in the **Birth Sex** field.

Birth State (Ed-Fi Resource – not collected)

To edit the Birth State for a student, select Edit – Student Data and then select the **Entry tab**. The page will appear similar to Figure 17. Enter the student’s birth county in the **Birth State** field by the correct state from the drop down list. If the student was born outside of the

United States and its territories you would select “Not Born in US or Territories” found at the bottom of the list.

Note: The birth state option “ZZ – Not Born in State or US Territory” is not accepted by WISEdata/WISEid. A new code may be used in its place – “Not born in US State”

The screenshot shows the 'General' tab of the Student Data Page. At the top, it indicates 'High School', 'Day: 61 - 12/04/2019 - Wednesday', and '2019-2020'. The student's name is Abe Asimov, with a grade of 12. The birth date is 1/2/2002 and the graduation date is 5/25/2020. The resident district is 987. The page includes fields for SSN, ID #, State ID, Locker, Combination, Bus #, Resident, and Transported. There are also checkboxes for 'Active', 'Attendance', 'State Report', 'Rank', 'Honor Roll', 'Special Considerations', 'Gifted/Talented', and 'Multiple Birth'. The page has a 'Save' button at the top right and a 'Print' button at the bottom left.

Figure 18: Student Data Page with General tab (Public school version)

Completed School Term (Ed-Fi Resource – StudentSchoolAssociation)

Formerly found at Edit – Student Data in the **State Rpt** tab, this data is now stored within an Enrollment History record and may be found at Edit – Student Data and then select the **Enrollment** tab. For more information about Enrollment History records please refer to page 24 of this document.

The screenshot shows the 'State Reporting' tab of the Student Data Page. It contains several dropdown menus and text fields: 'Test Status' (T Expect Test), 'Credential', 'Reason Out Of District' (Not Applicable), 'Payer', 'Payer District', and 'Resident Education Organization' (Not Specified). Below these fields, there are several informational messages: 'Expected Transfer Education Organization: relocated to Enrollment tab beginning 2019-2020', 'Expected Transfer School: relocated to Enrollment tab beginning 2019-2020', 'Completed Term: relocated to Enrollment tab beginning 2019-2020', 'Promotion: no longer collected by DPI', and 'Repeat Grade relocated to Enrollment tab beginning 2019-2020'. There is also a checkbox for 'State Assessment Type - Alternate'.

Figure 19: State Reporting tab on the Student Data Page

Count Date Receiving Services (Ed-Fi Resource – StudentSchoolAssociation)

Count Date Receiving Services is essentially the status of the student on a particular date. For example, the status may be as of the Third Friday in September or the October 1 Child Count Date. Their status on this date is derived from their attendance data. If the student was a nonmember on the count date then the Count Date Receiving Services information for that date will be “blank”, otherwise their status will be either Absent or Present depending on what their attendance was for that date. For more information about student attendance and drop/add/reenter students please refer to JMC’s Attendance documentation for Wisconsin at: http://jmcinc.com/uploads/files/NextGen_AttendanceWI.pdf

District of Residence (Ed-Fi Resource – not collected)

To edit the District of Residence for a student, select Edit – Student Data and then select the **General tab**. The screen will appear similar to Figure 18. Enter the student’s 4-digit District of Residence in the **Resident District** field.

Economically Disadvantaged Status (Ed-Fi Resource – StudentEducationOrganizationAssociation)

To edit a student’s Economically Disadvantaged Status (separate from the student’s Lunch Status) select Edit - Student Data in the Sensitive tab. The page will appear similar to Figure 20.

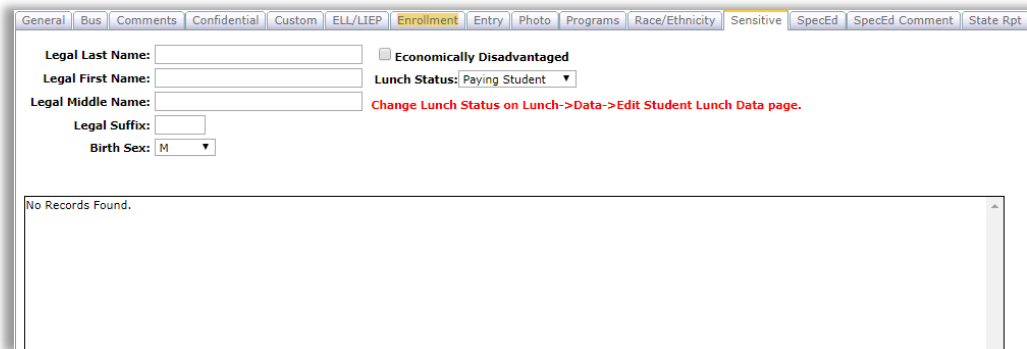


Figure 20: Sensitive Tab on Student Data page

Edit Enrollment History (Ed-Fi Resource – StudentSchoolAssociation)

To edit the Enrollment History for a student, select Edit – Student Data and then select the **Enrollment tab**. The page will appear similar to Figure 21A. For more information about editing Enrollment History for a student please refer to page 24 of this document. An example for manually calculated attendance (attendance override) is shown in Figure 21B:

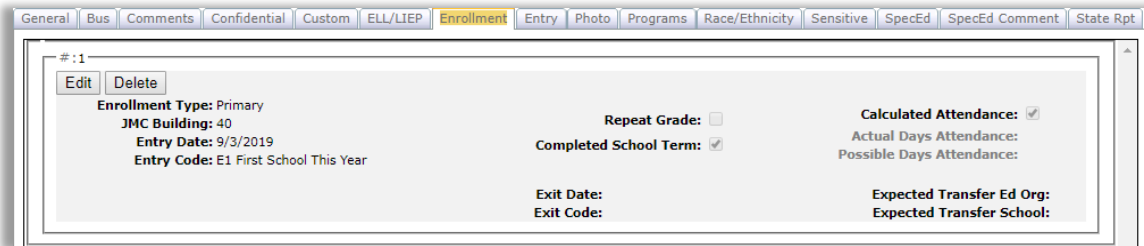


Figure 21A: Student Enrollment History (Student Data page) in display mode

Figure 21B: Student Enrollment History (Student Data page) in edit mode with Manual Attendance (override) entered

Entry Date/Type (Ed-Fi Resource – StudentSchoolAssociation)

The **Entry Date** and **Entry Type** for a student would normally be specified when the student is dropped using Attendance - Student – Add Student or Attendance - Student – Re-enter Student. The page will appear similar to Figure 22A&B. Specify the Day # when the student dropped, then select the appropriate option from the Add Code drop down list (Add Student only - see Figure 22A), and the Enrollment Type, and click **Add** or **Re-enter**. This information may later be viewed on Attendance – Student – Edit Attendance, which will list the student’s attendance for the entire school year, including any Entry Type codes (listed as Add codes). See Figure 24.

Figure 23A
Add Student Page

Figure 23B
Re-enter Student Page

Note: For information about adding, re-entering, or activating students please refer to the following links:

- http://resources.jmcinc.com/uploads/files/Enrollment_AddVsReenterVsActivate.pdf
- <https://www.youtube.com/watch?v=q5rKYsBYmgc>

Exit Date/Type (Ed-Fi Resource – StudentSchoolAssociation)

The **Exit Date** and **Exit Type** for a student would normally be specified when the student is dropped using Attendance - Student – Drop Student. The page will appear similar to Figure

23A. Specify the Day # when the student dropped, then select the appropriate option from the Drop Code drop down list (see Figure 23B) and click **Drop**. This information may later be viewed on Attendance – Student – Edit Attendance, which will list the student’s attendance for the entire school year, including any Exit Type codes (listed as Drop Codes). See Figure 24.

Note: For information about dropping, inactivating, and deleting students please refer to the following links:

http://resources.jmcinc.com/uploads/files/Enrollment_DropvsInactivateVsDelete.pdf

<https://www.youtube.com/watch?v=6h-0YoYtpdo>

The screenshot shows the 'Drop Student Page' interface. At the top, it displays 'JMC WI Demo High School', 'Day: 180 - 06/03/2016 - Friday', and '2015-2016'. Below this is a search bar labeled 'Find: Last Name or Student ID'. To the right is a 'Day:' dropdown menu showing a list of dates from 09/01/2015 to 09/18/2015. Below the search bar is a list of school names, with 'Badger, Madison (100109)*' selected. At the bottom, there is a 'Drop Code:' dropdown menu with the selected option 'TC Transfer to another school covered by WLSL. Known to be continuing.' and a 'Drop' button.

Figure 23A

Drop Student Page

The screenshot shows the 'Drop Codes' dropdown menu. The menu is open, displaying a list of options. The selected option is 'TC Transfer to another school covered by WLSL. Known to be continuing.' Other options include 'TNC Transfer to a school NOT covered by WLSL. Known to be continuing.', 'TOS Transfer out of state. Known to be continuing.', 'ETC Expected transfer to another school covered by WLSL. Not known to be continuing.', 'HSC High School completion.', 'DE Death.', 'MA Maximum age.', 'PCC Prior completion credential.', 'BCA Below compulsory age.', 'ODO Other Dropout or Possible Dropout.', 'ISM Interstate move, not known to be continuing.', and 'INM International move, not known to be continuing.'

Figure 23B

Drop Codes (Exit Types)

The screenshot shows the 'Edit Attendance Page' interface. At the top, it displays 'JMC WI Demo High School', 'Day: 180 - 06/03/2016 - Friday', and '2015-2016'. Below this is a search bar labeled 'Find:'. The student information is displayed as 'Student Name: Badger, Madison', 'Grade: 9', and 'Student ID: 100109'. There is an 'Edit' button and a 'Last Location: 0' field with a 'Clear' button. Below this is a table of attendance records for 15 days. The table columns are Day#, Date, AM, PM, Add Code, and Drop Code. The Drop Code for Day 12 is 'TC Transfer to another school covered by WLSL. Known to be continuing.'

Day#	Date	AM	PM	Add Code	Drop Code
Edit 1	9/1/2015	.	.		
Edit 2	9/2/2015	.	.		
Edit 3	9/3/2015	.	.		
Edit 4	9/4/2015	.	.		
Edit 5	9/7/2015	.	.		
Edit 6	9/8/2015	.	.		
Edit 7	9/9/2015	.	.		
Edit 8	9/10/2015	.	.		
Edit 9	9/11/2015	.	.		
Edit 10	9/14/2015	.	.		
Edit 11	9/15/2015	.	.		
Edit 12	9/16/2015	.	.		TC Transfer to another school covered by WLSL. Known to be continuing.
Edit 13	9/17/2015	Nonm	Nonm		
Edit 14	9/18/2015	Nonm	Nonm		
Edit 15	9/21/2015	Nonm	Nonm		

Figure 24

Edit Attendance Page

Expected Transfer Organization (Ed-Fi Resource – StudentSchoolAssociation)

Formerly found at Edit – Student Data in the **State Rpt** tab, this data is now stored within a Enrollment History record and may be found at Edit – Student Data and then select the

Enrollment tab. For more information about Enrollment History records please refer to page 24 of this document.

Expected Transfer School (Ed-Fi Resource – StudentSchoolAssociation)

Formerly found at Edit – Student Data in the **State Rpt tab**, this data is now stored within a Enrollment History record and may be found at Edit – Student Data and then select the **Enrollment tab**. For more information about Enrollment History records please refer to page 24 of this document.

FAPE Responsible School (Ed-Fi Resource – StudentSpeicalEducationProgramAssociation)

This data is included within a Special Ed History record and may be found at Edit – Student Data and then select the **Special Ed tab**. For more information about Special Ed History records please refer to page 29 of this document.

Note: JMC defaults this to the school where the student is enrolled. The school is entered as a WISEdata School ID.

Gender Code (Ed-Fi Resource – StudentEducationOrganizationAssociation)

To edit the Gender Code for a student, select Edit – Student Data. The screen will appear similar to Figure 18. Enter the appropriate gender code (M/F) in the **Sex** field.

Grade Level Placement (Ed-Fi Resource – StudentSchoolAssociation)

To edit the Grade Level Placement for a student, select Edit – Student Data. The screen will appear similar to Figure 18. Enter the appropriate grade level in the **Grade** field. If grade “0” is specified, select the appropriate grade “0” type in the **Kdg group** menu.

Note: For grade “0” students, please refer to Figure 1 for mapping **Kdg groups** (KA, KB, KC, KD, HK, EC, KG) to Wisconsin-specific **grade level placements** (K3, K4, PK, KG).

High School Completion Credential (Ed-Fi Resource – StudentAcademicRecord)

Editing for Multiple Students Simultaneously

To edit the HS Completion Credential value for many students at the same time, e.g. all students in grade 27A, select Edit – Mass Change Fields. The page will appear similar to Figure 27B. Select **HS Completion Credential** from the **Change** menu, then enter the value to be assigned and the grade level to be affected. Valid values are: ‘ ’, ‘R’, ‘E’, and ‘C’, where

- R = Regular HS Diploma
- E = HS Equivalency
- C = Other HS Completion
- blank = none

JMC WI Demo District Day: 180 - 06/03/2016 - Friday 2015-2016

This option will change the specified field value for all students in the specified grade level.

Change: HS Completion Credential to the new value: R for students in grade level: 12

If a student already has a value in the field, don't change it.

Find Students

Figure 27A:

Mass Change
Fields Page

Figure 27B:

Mass Change
Fields with
Students
Found

High School Completion Credential (Ed-Fi Resource – StudentAcademicRecord)

Editing for Individual Students

To edit the HS Completion Credential for an individual student, select Edit – Student Data and then click on the **State Reporting tab**. The page will appear similar to Figure 19. Select the appropriate value from the **Credential** menu.

IEP / IEP Begin Date / IEP End Date (Ed-Fi Resource – StudentSpecialEducationProgramAssociation)

Formerly found at Edit – Student Data in the **Special Ed tab**, this data is now stored within a Special Ed History record and may be found at Edit – Student Data and then select the **Special Ed tab**. For more information about Special Ed History records please refer to page 26 of this document.

Last Evaluation Date (Ed-Fi Resource – StudentSpecialEducationProgramAssociation)

This data is stored within a Special Ed History record and may be found at Edit – Student Data and then select the **Special Ed tab**. For more information about Special Ed History records please refer to page 26 of this document.

LIEP Assessment / Assessment Year (Ed-Fi Resource – StudentLanguageInstructionProgramAssociation)

To edit the LIEP Assessment and LIEP Assessment Year for an individual student, select Edit – Student Data and then click on the **ELL/LIEP tab**. The page will appear similar to Figure 28. Select the appropriate values from the **LIEP Assessment** and **LIEP Assessment Year** drop down lists.

Figure 28: ELL/LIEP Tab from Student Data page

Note: for more information about 2019-2020 updates to language instruction education data elements please refer to the following link:

http://resources.jmcinc.com/uploads/files/WI_WISEdata1920Updates_LanguageEducation.pdf

LIEP Begin/End Dates (Ed-Fi Resource – StudentLanguageInstructionProgramAssociation)

To edit the LIEP Begin and End Dates for an individual student, select Edit – Student Data and then click on the **ELL/LIEP tab**. The page will appear similar to Figure 28. Enter the dates as desired into the appropriate text box.

LIEP Language Instruction Program (Ed-Fi Resource – StudentLanguageInstructionProgramAssociation)

To edit the LIEP Language Instruction Program for an individual student, select Edit – Student Data and then click on the **ELL/LIEP tab**. The page will appear similar to Figure 28. Select the appropriate value from the **LIEP Language Instruction Program** drop down list.

LIEP Monitor Year (Ed-Fi Resource – StudentLanguageInstructionProgramAssociation)

To edit the LIEP Monitor Year for an individual student, select Edit – Student Data and then click on the **ELL/LIEP tab**. The page will appear similar to Figure 28. Select the appropriate value from the **LIEP Monitor Year** drop down list.

LIEP Proficiency (Ed-Fi Resource – StudentLanguageInstructionProgramAssociation)

To edit the LIEP Proficiency for an individual student, select Edit – Student Data and then click on the **ELL/LIEP tab**. The page will appear similar to Figure 28. Select the appropriate value from the **LIEP Proficiency** drop down list.

LIEP Services Primary Indicator (Ed-Fi Resource – StudentLanguageInstructionProgramAssociation)

To edit the LIEP Services Primary Indicator for an individual student, select Edit – Student Data and then click on the **ELL/LIEP tab**. The page will appear similar to Figure 28. Set the LIEP Services Primary Indicator check box as appropriate.

Migrant Status (Ed-Fi Resource – StudentEducationOrganizationAssociation)

To edit the student’s Migrant status, select Edit – Student Data and then select the **Entry tab**. The page will appear similar to Figure 17. Click the **Migrant** checkbox to edit the student’s migrant status.

Multiple Birth (Ed-Fi Resource – Students)

To edit the student’s Multiple Birth status, select Edit – Student Data and then select the **General tab**. The page will appear similar to Figure 18. Click the **Multiple Birth** checkbox to edit the student’s multiple birth status.

Native Language (Ed-Fi Resource – StudentLanguageInstructionProgramAssociation)

To edit the student’s Native Language code, select Edit – Student Data and then select the **ELL/LIEP tab**. The screen will appear similar to Figure 29A. To select a language, simply start typing the name of the language into the drop down list and a list of similarly named languages will appear similar to Figure 29A. Then select the correct language from the list and the newly selected language will appear on that page similar to Figure 29B.



Figure 29A: Typing in the Name of a Language

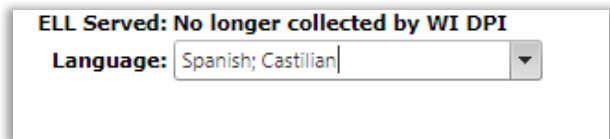


Figure 29B: Newly Selected Language

Original Special Education Entry / End Dates (Ed-Fi Resource – not collected)

To edit the Original Special Education Entry and End Dates for an individual student, select Edit – Student Data and then click on the **SpecEd tab**. The page will appear similar to Figure 28. Enter the dates as desired into the appropriate text box.

Payer and Payer District (Ed-Fi Resource – not collected)

To edit the Payer for a student, select Edit – Student Data and then select the **State Reporting tab**. The page will appear similar to Figure 19. Select the appropriate option from the **Payer menu**. Also, if the option “District pays full-time tuition or equivalent” is selected, the **Payer District** item is enabled and the appropriate district number may be entered there.

Private School Choice Participant (Ed-Fi Resource – StudentSchoolAssociation)

Private Choice Schools Only To edit the Private School Choice Participant for a student, select Edit – Student Data and then select the **General tab**. The page will appear similar to Figure 18. Click the **Private School Choice Participant** checkbox to edit the student’s participation status.

Promotion (Ed-Fi Resource – not collected)

This data element, formerly on the Student Data page in the **State Rpt** tab, is no longer collected by DPI.

Race/Ethnicity (Ed-Fi Resource – StudentEducationOrganizationAssociation)

To edit the Race/Ethnicity data for a student, select Edit – Student Data and then click on the **Race-Ethnicity tab**. The page will appear similar to Figure 29. Enter the appropriate race code in the appropriate fields.

Note: Federal guidelines for race/ethnicity reporting require this to be answered by the student as a 2-part question: 1. Are you Hispanic/Latino? 2. What race(s) do you identify with?

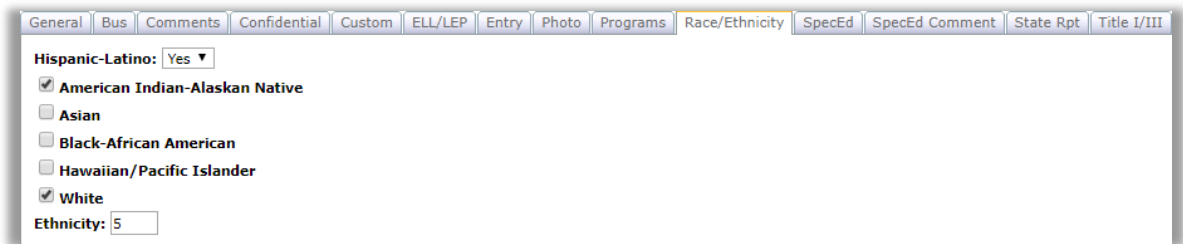


Figure 29: Race-Ethnicity Tab for the Student Data Page

Reason Exited (Ed-Fi Resource – StudentSpecialEducationProgramAssociation)

This data is included within a Special Ed History record and may be found at Edit – Student Data and then select the **Special Ed tab**. For more information about Special Ed History records please refer to page 29 of this document.

Reason Out of District (Ed-Fi Resource – not collected)

To edit the Reason Out of District for a student, select Edit – Student Data and then select the **State Rpt tab**. The page will appear similar to Figure 19. Select the appropriate option from the **Reason Out Of District** menu.

Repeat Grade (Ed-Fi Resource – StudentSchoolAssociation)

Formerly found at Edit – Student Data in the **State Rpt** tab, this data is now stored within a Enrollment History record and may be found at Edit – Student Data and then select the **Enrollment** tab. For more information about Enrollment History records please refer to page 24 of this document.

Resident Education Organization (Ed-Fi Resource – StudentEducationOrganizationAssociation)

To edit the Resident Education Organization for a student, select Edit – Student Data and then select the **State Reporting** tab. The page will appear similar to Figure 19. Select the appropriate LEA from the **Resident Education Organization** drop down list.

School of Accountability (Ed-Fi Resource – not collected)

To edit the student’s School of Accountability, select Edit – Student Data and then select the **General** tab. The page will appear similar to Figure 18. Enter the appropriate building number in the **Accountable Building** field.

Note: The Accountable Building field is non-editable if the student’s resident district number is the same as the school’s district number.

Special Education Comment (Ed-Fi Resource – not collected)

To edit the Special Education Comment for a student, select Edit – Student Data and select the **SpecEd Comment** tab. The page will appear similar to Figure 30.

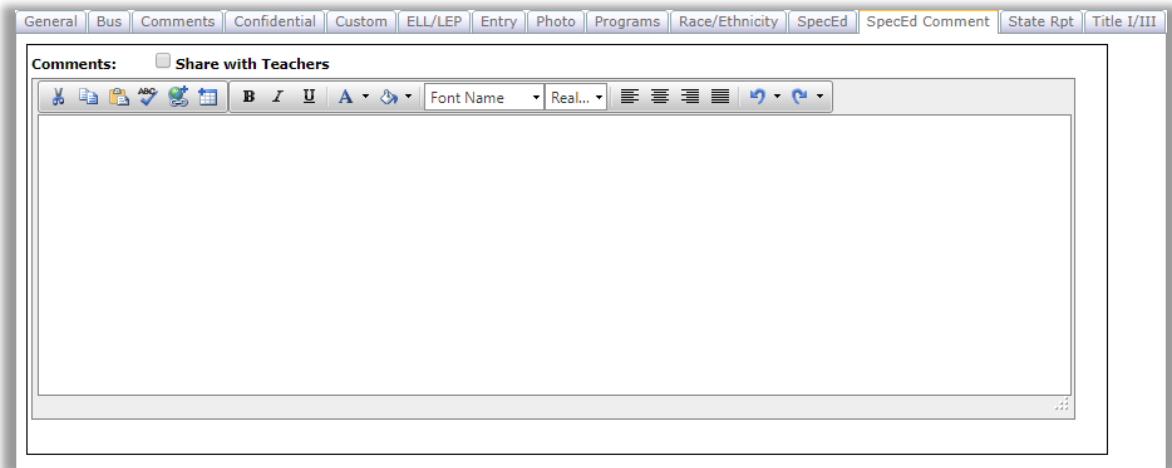


Figure 30: Special Education Comment tab on Student Data Page.

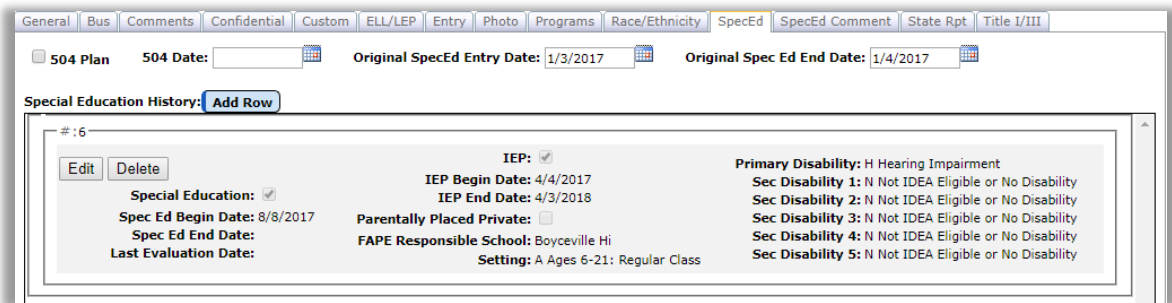


Figure 31: Special Education tab on Student Data Page.

State Assessment Type – Alternative (Ed-Fi Resource – StudentEducationOrganizationAssociation)

To edit the State Assessment Type - Alternative (SATA) status for a student, select Edit – Student Data and then select the **State Reporting tab**. The page will appear similar to Figure 19. Click the **State Assessment Type - Alternative** checkbox to edit the student’s assessment status.

Test Status (Ed-Fi Resource – not collected)

To edit the WSAS Test Status for a student, select Edit – Student Data and then select the **State Reporting tab**. The page will appear similar to Figure 19. Select the appropriate option from the **Test Status** menu.

WISEid (Ed-Fi Resource – Student)

To edit the student’s WISEid (formerly WSN), select Edit – Student Data and then select the **General tab**. The page will appear similar to Figure 18. Enter the WISEid in the **State ID** field.

WLS School (Ed-Fi Resource – not collected)

To edit the student’s WLS School, select Edit – Student Data and then select the **General tab**. The page will appear similar to Figure 18. Enter the appropriate value in the **WLS School** field.

Years in US Schools (Ed-Fi Resource – not collected)

To edit the Years in US Schools for a student, select Edit – Student Data and then select the **Entry tab**. The page will appear similar to Figure 17. Select the appropriate option from the **Years in US Schools** menu.

Editing Student Enrollment History Data for WISEdata

Enrollment history was added for the 2019-2020 school year as a supplement to attendance and demographic data for WISEdata state reporting purposes. Data elements included in these new enrollment history records were done so as they needed to be tracked across time in WISEdata. In other words, these data elements can change throughout the year for individual students, so for state reporting purposes those changes are to be tracked.

To that effect, some data elements that are transitioning to enrollment history are in the process of being retired in their previous locations on the Student Data page.

Every student that is to be reported for WISEdata must have at least one enrollment history record. Every enrollment history record must have appropriate Entry and Exit codes and dates. Additional data may be tracked for each span of enrollment, such as repeat grade, completed school term, attendance (whether calculated, attendance override values), and expected transfer education organization & school.

Each enrollment history record documents a span of a student's enrollment within the school district.

For a complete and accurate description of all enrollment history fields and codes, please refer to the data element definitions for WISEdata or contact DPI Helpdesk.

Generating and editing these enrollment history records may be done in a variety of ways, but virtually all necessary enrollment history records will be generated automatically by performing options such as [Attendance – Student – Drop a Student](#), [Attendance – Student – Add a Student](#), [Attendance – Student – Re-enter a Student](#), or [Wisconsin - WISEdata - Import Enrollment History from a Prior Year](#) (to become available for 20-21 school year). Enrollment history records for a student may be viewed, edited, and printed by clicking **Enrollment History** in the Enrollment tab of [Edit - Edit - Student Data](#) or by using [Attendance – Student – Lists](#).

Updating Enrollment History when Dropping a Student

Enrollment history records are automatically updated when a student is dropped using [Attendance – Student – Drop Student](#).

Note: When a student is dropped for a specific day, they are considered to have attended on that day and to have dropped at the end of that day.

1. Select [Attendance – Student – Drop Student](#). The page will appear similar to Figure 32.

High School Day: 61 - 12/04/2019 - Wednesday 2019-2020

Find: Last Name or Student ID

Aasimov, Abe

Day:

- 1 - 09/03/2019 - Tuesday
- 2 - 09/04/2019 - Wednesday
- 3 - 09/05/2019 - Thursday
- 4 - 09/06/2019 - Friday
- 5 - 09/09/2019 - Monday
- 6 - 09/10/2019 - Tuesday
- 7 - 09/11/2019 - Wednesday
- 8 - 09/12/2019 - Thursday
- 9 - 09/13/2019 - Friday
- 10 - 09/16/2019 - Monday
- 11 - 09/17/2019 - Tuesday
- 12 - 09/18/2019 - Wednesday
- 13 - 09/19/2019 - Thursday
- 14 - 09/20/2019 - Friday

Drop Code: TC Transfer to another school covered by WLS. Known to be continuing.

Expected Transfer Education Organization: Not Specified

Expected Transfer School: Not Specified

Drop

Figure 32. Dropping a student while updating enrollment history.

- Specify the student, day number, exit code, and other enrollment history data as appropriate, then click **Drop** to drop the student. The appropriate enrollment history record will be automatically updated. In Figure 32, an example of dropping on Day 10 is displayed, where the student is transferring to another school district. In Figure 33, an example of dropping on Day 10 is displayed, where the student's expected transfer education organization and school are known at the time the student is dropped.

High School Day: 61 - 12/04/2019 - Wednesday 2019-2020

Find: Last Name or Student ID

Aasimov, Abe

Day:

- 1 - 09/03/2019 - Tuesday
- 2 - 09/04/2019 - Wednesday
- 3 - 09/05/2019 - Thursday
- 4 - 09/06/2019 - Friday
- 5 - 09/09/2019 - Monday
- 6 - 09/10/2019 - Tuesday
- 7 - 09/11/2019 - Wednesday
- 8 - 09/12/2019 - Thursday
- 9 - 09/13/2019 - Friday
- 10 - 09/16/2019 - Monday
- 11 - 09/17/2019 - Tuesday
- 12 - 09/18/2019 - Wednesday
- 13 - 09/19/2019 - Thursday
- 14 - 09/20/2019 - Friday

Drop Code: TC Transfer to another school covered by WLS. Known to be continuing.

Expected Transfer Education Organization: New Berlin School District

Expected Transfer School: New Berlin Mid/Hi

Drop

Figure 33. Dropping a student on Day 10 with transfer information specified.

Updating Enrollment History when Adding a Student

Enrollment history records are automatically updated when a student is added using Attendance – Student – Add Student.

- Select Attendance – Student – Add Student. The page will appear similar to Figure 34.

Figure 34. Adding a student while updating enrollment history

- Specify the student, day number, the add code, and enrollment type, then click **Add** to add the student. The appropriate enrollment history record will automatically be updated.

Note: When a student is added for a specific day, they are considered to have attended on that day and to have enrolled at the start of that day. Therefore, for some entry codes it is appropriate to add them as of Day 1, or at the start of the first day.

Updating Enrollment History when Re-entering a Student

This option is used when a student has prior attendance in a building for the year. Enrollment history records are automatically updated when a student is added using Attendance – Student – Re-enter Student.

- Select Attendance – Student – Re-enter Student. The page will appear similar to Figure 35.

Figure 35: Re-entering a student while updating enrollment history

- Specify the student, day number, and the enrollment type, then click **Re-enter** to reenter the student. The appropriate enrollment history record will automatically be updated.

Note: When a student is re-entered for a specific day, they are considered to have attended on that day and to have enrolled at the start of that day. Reentering on Day 1 would not be appropriate.

Editing Student Enrollment History

Warning: Enrollment history records are automatically generated and/or updated when using Attendance – Student – Drop a Student, Attendance – Student – Add a Student, Attendance – Student – Re-enter a Student, or Wisconsin - WISEdata - Import Enrollment History from a Prior Year (to become available for 2020-2021 school year). For virtually any situation where you would need to create or edit an enrollment history record, the record should be created or updated automatically by using the appropriate Add, Drop, or Reenter page.

Note: Initial enrollment history records for each year may be imported from the prior year’s JMC database by selecting Wisconsin - WISEdata – Import Enrollment History from Prior Year, beginning in 2020-2021, otherwise a default record is created for each student as needed. This process is enabled for each school year once Wisconsin Department of Public Instruction certifies JMC’s software for WISEdata. The certified build typically becomes available in July of each year. Once you have this certified build available to you then you should import your enrollment history from the prior year right away.

1. Edit a student’s enrollment history by selecting the **Enrollment** tab panel on Edit - Student Data. A page similar to Figure 36 will appear.

Figure 36: Enrollment Panel for the Edit - Student Data page.

2. To edit an existing enrollment history record, click **Edit** in the upper left corner of the record. The page will then appear similar to Figure 37. Make the appropriate edits and then click **Update**.

Figure 37: Enrollment history record for normally enrolled student.

3. To delete a record from the student’s enrollment history, click **Delete** in the upper left corner of the record.

Importing Enrollment History from a Prior Year

Import the initial enrollment history records for many students at once by selecting Wisconsin - WISEdata – Import Enrollment History from Prior Year. This option will update the appropriate enrollment history record for students that exist in both the current and prior year's JMC database. The enrollment history records as well as the active/attendance/state reporting flags will be updated to reflect the students' current status based on their status at the end of the prior year.

Note: This option will function differently during the first year from how it will function in subsequent years. During the 19-20 school year the data gets imported from the older demographic data elements that will eventually be retired. After 19-20, the process will import data only from the students' latest enrollment history records from the prior year .

Note: This option will update some of the students' enrollment history fields from the most recent record their prior year's enrollment history if there is only one enrollment history record for the student in the current year. Additionally, the active/attendance/state reporting flags.

Note: This option is typically performed one time shortly after the “certified build” becomes available in mid-summer each year, although the option is safe to perform more than one time per year.

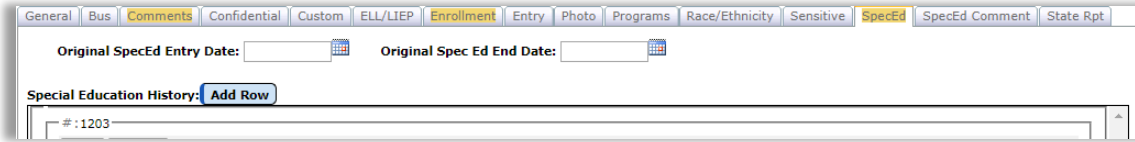
Certified Build: *Until the certified build is made available each year, certain key attendance-related options such as WISEdata – Import Enrollment History from Prior Year are disabled since they are not yet ready for the upcoming school year.*

For more information about enrollment history in JMC please refer to the following link:

http://resources.jmcinc.com/uploads/files/WI_WISEdata1920Updates_EnrollmentHistory.pdf

Editing Student Special Education History Data

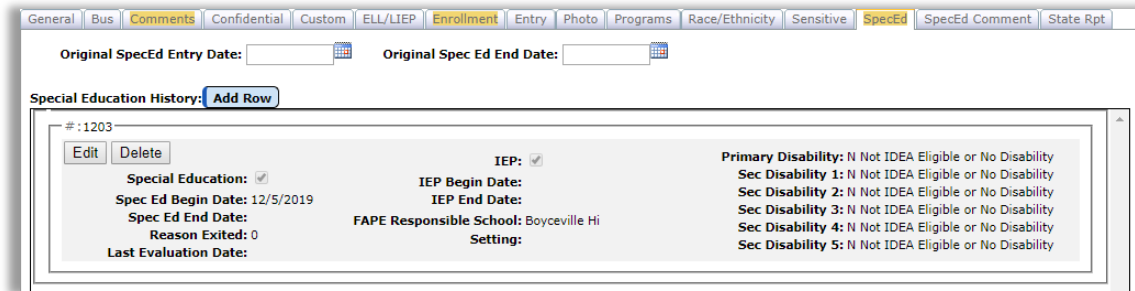
Edit a student's Special Education History data by clicking the **Special Ed tab** on the Edit-Student Data page. The page will appear similar to Figure 32.



The screenshot shows a web application interface with a navigation bar at the top containing tabs: General, Bus, Comments, Confidential, Custom, ELL/LIEP, Enrollment, Entry, Photo, Programs, Race/Ethnicity, Sensitive, SpecEd, SpecEd Comment, and State Rpt. The 'SpecEd' tab is highlighted. Below the navigation bar, there are two date input fields: 'Original SpecEd Entry Date:' and 'Original Spec Ed End Date:'. Underneath is a section titled 'Special Education History:' with an 'Add Row' button. A scrollable area below shows a single record with the ID '# : 1203'.

Figure 32: Special Ed Tab on the Student Data page

Add Row To add a Special Ed History record click on the **Add Row** link in the upper left corner of the Special Ed tab. The tab will appear similar to Figure 33.

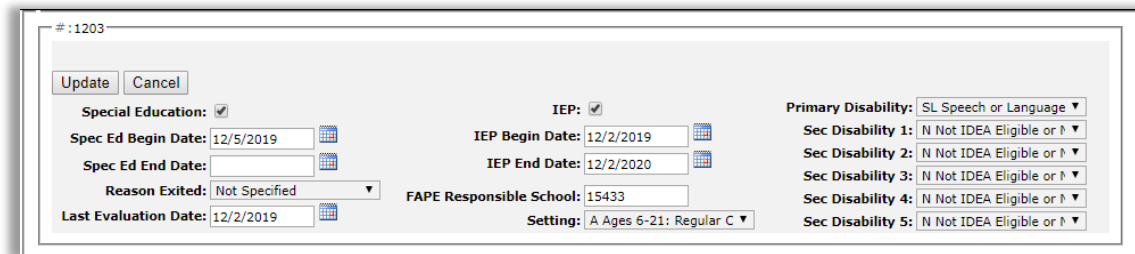


This screenshot shows the 'Add Row' form for a Special Education History record. It includes the same navigation bar as Figure 32. The 'Special Education History:' section now contains an 'Add Row' button and a record for ID '# : 1203'. The record details are as follows:

<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input checked="" type="checkbox"/> IEP:	Primary Disability: N Not IDEA Eligible or No Disability
Special Education: <input checked="" type="checkbox"/>	IEP Begin Date:	IEP End Date:	Sec Disability 1: N Not IDEA Eligible or No Disability
Spec Ed Begin Date: 12/5/2019	FAPE Responsible School: Boyceville Hi	Setting:	Sec Disability 2: N Not IDEA Eligible or No Disability
Spec Ed End Date:			Sec Disability 3: N Not IDEA Eligible or No Disability
Reason Exited: 0			Sec Disability 4: N Not IDEA Eligible or No Disability
Last Evaluation Date:			Sec Disability 5: N Not IDEA Eligible or No Disability

Figure 33: Adding a Special Ed History Record

Edit To edit the newly added Special Ed History record, click on the **Edit** link at the left side of the record. The tab will appear similar to Figure 34.

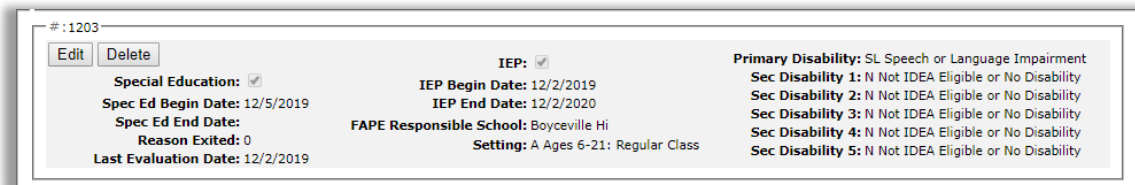


This screenshot shows the 'Edit' form for the Special Education History record. It includes the same navigation bar. The record for ID '# : 1203' is now in edit mode. The details are as follows:

<input type="button" value="Update"/>	<input type="button" value="Cancel"/>	<input checked="" type="checkbox"/> IEP:	Primary Disability: SL Speech or Language
Special Education: <input checked="" type="checkbox"/>	IEP Begin Date: 12/2/2019	IEP End Date: 12/2/2020	Sec Disability 1: N Not IDEA Eligible or No Disability
Spec Ed Begin Date: 12/5/2019	FAPE Responsible School: 15433	Setting: A Ages 6-21: Regular C	Sec Disability 2: N Not IDEA Eligible or No Disability
Spec Ed End Date:			Sec Disability 3: N Not IDEA Eligible or No Disability
Reason Exited: Not Specified			Sec Disability 4: N Not IDEA Eligible or No Disability
Last Evaluation Date: 12/2/2019			Sec Disability 5: N Not IDEA Eligible or No Disability

Figure 34: Editing a Student Special Ed History Record

Update When finished editing the Special Ed History record, click the **Update** link at the left side of the record. The tab will appear similar to Figure 35.



This screenshot shows the 'Update' form for the Special Education History record. It includes the same navigation bar. The record for ID '# : 1203' is now in update mode. The details are as follows:

<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input checked="" type="checkbox"/> IEP:	Primary Disability: SL Speech or Language Impairment
Special Education: <input checked="" type="checkbox"/>	IEP Begin Date: 12/2/2019	IEP End Date: 12/2/2020	Sec Disability 1: N Not IDEA Eligible or No Disability
Spec Ed Begin Date: 12/5/2019	FAPE Responsible School: Boyceville Hi	Setting: A Ages 6-21: Regular Class	Sec Disability 2: N Not IDEA Eligible or No Disability
Spec Ed End Date:			Sec Disability 3: N Not IDEA Eligible or No Disability
Reason Exited: 0			Sec Disability 4: N Not IDEA Eligible or No Disability
Last Evaluation Date: 12/2/2019			Sec Disability 5: N Not IDEA Eligible or No Disability

Figure 35: Special Ed History Record has been Updated

Note: Your school district may elect to maintain and submit special education data in other software, such as Sped Forms, SEEDS, OASIS, etc. If that is the case then you will not be allowed to edit data in the Special Education History of the SpecEd tab, however

you may view the data (display only) as submitted by the other software in this tab. This option must be set appropriately in File – Administrator Options in the Ed-Fi Settings by unchecking the “Enable Posting of Ed-Fi Special Education (SSEPA) Resources” checkbox, as shown in Figure 36. The Special Education History data may be updated by selecting Wisconsin – Special Education History – Update Special Education History from WISEdata API.

The screenshot shows the 'Ed-Fi Settings Page' with the following configuration options:

- Enable Ed-Fi Interchanges:
- Enable Ed-Fi Interchanges in Near Real Time:
- Ed-Fi Near Real Time Error Notification Email Address: [Empty text box]
- Enable Posting of Ed-Fi Special Education (SSEPA) Resources:
- API URL:
- Authentication URL:
- Client Key:
- Client Secret:
- Profile:
- Grades Resource/Endpoint Cutoff:

A 'Save' button is located at the bottom left of the form.

Figure 36

Ed-Fi Settings Page

Note: A new option to Import Special Education History from the Prior Year was recently added. This will allow you to import special education information from the student’s most recent special education history record as long as:

- student is active in the current year
- student has special education history data in the prior year
- student was not exited from special education the prior year
- Ed-Fi settings permit you to update your special education data within JMC

Note: In order for a Special Education History record to be successfully submitted to WI DPI via WISEdata submission, the record needs to have a minimum of:

- Special Education checkbox checked
- Special Ed Begin Date entered (must be date from current school year)
- Setting (Education Environment) specified
- IEP checkbox checked
- IEP Begin and End Dates entered
- FAPE responsible school specified (JMC defaults this to be the school where the child is enrolled)
- At least one disability specified

Note: Changes in a student’s Special Ed History should be documented by adding new records, not by editing the existing records. If for example a student’s IEP was reviewed and the IEP dates should be updated, just add a new Special Ed History record and bring forward any of the data that stays that same, enter the new IEP Begin and End dates, and use the date of this change in the student’s Special Ed History as the Begin date in the newly created record. You will leave their prior Special Ed History record alone (unless there are errors to correct in that data) except for the Special Ed End Date (read the notes below).

Note: The Special Ed End Date is now populated under the following circumstances:

1. When a subsequent Special Ed History (sSEPA) record exists in the same district for the student, for example when:
 - a. IEP was updated
 - b. Last Evaluation Date was updated (new data element in 2017)
 - c. Setting (Education Environment) was updated
 - d. Disabilities were updated
 - e. FAPE Responsible school changed
2. IEP/ISP is revoked
3. The student exited special education services

In these cases, the first Special Ed History record is “capped” by entering the end date, and if there is a subsequent Special Ed History record it will have a Special Ed Begin Date of the following date.

Note: For more examples of editing Special Ed History records, please refer to the Use Cases provided by Wisconsin DPI in Appendix C.

Note: For more information about any of the data elements in a special education history record please refer to WI DPI documentation for Public School data Elements OR Choice School data Elements as found at: <http://dpi.wi.gov/wisedata/schools>

Editing Student Program History Data

Edit a student's Program History data by clicking the **Program tab** on the Edit-Student Data page. The page will appear similar to Figure 37.

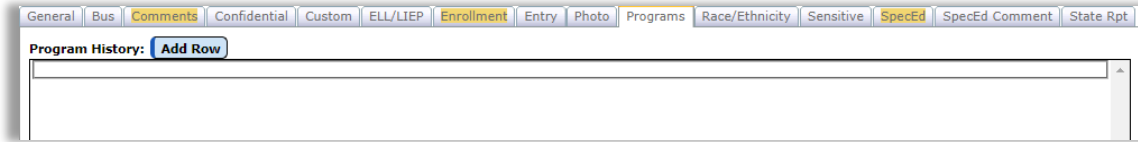


Figure 37: Program Tab on the Student Data page

Add Row To add a Program History record click on the **Add Row** link in the upper left corner of the Program tab. The tab will appear similar to Figure 38.

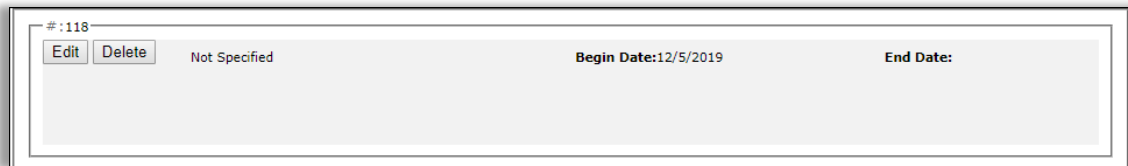


Figure 38: Adding a Program History Record

Edit To edit the newly added Program History record, click on the **Edit** link at the left side of the record. The tab will appear similar to Figure 39.

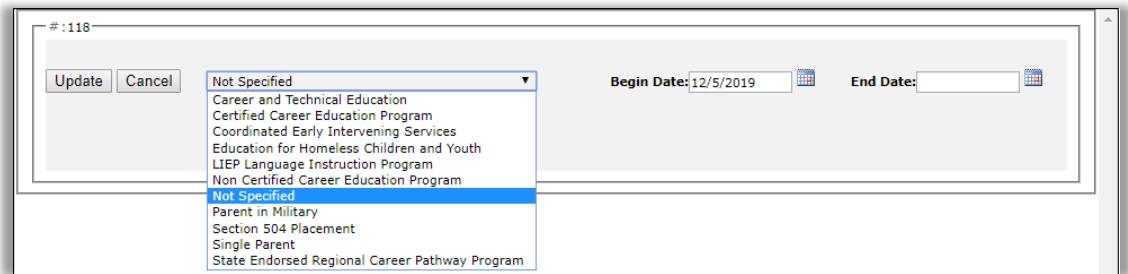


Figure 39: Editing a Student Program History Record

Options available in a program history record will vary depending on the program type specified. Here are various views of program history records based on program type specified.

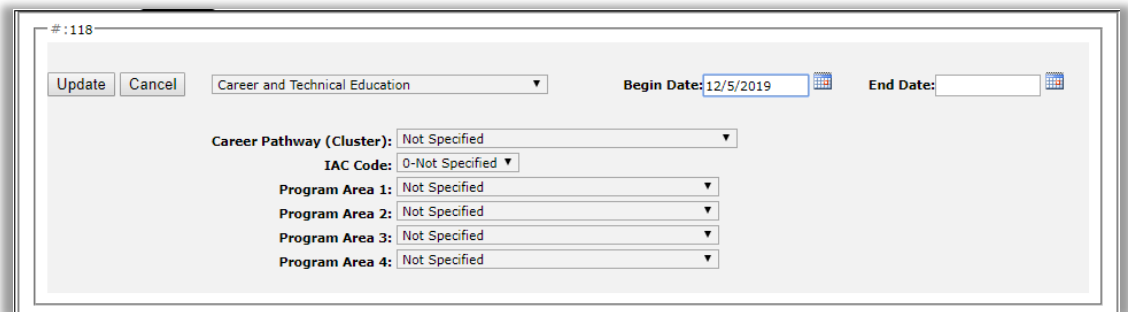


Figure 40A: Program History Record Type Career and Technical Education (CTE Concentrator)

Figure 40B

Program History Record Type
Certified Career Education Program

Figure 40C

Program History Record Type
Coordinated Early Intervening
Services

Figure 40D

Program History Record Type
Homeless (Education for Homeless
Children and Youth)

Figure 40E

Program History Record Type
LIEP Language Instruction Program

Figure 40F

Program History Record Type
Non Certified Career Education
Program

Figure 40G

Program History Record Type
Parent in Military

Figure 40H

Program History Record Type
Section 504 Placement

Figure 40I

Program History Record Type
Single Parent

Figure 40J

Program History Record Type State
Endorsed Regional Career Pathway
Program (CCR)

Update When finished editing the Program History record, click the **Update** link at the left side of the record. The tab will appear similar to Figure 41.

#: 118		
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	
Career and Technical Education	Begin Date: 12/5/2019	End Date:
Career Pathway (Cluster): Agriculture, Food and Natural Resources		
IAC Code: 1.01-Agricultural Business and Management		
Program Area 1: Agriculture and Natural Resources Education		
Program Area 2: Not Specified		
Program Area 3: Not Specified		
Program Area 4: Not Specified		

Figure 41: Program History Record has been Updated

Note: Program History records with no Begin Date will error out when submitted via WISEdata. If the student never participated in that program then delete the Program History record. If the student did participate in that program then a Begin Date must be provided.

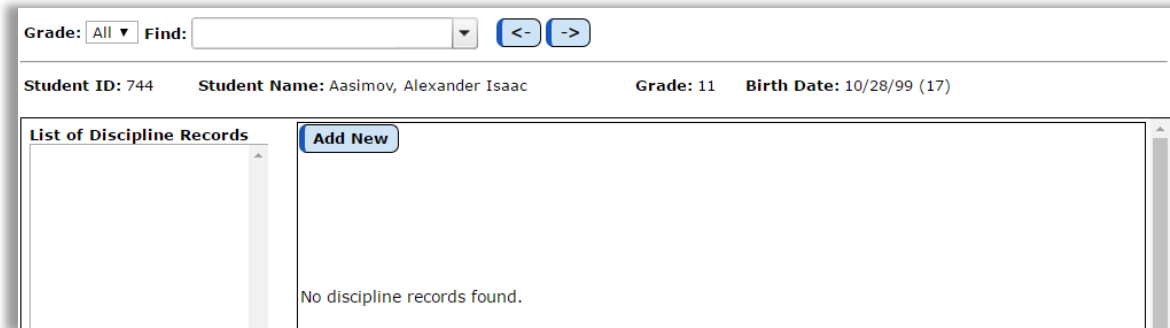
For more information about Career Technical Education (CTE) and College and Career Readiness (CCR) please refer to Appendix G of this document.

For more information about programs & program history in JMC, please refer to the following link:

http://resources.jmcinc.com/uploads/files/WI_WISEdata1920Updates_ProgramsAndCharacteristics.pdf

Editing Student Discipline Data

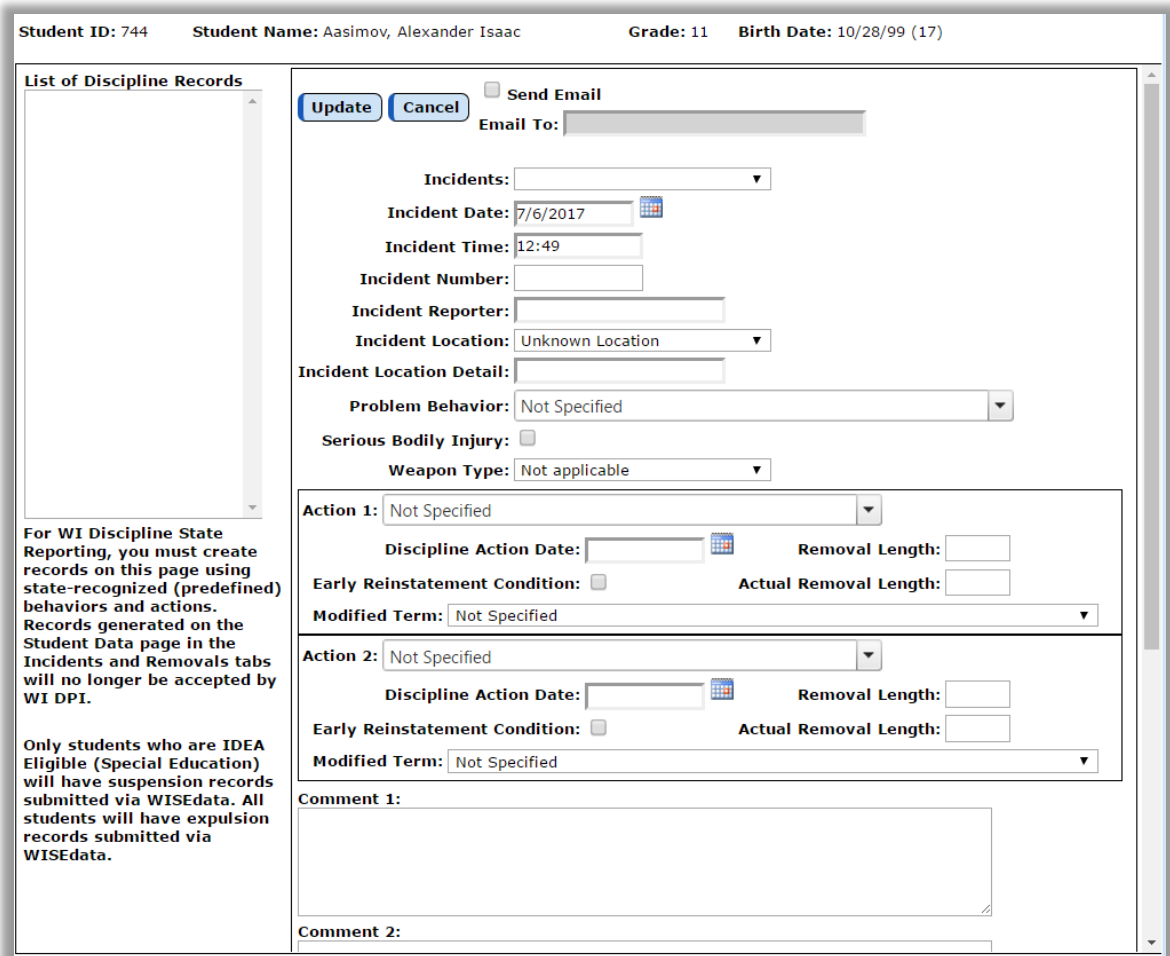
Edit a student's discipline data by clicking the **Incidents** tab on the Discipline-Data-Edit Student Discipline Data page. The page will appear similar to Figure 46.



The screenshot shows the top navigation bar with 'Grade: All' and a 'Find:' search box. Below this, student information is displayed: 'Student ID: 744', 'Student Name: Aasimov, Alexander Isaac', 'Grade: 11', and 'Birth Date: 10/28/99 (17)'. The main content area is titled 'List of Discipline Records' and contains an 'Add New' button. Below the button, it states 'No discipline records found.'

Figure 46: Edit Student Discipline Data page

Add Row To add a discipline incident record click on the **Add Row** link in the upper left corner. The page will appear similar to Figure 47. You will automatically be in edit mode.



The screenshot shows the 'Add Discipline Incidents Record' page. At the top, it displays the same student information as Figure 46. The main form area includes an 'Add New' button (now 'Update') and a 'Send Email' checkbox. Below these are fields for 'Incidents', 'Incident Date' (7/6/2017), 'Incident Time' (12:49), 'Incident Number', 'Incident Reporter', 'Incident Location' (Unknown Location), 'Incident Location Detail', 'Problem Behavior' (Not Specified), 'Serious Bodily Injury' (checkbox), and 'Weapon Type' (Not applicable). There are two 'Action' sections, each with 'Action 1' and 'Action 2' dropdowns, 'Discipline Action Date', 'Removal Length', 'Early Reinstatement Condition' (checkbox), and 'Actual Removal Length' fields. At the bottom, there are two text areas for 'Comment 1' and 'Comment 2'. On the left side of the form, there is a 'List of Discipline Records' section with a scrollable area and a text block: 'For WI Discipline State Reporting, you must create records on this page using state-recognized (predefined) behaviors and actions. Records generated on the Student Data page in the Incidents and Removals tabs will no longer be accepted by WI DPI. Only students who are IDEA Eligible (Special Education) will have suspension records submitted via WISEdata. All students will have expulsion records submitted via WISEdata.'

Figure 47: Adding a Discipline Incidents Record

Edit the newly added Discipline Incident record as needed. The page will appear similar to Figure 48.

Grade: All Find: [] [] []

Student ID: 744 Student Name: Aasimov, Alexander Isaac Grade: 11 Birth Date: 10/28/99 (17)

List of Discipline Records

Update Cancel Send Email

Email To: []

Incidents: []

Incident Date: 5/6/2017 []

Incident Time: 12:49 []

Incident Number: []

Incident Reporter: []

Incident Location: Unknown Location []

Incident Location Detail: []

Problem Behavior: *Endangering Behavior []

Serious Bodily Injury: []

Weapon Type: Not applicable []

Action 1: *In School Suspension []

Discipline Action Date: 5/6/2017 [] Removal Length: .5 []

Early Reinstatement Condition: [] Actual Removal Length: .5 []

Modified Term: Not Specified []

Action 2: Not Specified []

Discipline Action Date: [] [] Removal Length: [] []

Early Reinstatement Condition: [] Actual Removal Length: [] []

Modified Term: Not Specified []

Comment 1: []

For WI Discipline State Reporting, you must create records on this page using state-recognized (predefined) behaviors and actions. Records generated on the Student Data page in the Incidents and Removals tabs will no longer be accepted by WI DPI.

Only students who are IDEA Eligible (Special Education) will have suspension records submitted via WISEdata. All students will have expulsion records submitted via WISEdata.

Figure 48: Editing a Student Incident Record

Note: To tie this student’s discipline record to an incident already referenced in another student’s discipline record, you may either select the incident from the **Incidents** drop down list or may enter the number directly into the **Incident Number** field.

Note: Discipline incidents will only need an Incident ID if they are reportable to the State of Wisconsin via WISEdata.

Note: If you do not assign an Incident Number but the record is reportable via WISEdata, then one will be assigned automatically when you click the **Update** button.

Update When finished editing the Incident record, click the **Update** button in the upper left corner of the record. The page will appear similar to Figure 49. Notice that the Discipline Incident now shows in the **List of Discipline Records** in the upper left corner of the page.

Grade: All Find: <- ->

Student ID: 744 Student Name: Aasimov, Alexander Isaac Grade: 11 Birth Date: 10/28/99 (17)

List of Discipline Records

05/06/17 (*Endangering Bel

Print

Add New

Edit Delete

Incident Date: 5/6/2017

Incident Time: 12:49

Incident Number: 6

Incident Reporter: _____

Incident Location: Unknown Location

Incident Location Detail: _____

Problem Behavior: *Endangering Behavior

Serious Bodily Injury:

Weapon Type: Not applicable

Action 1: *In School Suspension

Discipline Action Date: 5/6/2017 Removal Length: 0.5

Early Reinstatement Condition: Actual Removal Length: 0.5

Modified Term: Not Specified

Action 2: Not Specified

Discipline Action Date: _____ Removal Length: 0

Early Reinstatement Condition: Actual Removal Length: 0

Modified Term: Not Specified

Comment 1: _____

Comment 2: _____

For WI Discipline State Reporting, you must create records on this page using state-recognized (predefined) behaviors and actions. Records generated on the Student Data page in the Incidents and Removals tabs will no longer be accepted by WI DPI.

Only students who are IDEA Eligible (Special Education) will have suspension records submitted via WISEdata. All students will have expulsion records submitted via WISEdata.

Figure 49: Discipline Incident Record has been Updated

Comprehensive documentation for the Discipline module specific to Wisconsin is available at the following link:

http://resources.jmcinc.com/uploads/files/NextGen_DisciplineWI.pdf

This document includes extensive documentation of WISEdata Discipline Use Cases in Appendix D.

For more information about the Discipline module, in particular information on “What makes a discipline record state-reportable”, please refer to the following links:

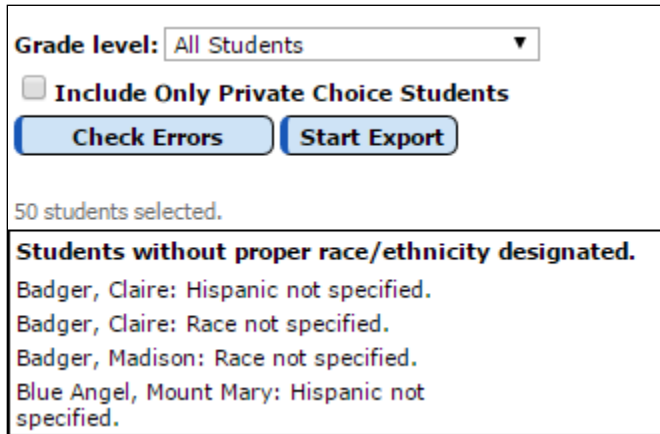
http://resources.jmcinc.com/uploads/files/WI_WISEdata_Discipline.pdf

https://www.youtube.com/watch?v=WecF_Yo4bbw

WISEid - Export WISEid Person Upload File

This option is used to create a WISEid Person Upload File to send to the Wisconsin DPI for purposes of establishing Wisconsin student numbers known as WISEids.

1. Select WISEid - Export WISEid Person Upload File. The page will appear similar to Figure 50.



Grade level: All Students ▼

Include Only Private Choice Students

Check Errors Start Export

50 students selected.

Students without proper race/ethnicity designated.

Badger, Claire: Hispanic not specified.

Badger, Claire: Race not specified.

Badger, Madison: Race not specified.

Blue Angel, Mount Mary: Hispanic not specified.

Figure 50:

Exporting a WISEid Person Upload File

2. Specify the grade level or All Students to designate the students that will be included in the file.
3. If you wish to only include Private Choice students then check the corresponding box.
4. You may notice a list of messages beneath the Check Errors and Start Export buttons on the page. Before exporting the file you should address all messages on the page first. If you have addressed some or all of these messages on another tab in your browser you may need to click the Check Errors button to refresh the messages.
5. When you no longer have any messages to address on the page you may click the Start Export button. A file will be generated and, depending upon your browser settings, will most likely end up in your Downloads folder. The file will be named something like WISEid_NNNN_MMDDCCYY.CSV where NNNN is your old district number and MMDDCCYY is today's date and it will be in CSV format.
6. You may now upload the file you just created to WI DPI by using your WAMS account to log in to the [WI DPI SecureHome web application](#). Follow the instructions as provided by WI DPI.

WISEid - Import WISEid Person Upload File

This option is used to import a Local Person ID (LID) file generated by Wisconsin DPI for purposes of acquiring Wisconsin student numbers known as WISEids. A LID file is generally created after you have successfully uploaded a WISEid Person Upload File and

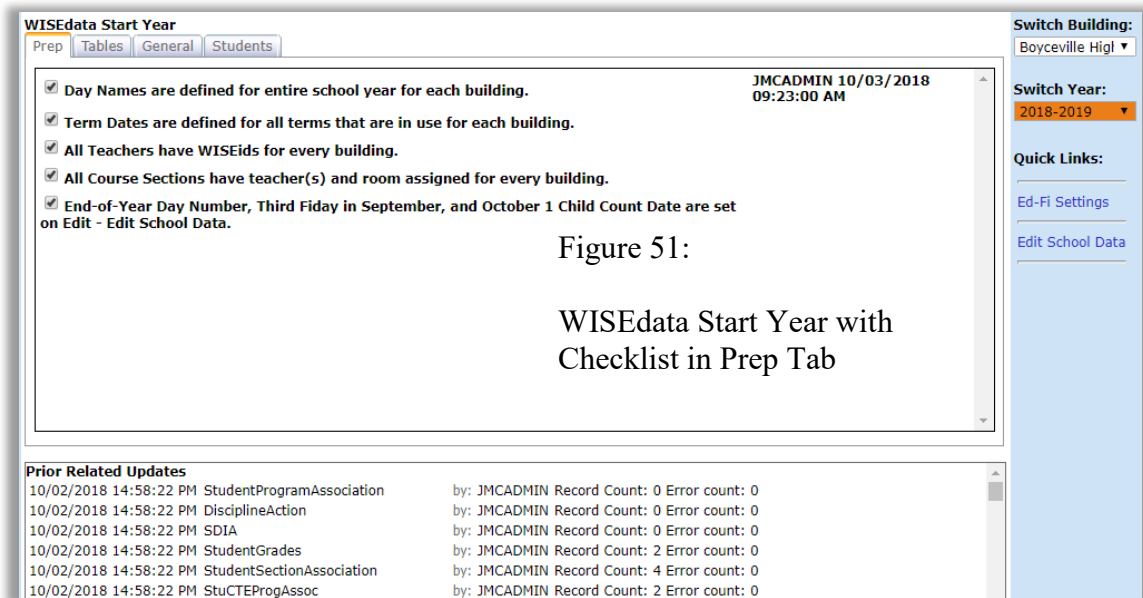
it has been processed by WI DPI. Please note that it may take several minutes for the WISEid Person Upload File to be processed by the WI DPI SecureHome web application.

1. Select WISEid - Import WISEid Person Upload File.
2. Click the **Choose File** button and navigate to the LID file you just downloaded from WI DPI SecureHome web application. Depending upon your web browser settings, the file will probably be located in your Downloads folder and will be named something like LID_NNNN_XXXX_MMDDCCYY.CSV where NNNN is your new WISEdata district number.
3. Click the **Start Import** button to begin the data import process. Upon completion of this process you will see an import summary on the page containing a tally of the WISEids that were imported/updated and any issues that may have occurred during the import. It is a very good idea to save a copy of this import summary, either as a hard copy printout or as a PDF file. Either way you will be able to share this information with a JMC tech at a later time if you have any questions or concerns about the data that was imported (or NOT imported).

WISEdata – WISEdata Start Year

This option is used as an aid to help you prepare for WISEdata reporting at the start of a school year. The page includes a checklist of necessary preliminary tasks as well. The page is organized into tabs that include the checklist and several buttons for submitting data for WISEdata beginning of the year reporting.

1. Select Wisconsin - WISEdata – WISEdata Start Year. The page will appear similar to Figure 51.



2. Check each item that you have completed in the Prep tab. Once all items have been checked you are ready to submit data via WISEdata.

Note: In the initial version of this page, checking a box is at the user’s discretion. However, in the future each checkbox may be tied to some sort of validation process whereby if the step was not actually completed and can be detected as such then the checkbox will not be checked and information will be displayed instructing the user how to finish that step.

3. Once all items in the Prep tab have been completed you may then proceed to the Tables tab, which will appear similar to Figure 52.

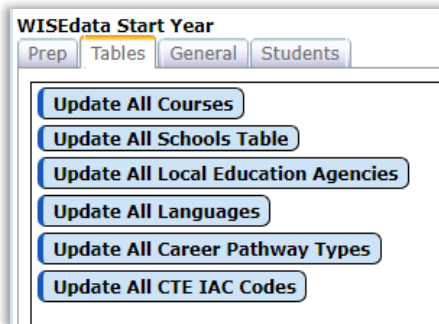


Figure 52:

WISEdata Start Year
– Tables Tab

4. Once all items in the Tables tab have been completed you may then proceed to the General tab, which will appear similar to Figure 53A

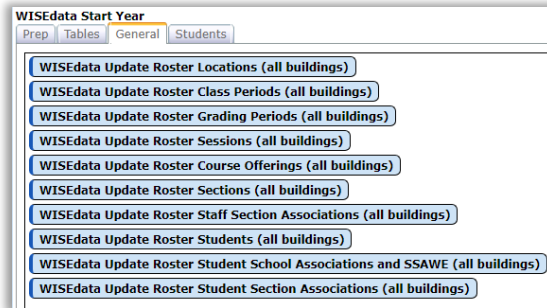
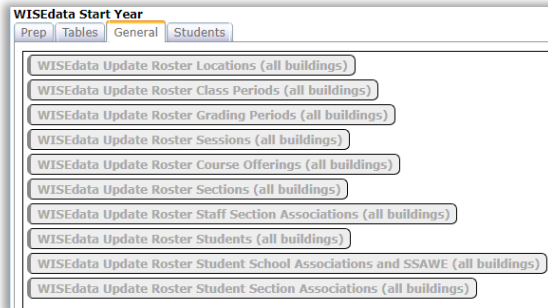


Figure 53A General Tab – Options Disabled Figure 53B General Tab – Options Enabled

5. Once all items in the General tab have been completed you may then proceed to the Students tab, which will appear similar to Figure 54.

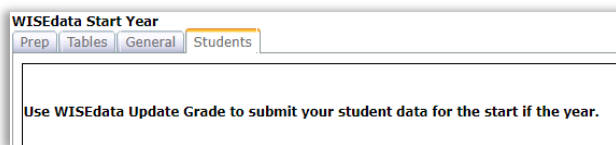


Figure 54

WISEdata Start Year –
Students Tab

WISEdata – WISEdata Update Tables

This option is used to update specific tables in your database used in the WISEdata reporting process. The option is intended to be run at the start of the year but may be run again throughout the year as necessary.

Note: this option does not submit data via the Ed-Fi API; instead it updates tables in your database.

1. Select Wisconsin - WISEdata – WISEdata Update Tables. The page will appear similar to Figure 55.

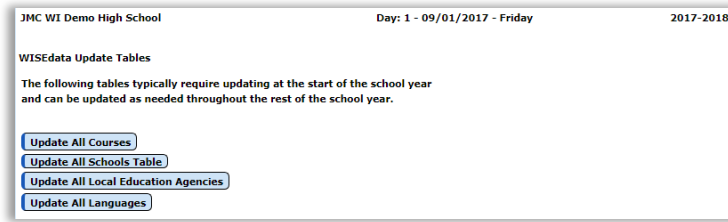


Figure 55:

WISEdata Update Tables

2. Click each button and then wait for each update process to complete.

WISEdata – WISEdata Update Grade

This option is used to submit data for a grade level to the Wisconsin DPI for state reporting purposes. This option is particularly useful for submitting large amounts of student-related data for an entire grade level immediately to Wisconsin DPI, especially during the weeks prior to a state reporting deadline or snapshot date. A natural result of this submission is that you will likely have errors on some students that will require attention prior to the state reporting deadline or snapshot date. Ed-Fi resources updated for this student during this process includes:

- Student
- Student School Association
- Student Education Organization Association
- Student Section Association
- Grades
- Student Program Association (all types)
- Student Academic Record
- Discipline Incident
- Student Discipline Incident Association
- Discipline Action

1. Select Wisconsin - WISEdata – WISEdata Update Grade. The page will appear similar to Figure 56.

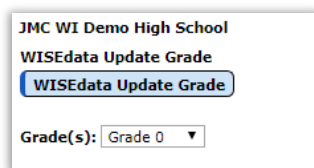


Figure 56:

WISEdata Update Grade

2. Select the grade level you wish to submit. You may use the All Grades option if your school's enrollment is small (around 100 students or less).
3. Select a grade level to submit.
4. Click on the **WISEdata Update Grade** button to begin the process.
5. Upon completion of this process you will see a summary of the data submitted. **Save this report as a PDF file for later referral, especially if you have errors that require attention.** Most browsers/operating systems have an option to save the file as PDF or to Print the file to a PDF file. An example is shown in Appendix F.

 Note: If the button does not appear on the page it is most likely because your database is not yet configured for Ed-Fi exchanges. Please refer to Appendix B for more information about configuring your Ed-Fi settings.
6. Repeat steps 2 & 3 for each grade level.

WISEdata – WISEdata Update Student

This option is used to submit data for one student to Wisconsin DPI via WISEdata. This option is particularly useful when edits have been made to a particular student and you wish to submit those changes immediately to Wisconsin DPI. Ed-Fi resources updated for this student during this process includes:

- Student
- Student School Association
- Student Education Organization Association
- Student Section Association
- Grades
- Student Program Association (all types)
- Student Academic Record
- Discipline Incident
- Student Discipline Incident Association
- Discipline Action

1. Select Wisconsin - WISEdata – WISEdata Update Student. The page will appear similar to Figure 57.

The screenshot shows a web form titled "JMC WI Demo High School" with the sub-heading "WISEdata Update Student". Below the heading is a dropdown menu. Underneath are two input fields: "WISEid:" followed by an empty text box, and "StuRefNum:" followed by an empty text box. At the bottom of the form is a blue button with the text "WISEdata Update Student".

Figure 57:

WISEdata Update Student

2. Select the student you wish to submit by typing all or part of the student's name in the drop down list at the top of the page and then selecting the desired student.
3. Click on the **WISEdata Update Student** button to begin the process.
4. Upon completion of this process you will see a summary of the data submitted. **Save this report as a PDF file for later referral, especially if you have errors that require attention.** Most browsers/operating systems have an option to save the file as PDF or to Print the file to a PDF file. An example is shown in Appendix F.

Note: If the button does not appear on the page it is most likely because your database is not yet configured for Ed-Fi exchanges. Please refer to Appendix B for more information about configuring your Ed-Fi settings.

WISEdata – WISEdata Update Course

This option is used to submit course data to Wisconsin DPI via WISEdata. This option is particularly useful when edits have been made to a particular course and you wish to submit those changes immediately to Wisconsin DPI. Ed-Fi resources updated during this process includes:

- Course Offerings
- Sections
- Student Section Associations
- Staff Section Associations
- Grades

1. Select Wisconsin - WISEdata – WISEdata Update Course. The page will appear similar to Figure 58.

Figure 58

WISEdata Update Course

2. Specify the course you wish to submit by entering the course name or number in the Find box, then click the **WISEdata Update Course** button.
3. Upon completion of this process you will see a summary of the data submitted. **Save this report as a PDF file for later referral, especially if you have errors that require attention.** Most browsers/operating systems have an option to save the file as PDF or to Print the file to a PDF file. An example is shown in Appendix F.

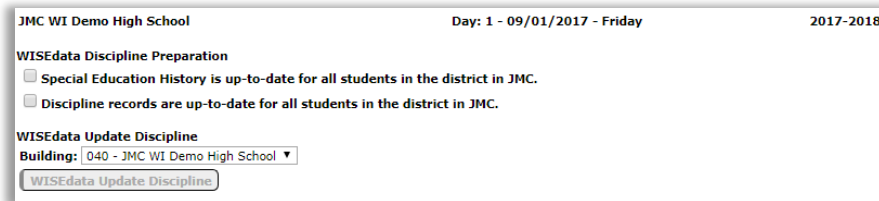
Note: If the button does not appear or is not enabled on the page it is most likely because your database is not yet configured for Ed-Fi exchanges. Please refer to Appendix B for more information about configuring your Ed-Fi settings.

WISEdata – WISEdata Update Discipline

This option is used to submit discipline data to Wisconsin DPI via WISEdata. This option is useful when discipline records have recently been recoded in order to make them reportable to Wisconsin DPI and you wish to submit them immediately. Ed-Fi resources updated during this process includes:

- Discipline Incident
- Student Discipline Incident Association
- Discipline Action

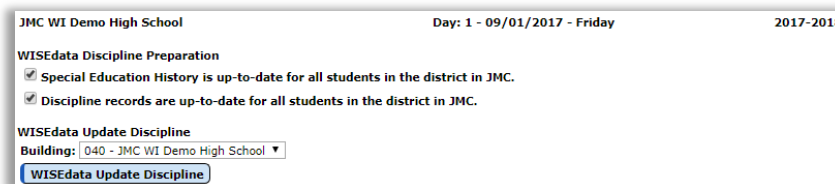
1. Select Wisconsin - WISEdata – WISEdata Update Discipline. The page will appear similar to Figure 59.



The screenshot shows the 'WISEdata Update Discipline' page for JMC WI Demo High School on 09/01/2017. Under 'WISEdata Discipline Preparation', two checkboxes are unchecked: 'Special Education History is up-to-date for all students in the district in JMC.' and 'Discipline records are up-to-date for all students in the district in JMC.'. The 'WISEdata Update Discipline' button is disabled (greyed out).

Figure 59:
WISEdata Update
Discipline

2. Prior to submitting WISEdata Discipline you must check off preliminary items as shown. Once these items are all checked then the **WISEdata Update Discipline** button will be enabled as shown in Figure 60.



The screenshot shows the 'WISEdata Update Discipline' page for JMC WI Demo High School on 09/01/2017. Under 'WISEdata Discipline Preparation', two checkboxes are checked: 'Special Education History is up-to-date for all students in the district in JMC.' and 'Discipline records are up-to-date for all students in the district in JMC.'. The 'WISEdata Update Discipline' button is now enabled (blue).

Figure 60:
WISEdata Update
Discipline – Option is
Enabled

3. Click the **WISEdata Update Discipline** button to submit your discipline data.
4. Upon completion of this process you will see a summary of the data submitted. **Save this report as a PDF file for later referral, especially if you have errors that require attention.** Most browsers/operating systems have an option to save the file as PDF or to Print the file to a PDF file. An example is shown in Appendix F.

Note: In the initial version of this page, checking a box is at the user's discretion. However, in the future each checkbox may be tied to some sort of validation process whereby if the step was not actually completed and can be detected as such then the checkbox will not be checked and information will be displayed instructing the user how to finish that step.

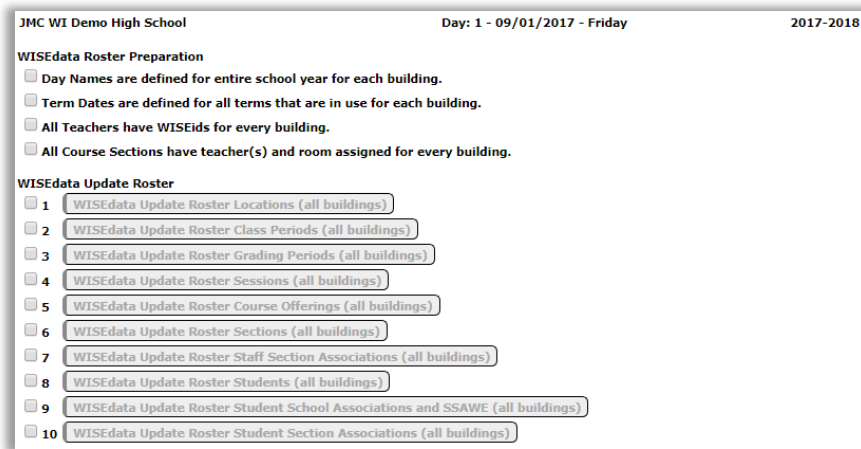
WISEdata – WISEdata Update Roster

This option is used to submit course, term, period, staff, and student schedule data to Wisconsin DPI via WISEdata (Ed-Fi) API.

The WISEdata Roster data submission is composed of 10 categories of data (location, class periods, grading periods, etc.) and each category must be submitted separately. All 10 categories must be submitted in the correct order or some processes may error out.

Since the resources submitted using this page are hierarchically related, it is important that you fix all errors for each resource before you move on to the next button.

1. Select Wisconsin - WISEdata – WISEdata Update Roster. The page will appear similar to Figure 61.

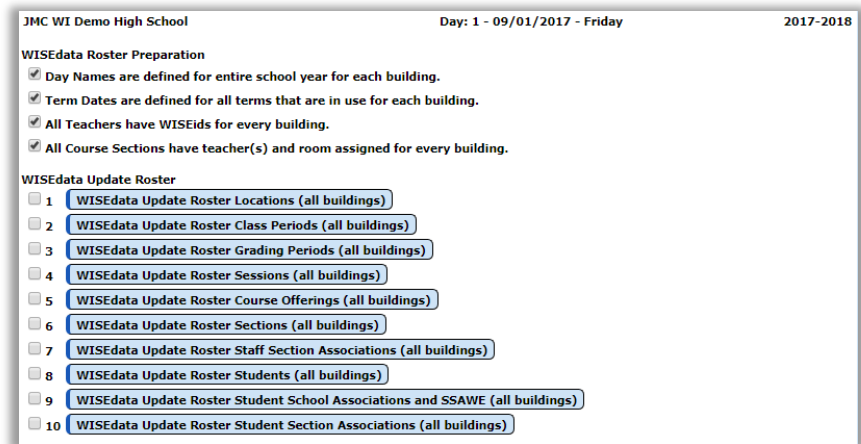


The screenshot shows the 'WISEdata Roster Preparation' section with four unchecked checkboxes: 'Day Names are defined for entire school year for each building.', 'Term Dates are defined for all terms that are in use for each building.', 'All Teachers have WISEids for every building.', and 'All Course Sections have teacher(s) and room assigned for every building.' Below this is the 'WISEdata Update Roster' section with ten numbered buttons, each with a checkbox to its left. The buttons are: 1. WISEdata Update Roster Locations (all buildings), 2. WISEdata Update Roster Class Periods (all buildings), 3. WISEdata Update Roster Grading Periods (all buildings), 4. WISEdata Update Roster Sessions (all buildings), 5. WISEdata Update Roster Course Offerings (all buildings), 6. WISEdata Update Roster Sections (all buildings), 7. WISEdata Update Roster Staff Section Associations (all buildings), 8. WISEdata Update Roster Students (all buildings), 9. WISEdata Update Roster Student School Associations and SSAWE (all buildings), and 10. WISEdata Update Roster Student Section Associations (all buildings).

Figure 61:

WISEdata Update Roster

2. Prior to submitting WISEdata Roster you must check off preliminary items as shown. Once these items are all checked then the series of **WISEdata Update Roster...** buttons will be enabled as shown in Figure 62.



The screenshot shows the 'WISEdata Roster Preparation' section with four checked checkboxes: 'Day Names are defined for entire school year for each building.', 'Term Dates are defined for all terms that are in use for each building.', 'All Teachers have WISEids for every building.', and 'All Course Sections have teacher(s) and room assigned for every building.' Below this is the 'WISEdata Update Roster' section with ten numbered buttons, each with a checked checkbox to its left. The buttons are: 1. WISEdata Update Roster Locations (all buildings), 2. WISEdata Update Roster Class Periods (all buildings), 3. WISEdata Update Roster Grading Periods (all buildings), 4. WISEdata Update Roster Sessions (all buildings), 5. WISEdata Update Roster Course Offerings (all buildings), 6. WISEdata Update Roster Sections (all buildings), 7. WISEdata Update Roster Staff Section Associations (all buildings), 8. WISEdata Update Roster Students (all buildings), 9. WISEdata Update Roster Student School Associations and SSAWE (all buildings), and 10. WISEdata Update Roster Student Section Associations (all buildings).

Figure 62:

WISEdata Update Roster – Option is Enabled

3. Click the **WISEdata Update Roster Locations (all buildings)** button, right next to the check box labeled “1”, as indicated in Figure 63. This step will take some time, and depending on which browser you are using you will notice that the browser is busy.

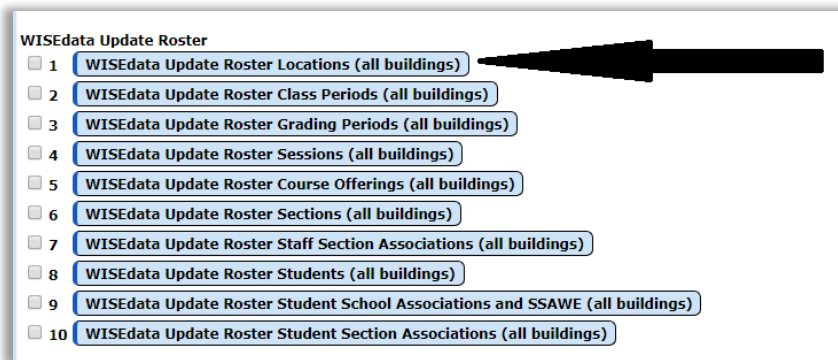


Figure 63:
WISEdata Update Roster Locations button

4. Upon completion of this process you will see a summary of the data submitted similar to Figure 64. **Save this report as a PDF file for later referral, especially if you have errors that require attention.** Most browsers/operating systems have an option to save the file as PDF or to Print the file to a PDF file. An example is shown in Appendix F.

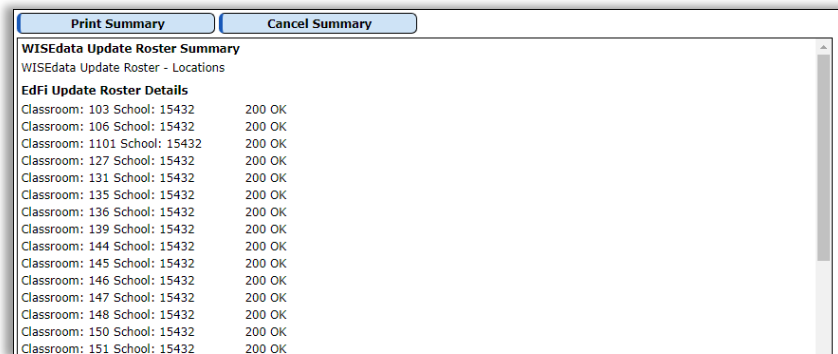


Figure 64:
WISEdata Update Roster Locations Summary Report

5. Click **Cancel Summary** to return to the WISEdata Update Roster page.
6. If your Transaction Summary displayed errors, you would most likely work to fix the errors for the Roster Locations data and the try resubmitting.
7. Repeat steps 3-6 until you are error-free for Roster Locations.
8. If you were able to submit the Roster Locations data successfully, then you may wish to click the check box labeled “1” to indicate that step one has been completed.
9. Repeat steps 3-8 for each category of WISEdata Roster data until all of the categories have been successfully submitted.

Note: You must click the series of buttons in order, otherwise some WISEdata Roster processes will error out.

Note: In the initial version of this page, checking a box is at the user’s discretion. However, in the future each checkbox may be tied to some sort of validation process whereby if the step was not actually completed and can be detected as such then the checkbox will not be checked and information will be displayed instructing the user how to finish that step.

WISEdata – WISEdata Delete Student

This option is used to delete data for one student with the Wisconsin DPI for state reporting purposes. This process is typically used to remove enrollment data for a student that was inadvertently submitted for your school but was later determined to have been submitted in error.

1. Select Wisconsin - WISEdata – WISEdata Delete Student. The page will appear similar to Figure 65.

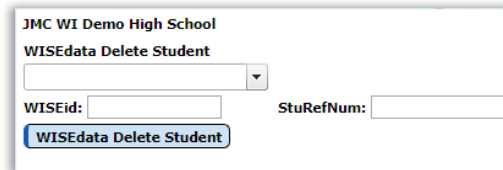
The screenshot shows a web form titled "JMC WI Demo High School" and "WISEdata Delete Student". It features a dropdown menu, a "WISEid:" input field, a "StuRefNum:" input field, and a blue button labeled "WISEdata Delete Student".

Figure 65:

WISEdata Delete Student

2. Select the student you wish to delete by typing all or part of the student's name in the drop down list at the top of the page and then selecting the desired student.
3. Click on the **WISEdata Delete Student** button to begin the process.
4. Upon completion of this process you will see a summary of the data submitted. **Save this report as a PDF file for later referral, especially if you have errors that require attention.** Most browsers/operating systems have an option to save the file as PDF or to Print the file to a PDF file. An example is shown in Appendix F.
5. Click **Cancel Summary** to return to the WISEdata Delete Student page.

Note: If the button does not appear on the page it is most likely because your database is not yet configured for Ed-Fi exchanges. Please refer to Appendix B for more information about configuring your Ed-Fi settings.

Drop vs. Inactivate vs. Delete Student

Drop - student attended for at least one day of the current school year but has since left the school. To drop a student, use Attendance - Student - Drop Student.

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.

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. 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).

State Course Codes – State Course Codes

This option will generate a list of courses with their Ed-Fi state course codes and related attributes, such as rigor, title, active year, comment, AP, IB, CTE, and career pathways.

Sort Order: ▼

Include State Description

Name	#	EdFi Code	Rigor	EdFi Title	Active Year	Comment	AP	IB	CTE	Career Pathway 1	Ca Pa
ACCT 1	252	5972	or Regular	Accounting			False	False	True	Management and Administration	Fin ▲
ACCT 2	253	5972	General or Regular	Accounting			False	False	True	Business, Management and Administration	Fin ▲
ACCT 3	256	5972	General or Regular	Accounting			False	False	True	Business, Management and Administration	Fin ▲
ADAPTIVE ART	545	8946	Basic or Remedial	Creative Art-Comprehensive	> =2018/2019	Replaces 2229	False	False	False		
ADAPTIVE MATH	65	10335	Basic or Remedial	Foundation Math-Independent Study	> =2018/2019	Replaces 2998	False	False	False		
ADAPTIVE SS/SCI	10	9340	Basic or Remedial	Social Science			False	False	False		
ADV ALGEBRA	74	10298	General or Regular	Algebra II			False	False	False		
ADV ART/ STUDIO ART	543	8944	General or Regular	Creative Art-Comprehensive	> =2018/2019	Replaces 2227	False	False	False		
ADV ENGLISH 11	115	10479	Enriched or Advanced	English/Composition (juniors and seniors)			False	False	False		
ADV ENGLISH 12	117	10616	Enriched or Advanced	English/Language Arts IV (12th grade)			False	False	False		
ADV WOODS	369	4887	General or Regular	Woodworking			False	False	True	Architecture and Construction	

Figure 66: Wisconsin – State Course Codes Report

Special Education History – Special Education Status

This option will generate a list of students with their special education status as of a specific date. *This option relies on up-to-date Special Education History*, which is edited on Edit – Student Data in the Special Education tab.

1. Select Wisconsin – Special Education History – Special Education Status. The page will appear similar to Figure 67.

Student Name	Student ID	Grade	Birth Date	SpEd Begin Date	SpEd End Date	IEP Begin Date	IEP End Date	Setting	ParentPlacePriv	ResponsibleSchool	PID
Aasimov, Abe	49	0	01/01/2012	04/07/2017					N	0	N
Badger, Claire	46	11	05/09/2000	05/16/2017		05/01/2017	05/01/2018	A	N	10248	A

Figure 67:
Special Education Status

Special Education – Special Education History Discrepancies

This option will look for a specific set of discrepancies in the special education history data, which is edited on Edit – Student Data in the Special Education tab.

Discrepancies that will be listed in the report include:

- Special Education Begin Dates outside of the current school year
- IEP Begin Dates that are prior to today's date

1. Select Wisconsin – Special Education History – Special Education History Discrepancies. The page will appear similar to Figure 68.

Special Education Discrepancies Summary	
Special Education Discrepancies	Date: 8/8/2017

Figure 68:
Special Education History Discrepancies

Special Education – Import Special Education History from Prior Year

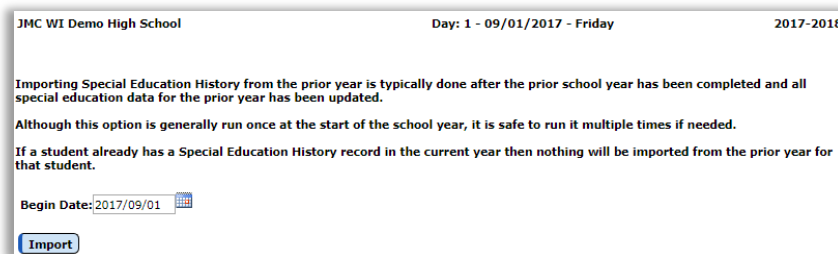
This option import special education data from the prior school year. The data will import if:

- student is active in the current year
- student has special education history data in the prior year
- student was not exited from special education the prior year
- Ed-Fi settings permit you to update your special education data within JMC

Note: *You may wish to “clean up” your special education history records from the prior year before doing this process.* A good way to review your special education history in the prior year is with Wisconsin – Special Education History – Special Education Status. In this report, if there are students with records that should not have them, or if they have incomplete special education history records, then update these special education history records appropriately prior to using the Import Special Education History option.

Note: If you are using other software to maintain your special education student records, and if that software is certified for WISEdata, then you will not want to use this import option as you will be expecting special education history data to be updated specifically in the other special education software.

1. Select Wisconsin – Special Education History – Import Special Education History from Prior Year. The page will appear similar to Figure 69.



The screenshot shows a web application window titled "JMC WI Demo High School" with a date "Day: 1 - 09/01/2017 - Friday" and a school year "2017-2018". The main content area contains the following text: "Importing Special Education History from the prior year is typically done after the prior school year has been completed and all special education data for the prior year has been updated." Below this, it states: "Although this option is generally run once at the start of the school year, it is safe to run it multiple times if needed." and "If a student already has a Special Education History record in the current year then nothing will be imported from the prior year for that student." There is a "Begin Date:" field with a calendar icon and the value "2017/09/01". At the bottom left, there is a blue "Import" button.

Figure 69:

Import Special Education History from Prior Year

Update Special Education History from WISEdata API

This option update special education data from the WISEdata API. This option is only used when your JMC software’s Ed-Fi Settings have SSEPA disabled for JMC. In other words, if your district is using other software for maintaining and reporting special education history, then the special education history that you will see in JMC does not come from JMC but can be imported from the other software (such as Sped Forms, SEEDS, OASIS, etc.) via the WISEdata API.

1. Select Wisconsin – Special Education History – Update Special Education History from WISEdata API. Click on the **Update** button to import.

Year End – Mass Exit Students

This option will establish the exit date and code for all students in a grade level that have not already been exited (dropped).

The end-of-year day number as specified on Edit - Edit School Data will be used as the exit date.

The exit code will be set appropriately as follows: most students will get a code of TC, students with a graduation date and credentials set will get a code of HSC, students below the compulsory age of 6 on the last day of school will get a code of BCA.

1. Select Wisconsin – Year End – Mass Exit Students.
 2. Select the grade level for the Mass Exit and click the **Drop** button. All students for that grade will now be dropped as of the date specified with an appropriate exit code.
 3. Repeat for additional grade levels as necessary.
-

Appendix A:

New Data Elements for WISEid and WISEdata in 2018

Course

- State Specific Course
 - Certificated Education Program (multiple select)
 - Info displayed about state course code after save
 - Year (discuss code archiving, deprecating)
 - See also Wisconsin - State Course Codes - State Course Codes
 - AP/IB/CTE
 - Rigor
 - CTE Pathways
 - Description displayed in Description tab
 - CTE Career Pathways

State Specific Section

- Career Education Program
- Dual Enrollment - codes update

Program History

- Parent in Military (Military Connected)
- Homeless (Education for Homeless Children and Youth)
- Single Parent
- CTE/CCR (4)
 - Career and Technical Education (CONCENTRATOR)
 - Certified Career Education Program
 - Non Certified Career Education Program
 - State Endorsed Regional Career Pathway Program

Appendix B:

Configuring your Ed-Fi Settings for WISEdata Submissions

Typically this step has been done for you already by a JMC technician. This step relies on you having specified JMC as your SIS vendor in the [Ed-Fi Credentials Application](#).

1. Select File – Administrator Options.
2. At the bottom of the page click on the **Ed-Fi Settings** link. The page will appear similar to Figure D1.



Enable Ed-Fi Interchanges:

API URL:

Authentication URL:

Client Key:

Client Secret:

Profile:

Figure D1: Ed-Fi Settings

3. To enable Ed-Fi Interchanges click on the corresponding box.
4. If the API URL, Authentication URL, Client Key, and Client Secret are blank you should contact JMC technical support at 800-524-8182 for assistance.
5. Select the appropriate profile (Public or Private Choice) for your school.
6. If you made any changes on this page you must click the **Save** button to save the changes.

Appendix C:

Special Education History and WI DPI Use Cases

Please refer to the document provided by WI DPI at:

http://dpi.wi.gov/sites/default/files/imce/wisedata/pdf/WISEdata_EdFi_studentSpecialEducationProgramAssociations_UseCases_20160809.pdf

Using the examples in that documentation, here is how these use cases should look in the student's JMC Special Ed History.

Note: Each Use Case starts over with the same initial sSEPA record. The Use Cases are NOT cumulative as you progress from 1 - 5.

Use Case 1

Student first becomes IDEA eligible. sSEPA record has to be submitted with beginDate same as the iepBeginDate.

Total number of sSEPA records to be submitted:

1. When the student becomes first eligible to receive spec ed services and iepBeginDate and iepEndDate are finalized, a sSEPA has to be submitted with the beginDate same as the iepBeginDate

Note - Depending on where the student is receiving services (in district or out of district), the enrollment record (identifying Primary) and the sSEPA record have to be submitted

Example :

Student first becomes IDEA eligible in the middle of the school year. IEP meetings are held that dictate iepBeginDate as 10/15/15 and iepEndDate as 10/14/16.

The following are the sSEPA records that have to be submitted

Record	beginDate	endDate	iepBeginDate	iepEndDate
sSEPA 1	10/15/15		10/15/15	10/14/16

Note - Unless the student is provided spec ed services on Oct 1, he will not be counted as receiving spec ed services for the October 1 Child Count collection.

JMC Special Education History record for Use Case 1:

: 230

Special Education: **IEP:** **Primary Disability:** LD Specific Learning Disability

Spec Ed Begin Date: 10/15/2015 **IEP Begin Date:** 10/15/2015 **Sec Disability 1:** N Not IDEA Eligible or No Disability

Spec Ed End Date: **IEP End Date:** 10/14/2016 **Sec Disability 2:** N Not IDEA Eligible or No Disability

Setting: A Ages 6-21: Regular Class / **Parentally Placed Private:** **Sec Disability 3:** N Not IDEA Eligible or No Disability

FAPE Responsible School: Madison Mid **Sec Disability 4:** N Not IDEA Eligible or No Disability

Sec Disability 5: N Not IDEA Eligible or No Disability

Use Case - 2

Annual IEP Meeting

A new sSEPA record should be submitted when an annual meeting is held which dictates the new iepBeginDate and iepEndDate and therefore, a new beginDate (key).

Total number of sSEPA records that have to be submitted (if an annual review happens in the middle of the school year):

1. Vendor will send one sSEPA record at the beginning of the school year. Since the IEP from the past school year is continued, the beginDate will be the first day of school the student received spec ed services.
2. Another sSEPA record has to be submitted with the new IEP dates dictated by the Annual IEP meeting. The beginDate will be same as the new iepBeginDate.

Note - Depending on where the student is receiving services (in district or out of district), the enrollment record (identifying Primary) and the sSEPA record have to be submitted.

Example -

Student has a current IEP with iepBeginDate of 12/20/15 and iepEndDate of 12/19/16. The Annual IEP Meeting is held 12/1/16 and the new IEP will be implemented starting on 12/20/16 (iepBeginDate), 12/19/17 (IEP endDate).

The following are the sSEPA records that have to be submitted for the year 2016

Record	beginDate	endDate	iepBeginDate	iepEndDate
sSEPA 1 (beginning of the school year)	8/30/16 First day of school the student received spec ed services		12/20/15	12/19/16
sSEPA 2	12/20/16		12/20/16	12/19/17

JMC Special Education History records for Use Case 2 (sort order is reverse chronological):

The screenshot displays two records in a list view. Each record includes an 'Edit' and 'Delete' button, a 'Special Education' checkbox, 'Spec Ed Begin Date', 'Spec Ed End Date', 'Setting', 'FAPE Responsible School', 'Parentally Placed Private' checkbox, 'IEP' checkbox, 'IEP Begin Date', 'IEP End Date', and a list of 'Sec Disability' options (1-5).

Record #	Special Education	Spec Ed Begin Date	Spec Ed End Date	Setting	FAPE Responsible School	Parentally Placed Private	IEP	IEP Begin Date	IEP End Date	Primary Disability	Sec Disability 1	Sec Disability 2	Sec Disability 3	Sec Disability 4	Sec Disability 5
231	<input checked="" type="checkbox"/>	12/20/2016		A Ages 6-21: Regular Class /	Madison Mid	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/20/2016	12/19/2017	LD Specific Learning Disability	N Not IDEA Eligible or No Disability	N Not IDEA Eligible or No Disability	N Not IDEA Eligible or No Disability	N Not IDEA Eligible or No Disability	N Not IDEA Eligible or No Disability
230	<input checked="" type="checkbox"/>	8/30/2016		A Ages 6-21: Regular Class /	Madison Mid	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/20/2015	12/19/2016	LD Specific Learning Disability	N Not IDEA Eligible or No Disability	N Not IDEA Eligible or No Disability	N Not IDEA Eligible or No Disability	N Not IDEA Eligible or No Disability	N Not IDEA Eligible or No Disability

Use case - 3

Revise/ Review/ Change

A review/ revision/ change to certain parts of IEP could occur outside of an annual IEP meeting where changes could occur to any of the following data fields - iepBeginDate, iepEndDate, widpiFAPEResponsibleschoolreference, specialEducationSetting, widpiParentPlacedPrivate, wiDpiStudentSpecialEducationProgramAssociationDisabilities. A new sSEPA record should be submitted with a new beginDate whenever the IEP is 'Reviewed' OR 'Revised' or 'changed'.

Total number of sSEPA records to be submitted (if a review or change happens in between annual reviews) -

1. One at the beginning of the school year. Since the IEP from the past school year is continued, the beginDate will be the first day of school the student received special services.
2. Another sSEPA should be submitted with the review/revision/change implementation. The beginDate will be the date the review/revision/change has been implemented.

Note - Depending on where the student is receiving services (in district or out of district), the enrollment record (identifying Primary) and the sSEPA record have to be submitted

Example -

Student has a current IEP with iepBeginDate of 12/20/15 and iepEndDate of 12/19/16. The Review/ revision/ change occurred in October 2016 that changed the Ed Env of the student. The new Ed Env has been implemented on 10/16/16.

The following are the sSEPA records that have to be submitted for the year 2016:

Record	beginDate	endDate	iepBeginDate	iepEndDate	specialEducation Setting
sSEPA 1 (beginning of the school year)	8/30/16 First day of school the student received special services		12/20/15	12/19/16	A
sSEPA 2	10/16/16		12/20/15	12/19/16	B

Note - An Annual IEP would also occur in this school year and a new sSEPA record has to be submitted with the new beginDate which will be same as the new iepBeginDate.

JMC Special Education History records for Use Case 3 (sort order is reverse chronological):

# : 231		
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	IEP: <input checked="" type="checkbox"/>	Primary Disability: LD Specific Learning Disability
Special Education: <input checked="" type="checkbox"/>	IEP Begin Date: 12/20/2015 IEP End Date: 12/19/2016	Sec Disability 1: N Not IDEA Eligible or No Disability Sec Disability 2: N Not IDEA Eligible or No Disability Sec Disability 3: N Not IDEA Eligible or No Disability Sec Disability 4: N Not IDEA Eligible or No Disability Sec Disability 5: N Not IDEA Eligible or No Disability
Spec Ed Begin Date: 10/16/2016 Spec Ed End Date:	Parentally Placed Private: <input type="checkbox"/>	
Setting: B Ages 6-21: Regular Class 4	FAPE Responsible School: Madison Mid	
# : 230		
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	IEP: <input checked="" type="checkbox"/>	Primary Disability: LD Specific Learning Disability
Special Education: <input checked="" type="checkbox"/>	IEP Begin Date: 12/20/2015 IEP End Date: 12/19/2016	Sec Disability 1: N Not IDEA Eligible or No Disability Sec Disability 2: N Not IDEA Eligible or No Disability Sec Disability 3: N Not IDEA Eligible or No Disability Sec Disability 4: N Not IDEA Eligible or No Disability Sec Disability 5: N Not IDEA Eligible or No Disability
Spec Ed Begin Date: 8/30/2016 Spec Ed End Date:	Parentally Placed Private: <input type="checkbox"/>	
Setting: A Ages 6-21: Regular Class 7	FAPE Responsible School: Madison Mid	

Use case - 4

Revoke/ No longer Eligible (Return to regular ed)/ Student Exiting

In the scenario when the Parent revokes consent for special education services or the student is no longer IDEA-eligible or exited Spec Ed services, the endDate is set to date of effect for the change.

Total number of sSEPA records (when services end even before an annual review or any other review/revision/change)

1. One at the beginning of the school year. Since the IEP from the past school year is continued, the beginDate will be the first day of school the student received spec ed services. When the endDate is identified, the sSEPA record is updated with this endDate.

Note - Depending on where the student is receiving services (in district or out of district), the enrollment record (identifying Primary) and the sSEPA record have to be submitted

Example -

Student has a current IEP with iepBeginDate of 12/20/15 and iepEndDate of 12/19/16. Parent revoked consent wanting to end spec ed services effective 10/15/16.

The following are the sSEPA records that have to be submitted for year 2016

Record	beginDate	endDate	iepBeginD	iepEndDate
sSEPA 1 (beginning of the school year)	8/30/15 First day of school the student received spec ed services		12/20/15	12/19/16
sSEPA 1 (amendment to the beginning of the school year record)	8/30/15	10/15/16	12/20/16	12/19/17

JMC Special Education History record for Use Case 4 (original record updated):

: 230

IEP:

Special Education:

Special Education Dates: IEP Begin Date: 12/20/2015 IEP End Date: 12/19/2016
 Spec Ed Begin Date: 8/30/2016 Spec Ed End Date: 10/15/2016

Parentally Placed Private:

Setting: A Ages 6-21: Regular Class / **FAPE Responsible School:** Madison Mid

Primary Disability: LD Specific Learning Disability
Sec Disability 1: N Not IDEA Eligible or No Disability
Sec Disability 2: N Not IDEA Eligible or No Disability
Sec Disability 3: N Not IDEA Eligible or No Disability
Sec Disability 4: N Not IDEA Eligible or No Disability
Sec Disability 5: N Not IDEA Eligible or No Disability

Use Case 5

Student moves to a new agency during the school year

The new agency can either adopt the IEP from the previous agency or develop a new IEP. Whatever the decision is, before the decision is made, the student is still provided with spec ed services that are comparable to the current student IEP.

Total sSEPA records by the new agency

1. New agency adopts IEP from the previous agency
 - a. when the student starts receiving spec ed services at the new agency, a sSEPA record should be submitted with the beginDate as the first day the student started receiving spec ed services with them.

Note - Once the above record has been submitted, If the new agency decides to adopt the same IEP and if no changes occur to the IEP Dates or any other data elements then no new sSEPA record has to be submitted.
2. New agency decides to develop new IEP
 - a. When the student starts receiving spec ed services at the new agency, services will be provided as per the previous agency's IEP until a new IEP is developed, so a sSEPA record should be submitted with the beginDate as the first day the student started receiving spec ed services with them.
 - b. Once the new IEP is developed, another record has to be submitted with the details of the new IEP which dictates the new beginDate

Note - Depending on where the student is receiving services (in district or out of district), the enrollment record (identifying Primary) and the sSEPA record have to be submitted.

Example -

New agency adopts IEP from the previous agency

Student moves from District A where he was receiving spec ed services throughout, to District B on 02/15/16 (started receiving spec Ed services). Student has a current IEP with iepBeginDate of 12/20/15 and iepEndDate of 12/19/16 from District A. District B must start providing spec ed services comparable to the current IEP immediately as soon as the student joins them. Later they decide to adopt the previous IEP without any change to the IEP dates or any other data elements.

The following are the sSEPA records that have to be submitted by District A

Record	beginDate	endDate	iepBeginDate	iepEndDate
sSEPA 1	08/30/15 First day student received spec ed services		12/20/14	12/19/15
sSEPA 2	12/20/15		12/20/15	12/19/16
sSEPA 2 Ammendm ent	12/20/15	02/14/16	12/20/15	12/19/16

The following are the sSEPA records that have to be submitted by District B

Record	beginDate	endDate	iepBeginDate	iepEndDate
sSEPA 1	02/15/16 First day student received spec ed services		12/20/15	12/19/16

New agency develops a new IEP

Student moves from District A where he was receiving spec ed services throughout to District B on 02/15/16(started receiving spec Ed services). Student has a current IEP from District A with iepBeginDate of 12/20/15 and iepEndDate of 12/19/16. District B starts providing spec ed services comparable to the current IEP immediately as soon as the student joins them. Later they develop their own IEP with iIEP start date 04/15/16 iepEndDate as 04/14/17.

The following are the sSEPA records that have to be submitted by District A

Record	beginDate	endDate	iepBeginDate	iepEndDate
sSEPA 1	08/30/15 First day student received spec ed services		12/20/14	12/19/15
sSEPA 2	12/20/15		12/20/15	12/19/16
sSEPA 2 Ammendment	12/20/15	02/14/16	12/20/15	12/19/16

The following are the sSEPA records that have to be submitted by District B

Record	beginDate	endDate	iepBeginDate	iepEndDate
sSEPA 1	02/15/16 First day student received spec ed services		12/20/15	12/19/16
sSEPA 2	04/15/16		04/15/16	04/14/17

Appendix D:

Wisconsin US Citizenship - Naturalization

Recently the following test was added to JMC to track student progress.

The screenshot shows the JMC interface for Montezuma Community School. On the left is a navigation menu with 'Test Scores' expanded to 'Edit Student Test Scores' and 'Test Score Selections' highlighted. The main area displays a list of 'Test Categories' including FAST, GRAD, IAAT, Iowa Assessments, ITBS, ITED, MAT, MCA, mCLASS, Minnesota Assessment - GRR, MOD, MDH, MTAS, MTELL, NCHSE, NOCTI, NRAEF, NREMT, NWEA MAP, PACT, PALS, PAP, PAT, PAT2, PIAT-R, PLAN, PSAT/NMSQT, SAT, Smarter Balanced Assessments, SOLOM, STAR, TEAE, and TPRI. 'US Citizenship (Naturalization)' is selected and highlighted. On the right, a table shows the 'Citizenship (Naturalization) Test' with checkboxes for 'Show On Screen' and 'Show On Transcript' both checked.

Test Name	Show On Screen	Show On Transcript	Description
Citizenship (Naturalization) Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

You can enter a score for an individual student on Grading - Test Scores - Edit Student Test Scores as shown below:

The screenshot shows the 'Edit Student Test Scores' page for Aaron Aasimov, Grade 12. The student's ID is 1299 and birth date is 6/24/1998. The page includes a 'Print' button and a table with one row for the 'Citizenship (Naturalization) Test' taken on 8/17/2016. The table columns are Test Name, Date, Grade, Score, Ach, Result, %ile, and Comment.

Test Name	Date	Grade	Score	Ach	Result	%ile	Comment
Citizenship (Naturalization) Test	8/17/2016	12		P			

Once the student has a record for this test it can be included in the student's printed transcript as follows:

Montezuma Community School
504 North 4th
Montezuma, IA 50171

Address -

Name -

Birth -

Transcript

<u>Year</u>	<u>Term</u>	<u>Course</u>	<u>Grade</u>	<u>Credit</u>	<u>Cm</u>	<u>Tr</u>
-------------	-------------	---------------	--------------	---------------	-----------	-----------

No Transcript Records exist for this student.

Test Scores

Citizenship (Naturalization) Test

08/10/16

Score: P

Grade: 5

Appendix E: WISEdata Year End Checklist

I. Edit - Mass Change Fields (This must be done in the District jmc Building)

a. Graduating Seniors: Use this method to give all seniors/12th grade students a mass completion credential code.

1. HS Completion Credentials –R

This option will change the specified field value for all students in the specified grade level.

Change: to the new value: for students in grade level: .

If a student already has a value in the field, .

Active Status:

2. Graduation Date - specify appropriate date

Use settings similar to below to exit your 12 grade students and give them all a Graduation Date on their student data page.

This option will change the specified field value for all students in the specified grade level.

Change: to the new value: for students in grade level: .

If a student already has a value in the field, .

Active Status:

b. All students that are not seniors

1. Promotion - Y (not needed for 12th graders w/ exit code HSC or PCC)
2. Completed Term – Y
3. Do this for each grade level but 12.

This option will change the specified field value for all students in the specified grade level.

Change: to the new value: for students in grade level: .

If a student already has a value in the field, .

Active Status:

- All Students
- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- Adults

II. Manually edit the students that should be different from the Mass Change Fields.

a. Seniors that did not graduate or got a different kind of diploma

1. Edit - Student Data - State Rpt tab - set Credentials to something other than R Regular Diploma

NOTE: expected if exit type HSC

2. Edit - Student Data - General tab - remove Graduation Date

b. Students that should not have been promoted

1. Edit - Student Data - State Rpt tab - set Promotion to N

NOTE: In grade KG and above and either has not exited or has and exit type other than HSC or PCC

2. Edit - Student Data - State Rpt tab - set Completed Term as directed by DPI, probably to N.

NOTE: students that did not complete the school year at your school will most likely need Completed Term set to N

III. Wisconsin - Year End - Mass Exit Students

NOTE: This must be done in each building

a. One Grade Level at a Time

1. Seniors with Graduation Date and Credentials will receive Exit Code of HSC for High School Completer
2. Early Education students who are less than 6 years old on the last day of the school year will receive an Exit Code of BCA for Below Compulsory Age
3. All other students should end up with an Exit Code of TC

IV. Wisconsin - WISEdata – Update Grade

a. One Grade Level at a Time

Appendix F: Saving a Report as a PDF File

The following is an example of saving a report as a PDF file when using Google Chrome as the browser in Windows 10. In this example, the Print option was selected while viewing a JMC-generated report. After clicking the Print button a dialog will appear similar to Figure F1.

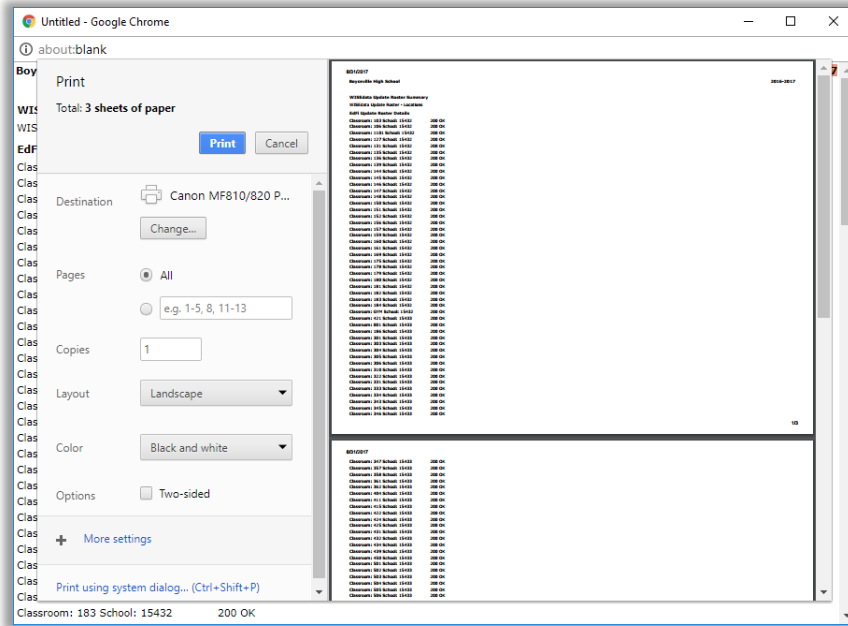


Figure F1:

Step 1 – Click Print button to get to Print Dialog

Typically you would have a printer selected here, such as the Canon printer selected in Figure F1. But rather than print to the printer, we want to save the report as a PDF file. To do so, click on the **Change** button in the **Destination** section of the print dialog. A new dialog will pop up on your screen prompting you to select a different destination, as in Figure F2.

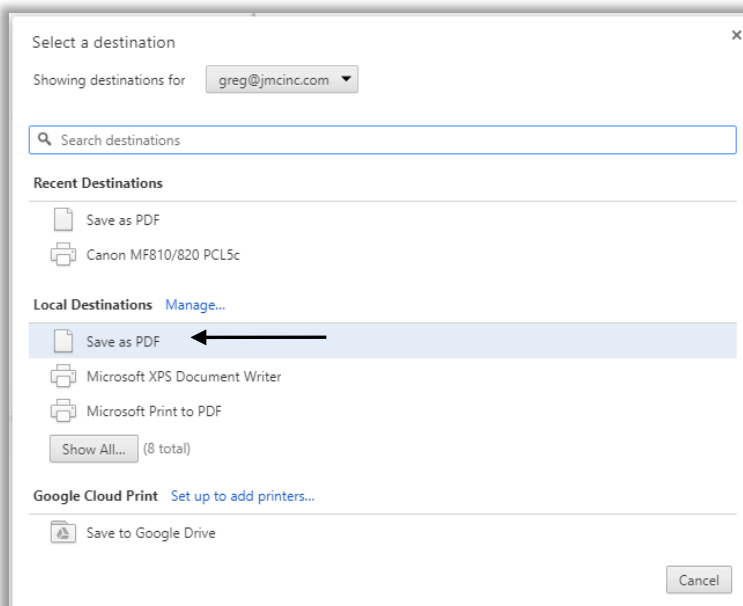


Figure F2:

Step 2 – Selecting Save as PDF as the Destination

From the **Local Destinations** select **Save as PDF**. The dialog will then appear similar to Figure F3.

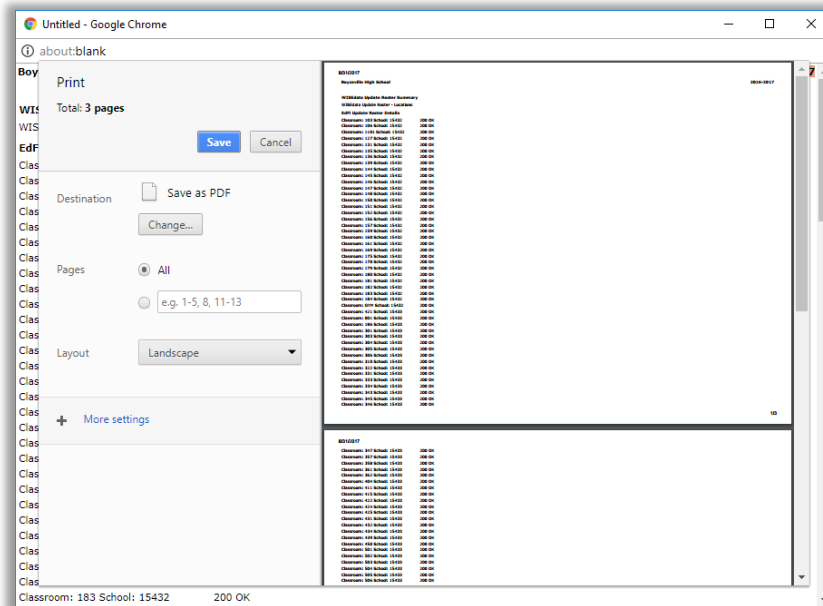


Figure F3:

Step 3 – Save as PDF is now the Destination

Click the **Save** button to save your file. A **Save As** dialog box will appear prompting you to select the location and specify the name of the file, as in Figure F4.

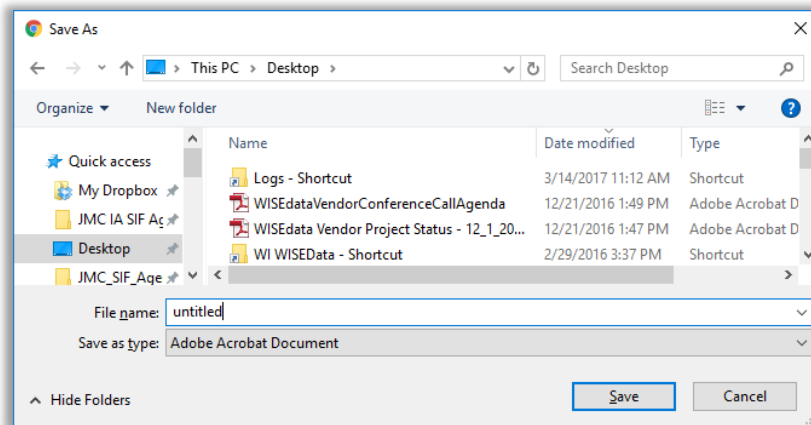


Figure F4:

Step 4 – Specifying the Location and File Name for your PDF file

Once you have the location and name specified you may click the **Save** button.

Why save as a PDF file?

You have some options as to what to do with a JMC report. You can print it to your printer, you can save it as a PD file, or you can simply preview the report and not print it or save it as a PDF file. Some reports may also include an option to Export to a Test File and perhaps other options as well.

Saving as a PDF file can make sense for several reasons:

1. Maintain a record of some process that you completed
2. Saving as a file instead of printing saves paper
3. A PDF file can be easily emailed as an attachment

Appendix G Program History and WI DPI CTE/CCR Use Cases

In 2018-2019 Wisconsin DPI begins collecting Career Technical Education (CTE) and College and Career Readiness (CCR) data via the WISEdata (Ed-Fi) API.

The 2018-2019 CTE/CCR submissions will be more complicated than they portend to be in subsequent years. There are a few reasons for this:

1. 2018-2019 will be the first year that CTE/CCR will be collected via WISEdata and as such there will naturally be some transitions that will require extra attention and patience. Staff who reported CTE/CCR outside of JMC and WISEdata in the past will need time to adjust to using JMC and WISEdata instead.
2. The version of Ed-Fi in place for the 2018-2019 school year is version 2.3, which does not handle CTE/CCR reporting as well as version 3.0. WISEdata will not be upgraded to Ed-Fi API version 3.0 until the 2019-2020 school year.
3. CTE Concentrator will eventually be auto-calculated by DPI based on multiple years' worth of data collected via WISEdata, but in the near term some additional data will need to be entered and submitted in order for CTE concentrators to be identified correctly.

With that being said, there are really two facets of CTE/CCR reporting: course-based and non course-based.

COURSE BASED CTE

Course-based CTE reporting will be established based on students taking courses that are associated with CTE via the state course code tied to the course. Some additional course/section data elements will also need to be designated for the CTE courses as well. Also, CTE courses sections with a mix on CTE participants/concentrators and nonparticipants will need to be split into two separate course sections for correct WISEdata submission.

State Course Code is assigned to a JMC course by using Schedules – Course – Edit Course Data. In the **State Specific – Course** tab use the drop down list by typing either the code or all/part of the course name, as shown in Figure G1, then find the most appropriate code from the choices. Once you have selected a course and clicked save you will see information associated with that state course code displayed on the page, as shown below in Figures G2-G4.

Figure G2 shows the information displayed for state course code that is associated with CTE, as illustrated by the Career Technical Education value of “Y”. In this example in Figure G2, the state course code also has multiple career pathways associated with it, therefore one or more pathways can be selected in the drop down list at the bottom of the tab.

Note: Only select a CTE Career Pathway that is listed as a possibility for this course based on the state course code. In the example shown in Figure G2, since only 2 pathways are listed in the Career Pathways associated with the course (middle of tab),

then only one or both of these pathways may be specified for this course (bottom of tab).

Figures G3 & G4 show a course that has either an archived (G3) or deprecated (G4) course code. These must be replaced or you will have errors in the Course Offerings resource of your WISEdata submissions.

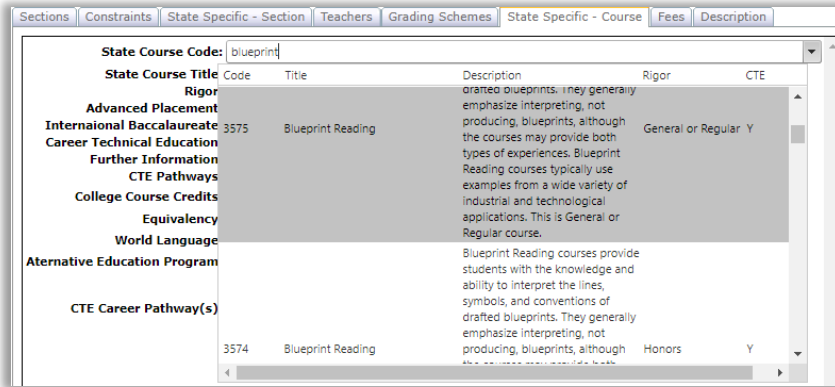


Figure G1
Selecting a State Course Code by Entering All or Part of the Course Name

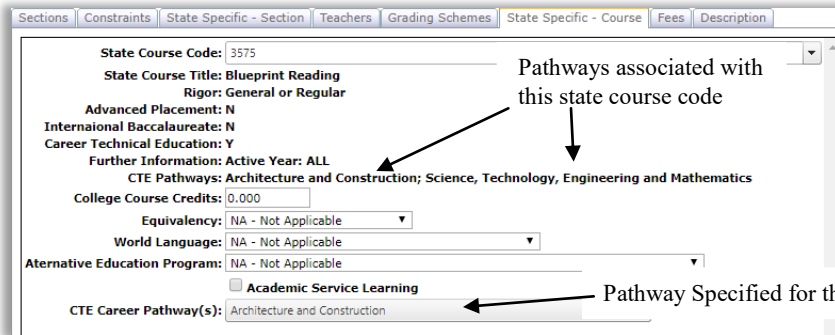


Figure G2
A State Course Code Associated with CTE has been Specified

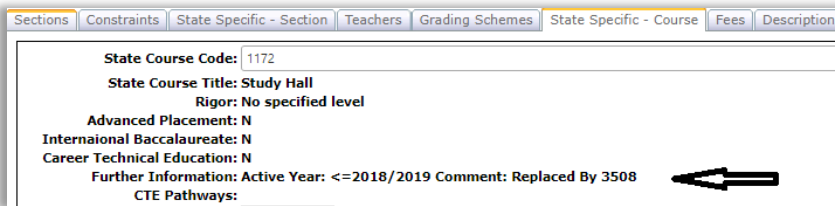


Figure G3
An Archived State Course Code

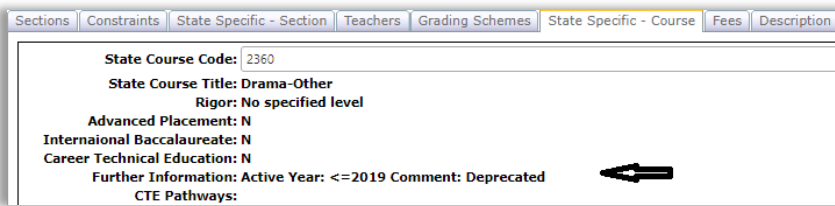


Figure G4
A Deprecated State Course Code

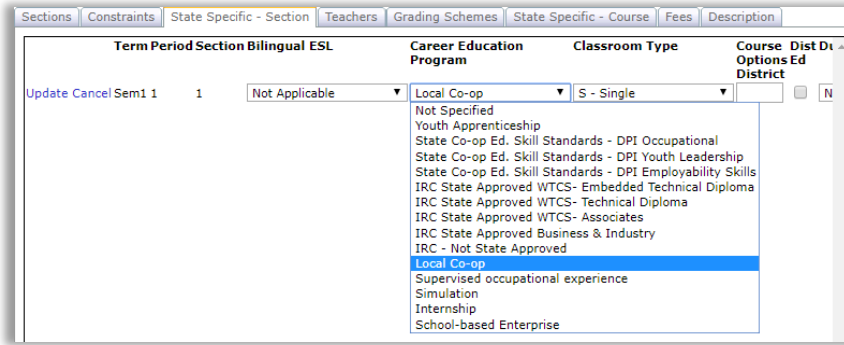


Figure G5
Specifying a Career Education Program for a Course Section

Career Education Program For a CTE course you will need to specify a Career Education Program in the State Specific – Section tab. Either a certified or non certified program may be selected, but only one program per course section may be specified. In Figure G5 you will notice that all Career Education Programs, both certified and non certified, are included in this drop down list for the section.

If a course section has a combination of CTE participants/concentrators and non-CTE students, the course section must be split into 2 course sections to separate the non-CTE students from the CTE students. The non-CTE section must not have a Career Education Program specified, whereas the CTE section requires that a program be specified.

Certificated Program Status For members of a CTE course with a Career Education Program specified for the course section, all students are required to be awarded a Certificated Program Status when they complete the course, or in other words when the final course grade is submitted for the term. The Certificated Program Status must be entered in the Comments column when awarding the final grade for the term.

Teachers may enter the Certificated Program Status in the Comment column of the Course Grades page in Online Teacher when they submit the final grade for the course, e.g. when submitting the semester grade for a semester course, the trimester grade for a trimester course...

If appropriate, office staff may instead enter the Certificated Program Status for each student using Grading – Entry – Edit Grades. The Certificated Program Status must be entered in the Comment column when the final grade for the term has been entered, e.g. when the semester grade has been submitted for a semester course, the trimester grade for a trimester course...

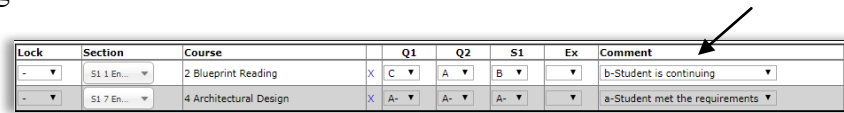


Figure G6
Specifying a Certificated Program Status for a Student

The certificated Program Status values are specific and must be entered correctly into Grading – Utilities – Edit Comments (Figure G7-G9). To enter them, find an available row in the list and click the Edit link for that row. Then enter an appropriate value in the Comment field and also specify the appropriate value from the Certificated Program Status from that drop down list (see Figure G8). You will need to define all 4 of the necessary Certificated Program Statuses as comments on this page – see Figure G9.

	Number	Comment	Certificated Program Status
Edit	0		
Edit	1	SELF-MOTIVATED	
Edit	2	RESPONSIBLE	
Edit	3	CONSCIENTIOUS	
Edit	4	COOPERATIVE WITH OTHERS	
Edit	5	GOOD WORK HABITS	
Edit	6	COURTEOUS	
Edit	7	RESPECTFUL	
Edit	8	ASKS QUESTIONS	
Edit	9	OFFERS ANSWERS	
Edit	10	ORGANIZED	
Edit	11	CREATIVE PROBLEM SOLVER	
Edit	12	STAYS ON TASK	
Edit	13	FOLLOWS DIRECTIONS	
Edit	14	IS IMPROVING	
Edit	15	MATURE ATTITUDE	

Figure G7

Entering Certificated Program Statuses as Comments

	Number	Comment	Certificated Program Status
Edit	55	STRONG SINGER	
Edit	56	POOR ATTITUDE	
Edit	57	PER AGREEMENT, COOPERATION	
Edit	58		
Edit	59		
Update Cancel	60	a-Student met the requirements	a-Student met the requirements of the certificated program
Edit	61	b-Student is continuing	b-Student is continuing in the certificated program and was or is to be awarded a certificate
Edit	62	c-Student has left the program	c-Student has left the certificated program before completion
Edit	63	d-Completed program, req not met	d-Student completed program but did not meet the requirements for the certificate
Edit	64		

Figure G8

Specifying the Certificated Program Status for a Comment

Edit	59		
Edit	60	a-Student met the requirements	a-Student met the requirements of the certificated program and was or is to be awarded a certificate
Edit	61	b-Student is continuing	b-Student is continuing in the certificated program
Edit	62	c-Student has left the program	c-Student has left the certificated program before completion
Edit	63	d-Completed program, req not met	d-Student completed program but did not meet the requirements for the certificate
Edit	64		
Edit	65		

Figure G9

All Four of the Certificated Program Statuses Are Defined

NON COURSE BASED CTE (AND CCR)

Non course-based CTE reporting will be accomplished via Program History records, which will be generated for each student as needed on Edit – Student Data in the Programs tab.

There are four new program history record types that are used in CTE/CCR reporting for non-course CTE reporting:

1. **Career and Technical Education (CTE Concentrator)** – This record type is used to report CTE concentrator information for the near term. These records are necessary since WISEdata will not have enough years' worth of CTE records to auto-calculate a student's CTE participator/concentrator status.

A student is identified as a concentrator if he or she completed a minimum of two CTE courses within a chosen pathway and is enrolled in a continuing CTE course in that pathway for the reporting year

OR

A concentrator may also be a student who has completed three CTE courses (or more) within a chosen pathway and is not enrolled in any CTE courses in the reporting year.

Concentration details for this student should be submitted in grades 11 AND 12.

Here is a link to DPI's [definition of a CTE Concentrator](#).

Any student who has attained a concentrator status based on prior years' coursework will need to have a Career and Technical Education (Concentrator) record submitted for the 2018-2019 school year and perhaps in future years as well. Below is a sample JMC program history record for Career and Technical Education (Concentrator). In order to be complete, the record must include the career Pathway, an appropriate IAC code, and at least one program area of concentration (up to 4 program areas of concentration may be specified for a student in this record).

Figure G10
Program History Record
for a CTE Concentrator

Career Pathways include:

- Agriculture, Food and Natural Resources
- Arts, A/V Technology and Communications
- Business, Management and Administration
- Education and Training
- Finance
- Government and Public Administration
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections and Security
- Manufacturing
- Science, Technology, Engineering and Mathematics
- Transportation, Distribution and Logistics

IAC Codes drop down list will be populated with IAC codes appropriate to the career pathway specified. There are too many codes to list here (216 as of 10/11/2018).

Program Areas include:

- Agriculture and Natural Resources Education
- Business and Information Technology Education
- Family and Consumer Science Education
- Health Science Education
- Marketing Education
- Technology and Engineering Education

2. **Certified Career Education Program (CTE/CCR)** – This record type is used to report certified career education programs that are not tied to a course. Below is a sample JMC program history record for Certified Career Education Program (CTE/CCR). In order to be complete, the record must include the Certified Career Education Program and, upon completion of the program, the student’s Certificated Program Status.

#:38

Update Cancel Certified Career Education Program Begin Date: 10/11/2018 End Date:

Certificated Program Status: Not Specified

Figure G11: Program History Record for a Certified Career Education Program (non-course)

Certified Career Education Programs include:

- Youth Apprenticeship
- State Co-op Ed. Skill Standards – DPI Occupational
- State Co-op Ed. Skill Standards – DPI Youth Leadership
- State Co-op Ed. Skill Standards – DPI Employability Skills
- IRC State Approved WTCS – Embedded Technical Diploma
- IRC State Approved WTCS – Technical Diploma
- IRC State Approved WTCS – Associates
- IRC State Approved Business & Industry
- IRC – Not State Approved

Here is a link to DPI’s [Career Education Programs](#).

Certificated Program Statuses include:

- Student met the requirements of the certified program and was or is to be awarded a certificate
- Student is continuing in the certificated program
- Student has left the certificated program before completion
- Student completed program but did not meet the requirements for a certificate

3. **Non Certified Career Education Program (CTE/CCR)** - This record type is used to report non certified career education programs that are not tied to a course. Below is a sample JMC program history record for Non Certified Career Education Program (CTE/CCR). In order to be complete, the record must include the Certified Career Education Program.

#:38

Update Cancel Non Certified Career Education Program Begin Date: 10/11/2018 End Date:

Non Certified Career Education Program: Not Specified

Figure G12: Program History Record for a Non Certified Career Education Program

Non Certified Career Education Programs include:

- Local Co-op
- Supervised occupational experience
- Simulation
- Internship
- School-based Enterprise

Here is a link to DPI's [Career Education Programs](#).

State Endorsed Regional Career Pathway Program (CCR) - This record type is used to report state endorsed regional career pathway programs. A State Endorsed Regional Career Pathway is a specific state outlined program that combines specific regional requirements for:

- a. a sequence of HS classes,
- b. dual credit class(es),
- c. IRCs, AND
- d. work-based learning (certified &/or non-certified methodologies).

It is both regionally modified for local offerings and adopted by school districts for students who opt in.

This is in a pilot phase now, but it is anticipated to be available to all school districts in possibly 2019-2020, definitely for 2020-21.

Here is a link to DPI's [State Endorsed Regional Career Pathway Status Type](#).

Below is a sample JMC program history record for Non State Endorsed Regional Career Pathway Program (CCR). In order to be complete, the record must include the State Endorsed Regional Career Pathway Status.

The screenshot shows a software interface for entering program history. At the top left, there is a label "# :38". Below it are two buttons: "Update" and "Cancel". To the right of these buttons is a dropdown menu currently set to "State Endorsed Regional Career Pathway Program". Further right, there are two date fields: "Begin Date:" followed by a calendar icon and the date "10/11/2018", and "End Date:" followed by a calendar icon and an empty field. Below the main form area, there is a label "State Endorsed Regional Career Pathway Status:" followed by a dropdown menu set to "Not Specified". To the right of the form, there is a caption: "Figure G13: Program History Record for a State Endorsed Regional Career Pathway Program".

State Endorsed Regional Career Pathway Statuses include:

- Participation
- Completion

A participant would be any student, designated by the school, that has 'declared' their intent to pursue the pathway as part of their ACP; and is enrolled in at least one of the regional elements described above.

A completer would be any student, designated by the school, that has finished the required regional elements. Required regional elements will be a minimum of at least 3 of the 4 above (1a-d).

CAREER EDUCATION LINKS & USE CASES

[WI DPI WISEdata Student CTE Program](#)

- Includes
 - o Related Data Elements
 - o [FAQs](#)
 - o [Use Cases](#)

[WI DPI CE Usecases V.1](#)

- Version used for vendor certification

[WI DPI Career & Technical Education](#)

- Web page for DPI Career and Technical Education Department

Change Log

Changes for 12/6/2019 version

- Wisconsin State Reporting Overview
 - o Added links to content presented at JMC 2019 summer conference by JMC and DPI staff
- Editing Student Data – various updates including:
 - o New data elements
 - o New and revised language data elements in the ELL/LIEP tab on Student Data page
 - Added link to LIEP content presented at JMC 2019 summer conference by JMC
 - o Obsolete references removed
 - Retired data elements
 - Transitioned data elements
 - Transitioned to Enrollment History
 - Transitioned out of Special Education History
 - Primitive enrollment history from the State Rpt tab of the Student Data page, used only for special case attendance reporting, has been replaced by new version in the Enrollment tab of the Student Data page. The new enrollment history is used for every student, not just special cases.
 - o Data elements are now mapped to their WISEdata Ed-Fi resources where possible
 - o Notations about data elements that transitioned from normal demographic data elements to enrollment history data elements
 - o Links to recent documents/videos added
 - Adding, Re-entering, or Inactivating Students
 - Dropping, Inactivating, or Deleting Students
 - Note – this information is unique to the videos and slide decks. It is not otherwise included in this document.
- Editing Enrollment History – new section added to describe the maintaining and editing enrollment history data in JMC. Enrollment history was added for the 2019-2020 school year as a supplement to attendance and demographic data for WISEdata state reporting purposes. Data elements included in the new enrollment history records were done so as they need to be tracked across time in WISEdata. In other words, these data elements can change throughout the year for individual students, so for state reporting purposes those changes are to be tracked.
- Editing Program History Data
 - o Obsolete programs removed
 - o New programs added
 - o Links added for Programs / Program History updates
 - Note – this information is unique to the videos and slide decks. It is not otherwise included in this document.
- Editing Student Discipline Data

- Links added for discipline video and corresponding slide decks. Topic is “What makes a discipline record state-reportable?”.
 - Note – this information is unique to the videos and slide decks. It is not otherwise included in this document.
- Links to important presentations (slide decks) from JMC’s WI 2019 summer conference are included where appropriate.
 - Note – this information is unique to the videos and slide decks. It is not otherwise included in this document.
- WISEdata menu options (Start Year, Update Tables, Update Grade...) have expanded descriptions which describe what is and is not submitted by these options.

Changes for 10/26/2018 version

- Updated Appendix G to include links for DPI FAQs, Use Cases, and other related web resources

Changes for 10/25/2018 version

- Wisconsin State Reporting Overview – updated for 2018-2019
- Editing Course Data – new section added to display & discuss new course data elements involved with WISEdata reporting, especially with regard to CTE/CCR reporting
- Editing Comments – new section added to display & discuss the creation of Certificated Program Status records on the page Grading – Utilities – Edit Comments as well as how to use these comments when reporting certificated program status for CTE students (along with grades, done by office staff and/or teachers).
- Editing Special Education History – revised to include new data element Reason Exited and also added comments about the possibility of special education history being reported by other software and how that affects JMC special education options.
- Editing Program History – revised to include details of new program history record types, including CTE/CCR, Single Parent, Parent in Military, Homeless
- State Course Codes – new report used to identify any state course codes that require updating due to archived and/or deprecated state course codes.
- Update Special Education History from WISEdata API – new option to use for updating special education history when it is being maintained and reported via other software (Sped Forms, SEEDS, OASIS, etc.)
- Appendix A – new data elements for 2018-19 school year
- Appendix G – new appendix for CTE/CCR Use Cases

Changes for 7/20/2018 version

- Appendix E – minor tweaks to year end process
- Import Special Education History from Prior Year
 - Added notes about using other special education reports in JMC to help clean up data from prior year prior to doing import

- Removed entry for Wisconsin - WISEdata – Year End as that has been removed and its functionality is now incorporated into Wisconsin – WISEdata – Update Grade
- All student sensitive data is also viewable and editable on the Student Data page in the new Sensitive tab
- Overview – year-specific revisions