

# WISEStaff (PI-1202 Fall Staff Report) All Staff File 2014-2015 School Year

Instructions and Data Definitions

2015 Version

Updated 09/08/2016 By Kari A. Tenley

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#### DATA DISCLAIMER

Integrity of Data Disseminated in an Electronic Medium Disclaimer - Data Limitations Revised: October 26, 2015

The Department of Public Instruction (DPI) has made a reasonable effort to ensure that the accompanying information is up-to-date, accurate, complete, and comprehensive at the time of disclosure. These records reflect data as reported to this agency by the educational community we serve for the reporting period indicated. These records are a true and accurate representation of the data on file at the DPI. Authenticated information is accurate only as of the time of validation and verification. The DPI is not responsible for data that is misinterpreted or altered in any way. Derived conclusions and analyses generated from this data are not to be considered attributable to the DPI. Willful intent to alter and intentional tampering with public records is punishable under s. 946.72, Wis. Stats. Offenses against computer data and programs are punishable under s. 943.70 (2), Wis. Stats

### SCHOOL STAFF AND SALARY DATA OVERVIEW

## About the School Staff: Salary, Position & Demographic Data:

Staff data is collected annually in the WISEstaff (PI1202) data collection. The WISEstaff (PI1202) data collection is a *point-in-time collection* of all staff members in public schools as of the 3rd Friday of September and includes staff employment information such as salary and benefits and staff assignments for the entire year as known at that point in time. All data contained in the following reports has been submitted to the Department of Public Instruction by the agencies responsible for hiring the staff. On submittal, these agencies approve the data as correct.

#### Data errors and errata

If data anomalies are found, please contact the hiring agency directly. To account for data errors after the Department has published the following reports, hiring agencies may send a data errata letter to the Department for publication. The Department maintains a <u>Data Errata after DPI Publication Page</u> for these letters. School Staff: salary, position & demographic data corrections will be located under the "Staff" heading.

\*\*\* DPI implemented a new staff reporting system for the 2014-2015 school year. As with any new data system implementation, data reported through the system for both the 2014-2015 and the 2015-2016 carry a data cautionary advisory. DPI is working to improve data quality and going forward data users can expect to see continual improvement in data quality. This year's 2016-2017 collection marks good progress towards improved data quality as enhancements to data validations and data review methods have been implemented into the WISEStaff data collection. For specific data cautions and information please see the "about the data" tab within each data file. \*\*\*

#### About this file:

This file is provided on request as a comprehensive record of all staff reported working in the Wisconsin PK-12 Public School System during the regular school year. All public education agencies are included (public districts, Cooperative Educational Service Agencies, State educational facilities, County Children with Educational Disabilities Board Agencies/Schools, and charter schools). Each record represents one assignment. Staff persons may have more than one assignment, but can be uniquely identified by ID number. Salary and Fringe (Employee Benefit) information is <a href="duplicated">duplicated</a> if they have more than one assignment.

# **STAFF FILE INFORMATION**

Title:	WISEstaff (PI-1202 Fall Staff Report) All Staff File
Reporting Year:	2014-2015 School Year
Point in Time Collection:	Third Friday in September
Collection Instrument:	WISEstaff Application
Data Pulled Date:	September 8 <sup>th</sup> , 2016
Record Length:	558 Characters

## **STAFF FILE LAYOUT**

Data Element Name	Data Element Name Abbreviations	Length	Character (C) or Numeric (N)	Definition / Comments
ID Number	ID Nbr	9	N	Staff persons may have more than one assignment, but can be uniquely identified by ID number.
Last Name	Last Name	20	С	
First Name	First Name	16	С	
File Number/Entity ID	File Number	6	С	
Gender	Gndr	1	С	A code indicating the gender of the staff person.
Race/Ethnicity	RaceEthn	1	С	A code corresponding to the Race/Ethnicity Aggregate Reporting Category with which the staff person identifies. For more information see the following link: <a href="http://dpi.wi.gov/cst/data-collections/student/ises/data-collection/cd-ye-child-count-data-elements/race-ethnicity">http://dpi.wi.gov/cst/data-collections/student/ises/data-collection/cd-ye-child-count-data-elements/race-ethnicity</a>
Birth Year	Birth Year	4	С	The four-digit year in which the staff person was born.
Highest Degree Code	High Degree	1	С	A code indicating the highest degree of higher learning attained by the staff person regardless of qualifications used on the job.
Year and Session	Year Session	5	С	This is the four-digit year that this report represents. For example, school year 2014-2015 = 2015. Session will always be R for regular school year.
Days of Contract	Cntrct Days	3	N(999)	The number of days the individual is contracted to work for the hiring agency.
Local Experience in Education	Local Exp	3	N(99.9)	The number of years this person has been employed by this agency, to the nearest half year
Total Experience in Education	Total Exp	3	N(99.9)	The number of years this person has been employed by any education agency, to the nearest half year
Total Salary	Tot Salary	7	N	This is the <b>total salary</b> for <b>ALL</b> positions held by a staff member within the Hire Agency. Salary is not prorated by position /assignment FTE and therefore is <b>duplicated</b> if they have more than one assignment.
Total Fringe / Employee Benefits	Tot Fringe	7	N	This is the total employee benefits for ALL positions held by a staff member within the Hire Agency.  Total Fringe is not prorated by the position /assignment FTE and therefore is duplicated if they have more than one assignment. Information represents the sum of all Code 200 employee benefits as described in the Wisconsin Uniformed Financial Accounting Record (WUFAR) Handbook page 57, Code 200 EMPLOYEE BENEFITS located at: <a href="http://dpi.wi.gov/sfs/finances/wufar/overview">http://dpi.wi.gov/sfs/finances/wufar/overview</a> These include:  210 Retirement  220 Social Security  230 Life Insurance  240 Health Insurance  250 Other Employee Insurance – for example Worker's Compensation  290 Other Employee Benefits – for example College Credit Reimbursement

Data Element Name	Data Element Name Abbreviations	Length	Character (C) or Numeric (N)	Definition / Comments
Staff Category Code	Staff Cat	1	С	See the Staff Category table.
Hire Agency Code	Hire Agncy Cd	4	С	This is the four-digit code that has been assigned by the Wisconsin Department of Public Instruction (DPI) to the agency responsible for completing this report.
Agency of Work Location Code	Work Agncy Cd	4	С	The four-digit code that has been assigned by the DPI for all agencies. This data element is collected for each assignment, and is the LEA code of the agency where a particular assignment is performed. If for example, a teacher is employed by a CESA but has an assignment at a school district, this is the school district's LEA code.
Agency Type of the Hire Agency Code	Hire Agncy Typ	2	С	See Agency Type table.
School of Work Location Code	School Cd	4	С	This is the four-digit code assigned by DPI for the location within the LEA where the assignment is performed.
Position Code	Position Cd	2	С	This is a code that indicates the employee's classification in the working agency. See the Positions table.
Area of Assignment Code	Assgn Area Cd	4	С	This is a code that indicates the type of assignment being performed for the working agency. See the Assignment table.
Low Grade Served	Low Grd	2	С	Indicate the low grade level for which this assignment is performed. This data represent the grade levels of the assignment being taught, not the grade levels of the students.
High Grade Served	High Grd	2	С	Indicate the high grade levels for which this assignment is performed. This data represent the grade levels of the assignment being taught, not the grade levels of the students.
Low Grade Sort Code	LG Sort Cd	2	С	
High Grade Sort Code	HG Sort Cd	2	С	
Bilingual Indicator (Y or N)	Bilingual	1	С	Indicates if this employee teaches in a state or locally funded bilingual education program.
Assignment FTE (Full Time Equivalency)	Assgn FTE	3	N	Full-time equivalency value at the position, assignment and school of work location level.  Expressed as a whole number.  The Total Staff FTE would be the sum of all FTE values for a staff ID number within the Hire agency.
Agency Name of Work Location	Work Location Name	30	С	Name of the agency of work location.
School Name	School Name	30	С	Name of the school of work location
Grade Level	Grd Level	1	С	See Grade Level table.
CESA Number	CESA	2	С	CESA associated with the Work Agency
County Number	Cnty Nbr	2	С	Work agency county number.
County Name	Cnty Name	30	С	Work agency county name.

Data Element Name	Data Element Name Abbreviations	Length	Character (C) or Numeric (N)	Definition / Comments
Agency Type of the Work Agency	Work Agncy Typ	2	С	See Agency Type table.
School Mailing Address Line 1	School Mailing Address1	30	С	
School Mailing Address Line 2	School Mailing Address2	30	С	
School Shipping Address Line 1	School Shipping Address1	30	С	
School Shipping Address Line 2	School Shipping Address2	30	С	
Mail City Name	Mail City	17	С	
Mail State	Mail St	2	С	
Mail Zip Code (99999-9999)	Mail Zip Cd	10	С	
Ship City Name	Ship City	17	С	
Ship State Code	Ship St	2	С	
Ship Zip Code (99999-9999)	Ship Zip Cd	10	С	
Telephone Number	Phone	12	С	
Administrator's Name	Admin Name	30	С	
Former Last Name	Former Last Name	20	С	Former last name of staff person. Optional.
Long Term Substitute	LT Sub	1	С	Answers the question; is this assignment being performed by a long-term substitute? Y = A long-term substitute is an individual who is assigned as a substitute and who is working more than 20 consecutive days in the same assignment.
Subcontracted individual through a contracted agency	Sub Cntrctd	1	С	Yes or No is the response to the question "Is this assignment being performed by a subcontracted individual? This question is asked for all position/assignment combinations with the exception of staff with an assignment type code of 2 (Short-Term Substitute/Extra Curricular Activities). This question should be answered yes if the assignment being performed is done by an individual who is not an employee of the hiring LEA but is employed by a private agency subcontracted to provide direct services to students.

# **SUPPORTING CODE TABLES**

Table: 2015 Positions (sorted numerically)

Code	Position Description	Position Type	Additional Description Information
05	District Administrator	А	
06	Assistant District Administrator	А	
08	Business Manager	А	Has primary budget and fiscal responsibility in the school district.
09	Subject Coordinator	L	Coordinates curriculum for a designated subject area, but does not supervise licensed staff. Department Head is normally an individual at school level; whereas, Subject and Program Coordinators are usually at a district level.
10	Director of Instruction/Program Supervisor	А	This may include supervision of licensed staff.
17	Reading Specialist	А	Per PI 34.32(8) a reading specialist license is required for any person who directs early childhood through adolescence reading programs or works with reading teachers, classroom teachers, administrators, and others as a resource teacher in reading.
18	Department Head	L	Department Head is normally an individual at school level; whereas, Subject and Program Coordinators are usually at a district level.
19	Teacher in Charge	L	A non-supervisory school-level designated contact, in lieu of an on-site principal or other administrator.
43	Short Term Substitute Teacher	L	
50	School Social Worker	L	
51	Principal	А	
52	Assistant Principal	А	
53	Teacher	L	
54	Guidance Counselor	L	
55	School Psychologist	L	
59	School Physical Therapy	L	
62	Educational Interpreter	L	
63	School Occupational Therapy	L	
64	Program Coordinator	L	Provides coordination and support to all staff regarding their specific area and does not supervise licensed staff. For special education includes program support teachers. Usually at a district level; not a school level.
73	Child Care Counselor	S	This position provides instruction, guidance, supervision, and day-to-day care of residential students attending WSD and WCBVI
75	School Nurse	L	District hired Registered Nurse or contracted RN provided.
79	Director of Human Relations/Multicultural Education/Equity	А	Supervises professional staff. Use position 64 with assignment 0028 for a non-supervisory position.
80	Director of Special Education and/or Pupil Services	А	
83	Assistant Director of Special Education	A	
84	Speech/Language Pathologist	L	

Code	Position Description	Position Type	Additional Description Information
85	School Audiologist	L	
86	Librarian	L	Responsibilities limited mainly to print materials.
87	Library Media Specialist	L	Person responsible for all library collection development and facility management at the building level, information literacy instruction, and access to information in multiple formats.
88	Instructional Technology Integrator	L	Teacher who integrates technology into curriculum. Person responsible will work and collaborate with teachers to facilitate the integration of educational technology into the curriculum through teaching and learning activities.
90	Central Office Administrator	А	
91	Library Media Supervisor	А	Similar to Library Media Coordinator (position 64, assignment 0020), but responsibilities include supervision and evaluation of professional library media staff.
92	District Instructional Technology Coordinator	А	Responsible for educational leadership in the direction and coordination of instructional technology program; including supervision and evaluation of professional technology staff.
93	Career and Technical Education Coordinator	А	Oversees a district's Education for Employment program as well as the Carl Perkins grant. This code replaces codes 10-0010 and 64-0010 for LVEC.
96	Paraprofessional	S	Provides instructional support to teachers and students (i.e. assistance with classroom management, implementing instructional activities under the supervision of a teacher, etc.).
97	Program Aide	S	Provides non-instructional support to teachers and students (i.e. assisting students in non-instructional activities, bus aides, recess/cafeteria supervision, attendant care, etc.).
98	Other Support Staff	S	
99	Other Professional Staff in a Non- Instructional role	S	

Table: Position Type

Code	Description
Α	Administrative
L	Licensed
S	Support

Table: 2015 Area of Assignment (sorted numerically)

Code	Assignment/Area Description	Additional Description Information
0000	No Description Beyond Position	
0001	Non-Teaching Time	This is for time that is considered part of the teacher's regular contract which includes (but not limited to) prep time, study hall, lunch room/recess monitoring, and time specifically designated for grant writing.
0002	Academic Support- Teachers	Academic support for teachers.
0003	Mentor	This is an assignment where an experienced educator is providing support and assistance to an initial educator (in a non-supervisory capacity).
0004	Title II Coordinator	
0005	Title III Coordinator	
0006	ESEA Coordinator	
0007	Private School Services	
8000	School to Work	
0009	Dean of Students	A non-administrative position with discipline/attendance responsibilities. Use position code 51 for an administrative position.
0010	Local Vocational Education Coordination	
0011	Parent Liaison	
0012	Title I Coordinator	
0013	At-Risk Coordination	
0014	Gifted and Talented	
0015	Home-School Coordination	
0016	Indian Home-School Coordination	
0017	Title IX Coordination	
0018	Section 504 Coordination	
0019	Pupil Non-Discrimination Coordination	Person designated to receive complaints regarding discrimination under sec. 118.13, Wis. Stats., and ch. Pl 9, Wis. Admin. Code, and coordinate district compliance with and reporting for this section.
0020	Library Media Coordination	Person responsible for agency wide direction and coordination of the library media programs in all the buildings.
0021	AODA Coordination	
0022	Education for Employment Coordination	
0023	Bilingual/English as a Second Language Coordination	
0024	Health Education Coordination	
0025	School Safety Coordination	
0026	Human Growth and Development Coordination	
0027	School Age Parent Coordination	
0028	Human Relations/Multicultural Education/Equity Coordination	

Code	Assignment/Area Description	Additional Description Information
0029	Counseling/Guidance Coordination	
0030	SAGE Coordination	A person involved with coordinating, facilitating or administering a program created under s.118.43, Wis. Stats.
0031	RTI (Response to Intervention) Coordination	Staff who facilitate/coordinate response to intervention / multi-level systems of support activities but do not provide instruction to students.
0032	Early Childhood Coordination	
0033	Homeless Liaison	Ensures that homeless children and youth are identified, immediately enrolled, and supported in succeeding in school. Also facilitates access to school services such as transportation.
0035	Family Literacy Services	Provides services that include high-quality, intensive instructional programs that promote adult literacy and empower parents to support the educational growth of their children.
0036	Migrant Program	
0037	Title I - D Program	
0038	Migrant Recruiter	
0043	Permanent Substitute	Full-time employee, only doing substitute assignments.  For 1995-96, only to be used by Milwaukee.
0050	Elementary - All Subjects	The state of the s
0070	Instructional	
0100	Human Resources Staff Members	All Human Resources staff. HR Director should be reported with position 90-0000. The following examples should be reported with position 99, benefits manager, employment manager, labor relations negotiator, payroll supervisor.
0150	Standards and Assessment Staff	This is an assignment where individuals work on standards, development, assessment and may help administer tests such as the Wisconsin Knowledge and Concepts exams, the Third Grade Reading exam, etc.
0200	Agriculture	<u> </u>
0210	Family and Consumer Education (FCE)	
0211	FCE/Children Services	
0213	FCE/Food Service	
0215	FCE/Family and Community Services	
0216	Family and Consumer Services (HERO)	
0220	Technology Education	
0235	Trade Specialist	
0250	Business Education	
0260	Shorthand	
0265	Keyboarding	
0281	Business and Office - Vocational	
0285	Marketing Education - Vocational	

Code	Assignment/Area Description	Additional Description Information
0291	Technology Related Occupations	
0292	Technology Occupations/Manufacturing	
0293	Technology Occupations/Communications	
0295	Technology Occupations/Transportation	
0299	Technology Occupations/Construction	
0300	English	
0310	Journalism	
0312	Title I - Reading	
0316	Reading	
0320	Speech (Academic)	
0325	Theater	
0348	American Sign Language	
0349	Chinese	
0350	Latin	
0355	French	
0360	Italian	
0365	Spanish	
0370	German	
0375	Japanese	
0380	Polish	
0385	Russian	
0390	Other Foreign Languages	
0395	English as a Second Language	
0400	Mathematics	
0404	Computer Literacy	
0405	Computer Science	
0412	Title I - Mathematics	
0450	Driver Education	
0455	Safety Education	
0506	Music (Instrumental)	
0511	Music (Choral) (grades 6-12 only)	
0515	Music (General)	
0530	Physical Education	
0535	Recreation	
0536	Dance	
0550	Art	

	Assignment/Area Description	Additional Description Information
0605	Biology/Life Science	
0610	Chemistry	
0615	Resource Management (Environmental Education)	
0620	General Science	
0625	Physics	
0627	Astronomy	
0635	Earth Science	
0636	Geology	
0637	Physical Science	
0701	Social Studies (Fusion Course)	
0702	Anthropology	
0705	Civics (Citizenship)	
0710	Economics	
0711	Women's Studies	
0712	Ethnic Studies	
0715	Geography	
0720	International Studies	
0725	History	
0730	Philosophy	
0735	Political Science	
0740	Psychology	
0745	Sociology	
0750	Social Problems	
0755	Religious Studies	
0800	Cross Categorical	
0805	Hearing Impairment	
0808	Early Childhood Special Education	
0810	Cognitive Disability	
0811	Learning Disabilities	
0812	Occupational Therapy	
0815	Orthopedic Impairment	
0817	Physical Therapy	
0818	Autism	
0820	Speech/Language Impairment	
0825	Visual Impairment	
0826	Orientation and Mobility	

Code	Assignment/Area Description	Additional Description Information
0830	Emotional Behavioral Disability	
0832	Other Health Impairment	
0840	Special Education Hospital Program	
0841	Special Education Homebound Program	Not used for neutral site teaching positions.
0857	Bus Driver - Special Education	
0858	Clerical/Support Staff - Special Education	
0860	Adaptive Physical Education	
0861	Music - Special Education	
0862	Art - Special Education	
0869	Vocational/Transition - Special Education	
0870	Instructional - Special Education	
0871	Assistive Technology Specialist	
0872	Non-Instructional - Special Education	
0875	IEP Coordinator	This is an assignment where individuals coordinate the IEP process and perform tasks related to procedural compliance requirements.
0880	Special Education Bus Aide	
0883	Special Education Aide	
0884	Educational Interpreter - Hearing Impairment	
0885	Assistant	
0886	Assistant	
0888	Therapist	
0889	Special Education	
0890	Special Education Early Childhood Aide	
0907	Teacher's Aide	
0908	IMC/Instructional Technology Aide	
0910	Health	
0911	Health Occupations - Vocational	
0915	Library Aide	
0916	Instructional Technology Aide	
0925	Indian Language and Culture Aide	
0926	Indian Language	
0927	Indian History and Culture	
0930	Career Education	
0932	School Age Parent Program	
0933	Homebound Instruction	
0935	At-Risk Tutor	

Code	Assignment/Area Description	Additional Description Information
0940	Academic Support - Non-Special Education Pupils	Use for level 1 interventions in all subjects except
0960	Computer Support	reading.  Non-instructional, perform tasks related to the maintenance and operation of networks, computer applications, hardware and software. Position 99-dir of tech services/network admin/systems supervisor, etc.  Position 98-helpdesk staff, computer tech.
0965	Health Room Aide/Assistant	Provides First Aid, administers medication under supervision/direction of Principal and School Nurse
0970	Intern Supervision/unrection of Finicipal and School Nuise	
0980	Parent Education	
0990	Please provide a description	
1000	Regular Education	
5000	Social Work Coordination	
5400	Guidance Counseling Coordination	
5500	Psychology Coordination	
7500	Nursing Coordination	
8000	Special Education	
9016	Director of Food Service	
9067	Bus Driver	
9068	Clerical/Support Staff	
9069	Executive Assistant/Support Supervision	A professional position that supervises non-licensed staff. One title might be Executive Secretary.
9072	Plant Maintenance and Operation Personnel	Report with position 99 if supervisor/coordinator of buildings, grounds, and custodial. Report with 98 if janitorial staff, grounds keepers, etc.
9073	Cafeteria Worker	Includes cooks, servers, dishwashers, etc.
9077	Athletic Coach	Non-teaching position, usually extra-curricular. License not required.
9078	Advisor to Student Club	Advisor to student clubs includes cheerleading coaches.
9089	Business Office Professional Staff	Not part of licensed, administrative or instructional staff.  Does not have primary budget or fiscal responsibilities in the school district. Includes bookkeepers, accountants, comptroller, budget analyst, etc.
9091	Director of Aquatics	No teaching involved; oversees scheduling of pool, etc.
9092	Transportation	All transportation staff except Bus Drivers(98-9067) and Special Ed. Bus Aides(97-0880).  * Transportation Director should be reported with position 99 (99-9092).  * All other transportation staff should be reported with position 98 (98-9092).
9093	Director of Athletics	
9094	Director of Public Relations	
9095	Recreation Department	Recreation Dept. staff that provide enrichment and health related activities to PK-12 students and community members after school or in the summer as part of a community recreation program. Only staff who work with PK-12 students should be reported

Code	Assignment/Area Description	Additional Description Information
9096	Research/Analyst	Helps school staff grow internal capacity for data inquiry, and to design and implement a thoughtful school improvement action based on their analyses.
9110	Attorney	
9120	Lobbyist/Legislative Liaison	
9130	Director of Research	
9140	Grant Writer/Coordinator	
9150	Community Services Staff	Includes community ed director, community recreation, etc.
9160	Before and After School Supervisor/Coordinator and Staff	Includes all staff that work in before or after school programs; not to include advisors to students clubs.
9170	School Safety Coordination	Includes coordinator of safety and health, coordinator of security, etc. Replaces 64-0025.
9180	Professional Development Coordinator/Instructor	This individual works with teachers for their professional development, example, PDP Reviewer, Staff Development Specialist
9190	Distance Learning Staff (non-instructional)	Staff who facilitate/coordinate the actual site but do not have contact with students in instructional setting.
9200	Executive Director of a Charter School	
9883	Substitute - Special Education	
9896	Short Term Substitute	

Table: Low/High Grade Level

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Code	Description
K3	3-year-old Kindergarten
K4	4-year-old Kindergarten
PK	Pre-Kindergarten
KG	Kindergarten
01	First Grade
02	Second Grade
03	Third Grade
04	Fourth Grade
05	Fifth Grade
06	Sixth Grade
07	Seventh Grade
08	Eighth Grade
09	Ninth Grade
10	Tenth Grade
11	Eleventh Grade
12	Twelfth Grade

Table: Agency Type

Code	Description
00	County Children w/Disabilities Education Board (CDEB)
01	Cooperative Educational Service Agency (CESA)
03	Wisconsin Public School District
04	Wisconsin Public School
05	State Agencies
09	County Children w/Disabilities Education Board School
10	State Facility
49	Non District Sponsored Charter Schools
4C	Charter schools serving multiple districts (3c schools)

Table: Highest Educational Degree Received

Code	Description
2	High School diploma
3	Associate degree
4	Bachelor's degree
5	Master's degree
6	6-year Specialist's degree
7	Doctorate
8	Other

Table: Race/Ethnicity

Code	Description
Α	Asian
В	Black or African American
Н	Hispanic/Latino
I	American Indian or Alaska Native
Р	Native Hawaiian or Other Pacific Islander
Т	Two or More Races
W	White

Table: Staff Category

Code	Description
0	Professional-Special Education
1	Professional-Regular Education
2	Short-Term Substitute/Extra Curricular Activities
3	Support-Regular Education
4	Support-Special Education

## Table: Grade Level

Code	Description
3	High School
4	Junior High School
5	Middle School
6	Elementary School
7	Combined Elementary/Secondary School

## Table: Gender

Code	Description
F	Female
М	Male

## **CONTACT INFORMATION**

If you have any questions or problems please contact:

DPI Customer Services for assistance. <a href="http://dpi.wi.gov/wisedash/help/ticket">http://dpi.wi.gov/wisedash/help/ticket</a>

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