PI-1202 Fall Staff Reporting

2012-2013 School Year

Instructions and Data Definitions

2013 Version 1.0

Revised by: Kari A. Tenley
Data Management and Reporting

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2012-2013 PI-1202 Fall Staff Report

Data Collection Changes and Reminders

Modification to the Fall Staff Report and some very specific reminders are listed below. Carefully read the questions and descriptions when creating or modifying staff and assignment data. Refer to the "Data Definitions" or "Validation Criteria" for further clarification of data elements/ specific questions.

Changes for the 2012-2013 School Year:
Other than the editorial changes to this document, there have been no other changes to the PI-1202 application for the 2012-2013 school year.

Position/Assignment code changes:
There have been no changes for the 2012-2013 school year.

> *See the 2011-2012 position/assignment table posted on the website for the complete list of assignment codes: http://www.dpi.wi.gov/lbstat/fallstaff.html*

Reminders:
When reporting staff data, use the name from the individual's Social Security card. This will minimize discrepancies between districts when data is being reported for one individual by multiple districts.

Do not create artificial Social Security Numbers (SSNs). Use the SSN from the individual's Social Security card. All employees must have valid SSNs in order to be employed, so no SSN will be accepted if it contains alphabetic characters or too many strings of zeros.

All licensed staff must have a valid SSN that goes with the File Number in the Teacher Licensing database. The file number is assigned when an application for licenses is received. If you did not include the File Number in the file upload, you must use the "Get File Number" feature in the application to populate that field for staff reported in licensed positions. This feature is accessible on the Main Menu. If the district reports an individual in a licensed position but the SSN does not match the Teacher Licensing database, the individual will display on the Report for Missing/Invalid Staff File Numbers. Be sure new staff members have requested their licenses in order to receive a file number.

Salary and fringe benefits are no longer being collected for extracurricular duties. Report only the salary and fringe benefits from the contract for regular assignments types 0 and 1.

Gender, race/ethnicity code, and year of birth are required for all records.

The PI-1202 data your district uploads or creates will be validated and must be free of errors before it can be locked and submitted to the Department. You may validate your uploaded data at any time by clicking on the Validate button.

Please note there are many reports available to assist you in double-checking your data, either by providing a list of errors or context in which to view the data submitted. Some examples, Statewide District Contacts, PI-1202 Average Salary Summary, Staff Without Experience and Draft Administrative Salary Report. *The act of locking and submitting data signifies that the district accepts the data as valid and accurate.*

Internet Application

The Department of Public Instruction collects PI-1202 data using a web-based application on the Internet. The URL for accessing PI-1202 software is **https://www2.dpi.state.wi.us/staff**. Staff responsible for completing the PI-1202 are able to create records from the previous school year or use a file-upload process to load files. The staff and assignment records may then be modified as needed and additional records may be added. Reports are available to summarize and validate the district data.

Browser Versions

For the PI-1202 software to work properly, use browsers that are W3C compatible: Internet Explorer (IE) 5.5 (or greater) or Netscape 6.0 (or greater). If you need to upgrade your Internet browser, contact your district's technical support team.

1202 Staff Listserve

To subscribe to the 1202 Staff Listserv, send an e-mail to dpistats@dpi.wi.gov. In the subject line, type PI1202 staff listserv. In the message body, type **subscribe 1202staff.**

For Assistance Contact us at:

Phone: (608) 267-3166

Email: dpistats@dpi.wi.gov

Online: 24x7 Online Helpdesk Application (http://www.dpi.wi.gov/lbstat/helptool.html)

Your message will be routed to the individual best able to respond to your specific question.

Technical Guide

Overview

The PI-1202 Fall Staff Reporting System facilitates the collection of agency staff demographic and assignment data. Reporting should reflect all staff employed by your agency as of the third Friday in September. Prior to submitting the data make sure to delete records of those no longer employed; add records for new staff members; and update records appropriately. You should be reporting staff that are hired by your agency, or are contracted to provide services to your schools unless they are hired by another public school district, CESA, or CCDEB. If another public school district, CESA or CCDEB hires the individual, they should be reporting an assignment to reflect the FTE working for your agency. A data quality report is available to review staff by work location.

New staff added to the Fall Staff report should show one year of local experience. Total experience should reflect the number of years of educational experience *including the current school year.*

Be sure to update salary information and verify fringe benefit entries. Fringe benefits reported on the PI-1202 Fall Staff report are the total of all of those listed under Object 200 Employee Benefits in the Wisconsin Uniform Financial Accounting Requirements (WUFAR) Handbook. Information about WUFAR is available at http://www.dpi.state.wi.us/sfs/pdf/wufar_final.pdf

Most teachers (position 53) should be reported at a school level, not a district level. Use a school number instead of the 0000, if at all possible. If you prepare a file to import your data, make sure that all teachers are reported at a school level from your source files.

When data entry is complete, verify the data with the 'Validate Data' link and review the reports available on the 'Report Menu'. Once the data has been verified, 'Lock and Submit' the PI-1202 Fall Staff Report to the DPI. The successful 'Lock and Submit' process indicates that the district assures the data is valid and accurate.

Steps to complete the PI-1202

1. Review instructions and changes.
2. Update/Complete District Contact Info.
3. Upload **or** Create Staff Records (part of Upload or Create Records).
4. Upload **or** Create Assignment Records (part of Upload or Create Records).
5. Add new employee records, delete records for employees that have left, update any necessary data.
6. Process Get Staff File Numbers from the PI-1202 Main Menu.
7. Review errors from the five Error Reports (Reports Menu); make corrections directly in Staff & Assignment Lists **or** correct in local system and do another File Upload.
   - Staff Assignment Errors
   - Staff Conflict Errors
   - Missing/Invalid Staff File Numbers
   - Staff Without Assignments
   - Staff Without Experience
8. Validate Data (after corrections are made) by reviewing the Reports Requiring Approval from the Reports Menu. When you are in the specific report, and if the data is correct, select (click in) the approval box.
   - Draft Administrative Salary Report
   - Draft Staff Report by Position, Ethnic Group and Gender
   - No Teachers At School Report
   - No Principal At School Report
9. Lock and Submit.

Getting Started

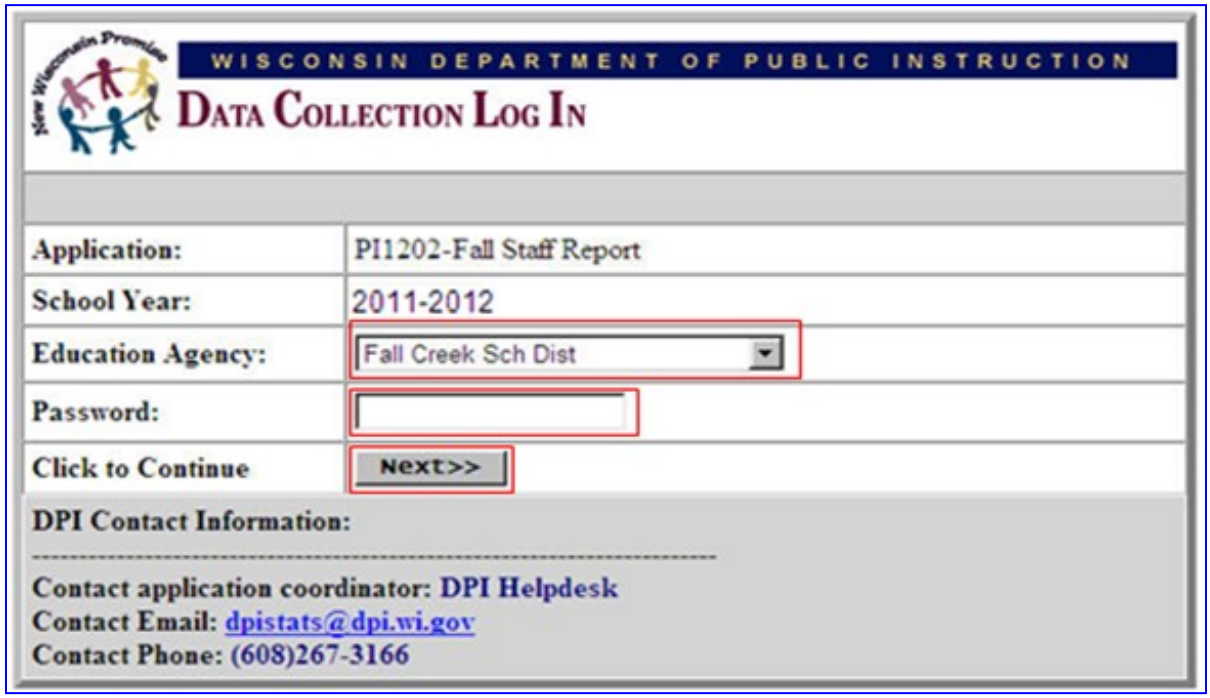
❖ Go to the PI-1202 Fall Staff Reporting Application, located at:

https://www2.dpi.state.wi.us/staff/dpi_login/dpi_login.asp

***Note: For an individual agency, only one person should access the system at a time.*

- Select the appropriate School Year from the drop down box.
- Click Next>> to continue to Log In.

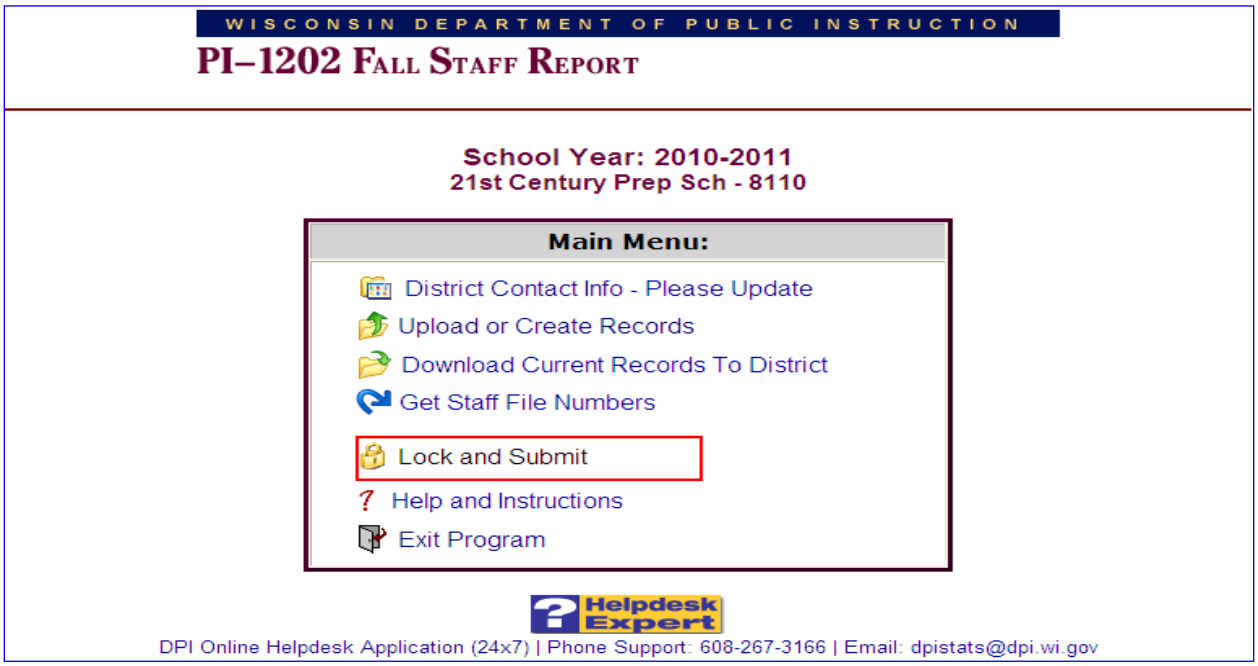
- Select the appropriate Education Agency from the drop down box.
- Enter the assigned Password.
- Click Next>> to continue to the Main Menu.



General Instructions

❖ Main Menu

The number of choices available on the main menu will change as sequential steps of the application are completed. Upon first entry to the Fall Staff Reporting System, the following menu will be displayed. Note that a link is 'grayed' when it is not available.
**For an example, see the 'Lock and Submit' on the screen print below.



Once the 'District Contact Information' has been entered and saved, the associated link label will change to no longer read 'Please Update'.
When records have been entered into the system either via file upload or the creation process, additional menu items will appear on the main menu. See the image below.

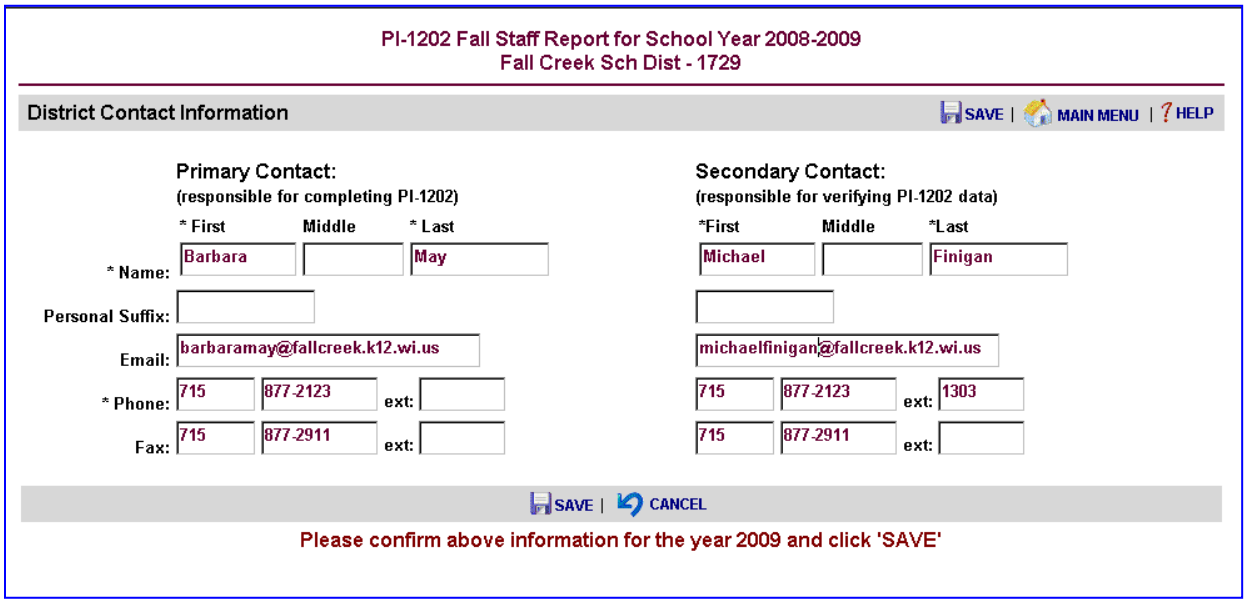
For security reasons, the application will 'time out' or disconnect from the DPI server after 20 minutes of inactivity. 'Use' means that navigation within the application has occurred or data has been specifically saved. If a 'time out' has occurred, a message will appear with the option to 'exit the application and return to the DPI web site' or to' re-enter the application and log in again'.

❖ District Contact Information

In order to facilitate the flow of information to those responsible for filing the PI-1202 Fall Staff Report, it is necessary to update the contact information for the district. If the information is the same as the prior year, click on save to confirm the information. This information must be updated or confirmed before the PI-1202 data can be submitted to DPI.

Both primary and secondary contacts are required and the secondary contact information must be different from the primary contact. Correct information allows districts to communicate with each other in order to resolve conflicts in staff data.

- Enter new or revised contact information.
- Click SAVE when finished.


PI-1202 Fall Staff Report for School Year 2008-2009
Fall Creek Sch Dist - 1729

District Contact Information — SAVE | MAIN MENU | HELP

	Primary Contact: (responsible for completing PI-1202)			Secondary Contact: (responsible for verifying PI-1202 data)		
	* First	Middle	* Last	*First	Middle	*Last
* Name:	Barbara		May	Michael		Finigan
Personal Suffix:						
Email:	barbaramay@fallcreek.k12.wi.us			michaelfinigan@fallcreek.k12.wi.us		
* Phone:	715	877-2123	ext:	715	877-2123	ext: 1303
Fax:	715	877-2911	ext:	715	877-2911	ext:

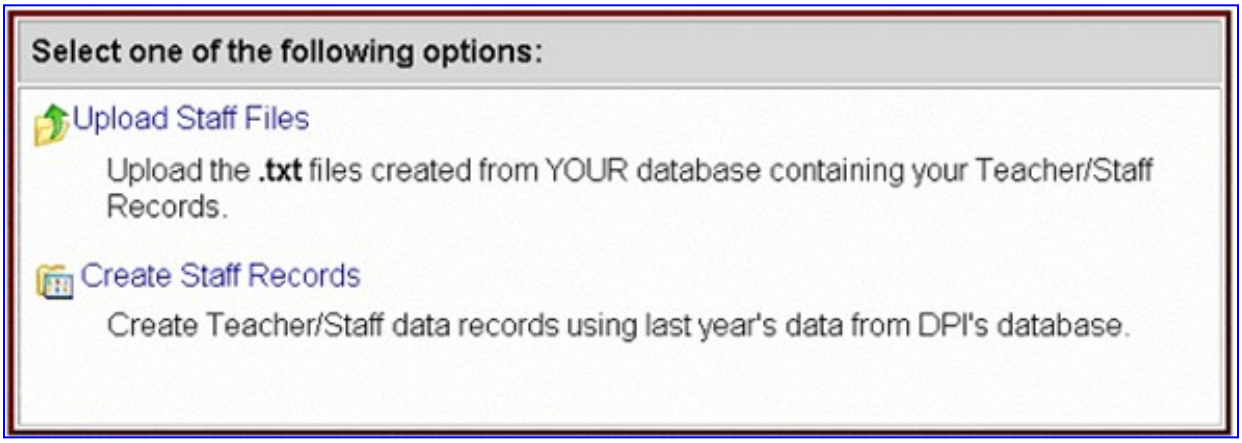
SAVE | CANCEL

Please confirm above information for the year 2009 and click 'SAVE'

❖ Entering Staff Data

Two options are available to enter fall staff report data. Data may be uploaded into the application in two text files (*.txt) or records may be created from the staff and assignment records on file at the DPI from the previous school year. The same method must be used for both staff and assignment records. It is not possible to upload a portion of the data and create the remaining data. Once the initial data has been loaded into the PI-1202 application, data can be added, edited or modified from the Staff & Assignment List.

Upon first entry to the 'Upload or Create Records' Menu, the following menu will be displayed. If your agency plans to Upload Staff and Assignment Files, you will need to be familiar with these record structures. Two files should be created, one for personal staff information and another for assignment data. See the 'Upload File Structures' section for detailed information about these files.

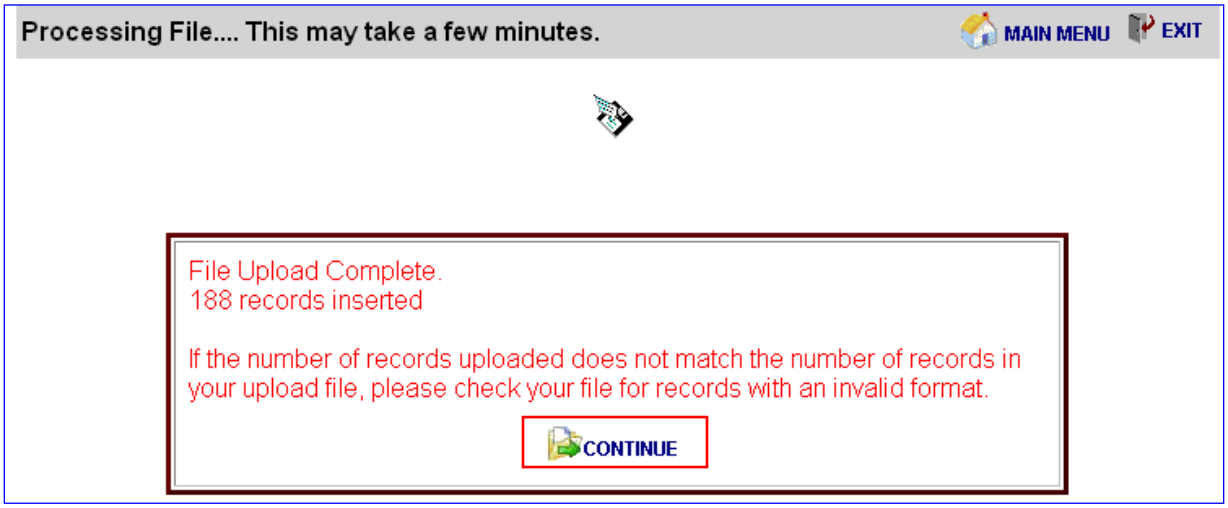


Uploading Records:

By clicking the 'Upload Staff Files' link, the following prompt will be displayed. Enter or browse to a file and click the 'Upload File' button. The file name should be stf1202.txt.

❖ Entering Staff Data continued

When the upload process is complete, a message will be displayed which shows the number of records inserted. To upload the Assignment File immediately, click the 'Continue' button.

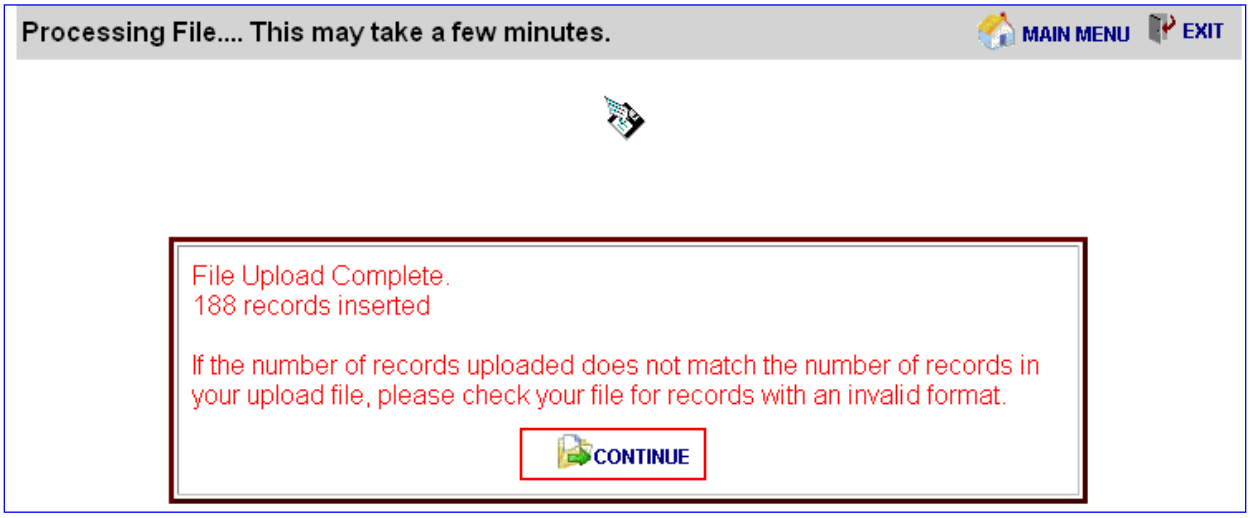


To upload Assignment records, click 'Upload Assignment Files'. The file name should be asn1202.txt

Enter or browse to a file location and click the 'Upload File' button to initiate the upload process.

❖ Entering Staff Data continued

When the upload process is complete, the following message will be displayed. Click the 'Continue' button, to validate the records or click the 'Main Menu' button to exit the upload menu.

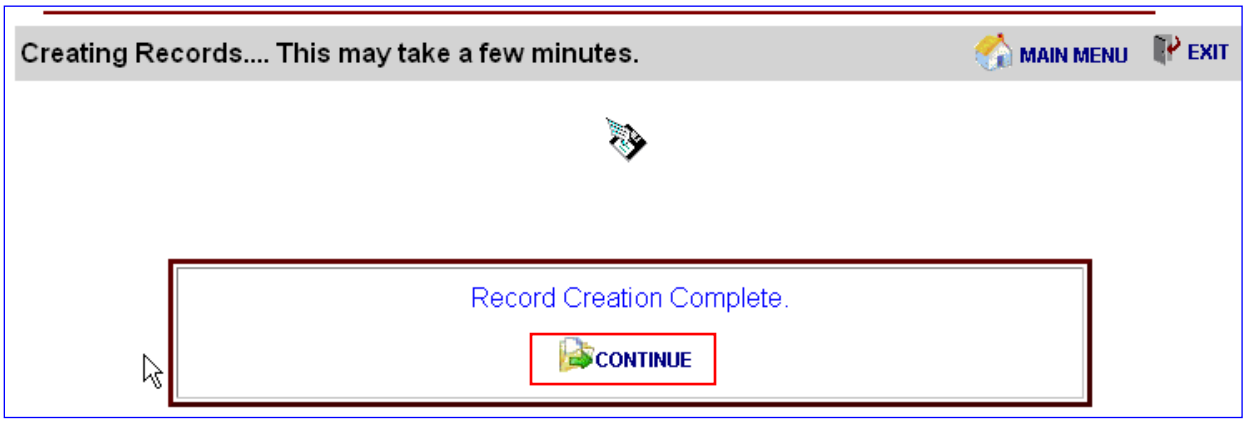


Note: Should the user exit the upload process following the upload of the staff file and before uploading the assignment records, the above menu will be displayed upon next entry into the system. The upload of the assignment file must be completed to continue.

Creating Records:

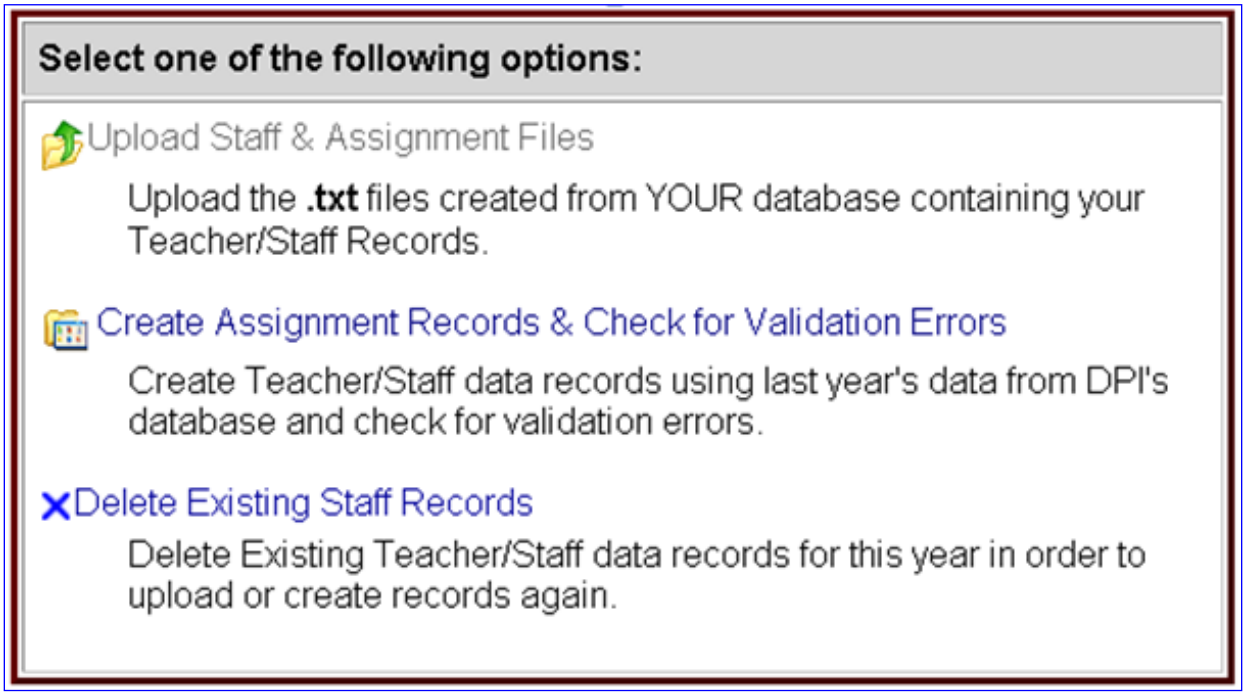
Staff and Assignment records can be created from existing DPI data for the previous school year by clicking the 'Create Staff Records' link from the 'Upload or Create Records' Menu. The created records will reflect the most up-to-date data from the DPI database at that point in time, and will have the Local and Total Years of Experience rolled forward one year for each staff member. Any changes made in DPI's data after the time of record creation will not be reflected in the PI-1202 application.

When the staff records have been completed, the following message will appear. To return to the upload/create records menu, click Continue.

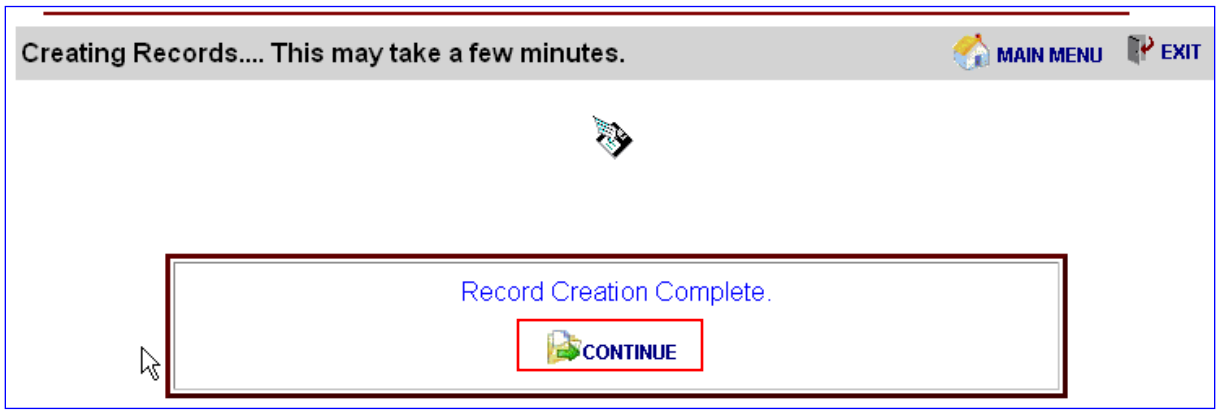


❖ Entering Staff Data continued

To create assignment records from the DPI database, click 'Create Assignment Records & Validate Data'



After creation of assignment records, validation is initiated by clicking the 'Continue' Button.



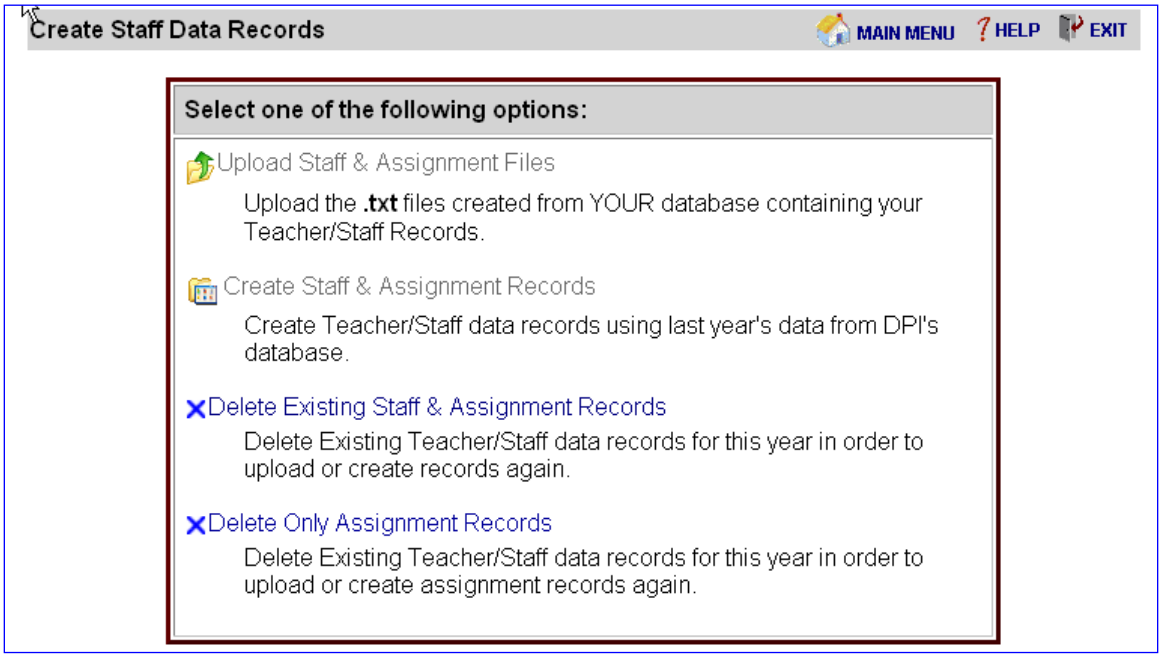
❖ Entering Staff Data continued

Deleting Records:

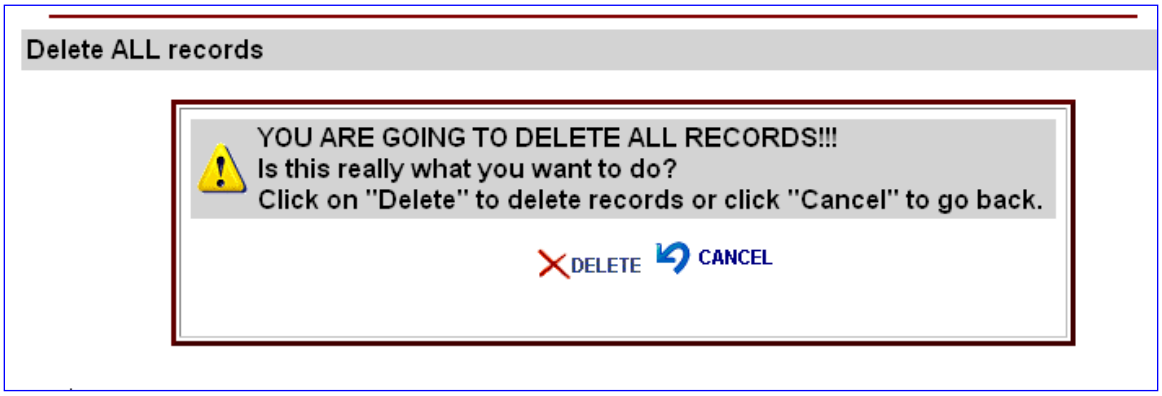
To delete all records that have been uploaded or created from the DPI database:

- Click on "Delete Existing Staff Records & Assignment Records" or "Delete Only Assignment Records".
- Any changes made to these records will be lost when they are deleted.

****** Note:*** *This is not the procedure to use if you wish to delete a record for a single individual or assignment (see page 16 for those procedures).*



- A confirmation screen will appear to verify your intent to delete all your records.



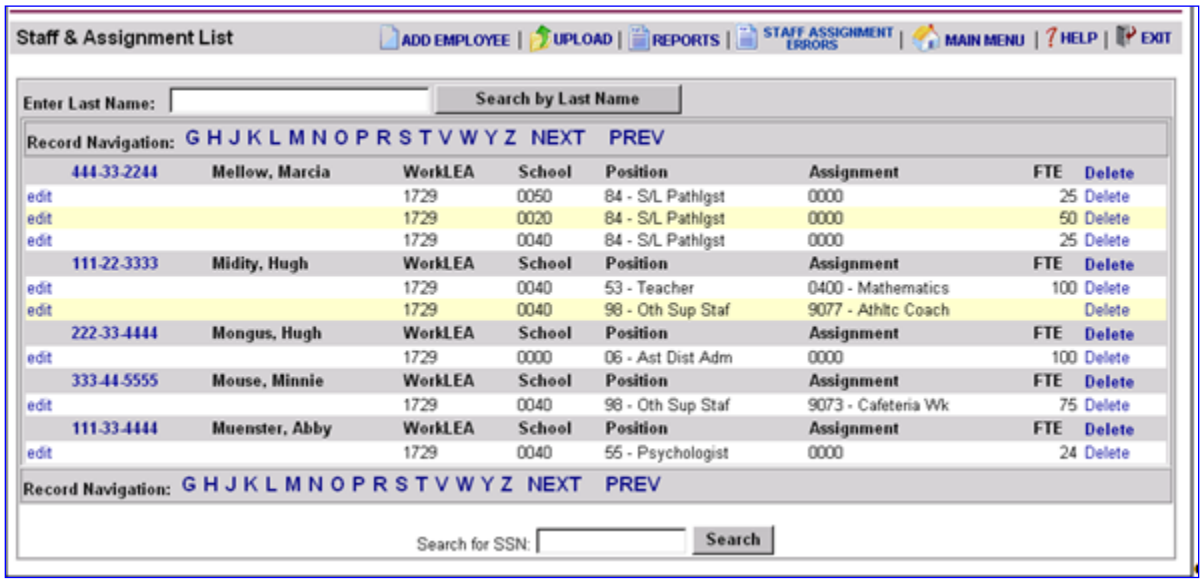
❖ Staff & Assignment List

Overview:

From the Main Menu, select the "All Staff & Assignment List". The list is available by the first letter of the last name. Only 10 staff records (and all corresponding assignments) are displayed on a page at a time. If a given staff member has more than one assignment, the row colors of assignments will alternate between white and yellow for ease in viewing.

- Update the staff files to show staff employed by your agency as of the third Friday in September and their assignments for the current school year.

- Delete records of those no longer employed; add records for new staff members; and update records appropriately.



- You can search for an individual by typing the individual's last name in to the last name search box in the upper left-hand of the Staff & Assignment List screen and selecting the icon to the right labeled 'search by last name'.

- You can search for an individual by typing the individual's SSN in the Search for SSN box at the bottom of the Staff & Assignment List screen and selecting the icon to the right labeled 'search'.

- You can view a list of staff members and assignments using the record navigation bar. See directions below.

The **'Teacher Only Assignment List'** functions the same way as the 'All Staff & Assignment List', but displays only assignments related to position 53. The function was providing for districts when working with only the fields for assignment that report number of classes data.

❖ Staff & Assignment List continued

Record Navigation:

- To view a list of staff members and assignments, use the record navigation bar to select the appropriate letter which corresponds to the first letter of the staff member's last name.

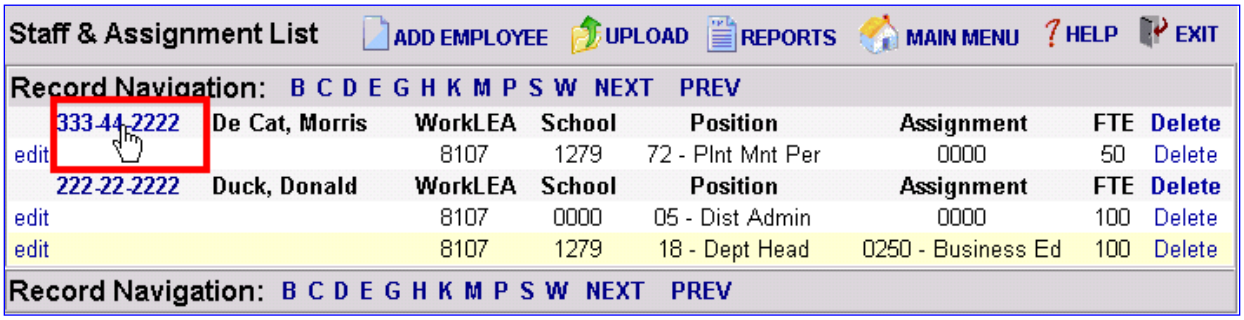
Record Navigation: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z NEXT PREV

- To move within the list of names beginning with the letter that is being viewed, click 'NEXT' or 'PREV'. To view last names starting with a different letter, select the letter from the navigation bar.

- Note that when detail information is saved for a staff member or an assignment, the detail screen will close and return to the Staff & Assignment List with the recently modified record as the first record on the list.

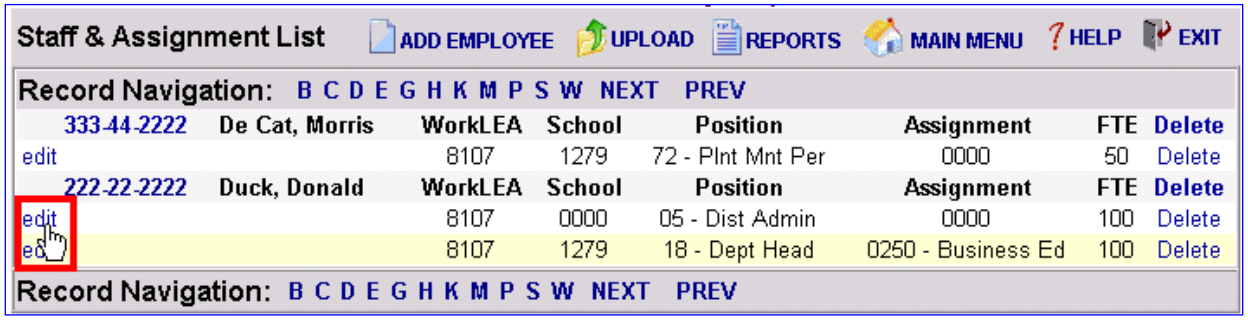
View or Edit Staff Information:

To view or edit data for a staff member, click the SSN to the left of the staff member's name. See the 'Employee Information' topic for more information.



View or Edit Assignment Information:

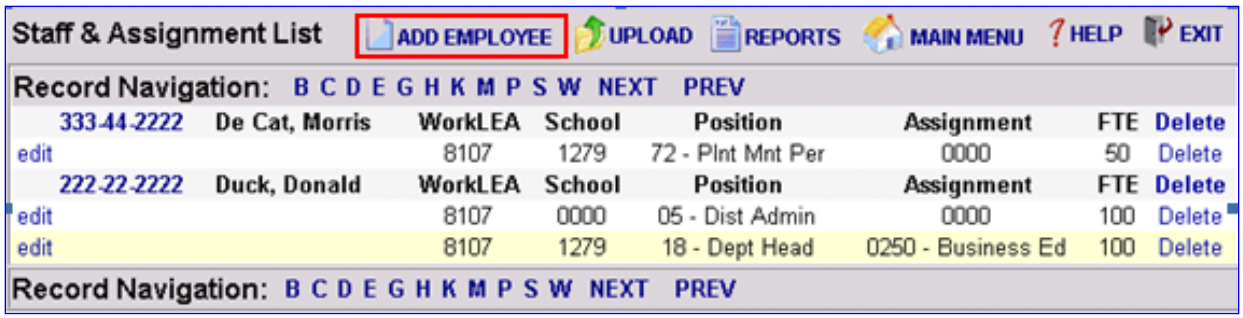
To view or edit assignment data, click 'edit' to the left of the specific assignment. See the 'Assignment Information' topic for more information.



❖ Staff & Assignment List continued

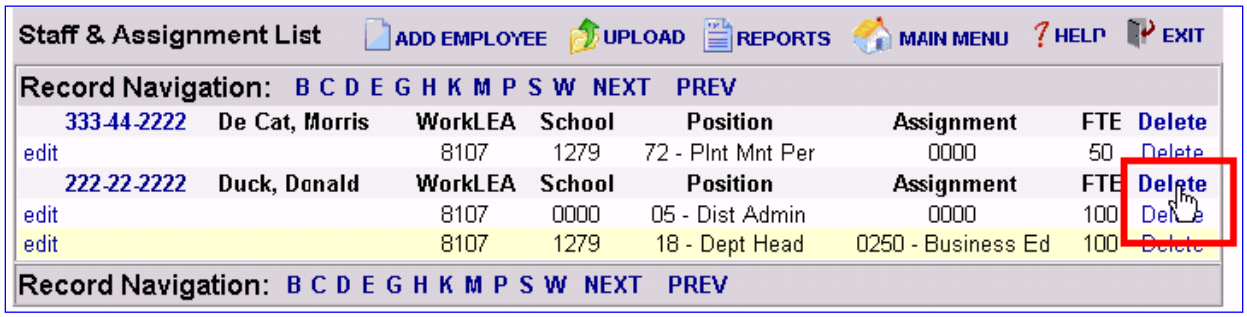
Add a New Employee:

To add a new employee, click the "ADD EMPLOYEE" icon on the navigation bar of the Staff & Assignment List. See the 'Employee Information' topic for more information.



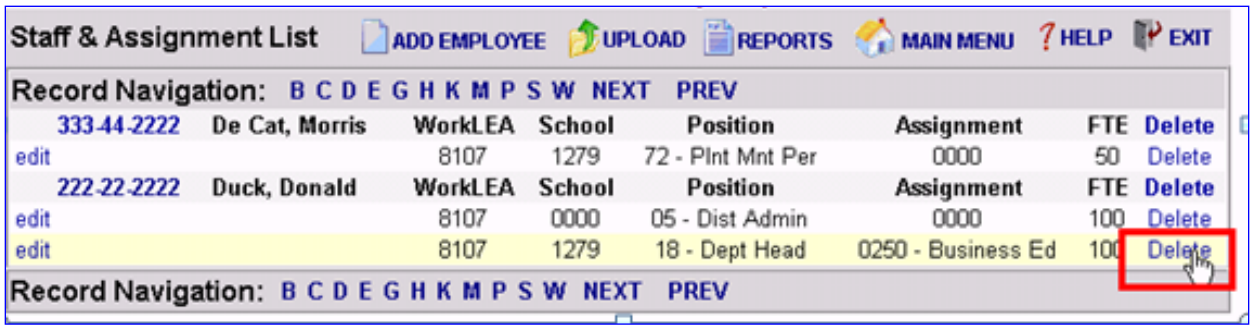
Delete a Staff Member:

To delete a staff member, click 'Delete' to the right of the staff member name. All associated assignments will be deleted at the same time.



Delete an Assignment:

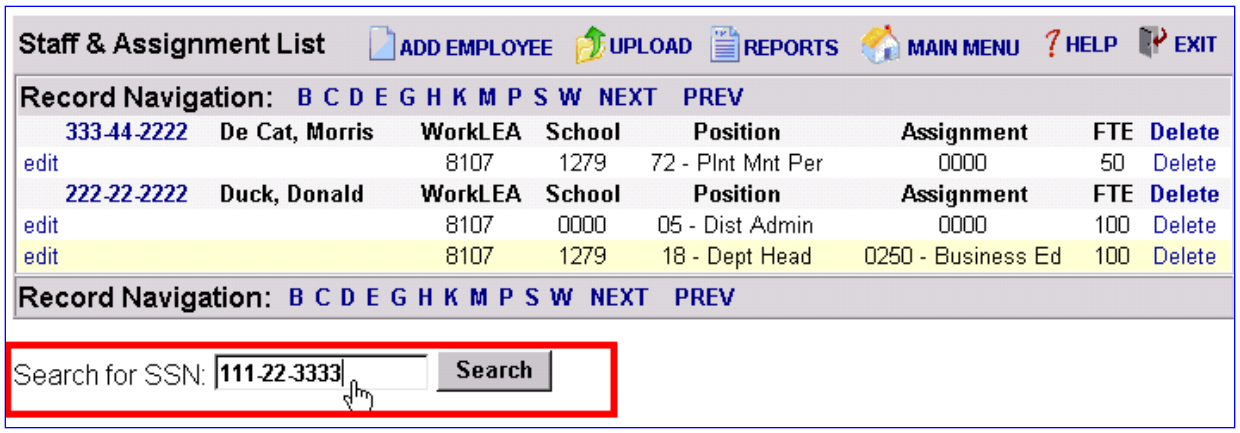
To delete a single staff assignment, click 'Delete' on the right of the assignment information.



❖ Staff & Assignment List continued

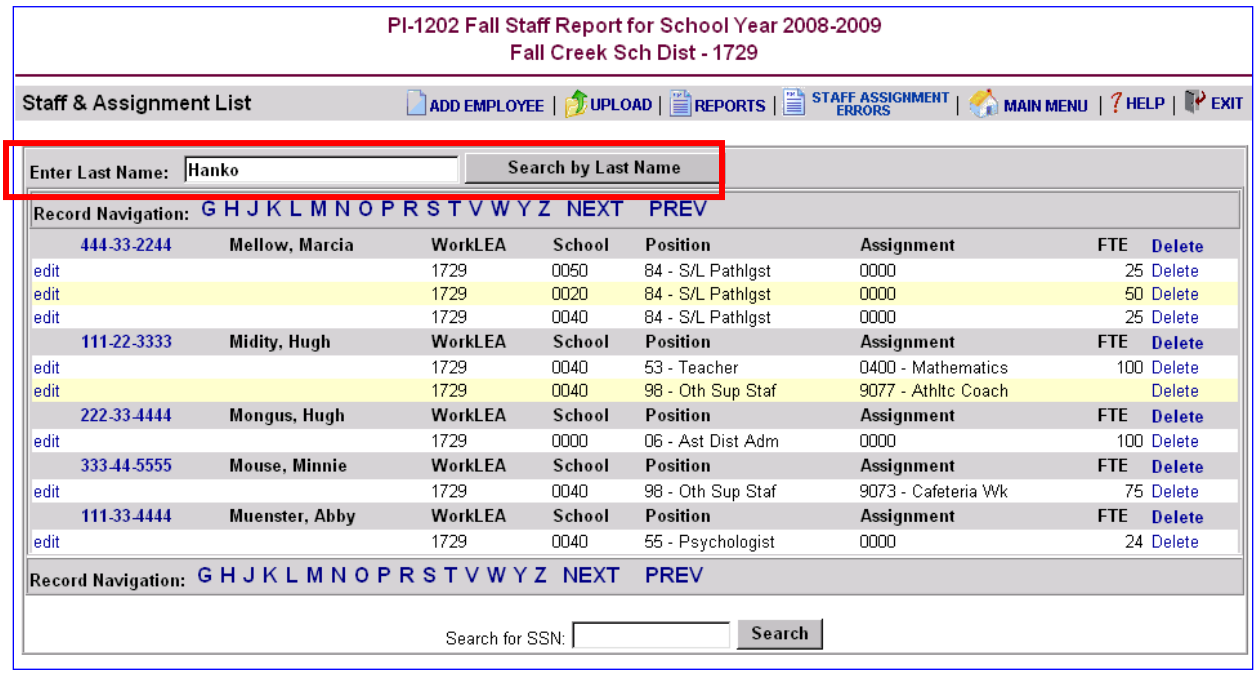
Search by SSN:

To search for a staff member by SSN, enter the staff member's SSN in the 'Search for SSN' box and click the 'Search' button to locate a specific staff member.



Search by Last Name:

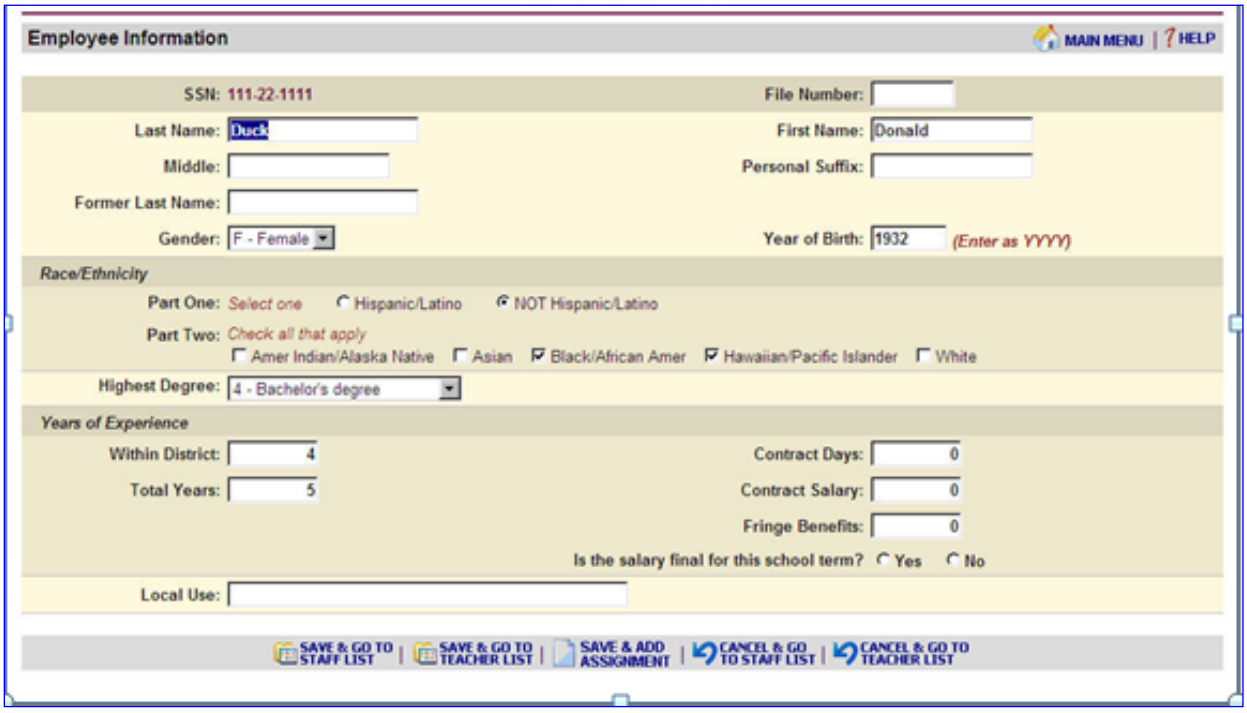
To search for a staff member by Last Name, enter the staff member's last name in the 'Enter Last Name' box and click the 'Search by last name' button to locate a staff member.



❖ Employee Information

All information except the SSN may be edited. If a staff record has the wrong SSN, the employee and all corresponding assignment records must be deleted and recreated (see instructions under the 'Staff & Assignment List' topic). Add a new record for the individual and add new assignment records. Tips about validation rules are for each field are within the Data Definitions section of this document.

Be sure to update salary information and verify fringe benefit entries. Fringe benefits reported on the PI-1202 Fall Staff report are the total of all of those listed under Object 200 Employee Benefits in the Wisconsin Uniform Financial Accounting Requirements (WUFAR) Handbook. Information about WUFAR is available at http://www.dpi.state.wi.us/sfs/pdf/wufar_final.pdf



Three options are available to save the Employee Information.

- Click the 'Save & Add Assignment' Link to save the employee information and add an assignment (for new employees or an existing employee with an additional assignment).
- Click the 'Save & Return to Staff List' Link to save the employee information and return to the staff list page.
- Click the 'Save & Return to Teacher List' to save the employee information and return to the teacher list page.

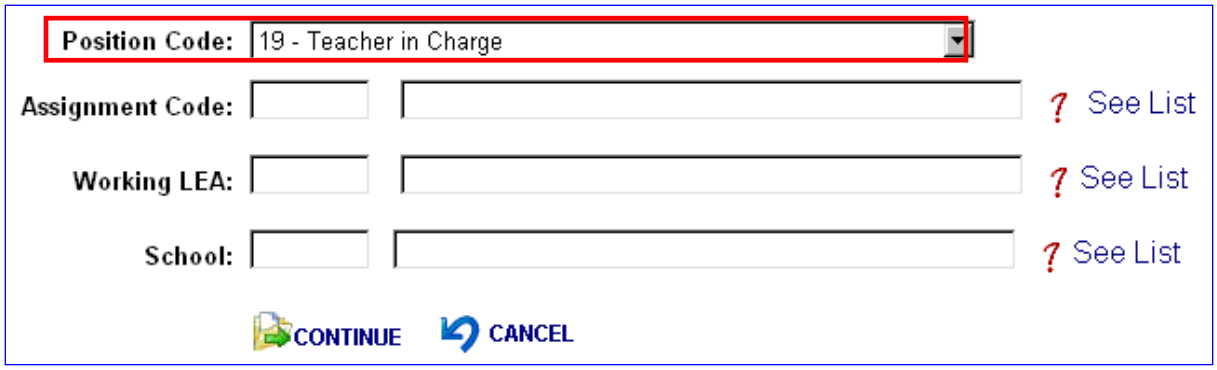
Likewise there are two options to cancel without saving to return to either the staff list or the teacher list.

NOTE: The file number will be stored as a 6-digit number until the teacher licensing database has been changed to 7 digits.

❖ Assignment Information

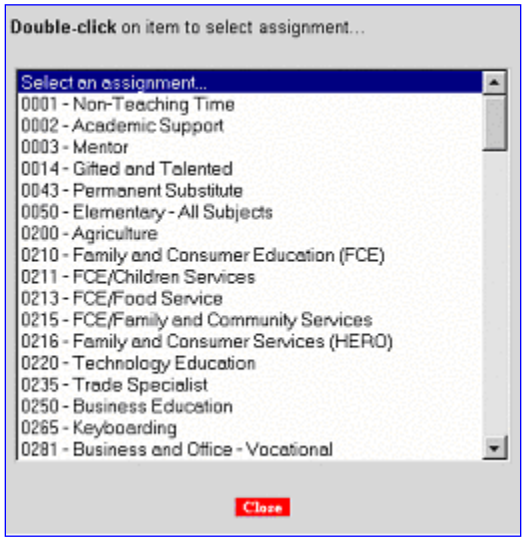
Four criteria are presented to determine the subsequent assignment survey questions. Complete the criteria from top to bottom.

- To choose a position code, click on the arrow for a drop-down list of choices.



- To choose an assignment code, click the "See List" to the right of the Assignment Code line and a list of valid assignments for the chosen position code will be displayed.
- Double-click the appropriate assignment to add the proper code to the assignment box on the assignment info form. If the assignment code is known, it is not necessary to view the list.

  Note that selecting a new 'Position Code' will force reentry of the 'Assignment Code'.



Follow the same procedure to display a list of valid Working LEA's and a list of Valid Schools, to fill the 'Working LEA' and 'School'. Note that selecting a new 'Working LEA' will force reentry of the 'School'.

Teachers (position 53) and principals (position 51) should be reported at a school level, not a district level. Use a school number instead of the 0000 (that is only used for district level reporting). If you prepare a file to import your data, make sure that all teachers and principals are reported at a school level from your source files.

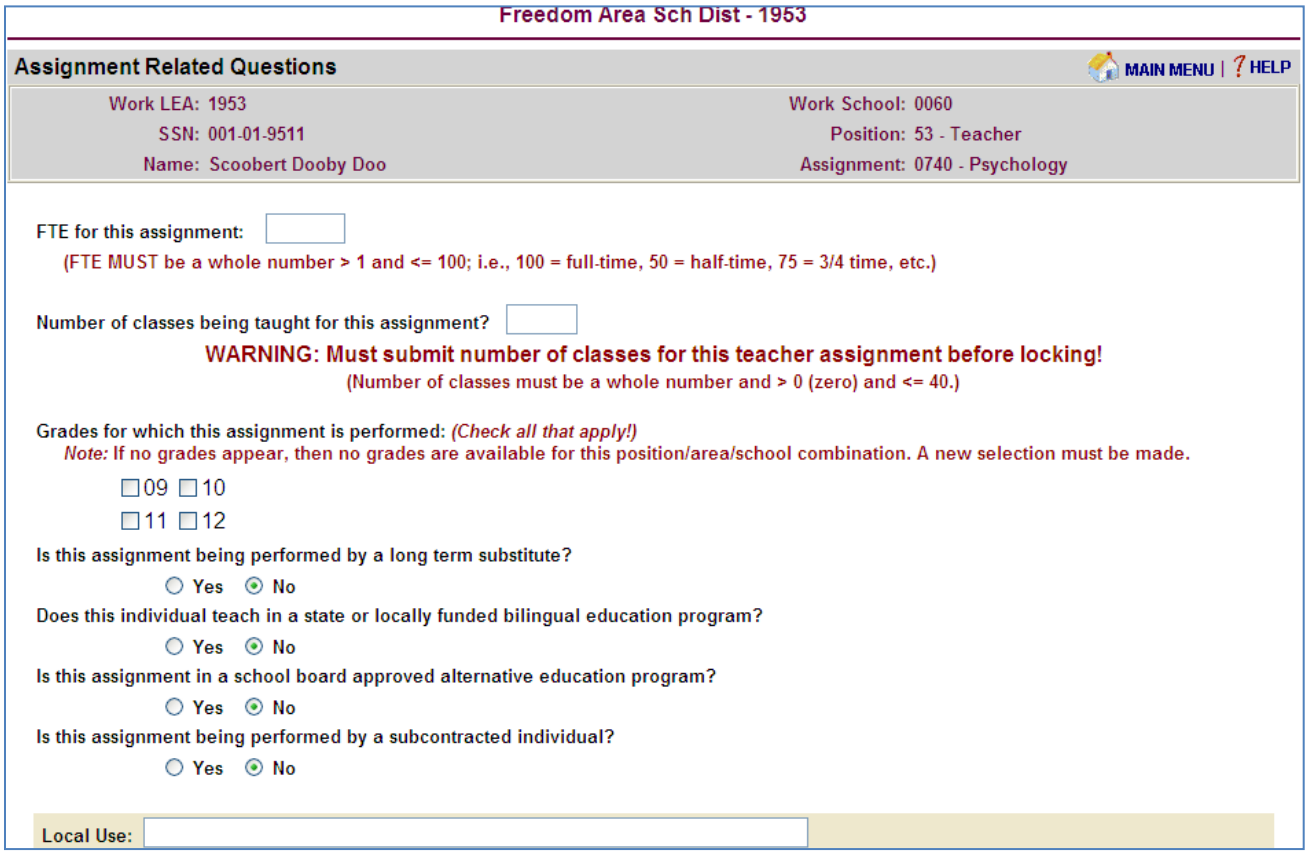
Click

to display the **Assignment Related Questions Screen**.

❖ Assignment Information continued

Assignment Related Questions Screen:

Depending on the position, assignment and validation rules, a list of questions will be presented about the assignment. This list will vary depending on what information needs to be collected for a given assignment. Refer to the Data Definitions section of this document for further information about the assignment questions.



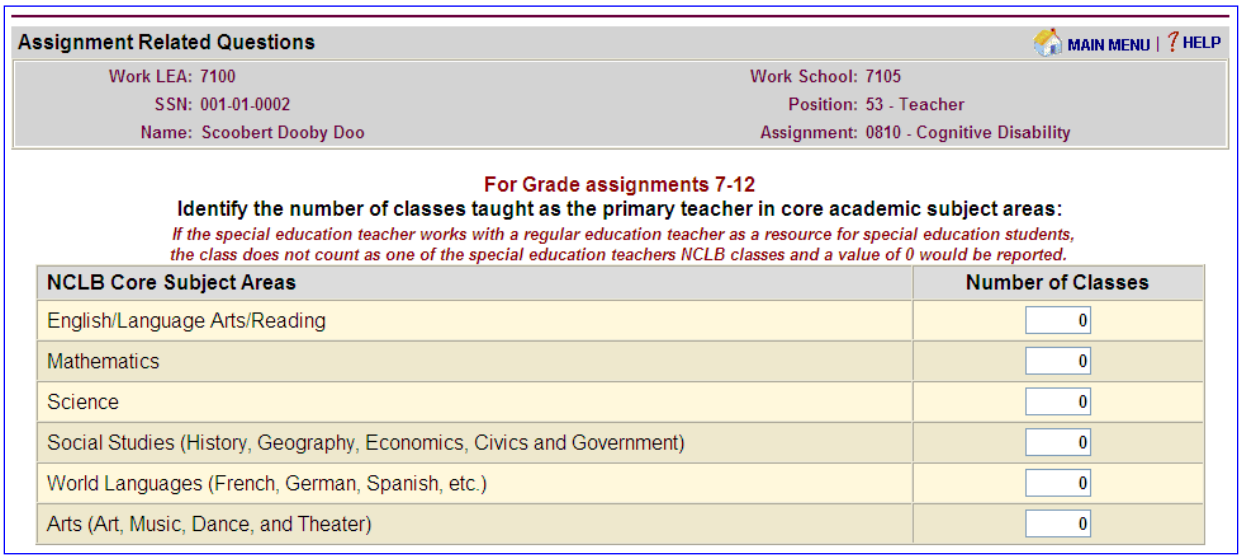
Upon completing the assignment and answering all questions:

- Click 'Save & Go to Staff List' to save the assignment information and return to the 'Staff & Assignment List' ***or***
  Click 'Save & Go to Teacher List'.
- If the selected staff member has another assignment to add, click on 'Save and Add Assignment' to save the current assignment, and to provide a new assignment screen.
- To return to the 'Staff & Assignment List' without saving assignment information, click one of the two 'Cancel' buttons

❖ Assignment Information continued

Number of classes per core NCLB subject:

Per ESEA provisions, states are required to report the number and percentage of core academic classes taught by highly qualified teachers, disaggregated by low/high poverty schools. To comply with federal regulations, LEAs must provide in the PI-1202 report the specific number of classes, specifically core academic classes, taught by each teacher. For most teaching assignments this information can be derived based on the assignment code. DPI is unable to derive this data for special education assignments, and thus we need to collect that information for all special education teaching assignments.



Assignment Related Questions MAIN MENU | ? HELP

Work LEA: 7100 Work School: 7105
SSN: 001-01-0002 Position: 53 - Teacher
Name: Scoobert Dooby Doo Assignment: 0810 - Cognitive Disability

For Grade assignments 7-12

Identify the number of classes taught as the primary teacher in core academic subject areas:

If the special education teacher works with a regular education teacher as a resource for special education students, the class does not count as one of the special education teachers NCLB classes and a value of 0 would be reported.

NCLB Core Subject Areas	Number of Classes
English/Language Arts/Reading	0
Mathematics	0
Science	0
Social Studies (History, Geography, Economics, Civics and Government)	0
World Languages (French, German, Spanish, etc.)	0
Arts (Art, Music, Dance, and Theater)	0

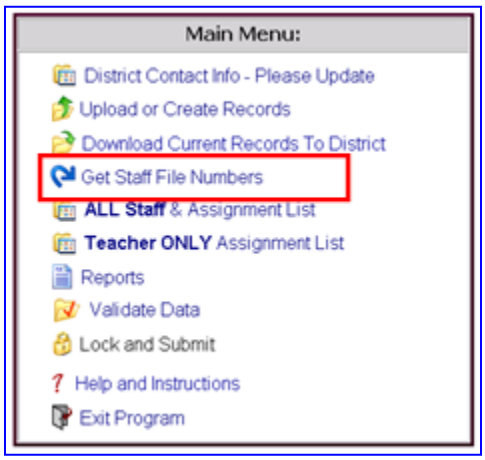
Upon completing the assignment and answering all questions;

- Click 'Save' to save the assignment information and return to the 'Staff & Assignment List'.
- If the selected staff member has another assignment to add, click on 'Save and Add Assignment' to save the current assignment, and to get a new assignment screen.
- To return to the 'Staff & Assignment List' without saving assignment information, click the 'Cancel' button.

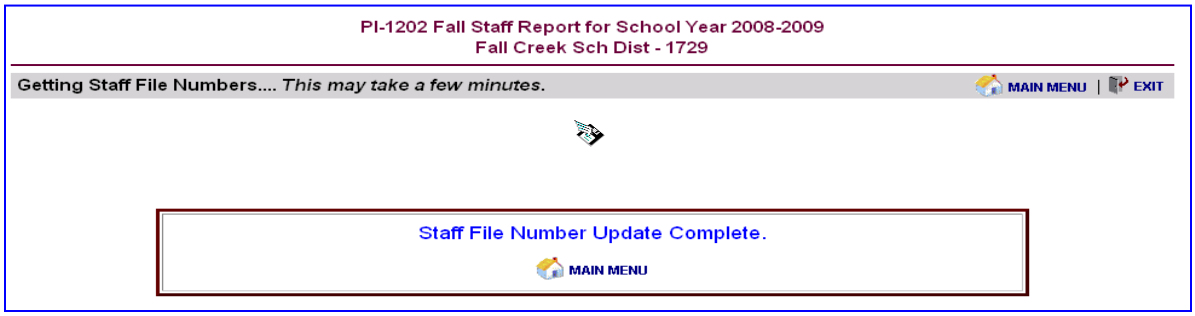
❖ Get Staff File Numbers

For districts that use file upload or add new employee staff records and do not have staff file numbers, this step will pull the file number from the DPI's teacher licensing database based on the SSNs entered and position/assignment codes. Staff that are in licensed positions and should be licensed but are not yet on the teacher licensing database will display in the Missing/Invalid Staff File Numbers Report (look under the Reports Menu). File numbers submitted which do not match the teacher licensing database because of incorrect SSNs in the submission will also display on the Missing/Invalid Staff File Numbers Report. These errors need to be corrected before the data is locked and submitted to DPI.

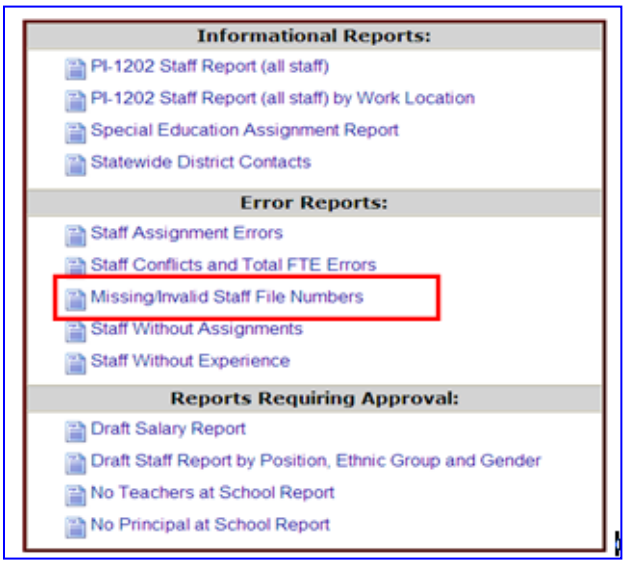
- From the PI-1202 Main Menu, select 'Get Staff File Numbers'.



- It will immediately start the search for file numbers.



- Go to the Reports Menu and click on Missing/Invalid Staff File Numbers to identify any staff records that may have problems. Verify that the correct SSN is associated with that staff record.



❖ Validate Data

Data integrity of staff member and assignment data must be verified prior to submission. The following items must be validated without errors to submit the Fall Staff Report.

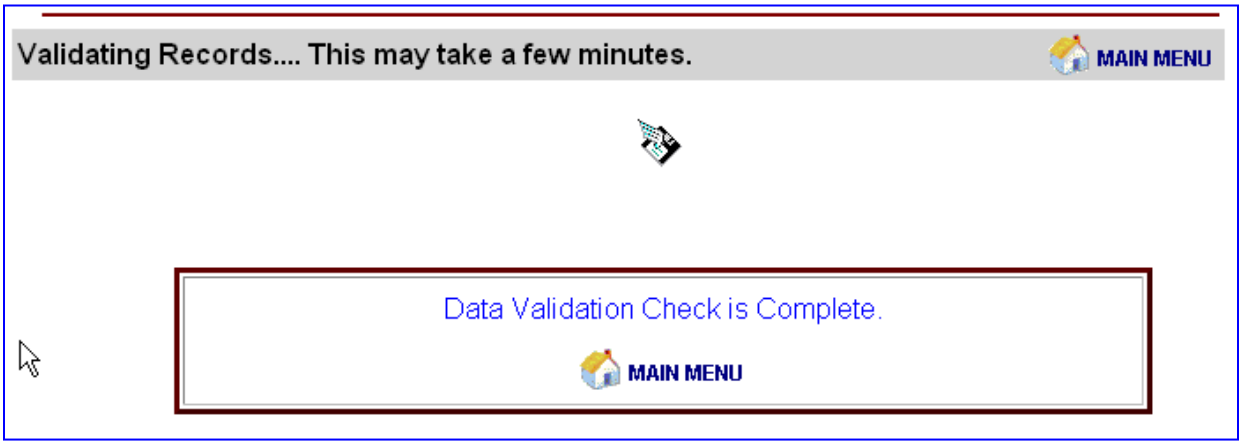
- Update of District Contact Information
- Upload or Creation of Staff & Assignment Records
- Missing/Invalid Staff File Numbers
- Approval of Salary Report
- Approval of Salary Report by Position, Ethnic Group and Gender
- Approval of No Teachers at School report
- Approval of No Principals at School Report

Warnings are displayed for questionable data, but do not prevent submission. See the 'Reports Menu' Topic for more information.

Note that errors will NOT appear on the Error and Conflict Reports until 'Validate Data' has been run. Also, the 'Validate Data' must be run after error correction to update the Error and Conflict Reports.

Validating Records:

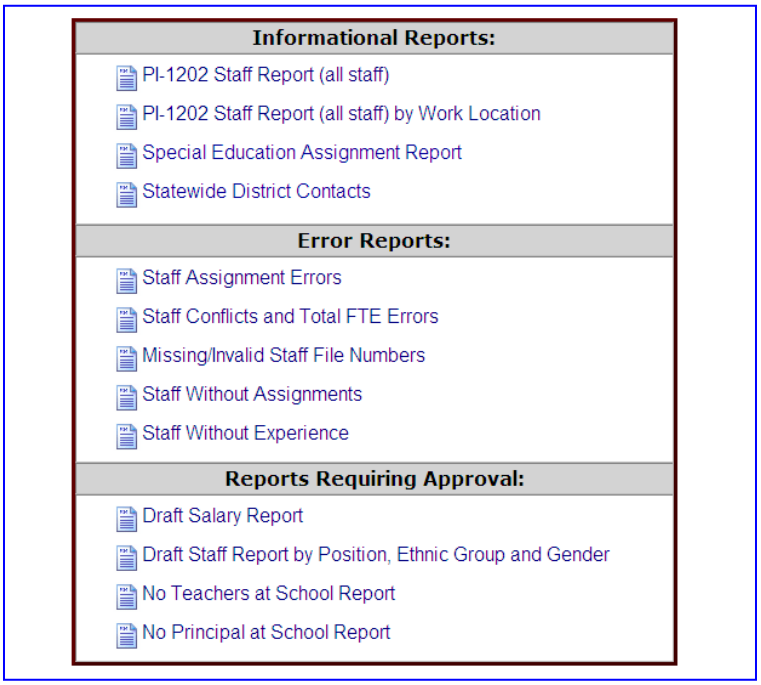
Upon completion of the validation process, the following message is displayed. To view a list of assignment errors, go back to the Main Menu, click on "Reports" and then on 'Staff Assignment Errors'. To view a list of staff members and their assignments, go back to Main Menu and click on 'Staff and Assignment List'.



❖ Reports Menu

Several reports are available to summarize and prepare Fall Staff Reporting data for submission. In order to submit data to DPI, all errors must be cleared up and the Draft Administrative Salary Report, Draft Staff Report by Position, Ethnic Group and Gender, No Teachers at School Report and the No Principal at School Report must be viewed and approved.

Note: Errors will NOT appear on the Error and Conflict Reports until 'Validate Data' has been run from the Main Menu or during the data load process. They will not be removed from the list after corrections have been made until the validation process is run again.



❖ Reports Menu continued

PI-1202 Staff Report and Special Education Assignment Report:

The 'PI-1202 Staff Report' and 'Special Education Assignment Report' follow a similar format. The 'Special Education Assignment Report' is a subset of the 'PI-1202 Staff Report'. In both reports, you can filter for specific positions; for example teachers (position 53) or principals (position 51). These reports are generated based on the hiring agency. There is also a version of the 'PI-1202 Staff Report' by work location.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

PI–1202 FALL STAFF REPORT

School Year: 2011
District: 7301 - Wis Dept of Public Instruction
PI-1202 Staff Assignment Report

Search by Position Code: Choose | Position Search

REPORTS | STAFF LIST | MAIN MENU | HELP | EXIT

Name: Aeejeorr, Eqtonpezqit				SSN: 088-55-2076	File Number: 000000	
Former Last Name:				Contract Final: Y	Year of Birth: 1950	High Degree: 4
Gender: M	Race: W	LEA Years: 12	Total Years: 12	Salary: $40,000	Benefits: $10,000	Contract Days: 190

LEA	Sch	Position	Assignment	Grades	FTE	Num of Classes	Biling ESL	LgTrm Sub	Alt Ed Prog	Subcontracted Individual
7301	7301	53 Teacher	0805 Hearing Imp	09101112	100	8	N	N	N	N
				NCLB Core Subjects:	Eng: 0	Math: 0	Sci: 0	SocSt: 7	WLang: 0	Arts: 0
7301	7301	98 Oth Sup Staf	9078 Advisor Club			0	N	N	N	N

Name: Aio, Yitthuoo				SSN: 004-73-8417	File Number: 000001	
Former Last Name:				Contract Final: Y	Year of Birth: 1950	High Degree: 8
Gender: F	Race: W	LEA Years: 37	Total Years: 37	Salary: $30,000	Benefits: $15,000	Contract Days: 180

LEA	Sch	Position	Assignment	Grades	FTE	Num of Classes	Biling ESL	LgTrm Sub	Alt Ed Prog	Subcontracted Individual
7301	7301	97 Pgm Aide	0883 SE Aide	PKKG01020304050607080910111 2	100	0		N	N	N

- When the number of district records is greater than 750, then staff will be broken out by the first letter of the last name. The list will vary by the letter selected in the alphabetical navigation bar at the top of the page.

School Year: 2011
District: 0147 - Appleton Area Sch Dist
PI-1202 Staff Assignment Report

Search by Position Code: Choose | Position Search

Last Names Beginning with the Letter I

A E F G H I J L N O P Q R S T U W Y Z

REPORTS | STAFF LIST | MAIN MENU | HELP | EXIT

Name: Iggio, Lutio				SSN: 087-93-8288	File Number: 000000	
Former Last Name: Testing				Contract Final: N	Year of Birth: 1950	High Degree: 3
Gender: F	Race: A I	LEA Years: 10	Total Years: 10	Salary: $60,000	Benefits: $10,000	Contract Days: 185

LEA	Sch	Position	Assignment	Grades	FTE	Num of Classes	Biling ESL	LgTrm Sub	Alt Ed Prog	Subcontracted Individual

- Links at the top of the page will redirect the user back to the report menu or to the main menu.

❖ Reports Menu continued

Statewide District Contacts Report:

This list will provide districts with the names of the individuals completing the PI-1202 Fall Staff Report who can help resolve the name discrepancies between districts errors.

School Year: 2009
District: 1729 - Fall Creek Sch Dist
PI 1202 - District Contacts - Statewide All

REPORTS | STAFF LIST | MAIN MENU | HELP | EXIT

Agency	Staff Name	Work Phone	Ext.	Email Address
21st Century Prep Sch	Robert Morelan	262-898-1176		Rmorelan@21stprepschool.org
21st Century Prep Sch	Doreen Daniels	262-898-1169		ddaniels@21stprepschool.org
Abbotsford	Jackie Schreiber	715-223-6715	417	jschreiber@abbotsford.k12.wi.us
Abbotsford	Reed Welsh	715-223-6715	418	rwelsh@abbotsford.k12.wi.us
Acad of Learning & Leadership	MaryAnn Noshay	414-372-3942	203	mnoshay@all-milwaukee.org
Acad of Learning & Leadership	M. Mortimore	414-372-3942	204	cmortimore@all-milwaukee.org
Adams-Friendship Area	Barbara Weade	608-339-3213	214	weade_b@af.k12.wi.us
Adams-Friendship Area	Barbara Weade	608-339-3213	214	weade_b@af.k12.wi.us
Albany	Stephen Guenther	608-862-3225		Stephen. Guenther@albany.k12.wi.us
Albany	Stephen Guenther	608-862-3225		Stephen.Guenther@albany.k12.wi.us
Algoma	Tammy Schneider	920-487-7001	3404	tschneider@alghs.k12.wi.us
Algoma	Ron Welch	920-487-7001	3403	rwelch@alghs.k12.wi.us
Alma	Kathy Culbertson	608-264-9552		kathleen.culbertson@dpi.wi.gov

❖ Reports Menu continued

Staff Assignment Errors Report:

The 'Staff Assignment Errors' report will list the name, identifying assignment information and the error or warning descriptions. These errors are generated during the data validation check (run after upload or creation of records or from the main menu). After correcting errors, the 'Validate Data' should be run again to clear out those errors that have been corrected. In order to lock there may be no errors in this report. It is possible to lock with warning messages.

Below are a list of assignments that have missing or invalid data based on your last check for validation errors. Please make corrections and **Check for Validation Errors**. The following errors must be corrected before your data can be locked.

SSN	Name	Work LEA	Work School	Position	Assigment	Error
444-33-2244	Mellow, Marcia	0140	0080	84	0000	Error: Missing bilingual/ESL certification info
444-33-2244	Mellow, Marcia	0140	0080	84	0000	Error: Missing LEP student information
444-33-2244	Mellow, Marcia	0140	0160	84	0000	Error: Missing bilingual/ESL certification info
444-33-2244	Mellow, Marcia	0140	0160	84	0000	Error: Missing LEP student information
444-33-2244	Mellow, Marcia	0140	0260	84	0000	Error: Missing bilingual/ESL certification info
444-33-2244	Mellow, Marcia	0140	0260	84	0000	Error: Missing LEP student information
111-22-3333	Midity, Hugh	0140	0070	53	0400	Error: Missing required data: assignment grades
111-22-3333	Midity, Hugh	0140	0070	53	0400	Error: Missing LEP student information
111-22-3333	Midity, Hugh	0140	0070	53	0400	Error: Missing long term substitute information
111-22-3333	Midity, Hugh	0140	0070	53	0400	Error: Missing content licensing test information
111-22-3333	Midity, Hugh	0140	0070	53	0400	Error: Missing bilingual/ESL certification info

- Click on the SSN to continue to the Staff & Assignment List information page to edit employee or assignment information. The navigation bar on top will disappear as the list of staff assignment errors gets smaller.

❖ Reports Menu continued

Staff Conflict Report:

The 'Staff Conflict' report lists staff records for individuals who have been reported with the same SSN by multiple districts with different demographic information (name, birth, race, gender, high degree). These conflicts could prevent locking and submission of data. Also if an individual's total FTE across all districts is greater than 149, it will be reported here as well. For assistance, call the DPI at (608) 267-3166, email dpistats@dpi.wi.gov or create a helpdesk ticket.

School Year: 2011
District: 0140 - Antigo Sch Dist
Staff Conflicts and Total FTE Errors Report

Below is a list of staff members (based on your last check for validation errors) that have conflicting data with other school districts or their total FTE for all assignments is greater than 149. The errors listed below must be corrected before your data can be locked. Please make corrections and VALIDATE DATA.

Staff Conflicts & Total FTE Errors

REPORTS | STAFF LIST | MAIN MENU | HELP | EXIT

SSN	Name	Error
033-33-2752	Aeejqeani, Uenizq John	Error:Same SSN w/ different name across districts
033-33-2752	Aeejqeani, Uenizq John	Same SSN w/ different spelling across districts
084-85-2764	Aopyuo, Uyuoju C	Error:Same SSN w/ different name across districts
084-85-2764	Aopyuo, Uyuoju C	Same SSN w/ different spelling across districts

- Click on the SSN on a given line to continue to the Duplicate Staff Information page. Demographic information, excluding the name, submitted by all districts for this SSN will be shown. This will help in finding discrepancies in data. For name discrepancies contact the districts listed.

Duplicate Staff Information | EDIT STAFF INFORMATION | STAFF CONFLICT REPORT | MAIN MENU | HELP

Duplicate SSN: 222-22-2222

Show staff information

District	Last	First	Middle	Suffix	Former Name	Gender	Race	Birth Year	High Degree
Rib Lake						M	W	1945	4
Sch for Early Development & Achievement	Duck	Donald				M	W	1955	5

| EDIT STAFF INFORMATION | STAFF CONFLICT REPORT | MAIN MENU

- To view duplicate staff information for another person, enter the SSN and click the 'Show Staff Information' button.

❖ Reports Menu continued

Missing/Invalid Staff File Numbers Report:

The 'Missing/Invalid Staff File Numbers' report displays any staff members that have missing or invalid file numbers based on the SSN reported and the data in the Department of Public Instruction's Teacher licensing database. Check both the SSN and the File Number to verify they are correct. All missing or mismatched records will display in the report and must be corrected before locking.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

PI–1202 FALL STAFF REPORT

School Year: 2011
District: 8115 - Tenor High School
Staff Missing or Invalid File Numbers Report

Below is a list of staff with missing or invalid file numbers.

REPORTS | STAFF LIST | MAIN MENU | HELP | EXIT

SSN	Name	Work LEA	Missing or Invalid File Number
111-22-1111	Duck, Don	8115	Missing File Number

Staff without Assignments Report:

The 'Staff without Assignments' report displays any staff members that have no assignments. To add an assignment click 'edit' to the left of the staff member. The 'Employee Information' page will be displayed where the user can choose to add an assignment.

District: 8107 - Sch for Early Dvlpt & Achieve
Staff without Assignments

Staff Without Assignments

REPORTS STAFF LIST MAIN MENU HELP EXIT

	SSN	Name	Sex	Race	High Degree	Birth Year	
edit	888-22-5555	Dokie, Okie	M	B	2	1987	delete

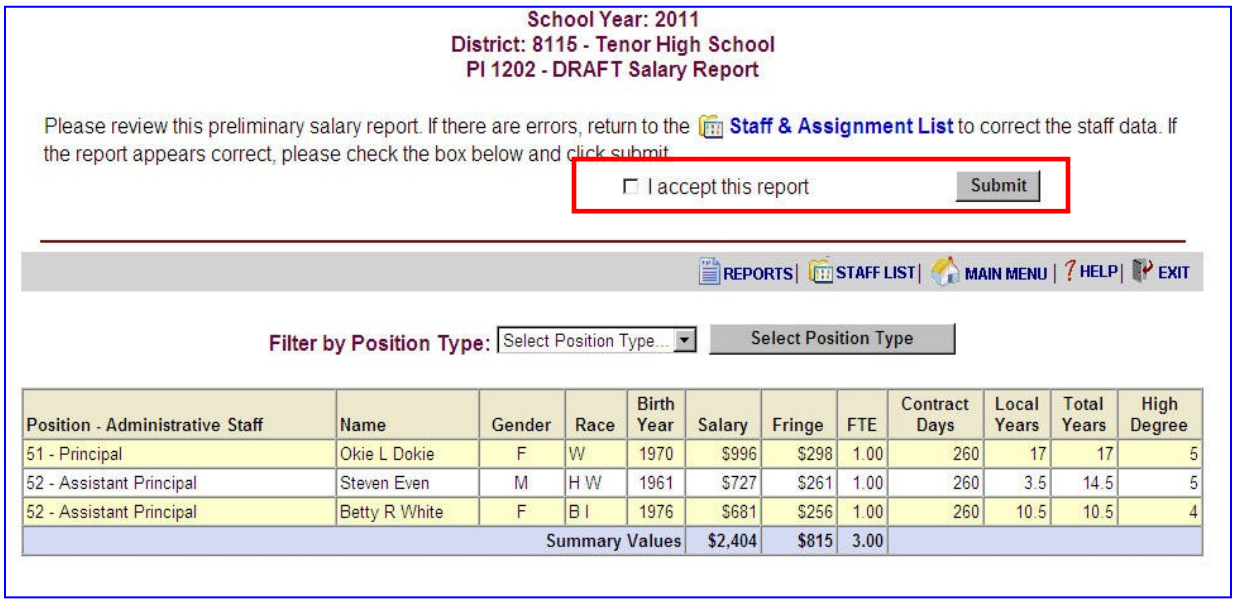
❖ Reports Menu continued

Staff without Experience Report:

The 'Staff without Experience' report displays any licensed staff members that have no local or total experience reported. These errors must be corrected before the data can be locked.

DRAFT Salary Report:

This report displays what the administrative salary report would look like based on the data reported by the district. There are also options to view a similar report for licensed and support positions. This can be a tool for catching errors in reporting. In order to lock and submit the data, the district must review this report and select "I accept this report".



Position - Administrative Staff	Name	Gender	Race	Birth Year	Salary	Fringe	FTE	Contract Days	Local Years	Total Years	High Degree
51 - Principal	Okie L Dokie	F	W	1970	$996	$298	1.00	260	17	17	5
52 - Assistant Principal	Steven Even	M	H W	1961	$727	$261	1.00	260	3.5	14.5	5
52 - Assistant Principal	Betty R White	F	B I	1976	$681	$256	1.00	260	10.5	10.5	4
				Summary Values	$2,404	$815	3.00				

❖ Reports Menu continued

Draft Staff Report by Position, Ethnic Group and Gender:

The 'Draft Staff Report by Position, Ethnic Group and Gender' will display FTE reports based on the data provided. Because this data is an aggregate level report, the Race/Ethnicity Data is displayed using the new federal reporting categories. This report is broken up into Administrative, Licensed and Support positions. This can be a tool for catching errors in reporting. In order to lock and submit the data, the district must review and approve this report.

School Year: 2011
District: 8115 - Tenor High School
PI 1202 - DRAFT -- Staff Report
By Ethnic Group, Gender, and Position

Please review this preliminary staff report by ethnic group, gender and position. If there are errors, return to the **Staff & Assignment List** to correct the staff data. If the report appears correct, please check the box below and click submit.

☐ I accept this report Submit

Administrative Positions

REPORTS | STAFF LIST | MAIN MENU | HELP | EXIT

Position	American Indian/ Alaska Native		Asian		Black/ African American		Hispanic/Latino		Hawaiian/ Pacific Islander		White		Two or More Races		Not Reported	
	F	M	F	M	F	M	F	M	F	M	F	M	F	M		Total
51 - Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
52 - Assistant Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00	2.00
Total By Gender	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	1.00	0.00	0.00	0.00	3.00
Total By Ethnic Group	0.00		0.00		0.00		0.00		0.00		3.00		0.00			

Licensed Staff Positions

REPORTS | STAFF LIST | MAIN MENU | HELP | EXIT

Position	American Indian/ Alaska Native		Asian		Black/ African American		Hispanic/Latino		Hawaiian/ Pacific Islander		White		Two or More Races		Not Reported	
	F	M	F	M	F	M	F	M	F	M	F	M	F	M		Total
50 - School Social Worker	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
53 - Teacher	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.80	4.10	5.00	0.00	0.00	0.00	10.90
Total By Gender	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.80	5.10	5.00	0.00	0.00	0.00	11.90
Total By Ethnic Group	0.00		0.00		0.00		1.00		0.80		10.10		0.00			

Support Staff Positions

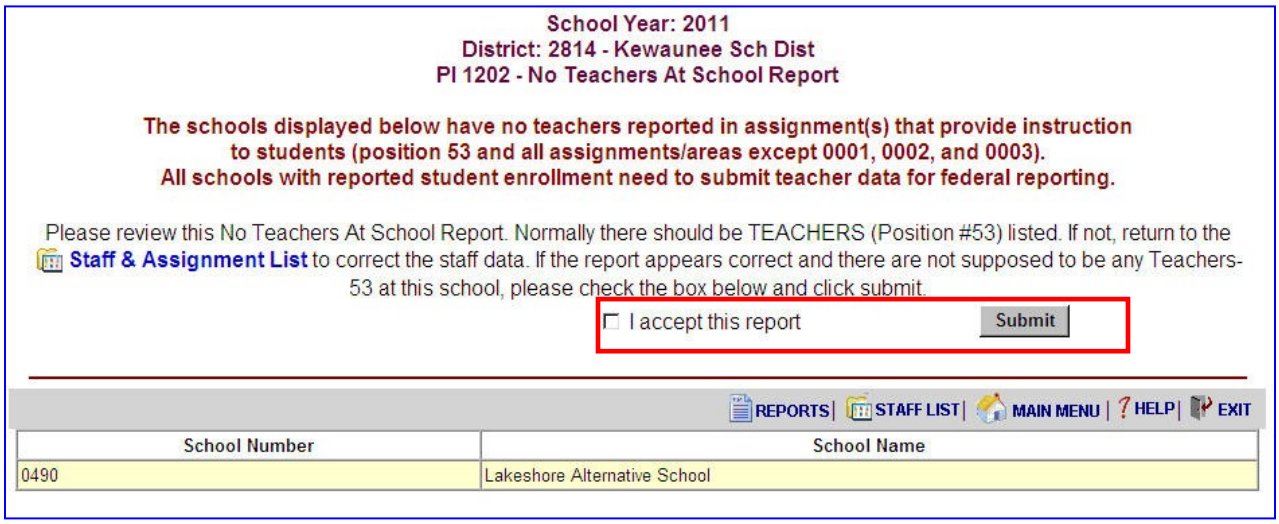
REPORTS | STAFF LIST | MAIN MENU | HELP | EXIT

Position	American Indian/ Alaska Native		Asian		Black/ African American		Hispanic/Latino		Hawaiian/ Pacific Islander		White		Two or More Races		Not Reported	
	F	M	F	M	F	M	F	M	F	M	F	M	F	M		Total
97 - Program Aide	0.00	0.00	0.00	0.00	1.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.24
98 - Other Support Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.63	0.00	0.00	0.00	0.00	1.63
99 - Other Professional Staff in a Non-educational role	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.50
Total By Gender	0.00	0.00	0.00	0.00	1.24	0.00	0.00	0.00	0.00	0.00	2.13	0.00	0.00	0.00	0.00	3.37
Total By Ethnic Group	0.00		0.00		1.24		0.00		0.00		2.13		0.00			

❖ Reports Menu continued

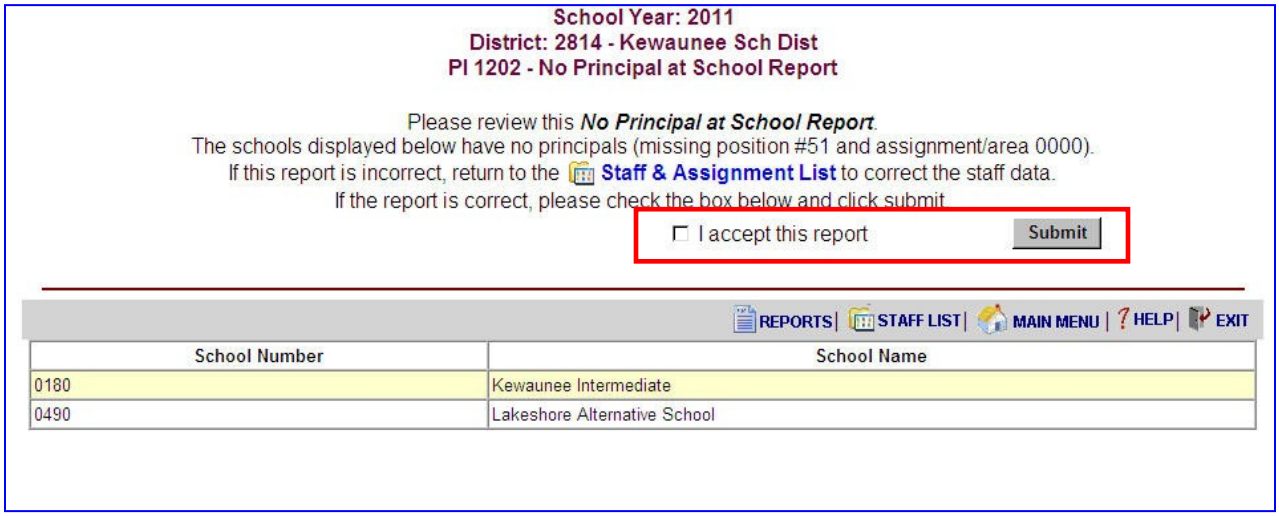
No Teachers at School Report:

The 'No Teachers at School' report displays the names of schools that do not have any teachers (position 53) reported as working at them based on the data reported by the district. This can be a tool for catching errors in reporting. In order to lock and submit the data, the district must review this report and select "I accept this report".



No Principal at School Report:

The 'No Principal at School' report displays the names of schools that do not have any principals or assistant principals reported as working at them based on the data reported by the district. This can be a tool for catching errors in reporting. In order to lock and submit the data, the district must review this report and select "I accept this report".



❖ Checklist for Locking and Submitting the Fall Staff Report

The following items must be completed to submit the Fall Staff Report.

Completed	***Tasks to be completed:***
	Update of District Contact Information
	Upload or Creation of Staff & Assignment Records
	Verify that no Validation Errors Exist
	Get Staff File Numbers
	Review of the Missing/Invalid Staff File Numbers (need to be corrected)
	Approval of Salary Report
	Approval of Salary Report by Position, Ethnic Group and Gender
	Approval No Teachers at School Report
	Approval of No Principals at School Report

- Once the Fall Staff Report is submitted, the application is 'locked' meaning modifications may not be made. To "unlock" data for further modification, contact DPI.

Data Definitions

The following definitions are not all-inclusive. Some data elements are self-explanatory; e. g., Last Name. Some definitions below are informational only and do not represent a distinct data element; e. g., Staff Type.

Assignment Code:

This is a code that indicates the area of assignment being performed for the working agency.

- *Assignment Code must be a valid 4 digit Assignment code as found in the Position/Assignment table for the year being reported.*
- *Required for all staff being reported.*

Contracted Agency: Has been removed starting with the 2011-2012 school year.

Contracted Agency Site: Has been removed starting with the 2011-2012 school year.

Contract Days:

The number of days the individual is contracted to work for the hiring LEA. For teachers, this is the regular school year contract; do not include summer contracts for teachers.

- *Contract Days is a 1 to 3 digit numeric field with no decimal places.*
- *Required for staff with assignment type of codes of 0(Professional - Special Education) and 1(Professional - Regular Education).*
- *May be left blank for subcontracted individuals and staff with assignment type of codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*

Contract Fringe Benefits:

Include the total of all items under Object Code 200 Employee Benefits in the WUFAR Handbook. They are 210 Retirement, 220 Social Security, 230 Life Insurance, 240 Health Insurance, 250 Other Employee Insurance, and 290 Other Employee Benefits.

- *Contract Fringe Benefits is a numeric field that must be greater than or equal to 0 and less than or equal to 110,000. Contain no decimal places and rounded to the nearest dollar.*
- *Required for staff with assignment type of codes of 0(Professional - Special Education) and 1(Professional - Regular Education).*
- *May be left blank for subcontracted individuals and staff with assignment type of codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*

Contract Salary:

That amount of money specifically cited in the regular contract between the staff member and the hiring LEA. Do not include pay for extra duties; i.e., coaching, advisor to student, etc. The National Education Association has requested that states report only "regular" salaries for instructional staff. NEA specifically says states: should not include salaries for "extra curricular" duties" or payments for teaching summer school.

- *Contract Salary is a numeric field that must be greater than or equal to 0 and less than or equal to 300,000. Contain no decimal places and rounded to the nearest dollar.*
- *Required for staff with assignment type of codes of 0(Professional - Special Education) and 1(Professional - Regular Education).*
- *May be left blank for subcontracted individuals and staff with assignment type of codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*

Data Definitions continued:

Does this employee teach in a state or locally funded bilingual education program?:

Yes (Y) or No (N) is the response to the question "Does this employee teach in a state or locally funded bilingual education program?". This question will appear on the "Assignment Related Questions" screen when applicable.

- *Required only for positions 53, and for position/assignment combination 84/0000.*

First Name:

The First name of the staff member reported. Last name field is 16 characters long. We recommend use of the individual's name as listed on their most current social security card to reduce the name discrepancy warning between hiring agencies

- *Required for all staff being reported.*
- *A-Z, apostrophe and hyphen only.*

File Number:

This is the number found on licenses issued to individuals and can also be found on the Wisconsin Educator Look up website: https://www2.dpi.wi.gov/lic-tll/home.do

- *The complete 6 digit DPI-assigned Educator File Number.*
- *Required for all position/assignments where DPI Licensed is "Yes". DPI Licensed is a column this is found in the Position/Assignment table.*

Former Last Name:

The Former Last name of the staff member reported.

- *Optional for all staff being reported.*
- *A-Z, apostrophe and hyphen only.*

FTE:

Full-time equivalency expressed as a whole number. The amount of time required to perform assignments stated as a proportion of a full-time position. (i.e., 100 = full time, 50 = half-time, 75 = ¾ time, etc.). Do not include time spent on extra-curricular duties such as coaching or as a student advisor. FTE is represented as a percentage; for example 1 would be 1% and 149 would be 149%.

- *Must be a whole number greater than 1 and less than or equal to 149.*
- *Required for all positions except for staff with an assignment type code of 2(Short-Term Substitute/Extra-Curricular Activities).*
- *The FTE total for this SSN across districts must be >= 1 and <= 149.*

Calculation for professionals:

$$\frac{\text{\# of hours the person works in a year}}{\text{\# of hours in the district's standard work year for that employee's classification}}$$

Calculation for support staff:

$$\frac{\text{\# of hours the person works}}{2{,}080}$$

Gender:

Indicates the gender of the staff person.

- *F = Female*
- *M = Male*
- *Required for all staff being reported.*

Data Definitions continued:

Grade Levels for this Assignment:

Indicates all grade levels for which this assignment is performed. These data represent the grade levels of the assignment being taught, not the grade levels of the students.

Examples:

If the employee teaches 6th, 7th and 8th grade English, report the grades as 06, 07 and 08.

If the employee teaches 9th grade biology to 9th, 10th and 11th grade students, then select grade 09.

If the employee has an elementary special education assignment, the grades may be reported as grades 01, 02, 03, 04, 05, even if there are no students in a particular grade(s).

- *Required for positions 51, 52, 53, 54, 80, 83 and 84.*
- *For more validation information refer to the PI-1202 Grade Level guidance at http://dpi.wi.gov/lbstat/PDF/pi_1202_grade_level_guide.pdf.*

Highest Degree:

Highest Degree represents a code indicating the highest degree of higher learning attained by the staff person regardless of qualifications used on the job.

03 = Associate: A two-year degree from a technical or junior college.

04 = Bachelor's: Any degree from a four-year program in an accredited college or university.

05 = Master's: Any master's degree (such as Master of Arts or Master of Science) from an accredited college or university.

06 = 6-Year Specialist's: Any degree offered as beyond a Master's degree but short of a Doctorate, such as is offered in Education Administration.

07 = Doctor's: Any doctor's degree (such as Doctor of Philosophy) offered by an accredited university.

08 = Other: Any degree that cannot reasonably be described by any of the other degrees listed here; e.g., School Nurses with a nursing degree (R.N. or L.P.N.) rather than a B.S. degree.

- *Required for staff with assignment type of codes of 0(Professional - Special Education) and 1(Professional - Regular Education).*
- *May be left blank for subcontracted individuals and staff with assignment type of codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*

Hiring LEA Code:

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.

Is this assignment being performed by a subcontracted individual?:

Yes (Y) or No (N) is the response to the question "Is this assignment being performed by a subcontracted individual?". 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.

Examples: a 4-year-old kindergarten teacher hired by a community/private pre-school, Head Start program, or daycare on behalf of a public school district or a teacher teaching in a partnership school as authorized under Wisconsin Statutes Section 118.153(3)(c)(2) for Milwaukee Public Schools. In both examples the students are reported as public school students in Wisconsin Student Number Locator System (WSLS) and Individual Student Enrollment System (ISES).

Subcontracted does not include staff hired through a CESA, CCDEB, or 66.0301.

This question will appear on the "Assignment Related Questions" screen when applicable.

- *Required for all positions except for staff with an assignment type code of 2(Short-Term Substitute/Extra Curricular Activities).*
- *Defaulted to N except if the Hiring LEA Numbers are 7000 or 7100 then the default is Y.*
- *See the Who should be reported? Decision Tree Diagram*

Data Definitions continued:

Is this assignment being performed by a long-term substitute?:

Yes (Y) or No (N) is the response to the question is the response to the question "Is this assignment being performed by a long-term substitute?". 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. This question will appear on the "Assignment Related Questions" screen when applicable.

- *Required when position is 53 (except if assignment is 0970-Intern).*
- *Required for position/assignment combinations 54/0000, 62/0884, 84/0000 or 85/0000.*

**Note: Starting with the 2012-2013 school all positions with assignment type of codes of: 0 (Professional - Special Education) or 1(Professional - Regular Education) with the exception of 53-0970(Teacher/Intern) will be required to answer this question yes or no.

Is this assignment part of a School Board approved alternative education Program?

Yes (Y) or No (N) is the response to the question is the response to the question "Is this assignment part of a School Board approved alternative education Program?". This question will appear on the "Assignment Related Questions" screen when applicable.

- *Required for position 53, except when assignment is 0001, 0002, 0003.*
- *The default value will be set to No.*

Is the salary final for this school term?:

Yes (Y) or No (N) is the response to the question "Is the salary final for the current school term?" The yes/no answer informs the DPI if the third Friday of September reported salary and fringe benefits are final or if contracts are not yet settled.

- *Required for staff with assignment type of codes of 0(Professional - Special Education) and 1(Professional - Regular Education).*
- *May be left blank for subcontracted individuals and staff with assignment type of codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*

Last Name:

The last name of the staff member reported. Last name field is 20 characters long. We recommend use of the individual's name as listed on their most current social security card to reduce the name discrepancy warning between hiring agencies

- *Required for all staff being reported.*
- *A-Z, apostrophe and hyphen only.*

Local Use (Employee Information Screen):

An optional 50 character field available for districts to include local codes, etc., that will assist them in submitting and reviewing data.

Local Use (Assignment Related Questions Screen):

Local Use is an optional 100 character field and can be used for submitting the title of individuals reported as 99-0000, Professional in non-educational related role with no further description/assignment.

Middle Name:

The Middle name of the staff member reported. Can be middle name or just initial.

- *Optional for all staff being reported.*
- *A-Z, apostrophe and hyphen only.*

Data Definitions continued:

NCLB Arts:

Number of classes taught in the arts area. NCLB Arts includes art, music, dance, and theater.

- *Must be greater than or equal to 0 and less than or equal to 10.*
- *Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for grades 7-12.*
- *For more information see the PI-1202 Number of Classes & NCLB guidance*

NCLB English:

Number of English classes taught. NCLB English includes English, language arts, reading, speech and journalism.

- *Must be greater than or equal to 0 and less than or equal to 10.*
- *Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for grades 7-12.*
- *For more information see the PI-1202 Number of Classes & NCLB guidance*

NCLB Math:

Number of mathematics courses taught. NCLB Math includes all related courses in the subject area, examples, algebra, calculus, geometry, etc.

- *Must be greater than or equal to 0 and less than or equal to 10.*
- *Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for grades 7-12.*
- *For more information see the PI-1202 Number of Classes & NCLB guidance*

NCLB Science:

Number of science courses taught. NCLB Science includes all related courses in the subject area, examples, chemistry, physical sciences, physics, earth science, etc.

- *Must be greater than or equal to 0 and less than or equal to 10.*
- *Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for grades 7-12.*
- *For more information see the PI-1202 Number of Classes & NCLB guidance*

NCLB Social Studies:

Number of social studies classes taught. NCLB Social Studies includes history, geography, economics, and civics and government.

- *Must be greater than or equal to 0 and less than or equal to 10.*
- *Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for grades 7-12.*
- *For more information see the* PI-1202 Number of Classes & NCLB guidance

NCLB World Language:

Number of world language classes taught. NCLB World Language includes all world languages, examples, Spanish, Chinese, French, German, etc.

- *Must be greater than or equal to 0 and less than or equal to 10.*
- *Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for grades 7-12.*
- *For more information see the* PI-1202 Number of Classes & NCLB guidance

Data Definitions continued:

Number of Classes

The count of classes per assignment. Teachers with Elementary All Subjects assignments will be defaulted to 1 if not reported through file upload or on screen entry. Number of classes reported at middle, junior high, and high schools will vary based on the type of schedule used for more information see the PI-1202 Number of Classes & NCLB guidance document.

- *Required when Position = 53, expect if assignment is 0001, 0002, 0003, or 0970.*
- *Must be greater than 0 and less than 41*
- *If the record is reported as 53-0050 Elementary All Subjects and has the field blank or equal to 0, we will default to 1.*

Personal Suffix:

An optional field for districts to use in order to provide designations such as: Jr, Sr, II, III, etc.

Position Code:

This is a code that indicates the employee's assignment classification in the working agency.

- *Position Code must be a valid 2 digit Position code as found in the Position/Assignment table for the year being reported.*
- *Required for all staff being reported.*

Race/Ethnicity Code or Race Key:

A code corresponding to the racial/ethnic group or groups with which the staff person identifies. The *code is from DPI code table and is corresponding to the answers to both parts of the two-part race/ethnicity question.*

- *Districts will need to use the "Wisconsin Department of Public Instruction Race/Ethnicity Crosswalk" to determine the correct race_key.*
- *Required for all staff being reported.*

School Year:

This is the four-digit year that this report represents. For example, school year 2011-2012 = 2012.

Social Security Number (SSN):

The nine-digit number assigned to the person by the Social Security Administration. This is used to match against DPI license records for auditing data. Invalid numbers will require corrections by the hiring agency.

- *Required for all staff being reported.*

Staff Assignment Types:

Each position / assignment combination is assigned a staff assignment type code. The Assignment type code can be found in the Position/Assignment table under the assignment type column.

0 = Professional - Special Education: All professional staff working with special education programs. This includes: assistant director of special education, director of special education and/or pupil services, school audiologist, school occupational therapist, school physical therapist, special education teacher, speech/language pathologist, occupational therapist assistant, physical therapist assistant, educational interpreter and special education program coordinator.

1 = Professional – Regular Education: All staff required to be licensed by DPI other than special education staff. This includes: assistant district administrator, assistant principal, audiovisual/technology specialist, business manager, central office administrator, department head, director of human relations/multicultural education/equity, director of instruction/program supervisor, director of pupil services, district administrator, guidance counselor, librarian, library media specialist, library media supervisor, principal, program coordinator, reading specialist, school nurse, school psychologist, school social worker, subject coordinator, teacher in charge, and teacher.

Data Definitions continued:

Staff Assignment Types continued:

2 = Short-Term Substitute/Extra Curricular Activities: All people on the active substitute teacher list for an agency as of the third Friday in September. The only qualification for a substitute teacher is that they hold any current teaching license or permit and all assignments will be 20 days or less. Staff that have an extracurricular assignment related to activities such as: Athletic Coaches or Advisor to Student Club.

3 = Support – Regular Education: All staff that do not require any license from DPI. This includes: advisor to student club, athletic coach, bookkeeper, bus driver, cafeteria worker, clerical/support staff, director of athletics, director of food services, director of public relations, director of transportation, executive assistant/support supervision, other professional staff in a non-educational role, other support staff, plant maintenance personnel, plant operation personnel, program aide, recreation department, and research.

4 = Support – Special Education: All support staff working with students with disabilities. This includes: special education program aide, special education bus aide, and early childhood special education aide. These positions require a special education program aide license or a current teaching license or permit.

Working LEA:

Code Where This Assignment is performed: 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.

Working School Code:

This is the four-digit code assigned by DPI for the location within the LEA where the assignment is performed. Working school code must be a valid school number for the "Working LEA". A Working School Code of 0000 may be valid for this data element under certain circumstances, please refer to the table below.

- *Required for all staff being reported.*
- If the working LEA is not a 2R charter *than the following position/assignment codes may be reported with a Working School Code of 0000,* ***only if the individual worked at more than five locations.*** *DPI will be monitoring these cases closely and may rescind this waiver in the next reporting period:*

◆ 53/0001 Teacher Non-Teaching Time	◆ 53/0815 Orthopedic Impairment
◆ 53/0002 Academic support	◆ 53/0825 Visual Impairment
◆ 53/0003 Mentor	◆ 53/0826 Orientation and Mobility
◆ 53/0312 Title I Reading	◆ 53/0830 Emotional Behavioral Disability
◆ 53/0506 Music Instrumental	◆ 53/0832 Other Health Impairment
◆ 53/0511 Music Choral, grades 6-12	◆ 53/0840 Special Education Hospital Program
◆ 53/0515 Music General	◆ 53/0841 Special Education Homebound Program
◆ 53/0800 Cross Categorical	◆ 53/0860 Adaptive Physical Education
◆ 53/0805 Hearing Impairment	◆ 53/0933 Homebound Instruction
◆ 53/0808 Early Childhood Special Education	◆ 53/0935 At-Risk Tutor
◆ 53/0810 Cognitive Disability	◆ 53/0940 Academic Support - Non-Special Education Pupils
◆ 53/0811 Learning Disability	

- *Zeros are not a valid number for the 2R charter schools.*
- *If the hiring LEA is a CESA or CCDEB and the working LEA is a CESA or CCDEB, the Working School Code of 0000 should be used.*

Data Definitions continued:

Year of Birth:

The four-digit year the staff person was born.

- *Required for all staff being reported.*
- *School Year minus Birth Year must be less than or equal to 99 and greater than or equal to 15.*

Years of Experience in this LEA:

The number of years this person has been employed by this agency, to the nearest half year. The time reported should include time through the current school year. (DPI automatically adds one year to this field if records are being created from our database.)

- *Must be equal to or greater than .5 and less than or equal to 99.5.*
- *Required for staff with assignment type of codes of 0(Professional - Special Education) and 1(Professional - Regular Education).*
- *May be left blank for subcontracted individuals and staff with assignment type of codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*

Years of Experience - Total:

The number of years this person has been employed by any education agency, to the nearest half year. Private school experience as well as public should be included here. The time reported should include time through the current school year. (DPI automatically adds one year to this field if records are being created from our database.)

- *Must be equal to or greater than .5 and less than or equal to 99.5.*
- *Must be equal to or greater than Local Years of Experience.*
- *Required for staff with assignment type of codes of 0(Professional - Special Education) and 1(Professional - Regular Education).*
- *May be left blank for subcontracted individuals and staff with assignment type of codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*

Note: *Both LEA and total years of experience are based on years of experience in education. This may overlap different positions. Example: four years as a teacher at district A and two years as a* teacher at district B (B being the reporting district) and six years as a principal at district B would make local years of education experience eight and total experience twelve. This can be determined asking the Human Resources staff for this LEA, by reviewing the employee's personnel files, and/or by asking the employee.

Common Reporting Errors

Duplicate staff records: If the same year, LEA and SSN appear on separate records within the upload, only the first record will be added. A message will be displayed upon completion of the upload process that there were multiple records for a single SSN in the file.

Duplicate assignment records: If the same year, SSN, hiring agency, working agency, school, position and area appear on separate records, a message will be displayed upon completion of the upload process that there were multiple records for a single assignment. If a staff member holds the same assignment for different grades, all the grades should appear in a single assignment listing.

Name Conflicts: If the name is different (first three letters of first or last name is different) than names with SAME SSN across ALL districts, there will be an error and the data cannot be locked. If there is a misspelling (first three letters are the same, but the rest is different) then it will result in a warning. Data can still be locked but it is recommended that data is corrected in the districts' records (on line and in their offices).

Other staff errors: If race, gender or birth year are different for same SSN across districts, an error will be generated. These errors will have to be resolved before data can be locked.

Assignment Records without corresponding Staff Records: Any assignments within that district which do not have a corresponding staff record will be deleted during the validation process. A message will appear upon completion of the validation process listing the SSN of the assignments that were deleted.

Grade Levels: If grade levels checked are grade 7 or above, and the working school is a middle, junior high or high school, then assignment code 0050 is invalid.

Upload File Structures and Validation Criteria

❖ Staff File Structure

- This file contains information for each individual employed or contracted by the reporting (hiring) agency. The file should be named stf1202.txt. Each record must be 203 characters long.
- Data Elements using alphanumeric data types should have trailing spaces if they do not fill the full size for the named field.
- Data Elements using numeric data types should have leading zeroes if they do not fill the full size for the named field.
- Data Type Key: A (alphanumeric) N (numeric) S (spaces)

2012-2013 staff file changes:

- There are no changes to the staff file for the 2012-2013 data collection.

Data Element Name	Data Type	Start Position	Length	Valid Criteria
Filler	S	1	1	1 blank space
Social Security Number	N	2	9	Required. 9-digits with Leading Zeros. For example: 000000001
Filler	S	11	1	1 blank space
Hiring LEA Number	N	12	4	Required. 4 digits with Leading Zeros. For example: 0001 • *Must be a valid DPI-assigned LEA number of the agency responsible for reporting this data.*
Last Name	A	16	20	Required. A-Z, apostrophe and hyphen only. Fill with blank spaces if characters do not fill the full size. • *We recommend use of the individual's name as listed on their most current social security card to reduce the name discrepancy warning between hiring agencies.*
First Name	A	36	16	
Gender	A	52	1	Required. F or M only.
Filler	S	53	1	1 blank space
Year of Birth	N	54	4	Required. 4 digit year. CCYY format. • *Use the following formula to validate: School Year minus Birth Year must be <= 99 and >= 15.*
Highest Degree	N	58	2	2 digits. For example: 03 • *Must be one of the following valid codes: 03=Associate, 04=Bachelor's, 05=Master's, 06=6-Year Specialist's, 07=Doctorate, 08=Other.* • *Use 00 for subcontracted individuals and staff with assignment type codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*
School Year	N	60	4	Required. 4 digit year. CCYY format. • *The current school year. For example, use 2012 for 2011-2012.*
Filler	S	64	4	4 blank spaces
Local Years Experience	N	68	3	3-digits with leading zeros no decimal point. Data has an implied decimal point of (nn.n). For example: 105 would be viewed as 10.5 years. • *Must be >= .5 and <= 99.5.* • *Use 000 for subcontracted individuals and staff with assignment type codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*

❖ Staff File Structure Continued

Data Element Name	Data Type	Start Position	Length	Valid Criteria
Total Years Experience	N	71	3	3 digits with leading zeros no decimal point. Data has an implied decimal point of (nn.n). For example: 105 would be viewed as 10.5 years. • *Must be >= .5 and <= 99.5.* • *Use 000 for subcontracted individuals and staff with assignment type codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).* • *Must be => Local Years of Experience.*
Contract Salary	N	74	6	6 digits with leading zeros. No decimal places, rounded to the nearest dollar. • *Must be >=0 and <= 300000.* • *Use 000000 for subcontracted individuals and staff with assignment type codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*
Contract Fringe Benefits	N	80	6	6 digits with leading zeros. No decimal places, rounded to the nearest dollar. • *Must be >=0 and <= 110000.* • *Use 000000 for subcontracted individuals and staff with assignment type codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*
Personal Suffix	A	86	10	10 characters. Fill with blank spaces if characters do not fill the full size. • *Optional field for districts to use to provide suffixes such as Mr. or Mrs.*
Filler	S	96	2	2 blank spaces.
Final Salary Code	A	98	1	Y or N only. Yes or No is the response to the question "Is the salary final for the current school term?" • *Use 1 blank space for subcontracted individuals and staff with assignment type codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*
Filler	S	99	1	1 blank space.
Former Last Name	A	100	20	Optional. A-Z, apostrophe and hyphen only. Fill with blank spaces if characters do not fill the full size.
Middle Initial or Name	A	120	20	Optional. A-Z, apostrophe and hyphen only. Can be middle name or just initial. Fill with blank spaces if characters do not fill the full size. • *We recommend use of the individual's name as listed on their most current social security card to reduce the name discrepancy warning between hiring agencies.*
Contract Days	N	140	3	3 digits with leading zeros. No decimal places. • *Use 000 for subcontracted individuals and staff with assignment type of codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*
File Number	N	143	6	6 digits with leading zeros. The complete six-digit DPI-assigned Educator File Number. • *Required for all position/assignments where DPI Licensed = Y. See the Position/Assignment table.* • *Use 000000 all other records.* • *Look-up file numbers on the Wisconsin Educator License Lookup web site.*
Filler	S	149	1	1 blank space. Added starting 2011-2012 school year.
Local Use	A	150	50	50 characters. Fill with blank spaces if characters do not fill the full size. • *Optional field for districts to use to include local codes, etc., that will assist them in submitting and reviewing data.*
Race Key	N	200	4	Required. 4 digits with leading zeros. • *Must be a valid Race_Key code from DPI code table corresponding to answers to both parts of the two-part race/ethnicity question.* • *Districts will need to use the "Wisconsin Department of Public Instruction Race/Ethnicity Crosswalk" to determine the correct race_key.*

❖ Assignment File Structure

- This file contains all the assignment information for each individual employed or contracted by the reporting (hiring) agency. It should contain one record for each reportable activity a person is assigned. Position codes are designed to cover all employees of education agencies and assignment codes for all activities that need to be reported. The file should be named **asn1202.txt**. Each record must be **266 characters long**.
- Data Elements using alphanumeric data types should have trailing spaces if they do not fill the full size for the named field.
- Data Elements using numeric data types should have leading zeroes if they do not fill the full size for the named field.
- Data Type Key: A (alphanumeric) N (numeric) S (spaces)

2011-2012 assignment file changes:

- There are no changes to the assignment file for the 2012-2013 data collection.

Data Element Name	Data Type	Start Position	Length	Valid Criteria
Filler	S	1	1	1 blank space.
Social Security Number	N	2	9	Required. 9 digits with leading zeros. For example: 000000001
Working LEA Number	N	11	4	Required. 4 digits with leading zeros. For example: 0001 • *Must be a valid DPI-assigned LEA number of the agency where this assignment is being performed.*
Filler	S	15	3	3 blank spaces.
Position Code	N	18	2	Required. 2 digits • *Must be a valid 2 digit Position code as found in the Position/Assignment table for the year being reported.*
Assignment Code	N	20	4	Required. 4 digits • *Must be a valid 4 digit Assignment code as found in the Position/Assignment table for the year being reported.*
Hiring LEA Number	N	24	4	Required. 4 digits with leading zeros. For example: 0001 • *Must be a valid DPI assigned LEA number of the agency responsible for reporting this data.*
FTE (percentage)	N	28	3	3 digits with leading zeros. For example 001. Data is represented as a percentage, 001 would be 1% and 149 would be 149%. • *Required for all positions except for staff with an assignment type code of 2(Short-Term Substitute/Extra Curricular Activities).* • *The FTE total for this SSN across districts must be >= 1 and <= 149* • *Whole number between 001 and 149.* • *Use 000 when not required.*
Number of Classes	N	31	2	2 digits with leading zeros. For example: 01 • *Required when Position = 53, expect if assignment is 0001, 0002, 0003, or 0970.* • *Must be greater than 0 and less than 41.* • *Use 00 when not required.* • *If the record is reported as 53-0050 Elementary All Subjects and has the field blank or equal to 0, we will default to 1.* • *For more information see the PI-1202 Number of Classes & NCLB guidance*
Bilingual Program	A	33	1	Y or N only. Yes or No is the response to the question "Does this employee teach in a state or locally funded bilingual education program?" • *Required only for positions 53, and for position/assignment combination 84/0000.* • *Use 1-blank space when not required.*

❖ Assignment File Structure Continued

Data Element Name	Data Type	Start Position	Length	Valid Criteria
Working School Number	N	34	4	Required. 4 digits with leading zeros. For example: 0001 The DPI assigned school number where this assignment is being performed. • *Must be a valid school number for the "Working LEA".* • *0000 is a valid school number for some records. For more information see the PI-1202 Working School Number guidance.*
Long Term Sub	A	38	1	Y or N only. Yes or No is the response to the question "Is this assignment being performed by a long-term substitute? • *Required when position is 53 (except if assignment is 0970-Intern).* • *Required for position/assignment combinations 54/0000, 62/0884, 84/0000 or 85/0000.* • *Use 1 blank space when not required.*
School Board Approved Alternative Educ. Program	A	39	1	Y or N only. Yes or No is the response to the question "Is this assignment part of a School Board approved alternative education Program? • *Required when position is 53, except if assignment is 0001, 0002, or 0003.* • *Use 1 blank space when not required.*
Filler	A	40	1	1 blank space. • *Starting with the 2011-2012 school year Contracted Assignment has been changed to a filler field.* • *Contracted Assignment and Contracted Agency have been combined into one question and will be reported using the old Contracted Agency field.*
Subcontracted through a Contracted Agency	A	41	1	Y or N only. Yes or No is the response to the question "Is this assignment being performed by a subcontracted individual?" • *Required for all positions except for staff with an assignment type code of 2(Short-Term Substitute/Extra Curricular Activities).* • *Defaulted to N except if the Hiring LEA Numbers are 7000 or 7100 then the default is Y.* • *See the Who should be reported? Decision Tree Diagram*
Filler	S	42	1	1 blank space.
Grade Levels	A	43	44	'Grade Levels' is an array of 22 2-byte fields. Beginning in position 43, store two characters for each grade for which this assignment is performed, i.e., 020305. Fill with blank spaces if characters do not fill the full size. • *Required for positions 51, 52, 53, 54, 80, 83 and 84.* • *For more information see the PI-1202 Grade Level guidance* • *Use 44 blank spaces when not required.*
School Year	N	87	4	Required. 4 digit year. CCYY format. • *The current school year. For example, use 2012 for 2011-2012.*
NCLB English	N	91	2	**For all NCLB Data Elements**: 2 digits with leading zeros. For example: 01 • *Must be greater than or equal to 0 and less than or equal to 10.* • *Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for grades 7-12.* • *For more information see the PI-1202 Number of Classes & NCLB guidance*
NCLB Math	N	93	2	
NCLB Science	N	95	2	
NCLB Social Studies	N	97	2	
NCLB World Language	N	99	2	
NCLB Arts	N	101	2	
Filler	S	103	64	64 blank spaces. • *As of 2011- 2012, Filler has been changed to 64-spaces to include old Contracted Agency Site field.*
Local Use	A	167	100	100 characters. Fill with blank spaces if characters do not fill the full size. • *Optional field for districts to use for providing additional information for titles when reporting assignments as 99/0000.*

For Assistance Contact us at:

Phone: (608) 267-3166

Email: dpistats@dpi.wi.gov

Online: 24x7 Online Helpdesk Application (http://www.dpi.wi.gov/lbstat/helptool.html)

Your message will be routed to the individual best able to respond to your specific question.