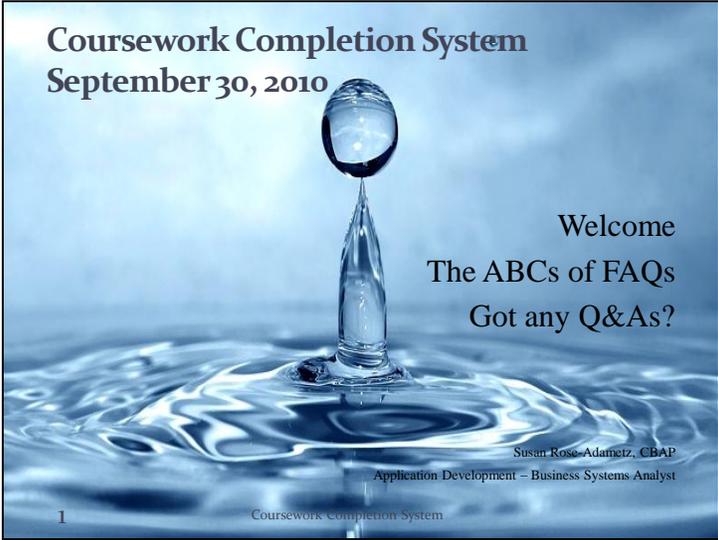


Slide 1



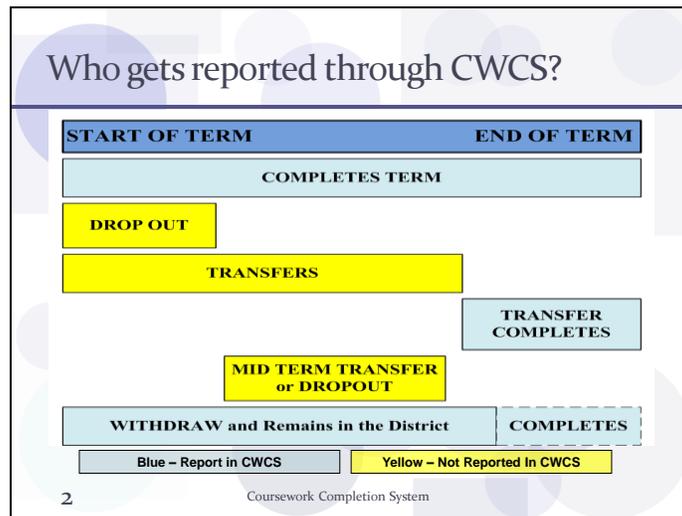
Coursework Completion System
September 30, 2010

Welcome
The ABCs of FAQs
Got any Q&As?

Susan Rose-Adametz, CBAP
Application Development – Business Systems Analyst

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Slide 2

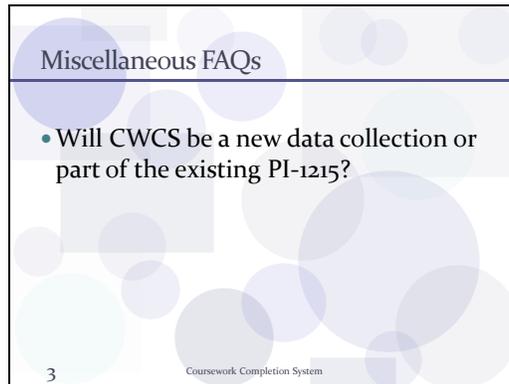


- Students that complete a term and may be awarded a grade earned are reported.
- Students that dropout early in the term based on district policy if they are not awarded a grade earned DPI would prefer not to receive these data records. DPI does not want any course schedule changes that take place within the first weeks of the beginning of a course.
- DPI does not want districts/schools to report twice for the same student in a term, for example scenarios 3 and 4. The student transfers mid year to another district/school and completes the course at the new location. The students grade, completion status and credits earned should be transferred to the new district for reporting for the terms uncompleted.
- Student withdraws from a course and remains in the district and completes the term. The completion status would be reported as 'WD' withdrew/dropped the course.
- Coursework completed outside the regular school day such a credit retrieval which counts towards graduation requirements or grade level advancement should be reported to the CWCS.
- Extracurricular activities and extended learning such as after school programs provided as a service to parents and children or the community should not be reported to the CWCS.
- Non-credit activities and schedule segments which take place during the regular school day such as school clubs, study hall, tutorials, and guidance may be submitted to CWCS, but are not required.
- Summer school coursework will not be collected for 2010-11.

Will Not Be Included in the 2010-11 Data Collections:

- Wisconsin School for the Deaf (WSD) currently in WSLS
- Wisconsin Center for the Blind and Visually Impaired (WCBVI) currently in WSLS
- Parentally Placed Private Students (currently in WSLS)
- Students in the Department of Corrections Schools (DOC) currently in WSLS
- Department of Health Services Schools (DHS) currently in WSLS
- Adult Students (not currently in the WSLS)
- Students first enrolling after age 21 (not currently in the WSLS)
- Private School Students (not currently in the WSLS)
- Summer Enrollment (may or may not be in the WSLS)

Slide 3



1. Will CWCS be a new data collection or part of the existing PI-1215?

For 2010-11 the PI-1215 will continue to be collected in the worksheet format for 'Part-time Open Enrollment', 'Elementary Survey Question (World Languages)', 'Youth Options', and 'District Graduation Requirements'. The 'Course Offerings' tab will not be collected in the 2010-11 PI-1215. Student data related to 'Part-time Open Enrollment', 'Elementary Survey Question (World Languages)', and 'Youth Options' will be gathered by the CWCS. The 'District Graduation Requirements' will be gathered by a separate application and may be gathered at the school level.

For 2010-11 the PI-1202 and the ESEA Consolidated Application Report of Highly Qualified Teachers will NOT be impacted by the CWCS collection. The CWCS course codes will not be used for PI-1202 or Highly Qualified Teacher reporting. In the future, possibly for 2011-12, the PI-1215 will be retired.

2. What is CWCS?

CWCS is the acronym for the Coursework Completion System. A project abstract, http://www.dpi.wi.gov/lbstat/doc/cwcs_project_abstract.doc, and general information, <http://www.dpi.wi.gov/lbstat/cwcsapp.html>, are available from the DPI web site.

3. What is the submission timeline for CWCS?

For program year 2010-11, two collection periods will be introduced. The first collection period, CW1, will gather coursework completed prior to the start of the collection window, predominantly first semester, first trimester, first quarter, and second quarter data. CW2, the second collection period, will gather second semester, second and third trimester, third and fourth quarter, and annual data.

•CW1 is expected to open in January 2011 and close in April 2011.

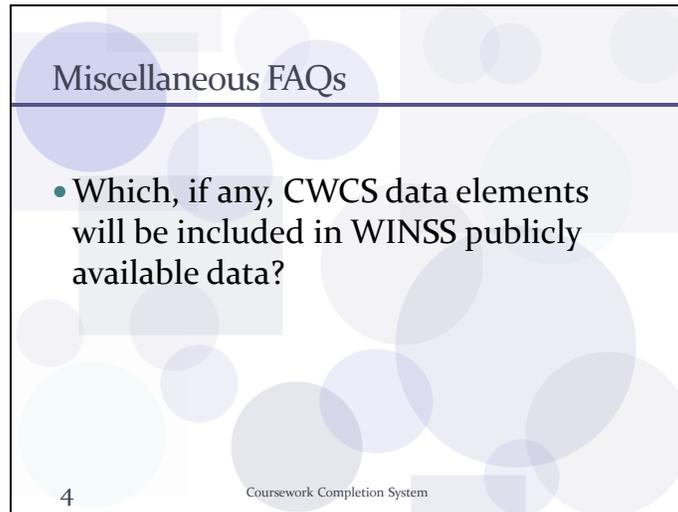
•CW2 is expected to open in May 2011 and close in August 2011.

Please refer to <http://www.dpi.wi.gov/lbstat/isesdates.html> for further details.

4. Should districts be contacting their SIS Vendor to ensure they are prepared for the CWCS (data collection)?

Yes. Please contact your SIS Vendor now to ensure they have access to the Interface Specifications on-line at the following url address:

<http://www.dpi.wi.gov/lbstat/cwcsapp.html> - DPI Coursework Completion System Web Application page.



Miscellaneous FAQs

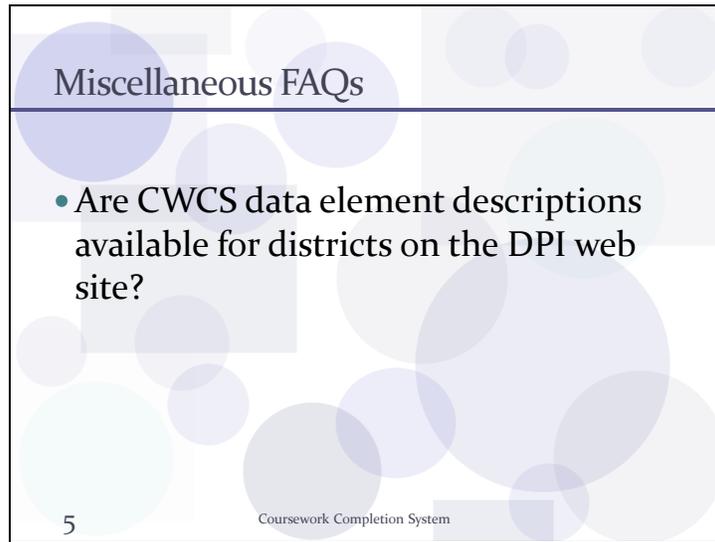
- Which, if any, CWCS data elements will be included in WINSS publicly available data?

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5. Which, if any, CWCS data elements will be included in WINSS publicly available data?

For 2010-11 data will be posted to WINSS similar to that posted from the 'Course Offerings' tab of the current PI-1215. Regarding new data elements, no new WINSS reporting is planned at this time.

- Courses offered and student participation by gender for; World Languages, Youth Options, and Part-time Open Enrollment by District. This is aggregate level reporting.



Miscellaneous FAQs

- Are CWCS data element descriptions available for districts on the DPI web site?

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6. **What are the required CWCS data elements for school program year 2010-11?**

Required CWCS data elements are outlined in the Course and Teacher File Interface Specification and the Student File Interface Specifications located at <http://dpi.wi.gov/lbstat/cwcsapp.html>. Appendix B.2 of each specification details the file layout required for file upload. The column 'Nullable Lock' for CSV and 'M/C/O Lock' for XML identifies the data elements which are required for the 2010-11 CWCS collections. Course, teacher, and student information will be required for the regular school year for 2010-11. Summer school information may be required in future collections.

7. **Are CWCS data element descriptions available for districts on the DPI web site?**

Data element descriptions are expected to be available in August 2010 at the following website <http://www.dpi.wi.gov/lbstat/cwcsapp.htm>.

Course FAQs

- Who is the teacher of record when the course is offered by a non-district entity, for example, over the internet or from a university?

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1. Who is the teacher of record when the course is offered by a non-district entity, for example, over the internet or from a university?

For courses which have no district teacher such as virtual / on-line classes, classes taken from a technical college or university, and youth apprenticeship, a district teacher must be assigned as a 'Monitoring Educator.' Refer to table D.9 of the Course and Teacher file interface specification, <http://www.dpi.wi.gov/lbstat/cwcsapp.html>, for a definition of 'Monitoring Educator.'

2. What is the relationship of course to a teacher?

Every section must have one course code and at least one teacher assignment. Every section may have one or more students. Refer to Course and Teacher file interface specification, <http://www.dpi.wi.gov/lbstat/cwcsapp.html>, for a definition of 'Section ID.'

A presentation slide titled "Course FAQs" with a decorative background of overlapping circles in shades of blue and purple. The slide contains a single bullet point question: "Is there a minimum course schedule required for elementary or high school students?". In the bottom left corner, the number "7" is displayed. In the bottom right corner, the text "Coursework Completion System" is visible.

Course FAQs

- Is there a minimum course schedule required for elementary or high school students?

7

Coursework Completion System

3. What is the minimum course schedule required for elementary students?

The intent is to capture the district and school decisions. Certain courses are required to be provided to all students in s. 121.02.(1)(L), Wis. Stats., and those courses need to be identified and reported. For grades K-6 those courses are reading, English language arts, social studies, mathematics, science, health, physical education, art, and music. Any additional courses to record are those that are reported to students and their parents, such as world languages or career and technical education.

For 2010-11 only course completion status is required for grade levels PK – 8.

4. Should you report extended learning (after school), enrichment, tutorial programs, and/or study hall through CWCS?

Coursework completed outside the regular school day such as credit retrieval, which counts towards graduation requirements or grade level advancement should be reported to the CWCS.

Extracurricular activities and extended learning such as after school programs provided as a service to parents and children or the community should not be reported to the CWCS. Non-credit activities and schedule segments which take place during the regular school day such as school clubs, study hall, tutorials, and guidance may be submitted to CWCS, but are not required.

Summer school coursework will not be collected for 2010-11. Further guidance will be provided when summer school coursework is incorporated into the CWCS.

5. How are different schedules reported through CWCS for a student and/or teacher?

- There are not a minimum number of sections that must be reported per student. Each student's schedule will determine the number of courses that will be reported for each term.

- Students within a single school will not be required to submit similar schedules or the same number of sections.

- Teachers will not be required to be assigned to a certain number of sections.

•The purpose of the CWCS data collection is to collect coursework completed by students based on a term. If a course earns a grade after each quarter, semester, trimester, or annually, then for each completion point a course & teacher and student record are submitted.

6. **Is course code grade level specific?**

No. Grade level is collected within an individual student record. A limited number of English / Language Arts courses specifically include grade level within the definition. This grade level identifies the content of the course. Though the student grade level will likely match the course in this case, this is not required.

7. **What type of information may be included within the Section ID?**

The Section ID is defined by the school and must be unique within a term for the school.

Example: HHSRm101SmithAlgebraII (This includes the abbreviation of the high school, the room number, the teacher's name, and the course title).

8. **How to report a classroom that encompasses one teacher, multiple disciplines, and multiple students?**

Ideally a section ID should be created for each of the students in such a classroom to specify the association of section to a course code and a teacher.

9. **If a student transfers from one district to another district midterm, are the transferred credits reported by the prior district?**

Coursework in progress, but not yet completed, for the term in which the student transferred is reported only by the district and school to which the student transferred once the student completes (or withdraws from) the course in the transfer district. Coursework completed in the previous school is reported only by the previous school and district regardless of whether the school to which the student transferred accepts the transfer credit.

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The slide is titled "Course FAQs" and features a background of overlapping light blue and purple circles. The main content is a bulleted question: "• Are you required to report educational options such as Youth Options and/or Alternative Education through CWCS?". At the bottom left is the number "8" and at the bottom center is the text "Coursework Completion System".

14. Are you required to report educational options such as Youth Options and/or Alternative Education through CWCS?

Yes, students taking part in youth options or alternative education must be reported to the CWCS. A section ID including course and teacher information must be created.

15. Are you required to report educational opportunities such as Distance Education through CWCS?

Yes. The student should be reported only once by the school to which the student is assigned in the WSLs. If the hosting site is not in the same district as the receiving site, the LEA reports the course, the grade earned, and identifies the local monitor as "Monitoring Educator." When the provider of the instruction is delivering instruction through a distance learning mechanism to another school in the same district, the course at the receiving site should still be identified as distance learning. However, in this case, the district does have the teacher identifier and records the actual teacher from the hosting site and not the "Monitoring Educator" at the receiving site.

16. Should you report extended learning (after school), enrichment, tutorial programs, and/or study hall through CWCS?

Coursework completed outside the regular school day such as credit retrieval, which counts towards graduation requirements or grade level advancement should be reported to the CWCS.

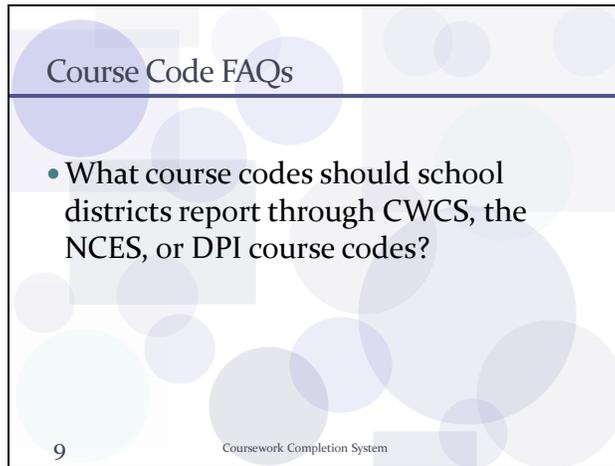
Extracurricular activities and extended learning such as after school programs provided as a service to parents and children or the community should not be reported to the CWCS. Non-credit activities and schedule segments which take place during the regular school day such as school clubs, study hall, tutorials, and guidance may be submitted to CWCS, but are not required.

Summer school coursework will not be collected for 2010-11. Further guidance will be provided when summer school coursework is incorporated into the CWCS.

17. Are school districts required to report Part-time Open Enrollment courses?

Yes. Part-time open enrollment classes must be reported by the district and school which the student is enrolled and their WSN resides.

Slide 9



1. What course codes should school districts report through CWCS, the NCES, or DPI course codes?

DPI has incorporated the NCES secondary course codes with DPI defined elementary course codes and a limited number of generic course codes for CWCS reporting for 2010-11. Non-secondary course codes have been proposed but not finalized by NCES.

Please refer to <http://dpi.wi.gov/lbstat/cwcsapp.html> to download a copy of the WI DPI Course Code List.

To download or order a copy of the NCES Secondary School Course Classification System: School Codes for the Exchange of Data (SCED) refer to <http://nces.ed.gov/pubSearch/pubsinfo.asp?pubid=2007341>.

The course codes used in prior years for the PI-1215 are not valid for the CWCS.

2. How do you determine when secondary course codes are appropriate for 7th and 8th grade level courses?

Use of non-secondary (elementary) versus secondary course codes may vary between (or possibly within) grade levels for a single school. The appropriate code set is determined by the school model, elementary, middle, or high school. If 7th and 8th grade courses implement a middle school model, then the secondary course codes should be used. However, if an elementary model is implemented, then the elementary course codes should be used.

3. When a course code is associated with a grade level will you have the ability to have any age student enrolled in the course?

Yes. Grade level should be reported in the CWCS in the same manner as it is reported for other ISES collections, please refer to <http://www.dpi.wi.gov/lbstat/datagrade.html>. Certain course codes have a grade level specified. This grade level represents the course content. Students from multiple grade levels as identified in the student record may be associated with such a course.

Course Code FAQs

- How were the course codes defined?
Does the course code have inherent meaning?

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4. How were the course codes defined? Does the course code have inherent meaning?

The WI DPI Course codes are based off the NCES Secondary Course Codes. The first two characters identify the subject area. The middle three characters represent the course identifier for a specific topic within a subject area. The final character is course level and is based on the content of the class taught. **B - Basic or Remedial, G - General or Regular, E - Enriched or Advanced, and/or H – Honors.**

A course code or codes must be associated with each section. Students are then associated with each section. The course code and all components are elements of the Course and Teacher file (data group).

Course Code FAQs

- Are only 'core' courses reported in CWCS?

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5. Are only 'core' courses reported in CWCS?

No, the NCES course codes are very extensive. In general course codes should be available for all coursework. The school should review the list to identify the most appropriate course code. If no course code makes sense to the district, then contact the WSL/ISES Help Desk for assistance. Refer to the CWCS FAQs Related to Course for more information.

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Teacher FAQs

- Where do you locate the DPI Educator File Numbers for your teacher assignments?

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1. **Where do you locate the DPI Educator File Numbers for your teacher assignments?**
The DPI Educator File Numbers may be retrieved from the PI-1202 download.
2. **Must a monitoring educator have a DPI Educator File Number?**
Yes. All teachers submitted to the CWCS regardless of teacher role must have a DPI Educator File Number.

Teacher FAQs

- How do you report teachers for non-district off site locations for example a community partner which hosts a K4 program?

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3. **What teacher should be associated with Alternative Education Programs, for example jail or detention centers?**

If your district has specific staff assigned to the jail site, then that teacher should be reported. If not, then a monitoring educator must be assigned.

4. **How do you report the teacher for students attending a Youth Option course through a Technical College?**

Youth Options students must be associated with a section, course, and a local (district) teacher. The actual teacher in the technical college is NOT submitted to the CWCS.

5. **How do you report teachers for non-district off site locations for example a community partner which hosts a K4 program?**

For programs such as off-site four year old kindergarten, the district has to ensure a licensed teacher and oversee the program so that it meets state and district requirements. Thus, an educator with a DPI Educator File Number can be identified.

Teacher FAQs

- Should specific teachers be associated to elementary courses such as art, music, and physical education?

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6. **Should specific teachers be associated to elementary courses such as art, music, and physical education?**

Ideally, course, teacher, and student information will be submitted separately by Section ID for each elementary course which may be grade producing. The CWCS will be flexible for 2010-11 and allow alternative methods of reporting which consolidate coursework for ease of reporting. Districts are expected to work toward submission of separate course sections for 2011-12.

Student FAQs

- Assuming grade earned will be required for all grade levels in the future, must elementary students be reported on the 4.0 scale?

15 Coursework Completion System

1. **Assuming grade earned will be required for all grade levels in the future, must elementary students be reported on the 4.0 scale?**

The following response applies to the 2010-11 school year only. For grade levels 09 – 12 grade earned is a required field. Grade earned for grades 09 – 12 must be reported on a 4.0 scale. The data field format will allow up to 3 decimal points.

- Districts are responsible for the conversion to the 4.0 scale if another scale is used within the district. DPI will not be providing a standard conversion for alternate grade scales.

- Grade earned should be un-weighted.

- For 2010-11 for grade levels of K3 – 08 grade earned is not required, however completion status must be provided.

- Alternative codes are available for grade earned when a scale score is not available or does not apply. The value of 'CBC' may be used when the course is associated with competency or standards based credit. In the event competency based credit and a scaled score are available then scaled score should be reported. 'E' or exempt from receiving a grade earned is available for specific coursework where no marks are granted such the Department of Military Affairs ChalleNGe Academy. 'O' or other is available only for grading exceptions. Use of 'NA' or not applicable will be restricted to specific scenarios such as records where completion status is 'Incomplete'.

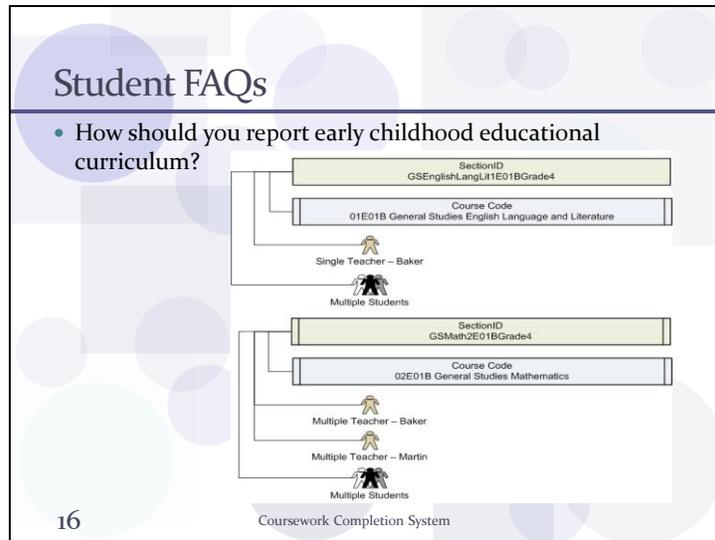
2. **Should grade earned be provided if a student fails a course?**

Yes, grade earned should be provided for students where completion status shows failure.

3. **Is there a difference between grade earned and grade necessary to pass the course?**

Yes. CWCS will require a specific grade earned to be reported for each student by course.

4. **Should the district update records if modified after the collection is closed, e.g. grade earned when incomplete course is completed or grade earned modified after review?**
No. The once the CWCS data collection is closed, such corrections and additions will be not allowed for the closed collection and should not be submitted in a subsequent collection.
5. **Must a student have a passing grade in a course to receive high school credit?**
The number of credits granted by the district should be reported. If credit was available, but not granted to a student, then 0 credits should be reported.
6. **Should you report Advanced Placement College credits awarded?**
There is no need to report college credit earned for AP courses, as the credit is awarded based on postsecondary institutions' policies and is not automatically awarded merely by completing the course. Do report the high school credits earned based on the grade the student received and the district policy. Only a course set up as dual enrollment may have both high school credits and college credits earned.
7. **Are transfer credits reported in the CWCS collection?**
No. Transfer credits should not be reported through CWCS. This is a course completion data collection. We are not attempting to create an actual student transcript.
8. **Should students that fail a class and repeat the class be included?**
Yes. The course and the actual grade earned (pass or fail) should be reported upon completion. A course that is repeated should be reported multiple times though most likely in different terms.



9. **How should you report early childhood educational curriculum?**

All students including PK and Kindergarten students should be reported to the CWCS. Course codes, e.g., are available for early childhood through middle school who are not associated with subject specific courses. **'73E01G', Non-Subject Specific Studies (Elementary and Middle School Only).**

Note: Notice the 3rd character of the course code “E” this stands for “elementary”. DPI has added additional course codes for “Special Education”, “Alternative Education”, and “Project Based Learning.” These course codes include an alpha character in the 3rd position also. An “S” for Special Education, an “A” for Alternative Education and a “P” for Project Based Learning. These additional exception codes are found at the end of the WI DPI Course Code List.

Please refer to <http://www.dpi.wi.gov/lbstat/cwcsapp.html> , DPI’s Coursework Completion System Web Application Page to find the link to the WI DPI Course Code List.

- This is DPI’s Preferred Method of Reporting:** Every ‘Section’ must be associated with at least one ‘Course’, one ‘Teacher’, and multiple ‘Students’. Elementary 4th grade broken out by specific course assignments and a single teacher with multiple students. Grade earned is not required for school year 2010-11. However, this is an opportunity to setup and fine tune your systems to collect, store and report grade earned for early childhood, elementary and middle school students in preparation for Phase II of CWCS. Example two illustrates a Section ID for a specific course assigned to multiple teachers with multiple students.

The slide features a light blue background with a pattern of overlapping circles in various shades of blue and purple. The title "Student FAQs" is positioned at the top left. The main content is a bulleted question. At the bottom left is the number "17" and at the bottom center is the text "Coursework Completion System".

Student FAQs

- Should the resident district or the non-resident district report Open Enrollment students (full versus part-time)?

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10. Should the resident district or the non-resident district report Open Enrollment students (full versus part-time)?

Full time open enrolled students should be assigned in the WSLs to the district providing primary educational services (district of open enrollment). This district is responsible for reporting to the CWCS.

Part-time open enrolled students will be reported to the CWCS by the district and school which holds the WSN. This is NOT the school which is providing the part-time open enrollment course.

11. Are home school or private school students that are enrolled in up to two courses being reported in CWCS?

No. These students will not have a WSN currently assigned to your district and should not be included in the CWCS data collection.

12. Should we report homebound students?

Yes. The subset of students receiving education from their home that are enrolled through a school district and assigned a WSN should be included in the CWCS data collection.

13. Should students whom receive tutoring outside of the school be reported?

Tutoring activities are not recorded; only record courses for which course completion, credit earned, and/or a grade earned may be reported.

14. Are migrant students that enroll in the fall of the year, then move out of the area, and may return again in the spring getting reported?

If course completion, credit earned, and/or grades are reported at the local level for the student for the time period being reported, then this data should be reported in the coursework completion reporting.

It is DPI intent to collect what a school district deems as appropriate for migrant students.

15. Is there a maximum age limit for reporting a student's course completion information?

Yes. All students receiving education from a school district should be reported through CWCS through the maximum age of 26.

16. Is enroll date the student's enrollment date into a district or the enroll date of the section/course with a teacher?

Enroll date is the student's enrollment date for the current period of assignment to the district in the WSLs, please refer to <http://www.dpi.wi.gov/lbstat/dataenroll.html> for further details.

17. Who is responsible for reporting students that transfer from one district to another?

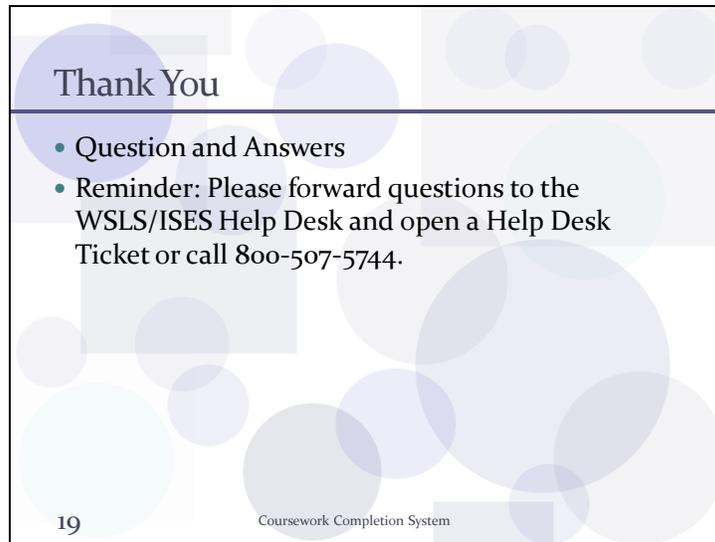
Similar to ISES Year End, if a student was enrolled in your district but transferred prior to the end of the school year, CWCS records are expected for the portion of the school year in your district. For students that transfer mid-term that are not eligible to earn a grade for the portion of the coursework completed, a CWCS record should not be submitted. Refer to the CWCS FAQs Related to Course for more information.

18. Are students taking educational courses off site at a technical college reported in CWCS?

Yes. The districts where the student's WSN resides is responsible for reporting courses that earn credits and/or the grade earned.

On-Line Resources

- <http://dpi.wi.gov/lbstat/dm-eseadata.html>
- <http://dpi.wi.gov/lbstat/cwcssupprt.html>
- <http://dpi.wi.gov/lbstat/eseaphconf.html>
- <http://dpimirror/lbstat/cwcsfaq4.html>



Thank You

- Question and Answers
- Reminder: Please forward questions to the WSLs/ISES Help Desk and open a Help Desk Ticket or call 800-507-5744.

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Coursework Completion System