WISEStaff Aggregate Assignment Upload File Specs 2023-24

Columns must be separated by a comma (,) strings are optionally enclosed in double quotes(") - required if using commas in text, and files must have a header row. Columns can appear in any order, as long as the header row defines the column order. If column is optional, a column header must remain in the file but data can be left blank. Extra columns are ignored. Cells/Rows highlighted in yellow are new or changing for the year. Rows highlighted in red mean they are newly removed this year.

Field Name	Requirement Status	Data Type	Length	Comments
Hiring LEA	Required	Numeric	4	4 digits with padded leading zeros accepted but not required. For example: 0001. Must be a valid DPI-assigned LEA number of the agency responsible for reporting this data
Working LEA	Required	Varchar/Text	4	4 digits with padded leading zeros accepted but not required. For example, 0001 Must be a valid DPI-assigned LEA number of the agency where this assignment is being performed
Working School	Required	Varchar/Text	4	4 digits with padded leading zeros accepted but not required. 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 ----> http://lbstat.dpi.wi.gov/files/lbstat/pdf/pi_1202_work_sch_no_guide.pdf
Contracting Agency Name	Required	Varchar/Text	100	a-z, A-Z, 0-9 period characters allowed. Also, commas allowed as long as entire text is contained in double quotes otherwise will stop upload. Must have someting in field at this time. Suggest "None" text if not populated.
Position	Required	Varchar/Text	2	2 digits with padded leading zero accepted but not required. Must be a valid 2-digit Position code as found in the Position/Assignment table for the year being reported
Area of Assignment	Required	Varchar/Text	4	4 digits with padded leading zeros accepted but not required. Must be a valid 4-digit Area code as found in the Position/Assignment table for the year being reported
FTE	Required	Numeric	6	Numeric with decimals allowed to hundredths place. For example, a regular full-time staff member would typically be recorded as "1.00".