



September 19, 2019

Department of Public Instruction
 Attn: Michelle Jones
 125 S. Webster Street
 Madison, Wisconsin 53703

Dear Michelle,

While working through a 2018-19 audit and reviewing WISEstaff data as well as DPI processing of license applications for staff, we find the need to clarify particular individual records. Below is a list of records submitted and clarification on reporting or measures taken with the TEPDL team to work through the online application system and license conversion processes this past year. It should be noted that the WISEstaff and TEPDL teams have been extremely supportive to our large, urban district as we reached out for guidance and assistance.

Aspenson, Jacob	One-year license with stipulations submitted to DPI with payment on December 8, 2018. Processing in place at DPI level.
Bey, Rhiannon	Employee's license was not converted over to a Lifetime license during the state-wide conversion process. HR reached out to TEPDL to determine why the conversion did not occur successfully. TEPDL discovered reason was due to very old stipulation that was not relevant to current assignment. The employee was reported correctly and licensed. Employee was asked to submit a letter to TEPDL, so that the conversion process could be completed and dated appropriately to reflect that the employee was fully licensed.
Luedeman, Rebecca	Employee works at Minoka Hill School, a K-12 grade level school. Employee was reported at Kg-5 grade level, in error. Employee worked within her license level of EA-A with middle school level students.
Neuman, Tanya	Employee is 809 Special Education-Early Childhood certified. Employee had grades 4-5 students on her caseload in 2018-19. A one-year license application was submitted to DPI with payment made. Processing in place at DPI level.
Wecker, Mara	Employee submitted application and payment for one-year license with stipulations in August 2018. Employee worked with TEPDL to answer questions regarding the one-year application. Processing in place at DPI level.
Zablocki, Jill	Employee reported submitting online application in March 2019, when contacted by HR during WISEstaff audit.
Sanderfoot, Angela	Employee reported communication with TEPDL to get her ELO account unlocked and the license submission processed appropriately. This was recently resolved, and processes for ensuring others do not experience the same issue when making application have been established. Employee was licensed for assignment and requested her records be corrected.

Respectfully submitted,

Theresa Willems, Executive Director of Human Resources

Tina Nowak, HR Specialist (WISEstaff designee)

cc: Executive Director of Special Education