



School District of Jefferson

Empowering Futures Together

www.sdoj.org

November 23, 2021

**Office of the
Superintendent**

206 S. Taft Avenue
Jefferson, WI 53549
(920) 675-1000
(920) 675-1020 (FAX)

Jefferson High School

700 W. Milwaukee Street
Jefferson, WI 53549
(920) 675-1100
(920) 675-1120 (FAX)

Jefferson Middle School

501 S. Taft Avenue
Jefferson, WI 53549
(920) 675-1300
(920) 675-1320 (FAX)

**Sullivan Elementary
School**

618 Bakertown Road
Sullivan, WI 53178
(920) 675-1500
(920) 675-1520 (FAX)

East Elementary School

120 S. Sanborn Avenue
Jefferson, WI 53549
(920) 675-1400
(920) 675-1420 (FAX)

West Elementary School

900 W. Milwaukee Street
Jefferson, WI 53549
(920) 675-1200
(920) 675-1220 (FAX)

Wisconsin Department of Public Instruction
Attn: Customer Services Team
125 S Webster Street
PO Box 7841
Madison, WI 54707

Re: 2021-22 WISEstaff Data Errata

While reviewing our assignment data for the 2021-22 WISEstaff 1202 report, we discovered that the FTE for our school-year support staff in the previous years was over-reported. This includes our building Administrative Assistants, Paraprofessionals, and Food Service staff.

The School District of Jefferson previously calculated FTE for support staff based on the number of hours our District used to define full-time status for their employee type, rather than DPI's guidelines of 2080 hours. This year, we calculated all support staff's FTE based on DPI's guidelines, which resulted in a lower FTE being reported compared to the previous years.

If you have any questions or need additional information, please contact me at 920-675-1061 or simonsonj@sdoj.org.

Thank you for your assistance in resolving this matter.

Sincerely,

Josie Simonson
Data Management Administrative Assistant (WISEstaff Primary Contact)
School District of Jefferson