

School Directory "2.0"

School Directory Update

WI School Directory Management

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March 9 & 10, 2023



WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

Overview

- Same features with a great new look
- Consistency with School Directory Public Portal, both in appearance and content
- Still receiving/applying feedback from Users to provide you with the best experience possible with release to production



Icons & Features

- **Edit icon**



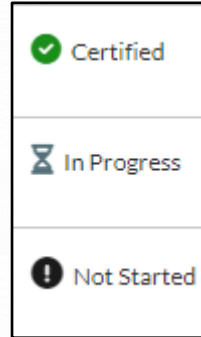
- **Copy Icon**



- **Tiles**

- **Breadcrumbs: Click 'Home' to return to the Home screen**

- **Status icons**




- **Mandatory position**



Landing Screen

The screenshot shows the landing screen of the WI School Directory Management application. The header is dark purple with the application name and a logo on the left, and a user profile icon and 'Logout' link on the right. Below the header is a white navigation bar containing a dropdown menu for agency selection, a 'School Year' field set to '2023-24', and a 'Collection Close' button. The main content area is light gray and contains the text 'Please select an agency to continue'.

WI School Directory Management

Select an Agency...  School Year 2023-24 [Collection Close](#)

Please select an agency to continue

Landing Screen: Select an Agency

- Selecting an Agency will bring you to the Home screen

Select an Agency... 🔍 School Year 2023-24 🔒 Collection Close

Search by name or code... Search Help DPI Admin - Acting as an agency

School Districts | Independent Charters

- Abbotsford (0007)
2 schools
- Adams-Friendship Area (0014)
3 schools
- Adeline Montessori School, Inc. (8022)
1 school
- Albany (0063)
3 schools
- Algoma (0070)
3 schools
- Alma (0084)
2 schools
- Alma Center (0091)
2 schools

Private Schools

- Abbotsford Christian Academy (0007-0005)
Abbotsford
- Abundant Life Christian Academy (5726-1182)
Thorp
- Abundant Life Christian School (3269-1300)
Madison
- Academy of Excellence (3619-1652)
Milwaukee
- Acton Academy Madison West (3269-1871)
Madison
- Acton Midwest (4095-1855)
Onalaska
- Advocates for Healthy Transitional (5264-1813)
Shawno

421 School Districts | 28 Independent Charter Governance Boards | 12 CESAs | 4 State Agencies/Institutes | 4 CDEBs | 773 Private Schools Close

Search Help

- Type any part of the school name
E.g. [rolling], [meadow], [mea] will find Rolling Meadow View School
- Type district or school LEA code
E.g. [0007], [3269] etc.
- Type any part of the city name
E.g. [Bristol] will show schools located in Bristol

Home Screen: Public School

WI School Directory Management

School Year 2023-24

Collection Close

Data submission has not yet started. If data is the same as last year please certify data. [Certify Data](#)

Basic Information

Organization Type
Public school district

Grades Served
K4 - 12

LEA Code | CESA | County
| CESA | County

Staff Contacts [15]

District Administrator

Public Schools [19]

+ 13 More

Private Schools [7]

[Report Private School Closings](#)

Address & Contact

(414)

First and Last Day

Kindergarten Schedule

4 Year-Old Kindergarten

5 Year-Old Kindergarten

Home Screen: Private School

WI School Directory Management Logout

[3] 9- [1] Madison School Year 2023-24 **Collection Open**

! Data submission has not yet started. If data is the same as last year please certify data. [Certify Data](#)

Basic Information

Organization Type
Private school

Grades Served
KG - 5

LEA Code | CESA | County
| CESA | County

Staff Contacts [1]

Primary Contact
[Redacted]

Private School Related Data

Alternative : School Category Primary

Address & Contact

[Redacted] WI 53 [Redacted]

[Redacted]

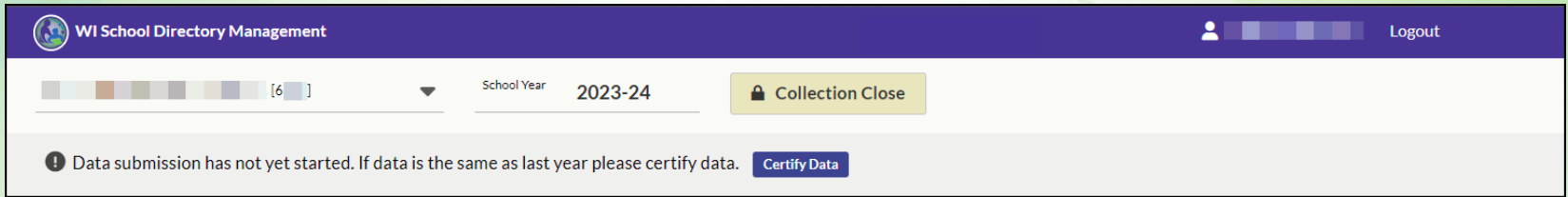
m @ [Redacted]

[https://www.\[Redacted\].com/](https://www.[Redacted].com/)

Kindergarten Schedule

5 Year-Old Kindergarten
[Redacted]

Screen Banner




- **Application name: WI School Directory Management**
- **Username and Logout button**
- **Selected Agency name, associated 4-digit Agency Code & expander tool**
- **School Year for which data is visible and updateable, currently the 2023-24**
- **"Collection Close"/"Collection Open" button, based upon timing**

Data Submission Message

! Data submission has not yet started. If data is the same as last year please certify data.

Certify Data

- If your data is not the same as last year, use the Edit icon 
- Edit each tile/screen until your Agency's data is accurate and current
- Click the "Certify Data" button when updates are complete
- Updates can occur multiple times

Certify Data Screen

WI School Directory Management Logout

School Year 2023-24 Collection Close

! Data submission has not yet started. If data is the same as last year please certify data. Certify Data

Certify 2023-24 School Directory Data

I confirm that I have verified the data copied over from the last year for [redacted] school district and [redacted] schools for all areas mentioned below and have made necessary changes to assure accuracy of the provided information.

- Basic information, district/school program participation, grades served in school(s)
- Location information, district/school contact details including phone/fax number, web address, email address
- District/school staff contact information
- District first/last day and kindergarten schedule

Your name will appear as the data certifier of your district to other authorized users.



Close Certify 2023-24 Data

Certify Data Screen cont.

- If your data is not the same as last year, use the Edit icon
- Edit each tile/screen until your Agency's data is accurate and current
- Clicking the "Certify Data" button brings up the screen on the previous slide
- Read over the disclaimer
- Click "Certify 2023-24 Data" only when you are certain your data is correct
- Data cannot be edited or certified when the directory is closed for the annual school year flip

Public School - Basic Info Tile

- Organization Type:
- Grades Served
- LEA Code | CESA | County

 Basic Information 

Organization Type
Public school district

Grades Served
K4 - 12

LEA Code | CESA | County
07 | CESA | County

Public School - Update: Basic Info Screen

- Items on this screen cannot be edited
- Edits can only be made at school level when the “Collection is Open”

WI School Directory Management

School Year 2023-24

Collection Open

Home > Basic Information

These attributes cannot be changed on this page, if you need to make changes to any of these attributes please contact DPI customer service.

School District [3]

Local Education Agency (LEA) Code []

Legal Name []

Cooperative Educational Service Agency (CESA) [CESA]

Organization Type Public school district

County [] County

Grades Served

The grade values of the parent agency are derived from available grades at school/child agencies. If you need to make changes to the available grades please do so at school level, grade availability of the district/parent agency should reflect the changes.

PK (Pre-Kindergarten)

K3 (3-year-old Kindergarten)

K4 (4-year-old Kindergarten)

KG (5 year old Kindergarten)

1 (First Grade)

2 (Second Grade)

3 (Third Grade)

4 (Fourth Grade)

5 (Fifth Grade)

6 (Sixth Grade)

7 (Seventh Grade)

8 (Eighth Grade)

UE (Ungraded Elementary)

9 (Ninth Grade)

10 (Tenth Grade)

11 (Eleventh Grade)

12 (Twelfth Grade)

Grades

PK (Pre-Kindergarten)

K3 (3-year-old Kindergarten)

Private School - Update: Basic Info Screen

- Items on this screen *can* be edited because it's at the school level
- When the "Collection is Open"

WI School Directory Management

Home > Update Basic Info

School Year: 2023-24

Collection Open

School District: [Color swatches]

School Name: [Color swatches]

Organization Type: Private school

CESA: [Color swatches]

County: County

School Type: Combined Elementary/Secondary School

School Category: Regular

School Category 2: [Color swatches]

Virtual: [Color swatches]

Grades Served

- K3 (3-year-old Kindergarten)
- K4 (4-year-old Kindergarten)
- KG (5 year old Kindergarten)
- 1 (First Grade)
- 2 (Second Grade)
- 3 (Third Grade)
- 4 (Fourth Grade)
- 5 (Fifth Grade)
- 6 (Sixth Grade)
- 7 (Seventh Grade)
- 8 (Eighth Grade)
- 9 (Ninth Grade)
- 10 (Tenth Grade)
- 11 (Eleventh Grade)
- 12 (Twelfth Grade)

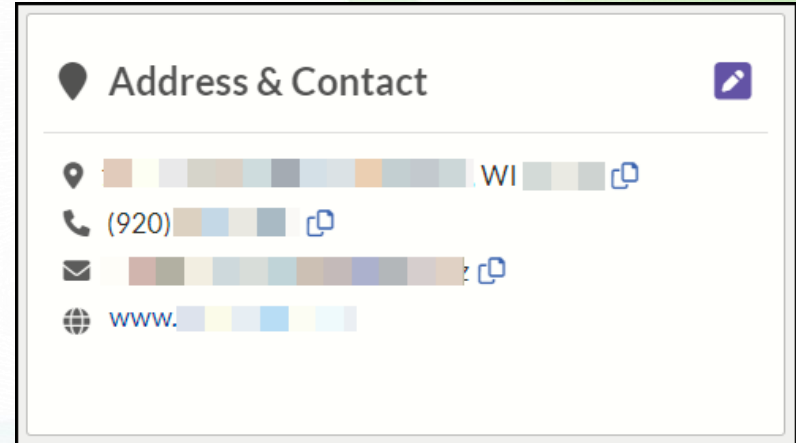
Save

Address & Contact Tile

- “Copy” icon

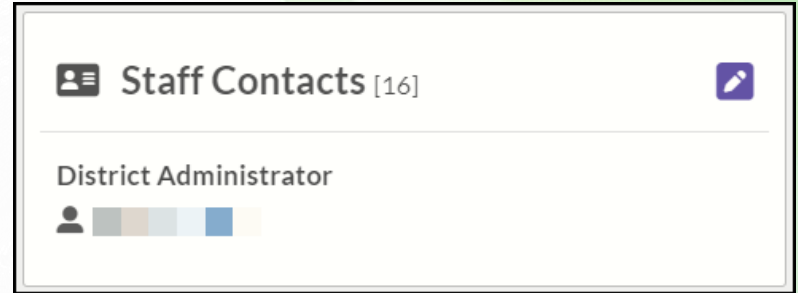


- Physical Address
- Phone number of "main" office
- Email address set for general correspondence
- Web address of parent agency (i.e., school district) as an active hyperlink



Staff Contacts Tile

- [Count of Staff listed]
- District Administrator is shown here as the Primary Contact
- Mandatory position



Update: Staff Contacts Screen

- Mandatory icon



- Number of contacts should match the tile
- Required contacts cannot be deleted, can be edited
- Vacant positions noted













WI School Directory Management

[3 9] School Year 2023-24 Collection Close

Home > Staff Contacts



+ Add Contact

⚠ 1 Vacant Position, 17 Contacts

Contact Type	Name Local Title	Phone/Ext Email	Last Update	
District Administrator	Superintendent	@domainUATxxxx.xyz	08/06/2020	 
Assistant District Administrator	Assistant District Superintendent	@domainUATxxxx.xyz	08/06/2021	 
Food Services	Food Services	@domainUATxxxx.xyz	08/05/2021	 
Nurse	Student Services	h@domainUATxxxx.xyz	08/05/2021	 
Assistant District Administrator	Assistant District Superintendent	@domainUATxxxx.xyz	08/06/2021	 
Assistant District Administrator	(Vacant)		08/06/2021	 

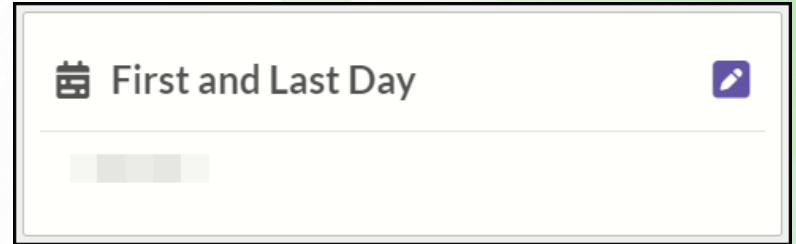
Staff Contacts Contact Type Vs Local Title

- (DPI) Contact Types listed far left; align with local titles
- DPI Contact Types only name 1 person as “Superintendent”
- Match / align to what makes most sense

Contact Type	Name Local Title
District Administrator	  Superintendent

First and Last Day Tile

- Starting with the 2023-24 school year, FDS and LDS will be collected from your SIS and submitted to WISEdata, then imported into SD



Update: First and Last Day Screen

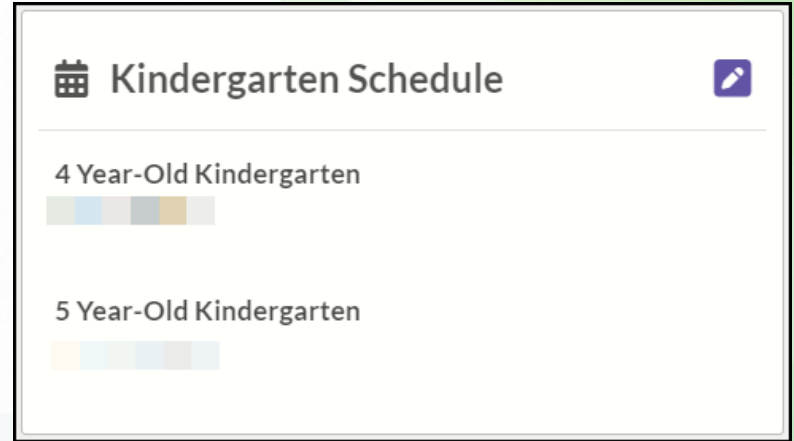
- Use waffle tool to activate calendar tool
- Notification provides rules for date parameters
- Don't forget to save!

The screenshot shows the 'WI School Directory Management' interface. At the top, there is a purple header with the logo and title. Below the header, a navigation bar includes a user profile icon with the name '[3 9]', a dropdown arrow, the 'School Year' set to '2023-24', and a 'Collection Close' button. The breadcrumb trail shows 'Home > First And Last Day'. The main content area is titled 'Add/Edit School Details' and contains a form with the following elements:

- School Year:** 2023-2024
- First Day of School:** A text input field with a calendar icon. Below it, a validation message reads: *First Day must be a weekday; First day month must be July, August or September.*
- Last Day of School:** A text input field with a calendar icon. Below it, a validation message reads: *Last Day must be a weekday; Last day month must be May or June.*
- Buttons:** 'Cancel' and 'Save' buttons are located at the bottom right of the form.

Kindergarten Schedule Tile

- Lists the programs that have been selected as being available with the agency



Update: Kindergarten Schedule Screen (1/3)

- 5-Year-Olds Schedule
- Add Notes to provide clarity on unique situations (i.e., early release schedules)

Kindergarten - 5-Year-Olds Schedule

Kindergarten is defined as a group or class that is organized to provide educational experiences for children for the year immediately preceding the first grade. For 5 Year Old Kindergarten, pupils must be five years old on or prior to September 1.

1/2 Day

Full Day

District Offers Both

Notes:

Update: Kindergarten Schedule Screen (2/3)

- 4-Year-Olds Schedule
- Descriptors below each option
- Add Notes to provide clarity on unique situations (i.e., early release schedules)

Kindergarten - 4-Year-Olds Schedule

Full day 5 days per week
Full day instructional session per child (AM-PM 4K programming)

Full day 4 days per week
Full day instructional session per child (AM-PM 4K programming)

Full day 3 days per week
Full day instructional session per child (AM-PM 4K programming)

Full day 2 days per week
Full day instructional session per child (AM-PM 4K programming)

Half day 5 days week
Half day instructional session per child. Child attends either an AM or a PM session

Half day 4 days week
Half day instructional session per child. Child attends either an AM or a PM session

None
District does not offer 4K

Notes:

Update: Kindergarten Schedule Screen (3/3)

- Location of 4K programs
- Be aware of Public School 'drop-down' options
- Add Notes to provide clarity on unique situations (i.e., early release schedules)

Program Setting Definitions (Location of 4K programming)

None - No K4 programming at all

Private Only
K4 only in a private school (no contract with a public school ...)

Public School

K4 programming only in district school buildings

Public School & Community Approach (4KCA) Settings

Public School & Head Start
4K in Public School and in Head Start settings

Public School & Child Care
4K in Public School and Child Care settings

Public School, Head Start & Child Care
4K in Public School, Head Start and Child Care settings

Public School, Private School & Head Start
4K in Public School, Private School & Head Start settings

Public School, Private School, & Child Care
4K in Public School, Private School & Child Care settings

Public School, Private School, Head Start & Child Care
4K in Public School, Private School, Head Start and Child Ca

4K Community Approach (4KCA) Settings Only

Head Start
4K programming happens only in a Head Start setting

Child Care
4K programming happens only in a Child Care setting

Head Start & Child Care
4K programming happens in both Head Start and Child Care set

Public School, Private School & Head Start
4K in Public School, Private School & Head Start settings

Private School & Child Care
4K programming happens in both Private School and Child Care

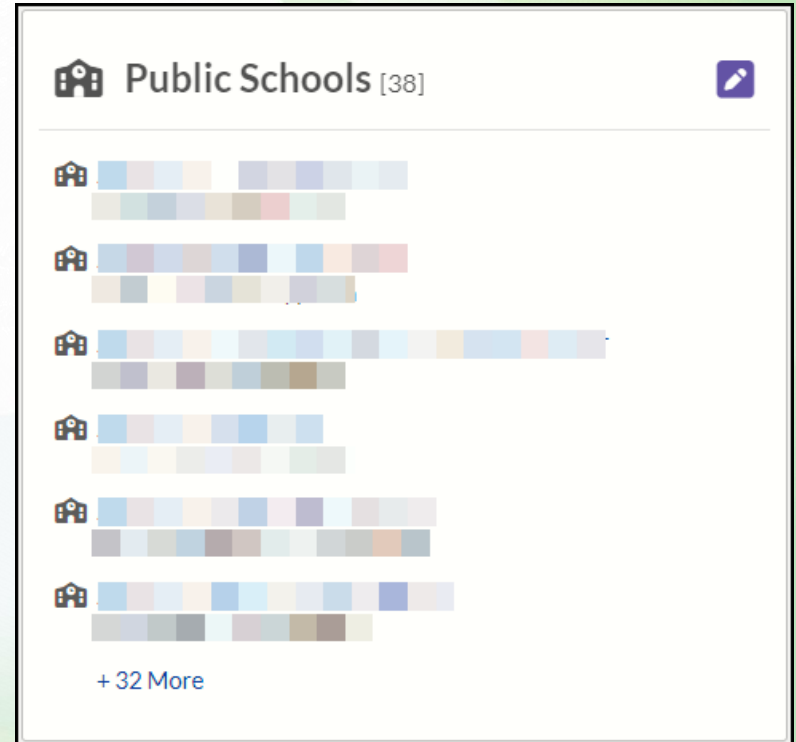
Private School & Head Start
4K programming happens in both Private School and Head Start

Private School, Head Start & Child Care
4K programming happens in Private School, Head Start and CH

Notes:

Public Schools Tile

- [Count of all public schools listed in the selected agency]
- Listed alphabetically by name, physical address
- 1st six schools shown, then “+ # More”
- Clicking “+ # More” opens the Schools screen for the agency you selected, as does the “edit” icon



Update: Public Schools Screen

- School Type filters
- All schools listed individually in right section
- # of total indicated
- Update Status icons

The screenshot displays the 'WI School Directory Management' interface. At the top, it shows the school year '2023-24' and a 'Collection Open' status. The breadcrumb navigation is 'Home > Schools'. A search bar is available for school names or codes. On the left, the 'School Type' filter is expanded, showing 'Elementary School', 'Combined Elementary/Secondary', 'Middle School', and 'High School'. A legend below the filter shows three status icons: a green checkmark for 'Certified', a blue hourglass for 'In Progress', and a red exclamation mark for 'Not Started'. The main table lists schools with columns for 'School', 'Update Status', 'Basic Information', 'Address & Contact', and 'Staff Contacts'. The 'Update Status' column shows 'Not Started' with a red exclamation mark icon for each school. A '39 of 38 displayed' indicator is visible at the bottom of the table.

Update: School Specific Tile Screen

- Breadcrumbs expand when a specific school is selected
- Basic Info
- Address
- Contacts

The screenshot displays a user interface for school information. At the top, there is a navigation bar with a dropdown menu, the text "School Year 2023-24", and a "Collection Close" button. Below the navigation bar, a breadcrumb trail is shown: "Home > Schools > Elementary". The main content area is divided into two columns. The left column is titled "School Basic Information" and contains the following details: "School District | Legal Name", "Organization Type | School Type" (Public school | Elementary School), "Grades Served" (K4 - 5), "School Code | CESA | County", and "School Category/Program" (Title 1 School, Regular School, Primarily Classroom (Supplemental Virtual) School). The right column is titled "Address" and contains: "Address" (WI 53), "Phone" ((920)), "Email" (@domainUATxxxxx.xyz), "Website" (.k12.wi.us), and "Mail Address" (WI 53). Below the address section is a "Contacts" section with "Principal" ((920)).

Update: School Specific Basic Info

- Breadcrumbs expand when a specific school is selected
- Edit Grades, School Type, School Categories, Virtual
- Don't forget to save!
- Use breadcrumbs to navigate to school tile screen

[1] School Year 2023-24 Collection Close

Home > Schools > Elementary > Update Basic Info

School District: [] School Name: Elementary Organization Type: Public school

CESA: CESA County: County

School Type: Elementary School

School Category: Regular School Category 2: --select-- Virtual: Primarily Classroom (Supplemental Virtual)

Grades

- PK (Pre-Kindergarten)
- K3 (3-year-old Kindergarten)
- K4 (4-year-old Kindergarten)
- KG (5 year old Kindergarten)
- 1 (First Grade)
- 2 (Second Grade)
- 3 (Third Grade)
- 4 (Fourth Grade)
- 5 (Fifth Grade)
- 6 (Sixth Grade)
- 7 (Seventh Grade)
- 8 (Eighth Grade)
- 9 (Ninth Grade)
- 10 (Tenth Grade)
- 11 (Eleventh Grade)
- 12 (Twelfth Grade)

Save

Update: School Specific Address

- Breadcrumbs expand when a specific school is selected
- Looks like District level Address and Contacts screen
- Enter local information
- Don't forget to save!
- Use breadcrumbs to navigate to school tile screen

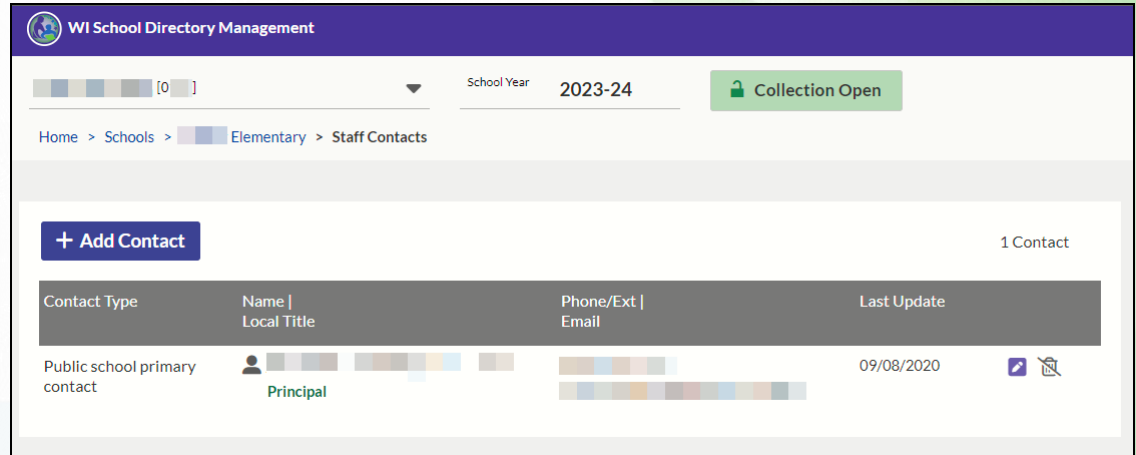
The screenshot displays the 'WI School Directory Management' interface. At the top, there is a navigation bar with the school year '2023-24' and a 'Collection Open' button. Below the navigation bar, a breadcrumb trail is shown: 'Home > Schools > Elementary > Update Address and Contact'. The main form is divided into several sections:

- Contact Information:** Includes fields for Phone, Email Address, and Web Address.
- Physical Address:** Includes a prefix field, Street Address, Location (Room, Suite, Apt, etc.), City, State (dropdown menu), and Zip Code (00000-0000). There are checkboxes for 'Use this address for mailing' and 'Use this address for shipping'.
- Mailing Address:** Includes a prefix field, Street Address, Location (Room, Suite, Apt, etc.), PO Box, City, State (dropdown menu), and Zip Code (00000-0000).
- Shipping Address:** Includes a prefix field, Street Address, Location (Room, Suite, Apt, etc.), City, State (dropdown menu), and Zip Code (00000-0000).

At the bottom of the form, there are 'Clear' and 'Save' buttons.

Update: School Specific Contacts

- Breadcrumbs expand when a specific school is selected
- Enter local information
- Don't forget to save!
- Use breadcrumbs to navigate to school tile screen

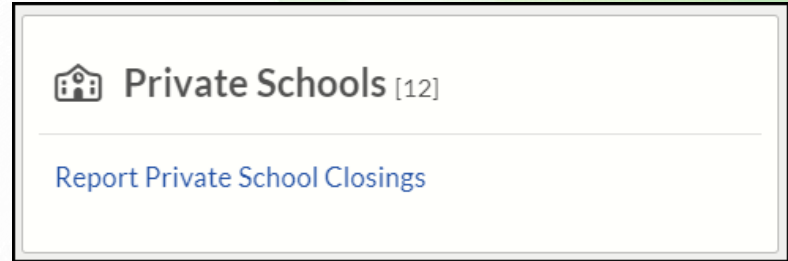


The screenshot displays the 'WI School Directory Management' interface. At the top, there is a purple header with the logo and title. Below the header, a navigation bar shows a dropdown menu with '[0]', the 'School Year' set to '2023-24', and a green 'Collection Open' button. The breadcrumb trail reads 'Home > Schools > Elementary > Staff Contacts'. A blue '+ Add Contact' button is visible on the left, and '1 Contact' is shown on the right. The main content area features a table with the following columns: 'Contact Type', 'Name | Local Title', 'Phone/Ext | Email', and 'Last Update'. The table contains one entry: 'Public school primary contact' with a 'Principal' title, a redacted phone number, a redacted email address, and a 'Last Update' of '09/08/2020'. There are also edit and delete icons for this contact.

Contact Type	Name Local Title	Phone/Ext Email	Last Update
Public school primary contact	Principal	[Redacted]	09/08/2020

Private Schools Tile (as viewed by Public District)

- [Count of all private schools housed geographically within the selected parent agency/school district]
- Report Private School Closings: feedback provided by public school for data accuracy



Update: Private Schools Screen (as viewed by Public District)

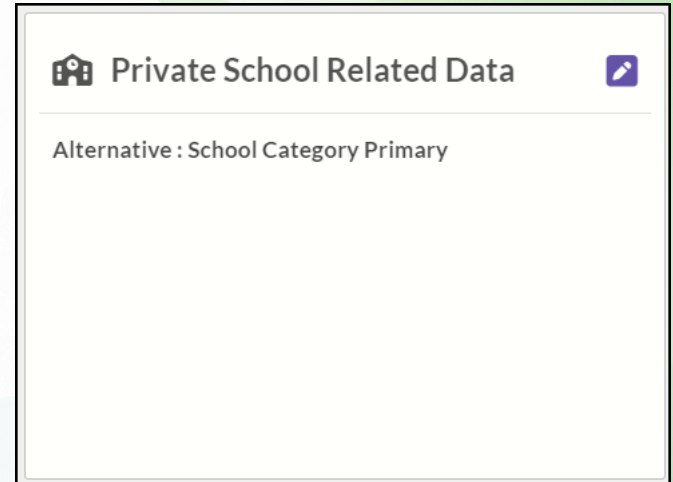
- Schools listed with in geographic boundaries of parent/LEA
- Schools listed on this screen do not provide a 'drill down' feature

The screenshot displays the 'WI School Directory Management' interface. At the top, there is a navigation bar with the title 'WI School Directory Management', a user profile icon, and a 'Logout' link. Below the navigation bar, there is a breadcrumb trail: 'Home > Reporting Private School Closings'. A message states: 'The changes made on this page are just for reporting the private schools closings to the DPI, each change will be verified by DPI before changing actual status of the school. Thank you for reporting the latest status of your district's private schools.' The main content area is a table with the following columns: 'Private School', 'School Address', 'Current Status', and 'Reported Status'. The table lists 11 schools, each with a 'Report As CLOSE' button. At the bottom of the table, a red box highlights the text: '0 of 11 schools reported closed.'

Private School	School Address	Current Status	Reported Status
High School		OPEN	OPEN
Junior High School		OPEN	OPEN
Elementary School		OPEN	OPEN
Elementary School		OPEN	OPEN
Combined Elementary/Secondary School		OPEN	OPEN
Alternative Combined Elementary/Secondary School		OPEN	OPEN
Combined Elementary/Secondary School		OPEN	OPEN
Lutheran School Elementary School		OPEN	OPEN
Lutheran School Elementary School		OPEN	OPEN
Lutheran School Elementary School		OPEN	OPEN
Combined Elementary/Secondary School		OPEN	OPEN

Private Schools Tile (as viewed by Private School)

- No [count] – typically a singular entity
- Displays School Category and School Category 2, along with any Virtual option
- Edit icon is ‘placebo’ – all edits occur on
- Update Basic Info tile/screen



Resources

DPI webpages with School Directory support information:

- [School Directory webpage](#)
- [School Directory Data Elements](#) *(will move to Data Element collection June/July)*
- [School Directory User Guide](#)
- [School Modification Form](#)
- [Help Ticket](#) Select School Directory Enterprise

Questions?

- **What questions has this information brought up for you?**

Thank you!

~ Your feedback and attention are valued. ~

