



# Department of Public Instruction

Coursework Completion System (CWCS) SY2014-15

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# DATA FIELDS AND USAGE

# Course-Teacher Records

<b>C = Conditional, M = Mandatory, O = Optional</b>	
<b>Collection Type</b> (M)	Distance Education (M)
<b>Record Type</b> (M)	DPI Educator File Number (M)
<b>Term</b> (M)	Dual Enrollment Credit (M)
<b>School Code</b> (M)	Former Last Name (Teacher) (C)
<b>Section ID</b> (M)	Graduation Equivalency Credit (O)
<b>Submitting District</b> (M)	Last Name (Teacher) (M)
<b>Year</b> (M)	Local Course Title (C)
Academic Service Learning (O)	Project Based Learning (O)
Alternative Education Program (O)	Teacher Role (M)
Bilingual/ESL (O)	Virtual / On-line (M)
Classroom Type (O)	World Language (M)
Course Code (M)	

# Student-Completion Records

**C = Conditional, M = Mandatory, O = Optional**

<b>Collection Type</b> (M)	College Credits Earned (C)
<b>Record Type</b> (M)	Completion Status (M)
<b>Term</b> (M)	Course Options District (M)
<b>School Code</b> (M)	Enrollment Date (M)
<b>Section ID</b> (M)	Grade Earned (K4-12) (M)
<b>Submitting District</b> (M)	Grade Level Placement (M)
<b>Year</b> (M)	High School Credits Earned (O)
	WSN Number (M)
	WSLS School (C)

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# Academic Service Learning

## Data Field Description / Format / Usage

ASL is an instructional approach that engages students in addressing meaningful community needs as a way of deepening their academic skill development through critical thinking and problem solving. Students develop 21<sup>st</sup> century skills through active participation that focuses on application of knowledge and skills to address a relevant issue in the community. Immersed within the academic curriculum, academic service learning involves investigation, planning, action, reflection, and a demonstration and celebration of outcomes.

ASL is an optional field on upload and lock.

Data type: Alphanumeric

Size (bytes): 1

Value/Format = Y or N

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# Alternative Education Program

## Data Field Description / Format / Usage

Available for alternative education programs that are not credit producing (e.g. s.118.15 contracts for HSED, GEDO#2, competency-based). Should not be used when local course title and credits are available.

Optional field on upload conditional on lock.

Data type: Alphanumeric

Size (bytes): 5

Value/Format = CT33: Must be a valid alternative education program code from the DPI table.

CT20: Alternative Education Program is expected only when no other course code applies and the generic alternative education program course code, '22A01G,' is provided.

CT34: Alternative Education Program field is required when the course code of '22A01G' is provided. An Alternative Education Program code other than 'null' or 'NA' must be provided.

CT57: Teacher Role was provided as 'ME', Monitoring Educator. A Teacher Role of 'ME' can only be used when 'Dual Enrollment Credit' equals 'Advanced Standing' (AS), 'Course Options' (CO), 'Youth Apprenticeship' (YA), 'Youth Options-Private College' (YOPC), 'Youth Options-Technical College' (YOTC), 'Youth Options-UW Systems' (YOUW) and 'Distance Education' equals 'Y' or 'N' or Alternative Education program equals 'High School Equivalency Diploma/118.15 Contracts' (HSED), 'Challenge Academy' (CA) or 'High School Credit/118.15 Contracts (2)' (HSC).

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# Alternative Education Program

## continued

### Data Field Description / Format / Usage

SC32: (Info) 'Grade Earned' reset to 'CBC', Competency Based Credit. Alternative Education Program provided as 'CBPB', Competency Based and Project Based Programs'. Grade earned has been reset to 'CBC', Competency Based Credit.

SC34: (Info) 'Grade Earned' reset to 'E', Exempt. Alternative Education Program provided as 'CA', Challenge Academy'. Grade earned has been reset to 'E', Exempt.

# Alternative Education Program

## continued

Alt Ed Program (Code)	Description/Comments
Challenge Academy (CA)	An Alternative Education Program operated by the Wisconsin Department of Military Affairs open to students' ages 16.9 to 19.
Competency-Based and Project-Based Programs (CBPB)	Middle school and high school programs that rely on completion of competencies, not credits.
GEDO #2 (GEDO2)	GED Option 2 program for high school youth operated by a school district for 11th and 12th graders.
118.15 Contracts (HSED)	Students who are enrolled at a technical college or with a community based organization for HSED preparation for 11th and 12th graders.
118.15 Contracts (2) (HSC)	Students who are enrolled in high school classes taught by the technical college for high school credit.
Jail and Detention (JD)	Students who are enrolled to a school district where a county jail or detention center is located, generally for a short duration. Long-term enrollment may result in course and credit completion.
MPS Partnership Schools (PS)	Alternative Education Programs operated by community based programs under contract with Milwaukee Public Schools for at-risk youth in grades 6-12.
Not Applicable (NA)	This course is not associated with an Alternative Education Program.

# Bilingual / ESL

## Data Field Description / Format / Usage

Bilingual/English as a Second Language (ESL) class includes a course of study designed specifically for students whose native language is not English, delivered either in English or primarily in the native language of the students. Additionally, a class may include a course of study delivered in English and the target language as part of a two-way immersion program to also qualify as Bilingual/ESL.

An optional field on upload and lock.

Data type: Alphanumeric

Size (bytes): 2

Value/Format = Must be a valid Bilingual / ESL code from DPI table.

CT32: When provide, 'Bilingual / ESL' must be a valid Bilingual / ESL code.

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# Bilingual / ESL continued

<b>Bilingual / ESL (Code)</b>	<b>Description/Comments</b>
Bilingual (B)	A course of study designed specifically for students whose native language is not English, and delivered primarily in the native language of the students.
English as a Second Language (E)	A course of study designed specifically for students whose native language is not English.
Two-Way Immersion (T)	A course of study that is delivered in English and/or the target language as part of a two-way immersion program.
Not Applicable (NA)	The course is not designed specifically for students whose native language is not English, nor is it part of a two-way immersion program.

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# Classroom Type

## Data Field Description / Format / Usage

Classroom type indicates the grade level(s) of students within a classroom, either single or multiple.

An optional field on upload and lock.

Data type: Alphanumeric

Size (bytes): 1

Value/Format = Must be a valid classroom type code from DPI table.

CT21: When provide, 'Classroom Type' must be a valid Classroom Type code.

## Classroom Type (Code)

## Description/Comments

Single (S)

A single grade level classroom. For example; when you have an elementary classroom comprised of all second grade level students.

Multiple (M)

A multiple grade level classroom. For example; when you have a high school course and the classroom is comprised of ninth and tenth grade level students.

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# Collection Type

## Data Field Description / Format / Usage

Coursework Completion System ([CWCS](#)) will offer one submission period identified by the CW1 collection type for the program year 2012-13 and beyond. Summer school data will not be collected for the program year 2012-13 or 2013-14.

A mandatory field on upload and lock.

Data type: Alphanumeric

Size (bytes): 3

Value/Format = CT1: Must be a valid collection type from DPI table.

CT2: Collection Type is a required field.

SC1: Collection Type is a required field.

SC2: Collection Type must be a valid collection type from DPI table.

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# Collection Type continued

Collection Type (Code)	Description/Comments
Collection 1 (CW1)	Coursework Completion System ( <a href="#">CWCS</a> ) will offer one submission period identified by the CW1 collection type for the program year 2012-13 and beyond. Summer school data will not be collected for the program year 2012-13, 2013-14 or 2014-15.
Collection 2 (CW2)	Not available.
Collection 3 (CW3)	Not available.

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# College Credits Earned

## Data Field Description / Format / Usage

Recognition of attendance or performance in a college level instructional activity (course or program) that can be applied by a recipient towards college requirements.

An optional field on upload and lock.

Data type: Numeric

Size (bytes): 5,3

Value/Format = NN.NNN

SC36: College Credits Earned must be a numeric value  $\geq 0.000$  and  $\leq 10.000$ . Valid decimal values may be up to 3 decimal points.

SC37: Required field is missing, 'Local Course Title'. College credits earned was provided as a value greater than 0, Local Course Title must be provided.

SC52: Invalid combination of 'College Credits Earned' and 'Completion Status'. 'Completion Status' was provided as value of 'I', 'F' or 'WD', hence 'College Credits Earned' may not be a value  $> '00.000'$ .

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# Completion Status

## Data Field Description / Format / Usage

Completion Status is an indicator of whether the student completed the course (pass or fail), withdrew, or ended the term with an incomplete status.

A mandatory field on upload and lock.

Data type: Alphanumeric

Size (bytes): 2

Value/Format = Must be a valid completion status value from DPI table.

SC29: Completion Status must be a valid completion status value from DPI table.

SC30: Completion Status is a required field for all student and completion records.

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# Completion Status continued

Completion Status (Code)	Description/Comments
Incomplete (I)	The student's coursework was not completed within the specified term hence this course is ineligible to be assigned a grade earned or credits earned.
Failing (F)	The student's coursework recorded for this course or program was assigned a failing completion status.
Passing (P)	The student's coursework recorded for this course or program was assigned a passing completion status.
Withdrawal or Dropped (WD)	The student withdrew or dropped the course within the specified term and was assigned a completion status of withdrawal or dropped. A student receiving a withdrew or dropped completion status is ineligible to be assigned a grade earned or credits earned for that course.
Not Applicable (NA)	Not Applicable

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# Course Code

## Data Field Description / Format / Usage

Refer to: [DPI Secondary School Course Code List](#) for complete list of valid secondary and middle school course codes. Refer to: [NCES Elementary School Course Code List](#) (includes Early Childhood through Grade Level 8).

A mandatory field on upload and lock.

Data type: Alphanumeric

Size (bytes): 6

Value/Format = Must be a valid course code value from DPI table.

CT14: Course Code must be a valid Wisconsin Course Code.

CT15: At least one Course Code is required for each section.

CT16: Subject Area, Course Indicator, and Course Level are combined to form the Course Code.

CT17: Subject Area is a required component of Course Code. Each course code must have subject area, course identifier and course level.

CT18: Course Indicator is a required component of Course Code. Each course code must have subject area, course identifier and course level.

CT19: Course Level is a required component of Course Code. Each course code must have subject area, course identifier and course level.

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# Course Code continued

## Data Field Description / Format / Usage

CT20:'Alternative Education Program' was provided as a value other than 'NA', Not Applicable, and 'Course Code' was provided as a value other than '22A01G'. 'Alternative Education Program' is expected only when no other course code applies and the generic alternative education program course code, '22A01G,' is provided. If a course code other than '22A01G' is available for the alternative education course, then 'Alternative Education Program' should be 'NA,' Not Applicable.

CT34:Required field is missing 'Alternative Education Program'. 'Course Code' was provided as generic alternative education course, '22A01G', 'Alternative Education Program' code is a required. Null or 'NA' are not valid codes when 22A01G course code is provided.

CT50:Though multiple course codes are allowed for a single section, any single course code may be included only once.

CT56:Required field is missing, 'Dual Enrollment Credit'. 'Dual Enrollment Credit' is required when secondary course code is provided and school type is high school.

CT60:(Warning) Unexpected secondary course code in an elementary school type. The 'Section ID' provided is associated with a secondary course code, while the school type for this record is of elementary school type.

CT61:(Warning) Unexpected elementary course code in a high school type. The 'Section ID' provided is associated with an elementary course code, while the school type for this record is of high school.

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# Course Options District

## Data Field Description / Format / Usage

For Course Options student taking courses in a public school district other than the submitting district, identify the district providing educational services for this section.

- Part 1 includes the number of resident students attending another school district for purposes of participation as a student in the Course Options program.
- Part 2 includes the number of non-resident students attending courses offered within your district under Course Options.
- As of SY2013-2014 (collection year 2014) CWCS Phase 4 – CW1 in accordance with s. 118.52, Wis. Stats any student enrolled in grade level K-12 may qualify as a participant in a Course Options program, which equated to part-time open enrollment during 2011-12, 2012-13, and 2013-2014 school years.
- This count does not include resident private school and home based students who take courses under s. 118.145(4), Wis. Stats. Or s. 118.53 Wis. Stats. Nor does it include students' enrolled in a postsecondary program. This data is used to complete the School Performance Report (SPR) s. 115.38, Wis. Stats. In addition, the courses offered by your district and the student count for only non-resident students.
- Course Options district is collected as a required field for CWCS data collections.

An optional field on upload and mandatory at lock.

Data type: Alphanumeric

Size (bytes): 4

Value/Format = Must 'NA' or valid District Code.

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# Course Options District continued

## Data Field Description / Format / Usage

SC38: Invalid Course Options District. Must be, 'NA', Not Applicable or a valid District Code for a district that was open at some time during the collection year.

SC53: Required field is missing Course Options District. Course Options District is a required field for all grade levels.

SC56: Invalid Course Options District. The Submitting District code and the Course Options District code may not be equal.

## Course Options District (Code)

## Description/Comments

Format (0009)

- 1) Must be a valid District Code from DPI table.
- 2) District must be open at some point during the school year identified by YEAR.

Not Applicable (NA)

This student does not qualify as course options program enrollment.

# Distance Education

## Data Field Description / Format / Usage

Includes participation by a student in a course where the educational materials are provided through cable television, satellite classes, videotapes or correspondence courses.

An optional field on upload and lock.

Data type: Alphanumeric

Size (bytes): 1

Value/Format = Must be 'Y' or 'N'.

CT24:Invalid 'Distance Education'. When provided, 'Distance Education' must equal 'Y' or 'N'.

CT25: Invalid combination, 'Distance Education' and 'Virtual / On-line Education' are mutually exclusive. Both 'Distance Education' and 'Virtual/On-line Education' were provided as 'Y', yes. A section may be one or the other or neither, but not both. Coursework presented in an on-line or web based format which is offered by distance provider should be submitted as 'Virtual / On-line Education'.

# Distance Education continued

<b>Distance Education (Code)</b>	<b>Description/Comments</b>
Yes (Y)	Yes, the educational materials for this course/program were provided through cable television, satellite classes, videotapes or correspondence courses thus qualifying as Distance Education
No (N)	No, this course does not meet the guidelines to qualify as Distance Education.

# DPI Educator File Number

## Data Field Description / Format / Usage

This is the unique six-digit identifier assigned by Teacher Licensing to individuals when they apply for a license to teach in the State of Wisconsin. In the Coursework Completion System the DPI Educator File Number is used for educator identification, record matching against Teacher Licensing, and linking course and teacher data.

Mandatory field on upload and lock.

Data type: Numeric

Size (bytes): 6

Value/Format = 000009 (must include leading zeros)

The teacher record must be unique based on the combination of fields, collection, district, school, record type, year, term, section id and educator file number.

CT39: 'DPI File Educator Number' is a required number for each teacher provided for a section.

CT41: 'DPI Educator File Number' must be 6 numeric digits. Leading zeroes must be included, if appropriate.

CT44: Invalid combination of 'DPI Educator File Number', 'Last Name', and/or 'Former Last Name'.

CT51: Though multiple DPI Educator File Numbers are allowed for a single section, any single DPI Educator File Number may be included only once.

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# Dual Enrollment Credit Program

## Data Field Description / Format / Usage

A program through which high school students are dually enrolled in both high school and college (e.g., course options, youth options, youth apprenticeship, advanced standing, transcribed credit, college credit in high school) and earn both high school and college credit.

Optional field on upload and conditional on lock.

Data type: Alphanumeric

Size (bytes): 4

Value/Format = Must be a valid dual enrollment credit code from DPI table.

CT23: Invalid 'Dual Enrollment Credit'. When provided, 'Dual Enrollment Credit code' must be a valid Dual Enrollment Credit code.

CT56: Required field is missing, 'Dual Enrollment Credit'. 'Dual Enrollment Credit' is required when secondary course code is provided and school type is high school.

CT57: Invalid 'Teacher Role' combination. Teacher Role was provided as 'ME', Monitoring Educator. A Teacher Role of 'ME' can only be used when 'Dual Enrollment Credit' equals 'Advanced Standing' (AS), 'Course Options' (CO), 'Youth Apprenticeship' (YA), 'Youth Options-Private College' (YOPC), 'Youth Options-Technical College' (YOTC), 'Youth Options-UW Systems' (YOUW) and 'Distance Education' equals 'Y' or 'N' or Alternative Education program equals 'High School Equivalency Diploma/118.15 Contracts' (HSED), 'Challenge Academy' (CA) or 'High School Credit/118.15 Contracts (2)' (HSC).

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# Dual Enrollment Credit Program

## continued

Dual Enrollment Credit (Code)	Descriptions/Comments
Advanced Standing (AS)	High school courses or competencies that result in advanced college standing in the technical college system.
College Credit in High School (CCHS)	Any one of several programs existing in some Wisconsin school districts that permits students to enroll in college-level courses, taught by a high school teacher, and awarded college credits without attending the college campus.
Course Options (CO)	<p>Students are enrolled in a course for high school credit at a Wisconsin technical college, UW System institution, or Wisconsin nonprofit private institution of higher education under the Course Options program (student also receives college credit). Available for students in any grade 9-12.</p> <ul style="list-style-type: none"> <li>Part 1 includes the number of resident students attending the institution for purposes of participation as a course options student.</li> </ul> <p>For students in grade levels K-8, taking courses in a district other than the submitting district under Course Options, refer to the section of the Data Elements Guide on "Course Options," on pages 18 and 19 Not Dual Enrollment.</p>
Transcribed Credit (TS)	High school courses taught by a high school teacher through which students can earn technical college credits based on an agreement between the high school and technical college.

# Dual Enrollment Credit Program

## continued

Dual Enrollment Credit (Code)	Descriptions/Comments
Youth Apprenticeship (YA)	Students enrolled in a work-based learning program generally revolving around articulated and transcribed credit; 11th and 12th grade students.
Youth Options – Private College (YOPC)	Students are enrolled in a WI nonprofit private institution of higher education course for high school credit under the Youth Options Program (student also receives college credit); available only for 11th and 12th grade students.
Youth Options – Technical College (YOTC)	Students are enrolled in a WI technical college course for high school credit under the Youth Options Program (student also receives college credit); available only for 11th and 12th grade students.
Youth Options – UW-System (YOUW)	Students are enrolled in a UW-system course for high school credit under the Youth Options Program (student also receives college credit); available only for 11th and 12th grade students.
Not Applicable (NA)	This course is not associated with a dual enrollment credit indicator.

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# Enroll Date

## Data Field Description / Format / Usage

The school enrollment date is the date a student initially receives educational services from a school during a period of continuous enrollment at a school. A separate enrollment date is required for each continuous period of enrollment at any given school. School enrollment dates are collected as part of the Wisconsin Student Number Locator System.

This should be the enroll date as reported in the WSLS.

Mandatory field on upload and lock.

Date Type: Date

Size – 10 bytes

Value/Format = Format MM/DD/YYYY or MM-DD-YYYY.

SC19: Invalid 'Enroll Date' in student and completion record. Enroll Date is expected in this format MM/DD/YYYY or MM-DD-YYYY.

SC20: Required field is missing 'Enroll Date'. Enroll Date is a required for all student and completion records.

SC21: Required field is missing, 'Enrollment Period'. The enrollment period identified by the WSN, District, School and Enroll Date is required for every student and Completion record.

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# Enroll Date continued

## Data Field Description / Format / Usage

SC22:Invalid enrollment period. No WSLS record exists for the WSN, District, School, and Enroll Date identified for this record.

SC23:Enrollment period does not include days within the collection year. The enrollment period identified by the WSN, District, School and Enroll Date does not include days within the current school year, 7/1 to 6/30.

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# Equivalency

## Data Field Description / Format / Usage

The terminology “equivalent graduation policy” refers to approved courses that are by subject area that permit selected equivalent courses as long as such courses contain the time allotment and substantially the same objectives to develop the knowledge, concepts, and skills of the course for which an equivalent is proposed.

Only grade level 9-12 secondary courses that have been approved by DPI should be identified as such in this field.

Through a formal approval process established by the Department of Public Instruction (DPI) school districts may apply to have courses approved for equivalency credit to other courses.

Optional on upload and on lock.

Data Type: Alphanumeric

Size: 3 bytes

Value/Format: Must be a valid equivalency code value from DPI table.

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# Equivalency continued

## Data Field Description / Format / Usage

SC64: (Warning) The student's grade level is not '09', '10', '11', or '12' but the 'Equivalency' indicator was provided as a value other than 'NA' Not Applicable.

CT30: Invalid 'Equivalency'. When provided, 'Equivalency' must be a valid Equivalency code.

CT54: (ERROR) Invalid Equivalency combination. Equivalency was provided as a value other than 'NA', Not Applicable, and 'Course Code Subject Area' was provided as a value other than a valid 'Subject Area' of '08', '10', '11', '12', '13', '14', '16', '17', '18', '19', '20', '21', or '22'.

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# Equivalency continued

Subject Area – Equivalency	Equivalency Code
Agricultural Education equivalent for - Science	(S)
Business Education equivalent for - English Language Arts	(ELA)
Family Consumer Science equivalent for -Science	(S)
Technical Education/Engineering equivalent for - Science	(S)
Technical Education/Engineering equivalent for - Math	(M)
To be defined – Social Studies	(SS)
Not Applicable	(NA)

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# Grade Earned

## Data Field Description / Format / Usage

An alphanumeric grade assigned by a licensed educator indicating a student's level of accomplishment in a course. Grade earned is based on a 4.000 numeric point scale and should be unweighted. DPI has included several alternative grade earned indicators for courses when a numeric grade earned is not appropriate.

Optional on upload and on mandatory on lock.

Data Type: Alphanumeric

Size: 4 bytes

Value/Format: Must be a numeric value between 0.000 and 4.000 or a valid value from DPI table.

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# Grade Earned continued

## Data Field Description / Format / Usage

SC31: Invalid 'Grade Earned'. Grade Earned must be an numeric value between 0.000 and 4.000 or a valid grade earned code.

SC32: (Info) 'Grade Earned' reset to 'CBC', Competency Based Credit. Alternative Education Program provided as 'CBPB', Competency Based and Project Based Programs'. Grade earned has been reset to 'CBC', Competency Based Credit.

SC33: Required field is missing 'Grade Earned'. Grade Earned is a required field for all student and completion records where Grade Level Placement is 'K4', 'K', '01', '02', '03', '04', '05', '06', '07', '08', '09', '10', '11' or '12'.

SC34: (Info) 'Grade Earned' reset to 'E', Exempt. Alternative Education Program provided as 'CA', Challenge Academy'. Grade earned has been reset to 'E', Exempt.

Grade Earned (Code)	Description/Comments
N.NNN	Based on a 4.000 numeric point scale.
CBC	Competency Based Credit – credit based on the competency level and/or proficiency level achieved.
E	The course or program is exempt from receiving a grade earned.
O	Other is available for grading exceptions ONLY.
NA	The value of not applicable is restricted for usage when the course completion status equals incomplete.

# Grade Level Placement

## Data Field Description / Format / Usage

Grade level is the level of the educational program studied by a student.

Mandatory field on upload and lock.

Data type: Alphanumeric

Size (bytes): 2

SC24:'Grade Level Placement' must be a valid grade level code.

SC25:'Grade Level Placement' is a required for all student and completing records.

SC26:'Grade Level Placement' is not within expected range. 'Grade Level Placement' must be within the low to high range of the submitting school or WSLs School if provided.

SC39:The 'Section ID' provided is associated with an elementary course code, while the 'Grade Level Placement' for this record was provided as '09', '10', '11', or '12'. Elementary course codes are intended for elementary grade levels and for grade levels '06', '07', 'or '08' taught using an elementary model.

SC54:(Warning) Unexpected grade level placement for secondary course. The 'Section ID' provided is associated with a secondary course code, while the 'Grade Level Placement' for this record is between 'K3' thru '05'.

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# Grade Level Placement continued

Grade Level Placement (Code)	Description/Comments
K3	3-Year-Old Kindergarten
K4	4-Year-Old Kindergarten
PK	Pre-Kindergarten
KG	Kindergarten
01	Grade 1
02	Grade 2
03	Grade 3
04	Grade 4
05	Grade 5
06	Grade 6
07	Grade 7
08	Grade 8
09	Grade 9
10	Grade 10
11	Grade 11
12	Grade 12

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# High School Credits Earned

## Data Field Description / Format / Usage

High School Credits Earned in recognition of attendance or performance in a high school level instructional activity (course or program) that can be applied by a recipient toward the requirements for a diploma, certificate, or other formal award.

Optional field on upload and lock

Data Type: Numeric

Size (bytes): 5,3

Value/Format: NN.NNN

SC35: 'High School Credits Earned' must be a numeric value between 0.000 and 10.000.

SC35: (Error) Invalid 'High School Credits Earned'. 'High School Credits Earned' must be a numeric value  $\geq 0.000$  and  $\leq 10.000$ . Valid decimal values may be up to 3 decimal points.

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# Local Course Title

## Data Field Description / Format / Usage

The Local Course Title is a free-form text field, which an LEA may choose to use as a better descriptor for the college course title. A Youth Options course section, Local Course Title could contain the college systems' (private, UW system or technical) four (4) digit numeric code as identified within the [ACT College Codes for Wisconsin](#), college course title, and numeric identifier assigned by the post secondary education institution of the college level course; for example, "4563 Math 221 Calculus and Analytic Geometry".

This free-form text field will have a maximum of 100 characters.

Avoid use of special characters.

Optional field on upload and conditional on lock.

Data Type: Alphanumeric

Size (bytes): 100

Value/Format: Must be 100 characters or less.

SC37: Required field is missing, 'Local Course Title'. College credits earned was provided as a value greater than 0, Local Course Title must be provided.

[Data Elements Guide](#)

[Data Map - ISES, CWCS, WSLs Data Elements](#)

# Project Based Learning

## Data Field Description / Format / Usage

A model contrary to traditional teaching that permits learners to identify and formulate their own problems they have a desire to solve. The learning activities are spread over a period of time, are interdisciplinary and student-centered. The student designs, develops knowledge, executes critical thinking and typically demonstrates learning publicly for project completion.

Optional field on upload and conditional on lock.

Data Type: Alphanumeric

Size (bytes): 1

Value/Format: Must be 'Y' or 'N'.

CT27: When provided, 'Project Based Education' indicator must equal 'Y' or 'N'.

CT28: Generic project based learning course code was provided, '22P01B', '22P01G', '22P01E', or '22P01H', but 'Project Based' indicator was either null or 'N'. 'Project Based' indicator has been reset to 'Y', yes.

## PBL Indicator (Code)

## Description/Comments

Y

Yes, this is a project based learning course/program.

N

No, this course does not meet the guidelines to qualify as project based learning.

# Record Type

## Data Field Description / Format / Usage

CWCS has two record types: Student, Course and Teacher.

Mandatory field on upload and on lock.

Data Type: Alphanumeric

Size (bytes): 3

Value/Format: Must be a valid Record Type Code from DPI table.

CT27: 'Record Type' must equal 'WCT' for CWCS course and teacher load file.

CT28: 'Record Type' must equal 'WS' for student load file.

## Record Type (Code)

## Description/Comments

WCT

CWCS course and teacher record type.

WS

CWCS student record type.

[Data Elements Guide](#)

[Data Map - ISES, CWCS, WSLS Data Elements](#)

# School Code

## Data Field Description / Format / Usage

School within the district submitting CWCS data.

Mandatory field on upload and on lock.

Data Type: Alphanumeric

Size (bytes): 4

Value/Format: 0009 – Leading Zeros required.

CT4: The 'School Code' provided is not valid within the submitting district for the current collection school year.

CT5: 'School Code' must equal the submitting school. Rule applies for individual school users only.

CT45: School within district has no section reported within CWCS.

SC4: The 'School Code' provided is not valid within the submitting district for the current collection school year.

SC5: 'School Code' must equal the submitting school. Rule applies for individual school users only.

SC41: School within district has no students reported to CWCS.

[Data Elements Guide](#)

[Data Map - ISES, CWCS, WSLs Data Elements](#)

# Section ID

## Data Field Description / Format / Usage

A unique identifier defined by the district to differentiate courses offered into distinct sections necessary to associate teachers to students taught.

This identifier must be unique within the school for a given collection.

A section may be a classroom unit, a project unit, or other group of students associated with a specific time, block, or other period of time. For example, American Literature 205A held during period 1 in room 34 could be 00205AF2010, AmLit205A, 01054AmLitP1R34, 01054010034, or any other identifier deemed appropriate by the district.

Mandatory field on upload and on lock.

Data Type: Alphanumeric

Size (bytes): 25

[Data Elements Guide](#)

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# Section ID continued

## Data Field Description / Format / Usage

CT10: Invalid 'Section ID'. 'Section ID' must be 25 characters or less and may not include spaces, blanks or special Characters like !@#\$%^&\*"?+=<>,{ }.

CT11: Required field is missing, 'Section ID'. 'Section ID' must be provided for all CWCS records.

CT12: 'Section ID' is not valid for the submitted school and term. 'Section ID' provided for student and completion record must match the section ID of a course and teacher record submitted for the matching collection type, district, school, year, and term. Refer to Appendix A of the CWCS Interface Specifications for more information.

SC10: Invalid 'Section ID'. 'Section ID' must be 25 characters or less and may not include spaces, blanks or special Characters like !@#\$%^&\*"?+=<>,{ }.

SC11: Required field is missing, 'Section ID'. 'Section ID' must be provided for all CWCS records.

SC12: 'Section ID' is not valid for the submitted school and term. 'Section ID' provided for student and completion record must match the section ID of a course and teacher record submitted for the matching collection type, district, school, year, and term. Refer to Appendix A of the CWCS Interface Specifications for more information.

SC14: 'Section ID' exists with no students though students have been submitted for this school and term. This 'Section ID' was submitted in a course and teacher record, but no student and completion records have been submitted for this section ID.

SC28: Student and completion record is not unique. A student may have only one record per section ID per term.

# Submitting District

## Data Field Description / Format / Usage

District submitting data.

Mandatory field on upload and on lock.

Data Type: Alphanumeric

Size (bytes): 4

Value/Format: 0009 – Leading Zeros Required

# Submitting District continued

## Data Field Description / Format / Usage

CT3: Invalid 'Submitting District'. 'Submitting District' within the file upload header must equal the district submitting the file for upload. The district must be open for the collection year.

CT12: 'Section ID' is not unique. 'Section ID' must be unique based on collection type, district, year, school, term, record type, course code, and section ID. Refer to Appendix A of the CWCS Interface Specifications for more information.

CT52: Duplicate 02 header records in the file with the same unique criteria. A Collection-District-School-Record Type-Year-Term combination is not unique in the file. Check interface specification document for uniqueness.

SC3: 'Submitting District' within the file upload header must equal the district submitting the file for upload. The district must be open for the collection year.

SC45: Duplicate 02 header records in the file with the same unique criteria. A Collection-District-School-Record Type-Year-Term combination is not unique in the file. Check interface specification document for uniqueness.

SC50: No Students Submitted in one or more schools where section data exists. District Lock requested with no student or coursework completion data reported for school(s). However, section/course/teacher records were submitted for these schools.

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# Teacher Former Last Name

## Data Field Description / Format / Usage

Teacher former last name.

Conditional on upload and on lock.

Data Type: Alphanumeric

Size (bytes): 50

Value/Format: Must be a valid value from DPI table when Last Name is not a valid value from DPI table.

CT43: 'Former Last Name' must be 50 characters or less and may only contain the letters A-Z, a space, a dash or a single quote. A special character (space, dash, or single quote) cannot be preceded or followed by the same special character. A space is not allowed preceding or following a dash or a single quote.

CT44: Invalid combination of 'DPI Educator File Number', 'Last Name', and/or 'Former Last Name'.

[Data Elements Guide](#)

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# Teacher Last Name

## Data Field Description / Format / Usage

Teacher last name.

Mandatory on upload and on lock.

Data Type: Alphanumeric

Size (bytes): 50

Value/Format: Must be a valid value from DPI table when Former Last Name is not provided.

CT40: 'Last Name' is a required for each teacher provided for a section.

CT42: 'Last Name' must be 50 characters or less, may contain A-Z, a space, a dash or a single quote. A special character (space, dash, single quote) cannot be preceded or followed by the same special character. A space is not allowed preceding or following a dash or a single quote.

CT44: Invalid combination of 'DPI Educator File Number', 'Last Name', and 'Former Last Name'.

[Data Elements Guide](#)

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# Teacher Role

## Data Field Description / Format / Usage

A teacher can have many roles. As an educator a “teacher role” could be to monitor students, develop curriculum, student assessment or work with another educator on a course.

In CWCS a teacher role is defined by what the teacher does in a given section. An individual, assigned to a Section ID, which assists in the acquisition of knowledge by another.

Optional on upload, mandatory on lock.

Data Type: Alphanumeric

Size (bytes): 2

Value/Format: Must be a valid teacher role from DPI table.

[Data Elements Guide](#)

[Data Map - ISES, CWCS, WSLs Data Elements](#)

# Teacher Role continued

## Data Field Description / Format / Usage

CT35: Invalid 'Teacher Role'. 'Teacher Role' must be a valid Teacher Role code.

CT36: Required field is missing, 'Teacher Role'. 'Teacher Role' is a required for each teacher provided for a section.

CT37: Multiple teacher role provided for section with one and only one teacher. When Teacher Role equals 'MT', Multiple Teacher, two or more teachers must be provided for the section.

CT38: Collaborating educator role provided for section with one and only one teacher. The collaborating educator role is available to identify a secondary teacher associated with a section. The primary teacher must also be associated with the section and must have a role other than 'CT', Collaborating educator.

CT57: Invalid 'Teacher Role' combination. Teacher Role was provided as 'ME', Monitoring Educator. A Teacher Role of 'ME' can only be used when 'Dual Enrollment Credit' equals 'Advanced Standing' (AS), 'Course Options' (CO), 'Youth Apprenticeship' (YA), 'Youth Options-Private College' (YOPC), 'Youth Options-Technical College' (YOTC), 'Youth Options-UW Systems' (YOUW) and 'Distance Education' equals 'Y' or 'N' or Alternative Education program equals 'High School Equivalency Diploma/118.15 Contracts' (HSED), 'Challenge Academy' (CA) or 'High School Credit/118.15 Contracts (2)' (HSC).

[Data Elements Guide](#)

[Data Map - ISES, CWCS, WSLs Data Elements](#)

# Teacher Role continued

Teacher Role (Code)	Description/Comments
Collaborating Educator (CT)	An educator working in collaboration with another teacher assigned to a section.
Monitoring Educator (ME)	An educator (teacher, administrator, pupil services personnel) who is assigned to monitor students who are taking courses or enrolled in a program not being taught by a district teacher.
Multiple Teachers (MT)	A member of a group of two or more educators assigned to a section and who is equally responsible for curriculum development and assessment.
Single Teacher (ST)	The educator assigned to a section who is responsible for curriculum development and assessment.

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# Term

## Data Field Description / Format / Usage

An indicator for when the course is offered that varies by district, school, and/or grade level.

Mandatory field on upload and on lock.

Size (bytes): 3

Value/Format: Must be a valid reporting term from the DPI table.

CT7: Term is required and must be a valid Term code.

CT9: Required field is missing, 'Term'. 'Term' must be provided for all CWCS records.

CT52: Duplicate 02 header records in the file with the same unique criteria. A Collection-District-School-Record Type-Year-Term combination is not unique in the file. Check interface specification document for uniqueness.

SC7: Invalid 'Term'. Term is required and must be a valid Term code.

SC9: Required field is missing, 'Term'. 'Term' must be provided for all CWCS records.

[Data Elements Guide](#)

[Data Map - ISES, CWCS, WSLs Data Elements](#)

# Term continued

## Data Field Description / Format / Usage

SC15: Record may not be saved due to missing Course and Teacher data. Student and completion record may be saved only after course and teacher data have been submitted for the matching school and term.

SC16: File failure due to missing Course and Teacher data. Student and completion file may be uploaded only after course and teacher data have been submitted for the matching school and term.

SC28: Student and completion record is not unique. A student may have only one record per section ID per term.

SC43: No students provided for school. A school and term was provided without students in header row '03' for CSV file or STUDENT tag for XML file.

SC45: Duplicate 02 header records in the file with the same unique criteria. A Collection-District-School-Record Type-Year-Term combination is not unique in the file. Check interface specification document for uniqueness.

[Data Elements Guide](#)

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# Term continued

Term (Code)	Description/Comments
1B	First Block
2B	Second Block
3B	Third Block
4B	Fourth Block
5B	Fifth Block
6B	Sixth Block
7B	Seventh Block
8B	Eighth Block
9B	Ninth Block
10B	Tenth Block

[Data Elements Guide](#)

[Data Map - ISES, CWCS, WSLs Data Elements](#)

# Term continued

Term (Code)	Description/Comments
1S	First Semester
2S	Second Semester
1T	First Trimester
2T	Second Trimester
3T	Third Trimester
1Q	First Quarter
2Q	Second Quarter
3Q	Third Quarter
4Q	Fourth Quarter
A	Annual
SM	Summer School (this reporting term not currently available)

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# Virtual / On-line Program

## Data Field Description / Format / Usage

Virtual On-line education programs where student's enrollment and participation in the course is done through the internet (on-line). These types of educational programs are available for students at grade levels K-12.

Optional field on upload and on lock.

Data type: Alphanumeric

Size (bytes): 1

Value/Format: Must be 'Y' or 'N'.

CT25: Invalid combination, 'Distance Education' and 'Virtual / On-line Education' are mutually exclusive. Both 'Distance Education' and 'Virtual/On-line Education' were provided as 'Y', yes. A section may be one or the other or neither, but not both. Coursework presented in an on-line or web based format which is offered by distance provider should be submitted as 'Virtual / On-line Education'.

CT26: Invalid 'Virtual / On-line Education' indicator. When provided, 'Virtual / On-line Education' indicator must equal 'Y' or 'N'.

[Data Elements Guide](#)

[Data Map - ISES, CWCS, WSLs Data Elements](#)

# Virtual / On-line Program continued

<b>Virtual / On-line Indicator (Code)</b>	<b>Description/Comments</b>
Y	Yes, the educational materials for this course/program were provided through the internet (on-line) thus qualifying as virtual on-line education.
N	No, this course does not meet the guidelines to qualify as virtual on-line education.

[Data Elements Guide](#)

[Data Map - ISES, CWCS, WSLs Data Elements](#)

# WSN ID

## Data Field Description / Format / Usage

The Wisconsin Student Number is a unique, unduplicated number assigned to each student enrolled in Wisconsin public schools. The Wisconsin Student Number Locator System is used to assign a WSN. The WSN is intended to be the student's sole identifier throughout his or her PK-12 experience. Parents cannot opt their child out of being assigned a number in the system.

Mandatory field on upload and on lock.

Data type: Numeric

Size (bytes): 10

Value/Format: 0000000009

Each student record must match an existing WSLS record for this District and School using the following field combination: WSN\_ID and ENROLL\_DATE.

[Data Elements Guide](#)

[Data Map - ISES, CWCS, WSLS Data Elements](#)

# WSN ID continued

## Data Field Description / Format / Usage

SC17: Invalid 'WSN\_ID' in student and completion record. WSN\_ID must use format 9999999999 and exist in WSLS.

SC18: 'WSN ID is required for every student and completion record.

SC22: Invalid enrollment period. No WSLS record exists for the WSN, District, School, and Enroll Date identified for this record.

SC28: A student may have only one record per section ID per term.

SC40: (Warning) The student count reported by a term is less than '85%' on the ISES Third Friday of September student count for the current collection year.

SC47: WSN ID or Enrollment Period does not exist. WSN ID or Enrollment Period no longer exists in the WSLS. CWCS records must be removed and should be associated with a valid WSN, if appropriate.

SC48: WSN ID not found. WSN ID entered was not found in WSLS District.

SC49: (Warning) This student is listed as being enrolled at a school other than the submitting school. If this is not correct, then please select a different enrollment, if available, from the WSLS Enrollment box.

[Data Elements Guide](#)

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# World Language

## Data Field Description / Format / Usage

World Language Courses are domestic courses of study in languages other than English. Courses may be designed to meet the needs of heritage or second language learners. Such courses were previously commonly referred to as "Foreign Language" courses.

Optional field on upload and mandatory on lock.

Data type: Alphanumeric

Size (bytes): 9

Value/Format: Must be a valid world language code from the DPI table.

[Data Elements Guide](#)

[Data Map - ISES, CWCS, WSLS Data Elements](#)

# World Language continued

## Data Field Description / Format / Usage

CT31: 'World Language code' must be a valid World Language code.

CT55: Required field is missing, 'World Language'. 'World Language' is a required field for all course and teacher records.

CT62: Invalid combination, world language codes and bilingual/ESL codes are mutually exclusive. Both 'world language' and 'bilingual/ESL' codes were provided. A course may be one or the other or neither, but not both. A World Language Code is present if the user entered a value other than NA. A bilingual/ESL code is present if the user entered a value other than NONE or NA.

SC62: (Warning) The student's grade level is not 'KG', '01', '02', '03', '04', or '05' but the World Language code selected for the course is 'FLES'. Normally 'FLES' is reserved for students who are in grade levels KG – 05.

SC63: (Warning) The student's grade level is not '06', '07' or '08' but the World Language code selected for the course is 'FLEX'. Normally 'FLEX' is reserved for students who are in grade levels 06 – 08.

[Data Elements Guide](#)

[Data Map - ISES, CWCS, WSLs Data Elements](#)

# World Language continued

World Language (Code)	Description/Comments
Foreign Language Exploratory Programs (FLEX)	Exploratory Foreign language model at the middle school level that introduces learners to one or more languages during a short period usually no more than nine weeks. FLEX models are topic focused with an emphasis on: vocabulary, awareness and appreciation for the culture and motivation to start a formal foreign language program.
Foreign Language in the Elementary School Programs (FLES)	Foreign language model delivered at the elementary level-varies on frequency of meeting times and minutes per session. Instruction is delivered by a qualified foreign language teacher with a focus on language proficiency cultural knowledge and content integration.
Immersion Programs (IMMR)	Fifty percent or more of the student's day is spent learning in a language other than English.
World Language (WL)	A world language program included within the 'Foreign Language and Literature' subject area of the NCES course codes.
Not Applicable (NA)	Not applicable.

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# WSLS School

## Data Field Description / Format / Usage

The school that holds the student's WSN ID in the WSLS system. WSLS School data field is available for students that take coursework at multiple schools within their district. The WSLS School code is submitted through the student completion record.

Optional on upload and conditional on lock.

Data type: Alphanumeric

Size (bytes): 4

Value/Format: 1) Must be a valid School Code from DPI Table. 2) School must be open at some point during the school year identified by YEAR. 3) FORMAT 0009 – Leading Zeroes.

SC55: Invalid 'WSLS School Code' for Submitting District. The 'WSLS School Code' provided is not valid within the submitting district for the current collection school year.

[Data Elements Guide](#)

[Data Map - ISES, CWCS, WSLS Data Elements](#)

# Year

## Data Field Description / Format / Usage

School Year

Mandatory field on upload and lock.

Data type: Alphanumeric

Size (bytes): 4

Value/Format: YYYY, i.e. '2015' for files submitted for the 2014-15 school year.

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[Data Map - ISES, CWCS, WSLS Data Elements](#)

# Schools

## REPORT

- Public schools
  - K4 third party onsite or offsite locations
  - KG third party onsite or offsite locations
  - Alternative setting / location (this is different than an Alt Ed Program)
- Charter schools
- 2R charter schools

## NOT REPORTED

- Wisconsin Center for the Blind and Visually Impaired (WCBVI)
- Wisconsin School for the Deaf (WSD)
- Multi-district charter schools
- DOC schools
- DHFS schools
- County Children with Disabilities Education Board (CCDEBs)
- Brown Co CDEB (Hopp El/Sec)
- Walworth Co CDEB (Lakeland El/Sec)
- Cooperative Educational Service Agency (CESA)

# Students

## REPORT

- Students enrolled in general education coursework for grade levels K4, KG thru 12
- Students with disabilities enrolled in general or special education coursework for grade levels K4, KG thru 12
- Home bound students
- Migrant students
- Student transfers into district midway thru reporting term and completes coursework
- Course Options students (K – 12)

## NOT REPORTED

- K3 and PK students
- Summer school enrollment
- Students that are receiving support/services ONLY
- Students enrolled in residential care facilities
- Students enrolled in day center facility
- Home schooled students
- Private school students
- Student transfers out of district midway thru reporting term and completes coursework

# Courses

## REPORT

- Courses taught that are assigned a grade earned and/or HS credit
- Courses that are not graded; considered pass/fail
- Educational skills; such as library or keyboarding (even if not graded)
- Alternative education programs
- Bilingual/ESL courses
- Distance education courses
- Dual enrollment credit programs
- Project based learning
- Virtual / Online courses
- World language courses

## NOT REPORTED

- Outside tutoring
- Study hall
- Support and/or services (ONLY)
- K3 and PK coursework
- Students with disabilities pull out support/services
- Students with disabilities within a classroom support/services

# Course Code Rigor Levels

## Elementary School

Encompasses grades K4-8, unless middle school grades are operating on a secondary school level.

- General or Regular (G)
- Basic (B)
- No Specified Level (X)
- Enriched or Advanced (E)
- Honors (H)

## Secondary School

Encompasses grades 6-12, unless middle school grades are operating on a secondary school level.

- General or Regular (G)
- Basic (B)
- Enriched or Advanced (E)
- Honors (H)

For a complete description of the Rigor Matrix please refer to: [Matrix for CWCS Course Code Rigor Levels](#)

# Teachers

## REPORT

- General education educators that are responsible for curriculum and student assessment (single teacher role)
- General education educators that are equally responsible for curriculum and student assessment (multiple teacher role)
- General or alternative education educators where one is responsible for curriculum and student assessment and the other is collaborating/assisting (single teacher and collaborating educator roles)

## REPORT (continued)

- Computer aided instruction (E2020, APEX, etc.) there is a district general education or alternative education teacher in the classroom (single teacher role)
- Responsible district staff for reporting students coursework and student completion records thru CWCS (monitoring educator roles)

## NOT REPORTED

- Technical college instructors
- Private college professors
- UW college system professors

# Teacher Role Usage Guidelines

Teacher Role Code	Status	Business Rule
CT	Invalid	CT38
CT + CT	Invalid	CT38
CT + ST	Valid	NA
CT + MT	Valid	NA
CT + ME	Invalid	NA
ME	Valid	NA
ME + ME	Invalid	NA
ME + ST	Invalid	NA
ME + CT	Invalid	NA

Teacher Role Code	Status	Business Rule
MT	Invalid	CT37
MT + MT	Valid	NA
MT + CT	Valid	NA
MT + ME	Valid	N A
ST	Valid	N A
ST + ST	Invalid	N A
ST + MT	Valid	N A

# When Do You Report Coursework?

## **REPORTED**

- K4, KG, 01, 02, 03, 04 and 05 grade levels are submitted at the end of a reporting term (similar to a report card)
- 06, 07 and 08 grade levels are submitted at the end of a reporting term (similar to report card / student transcript)
- 09, 10, 11 and 12 grade levels are submitted at the end of the reporting term when a grade earned is assigned and/or high school credits are awarded

## **NOT REPORTED**

- Coursework that a student dropped early on in a reporting term
- Coursework that a student transfers out mid-way thru a reporting term
- Jail/detention (short stays may not complete enough coursework to be assigned a grade earned and/or HS credits)

# Thank You for Participating!

- Remember to open a DPI [Customer Services and Support Help Desk Ticket](#) requesting to join the WI DPI Coursework Completion System (CWCS) Google+ Community.
- Turn on your notifications and receive an email as soon as changes have been announced.
- Control what communications you receive.
- Ability to easily scan previous announcements for collection related updates.
- See screenshot to the right for a preview.

WI DPI Coursework Completion System (CWCS)

Notifications on

CWCS

Private 40 members

Search community

All posts

Announcements

Business Rules / Validation M...

Data Fields

Discussion

Reminders

Share what's new...

Text Photos Link Video Event Poll

Susan Rose-Adametz MODERATOR

Training - Oct 7, 2014 #Training

This mornings training session will focus on changes for phase 5, collection year 2014-15.

Utilize the following link, <http://lbstat.dpi.wi.gov/node/41048> to access our Phase 5 - Training and Technical Support page for instructions to join the session and dial in.

Phase 5 SY2014-15: Training and Technical Support | Data Management and Reporting Team (Lbstat / DMR)

lbstat.dpi.wi.gov

+1 Add a comment...

About this community

Invite people

The DPI Coursework Completion System (CWCS) community promotes the integration of Google and Google+ tools for internal or external uses. This community includes an overview of DPI policies, on demand training modules, best practices and social learning to help move DPI forward! The goals of using social media, Web 2.0 and Google Tools are to: Connect, Collaborate, Curate, Communicate and Create.

- CWCS Application
- Phase 5 - Training & Technical Support
- ISES - Important Dates
- Account Recovery
- Delegated Authority
- Data Collections Help Desk
- Secure Home
- Phase 4 - Training & Technical Support

Susan Rose-Adametz MODERATOR

Announcements - Sep 24, 2014

I apologize as our training session this morning has experienced technology related issues that have halted our ability to connect to the host application, Blackboard Collaborate. In the event this had a Read more (12 lines)