



State of Wisconsin Department of Public Instruction

Elizabeth Burmaster, State Superintendent

Date: November 1, 2007

INTERNET COPY (NO PASSWORDS INCLUDED)

To: Administrators of Wisconsin Public School Districts, Non-District Sponsored (2R) Charter Schools, CESAs, CCDEBs, DOC, DHFS and the Schools for the Deaf and Visually Impaired

From: Barbara Ballweg, Education Statistics Coordinator

Subject: **2007-2008 PI-1202 Fall Staff Report**

Please forward this memorandum to the staff member responsible for completing the PI-1202 Fall Staff Report. **The deadline for the 2007-08 report is December 15, 2007.** The PI-1202 is a web-based application. The web site for the application is <https://www2.dpi.state.wi.us/staff>. The 2007-08 application will be available starting Tuesday, November 6, 2007. The PI-1202 Data Definitions and Instructions, Position/Assignment Table, and changes to the 2007-08 application are available on the web site: <http://dpi.wi.gov/lbstat/fallsf08.html>. Bookmark these web sites for future reference. Report the staff data as it was on the third Friday in September, 2007, with the exception of the years of experience which is reported as of the end of the school year 2007-08.

As special education staff licensure checks for the payment of state categorical aid are made from the PI-1202, it is important that all special education staff hired by the agency and working on the third Friday in September be reported. To avoid audit exceptions, please pay careful attention that assignments are reported correctly. Accurate and timely submission of the report is very important in ensuring prompt payment of state special education categorical aid.

Please note your district's Education Agency and password above. The password is case sensitive. (Note: When passwords were assigned, we established the following rules: Passwords are all 7-8 characters. Only use zeros "0", no capital "O"s. Only use capital "L"s, no lowercase "l"s. Only use lowercase "i"s, no uppercase "I"s. We do use the number one "1".)

If you have problems with the definitions or software instructions, contact the help line at 608-267-3166. We try to answer all calls, but if you get our voice mail, please leave a message and we will return your call as soon as possible. Or you may submit a ticket in the Helpdesk Expert Software Tool that can be found on the following web page: <http://www.dpi.state.wi.us/lbstat/helptool.html>. If you already have an account set up because you used the tool for one of our other web-based applications, you do not have to establish a new account. At this time you can still email us at dpistats@dpi.state.wi.us. Please include district name and PI-1202 in the subject line.

Thank you in advance for your effort in providing this data to us.

cc: Directors of Special Education and Pupil Services
Charter Authorizer Contacts

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