

DATE: July 24<sup>th</sup>, 2012

TO: District Administrators, CESA Coordinators, 2R Charter School Administrators and Charter Authorizers, Software Vendors Providing Support for the PI-1202 Fall Staff Report, Special Education Directors, and PI-1202 Contacts

FROM: Kari Tenley  
Division for Libraries and Technology  
Data Warehouse and Decision Support Team

SUBJECT: Upcoming 2012-2013 *PI-1202 Fall Staff Report*.

Good news, There are no changes to the 2012-2013 school year PI-1202 Fall Staff Report. With that said, we do plan on upgrading and enhancing the PI-1202 application for the 2013-2014 school year. Some of the proposed enhancements include upgrading the application to current programming technology, making the PI-1202 open year round for data collection and real time preliminary audit checks. We will keep you posted as details come forward.

The **Proposed** 2012-2013 timeline for districts to report is as follows:

Date	Description
October 1st	Letters containing passwords will be sent to District Administrators or 2 weeks prior to the collection opening.
October 15th	Fall Staff Report Application will be opened.
December 1st	Reporting deadline and closing of the Fall Staff Report or <i>6 weeks after collection opens</i> .
December 15th	DPI will start running audits on districts where the PI-1202 has been locked and submitted. Once audits are complete, if needed, districts can make corrections based upon audit results.
March 1st	All final corrections must be done and the collection locked.
March 31st	Staff data reports will be published on the DPI web site.
May 31st	DPI's due date to report information to the U.S. Dept of Education.
First week in July	Final audits to determine highly qualified teacher status are run at the end of the school year.

We are currently working on creating cross reference documentation for Course Codes to Positions Codes. We anticipate this documentation will be available on the Fall Staff reporting page at the start of the data collection. All other PI-1202 technical materials for 2012 – 2013 will be posted on the website by mid September. <http://dpi.wi.gov/lbstat/fallstaff.html>

If you have questions, please contact us at 608-267-3166 or [dpistats@dpi.wi.gov](mailto:dpistats@dpi.wi.gov).

Thank you!  
Kari A. Tenley