

## WISEid System Person Upload File Format for Both Staff and Students - Published 4/10/18 Effective 6/11/18

Columns must be separated by a comma (,) strings are optionally enclosed in double quotes(""), and files must have a header row. Columns can appear in any order, as long as the header row defines the column order.

Field Name	Requirement Status	Data Type	Length	Comments
WISEid	Optional	Numeric	10	<p>WISEid is a unique, permanent identifier for people in the State of Wisconsin education system.</p> <ul style="list-style-type: none"> <li>· 10 digit number</li> <li>· Will be required only if file upload is used to update a record. WISEid must be included in the upload file when it will be used for gathering and sending updates to the record, such as fixing a birthdate.</li> </ul>
Local Person ID	Required	Varchar/Text	50	<p>Unique field to be used by your agency to cross reference and join your local system's person ID to the state system's WISEid. Same format whether you upload staff or students.</p> <ul style="list-style-type: none"> <li>· Changed from optional to required on 11/23/2015.</li> </ul>
Last Name	Required	Varchar/Text	50	<p>Person's legal name</p> <ul style="list-style-type: none"> <li>· Restricted to: A-Z, Hyphen, Apostrophe, Period, and Spaces.</li> <li>· Diacritical marks are NOT accepted at this time and will be rejected.</li> </ul>
First Name	Required	Varchar/Text	50	
Middle Name	Optional	Varchar/Text	50	
Suffix	Optional	Varchar/Text	15	<p>Person's legal name suffix</p> <ul style="list-style-type: none"> <li>· Restricted to the set of suffixes I - XV, Sr, Jr, SJ.</li> </ul>
Birthdate	Required	Date	10	<p>Person's date of birth</p> <ul style="list-style-type: none"> <li>· Format mm/dd/yyyy</li> <li>· Should include leading zeros in the date</li> <li>· Will also accepts dates with formats of: m/d/yyyy, m/d/yy, mm/dd/yy</li> </ul>
Gender ID	Required	Varchar/Text	1	<p>Person's Gender</p> <ul style="list-style-type: none"> <li>· "M" (male) or "F" (Female) only</li> </ul>

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Field Name	Requirement Status	Data Type	Length	Comments
Race Key	Required	Varchar/Text	4	<p>Race/Ethnicity Code or Race Key: A code corresponding to the racial/ethnic group or groups with which the person identifies. The code is from a DPI code table and corresponds to the answers to both parts of the two-part race/ethnicity question. This document lists all codes <a href="http://dpi.wi.gov/sites/default/files/imce/cst/doc/dpi_race_ethnicity_crosswalk.doc">http://dpi.wi.gov/sites/default/files/imce/cst/doc/dpi_race_ethnicity_crosswalk.doc</a></p> <ul style="list-style-type: none"> <li>· A four digit leading zero padded numeric code to determine Race/Ethnicity from a set of 63 codes.</li> <li>· Race Key where none of the choices are selected or where the Hispanic/Non-Hispanic question is answered but no other selection is made are NOT valid choices.</li> <li>· Agencies will need to use the Wisconsin Department of Public Instruction Race/Ethnicity Crosswalk to determine the correct race key.</li> </ul>
Other Name Last Name	Optional	Varchar/Text	50	<ul style="list-style-type: none"> <li>· Restricted to: A-Z, Hyphen, Apostrophe, Period, and Spaces</li> <li>· Diacritical marks are NOT accepted at this time and will be rejected.</li> </ul>
Other Name First Name	Optional	Varchar/Text	50	
Other Name Middle Name	Optional	Varchar/Text	50	
Other Name Suffix	Optional	Varchar/Text	15	<p>Former and/or other suffixes a person may have or had</p> <ul style="list-style-type: none"> <li>· Restricted to the set of suffixes I - XV, Sr, Jr, SJ.</li> </ul>
Birth City	Optional, but recommended if Local Person ID KeyType = Student and Birth Outside US = N	Varchar/Text	30	<p>Optional but recommended if person is a student and person born in the United States or Puerto Rico. It can be populated for anyone and will not be blocked if populated. Text is restricted to: A-Z, Hyphen, Apostrophe, Period, and Spaces.</p>

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Field Name	Requirement Status	Data Type	Length	Comments
Birth State	Optional, but recommended if Local Person ID KeyType = Student and Birth Outside US = N	Varchar/Text	2	Optional but recommended if person is a student and person born in the United States or Puerto Rico. It can be populated for anyone and will not be blocked if populated. Use the abbreviation for the name of the state within the United States (including District of Columbia or the jurisdiction of Puerto Rico in which an individual was born. See CEDS State of Birth Abbreviations specs <a href="https://ceds.ed.gov/CEDSElementDetails.aspx?TermxTopicId=20837">https://ceds.ed.gov/CEDSElementDetails.aspx?TermxTopicId=20837</a> for Code list. <b>Note - limit to the use the 50 US states, District of Columbia (Washington, DC), and Puerto Rico due to US Department ED Title 3 requirements.</b>
Birth County	Optional, but recommended if Local Person ID KeyType = Student and Birth Outside US = N	Varchar/Text	35	Optional but recommended if person is a student and person born in the United States or Puerto Rico. It can be populated for anyone and will not be blocked if populated. County is defined for the Identification of counties and equivalent areas of the United States, District of Columbia, and Puerto Rico. This field will allow text to be inserted up to 35 characters, but we suggest vendors eventually try to follow options <a href="http://www.census.gov/geo/reference/codes/cou.html">http://www.census.gov/geo/reference/codes/cou.html</a> download the United States CSV file for field COUNTYNAME for the complete list, including Puerto Rico and the insular areas, but ignore other territories. We don't enforce this list because the list changes over time and because vendors may have existing data not exactly as in this list, but we do recommend it. In the WISEid UI, we will auto complete non-enforced data that can be used by the user with county names from this list. Text is restricted to: A-Z, Hyphen, Apostrophe, Period, and Spaces.
Birth Country	Optional, but recommended if Local Person ID KeyType = Student and Birth Outside US = Y	Varchar/Text	60	Optional but recommended if person born outside of United States, Puerto Rico, and the insular areas. This field will allow text to be inserted up to 60 characters, but we suggest vendors eventually try to follow options at <a href="https://www.iso.org/obp/ui/#search/code/">https://www.iso.org/obp/ui/#search/code/</a> in 'English Short Names' for list of countries. We don't enforce this list because the list changes over time and because vendors may have existing data not exactly as in this list, but we do recommend it. In the WISEid UI, we will auto complete non-enforced data that can be used by the user with country names from this list.

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Field Name	Requirement Status	Data Type	Length	Comments
Entity ID	Optional	Numeric	10	DPI-assigned Educator File Identification Number  <ul style="list-style-type: none"> <li>Optional field for staff</li> <li>Not required for students</li> <li>If this field is populated AND the WISEid field is populated, it will be used to generate an informational message when the Educator's Entity ID is not correctly associated with the given WISEid record.</li> </ul>
Local Person ID Key Type	Required	Varchar/Text	10	Current valid types include: "Student" or "Staff". If a person is both a student and staff at an agency, there would be a row for each with one set to Student and the other to Staff.
Email Address	Optional	Varchar/Text	50	This email address is connected to each unique combination of a WISEid, Local Person ID, and Local Person ID Key Type per agency. This will be used for the upcoming WISEsecure system to authorize access to DPI systems. Each unique email can only be attached to one WISEid record, although the same WISEid can have the same email applied to multiple Local Person IDs.
Parent 1 Type	Required if the Local Person Key Type = Student	Varchar/Text	1	Valid options include 'F' = Father 'M' = Mother 'G' = Guardian 'O' = Other
Parent 1 Last Name	Required if the Local Person Key Type = Student	Varchar/Text	50	Parent's Name  <ul style="list-style-type: none"> <li>Restricted to: A-Z, Hyphen, Apostrophe, Period, and Spaces</li> </ul>
Parent 1 First Name	Required if the Local Person Key Type = Student	Varchar/Text	50	<ul style="list-style-type: none"> <li>Diacritical marks are NOT accepted at this time and will be rejected (as of 12/16/2014).</li> </ul>
Parent 1 Middle Name	Optional	Varchar/Text	50	
Parent 1 Name Suffix	Optional	Varchar/Text	15	Parent name suffixes <ul style="list-style-type: none"> <li>Restricted to the set of suffixes I - XV, Sr, Jr, SJ.</li> </ul>

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Field Name	Requirement Status	Data Type	Length	Comments
Parent 2 Type	Optional	Varchar/Text	1	Valid options include 'F' = Father 'M' = Mother 'G' = Guardian 'O' = Other
Parent 2 Last Name	Optional	Varchar/Text	50	<ul style="list-style-type: none"> <li>Restricted to: A-Z, Hyphen, Apostrophe, Period, and Spaces</li> <li>Diacritical marks are NOT accepted at this time and will be rejected (as of 12/16/2014).</li> </ul>
Parent 2 First Name	Optional	Varchar/Text	50	
Parent 2 Middle Name	Optional	Varchar/Text	50	
Parent 2 Name Suffix	Optional	Varchar/Text	15	Parent name suffixes <ul style="list-style-type: none"> <li>Restricted to the set of suffixes I - XV, Sr, Jr, SJ.</li> </ul>
No Location Release	Required	Varchar/Text	1	Allowable values should be Y or N. Y= Yes, No Location Release, meaning the person's location of enrollment or employment is subject to special filtering. N= No, location of the person's enrollment or employment is not restricted beyond ordinary security restrictions. Indicates that a person is part of a privacy program protecting the person's location, such as the Safe at Home or another program. The No Location Release indicator is connected to the WISEid. Implementing No Location Release privacy protections in the DPI systems will hide Local Person ID associations other than the viewing agency in WISEid and hide enrollments in WISEdata Portal other than the selected agency. If a WISEid has the No Location Release indicator set to Y, the overall WISEid record will be considered Y regardless of whether or not subsequent uploads by any agency have it set to N. Only DPI CST can manually reset this indicator to N by a manual change. This indicator can also be set to Y if it's in WISEdata collections with a Program Association for No Location Release set to Y in the current collection year. We would recommend vendors use the same field that triggers the No Location Release indicator in both WISEid and WISEdata collections.
WISEsecure Role	Optional	Varchar/Text	50	Indicates a person's WISEsecure role, which is connected to the Local Person ID and Email. Allowable values are: Educational Support, Teacher, Special Ed Director/Designee, Principal/Designee, Student, None. Null will convert to "None" role. Access to update this field requires a WISEstaff "Agency Staff Admin" security role in addition to a WISEid role with create/edit ability.