# Welcome to WISEdata

Welcome to WISEdata! The Wisconsin Department of Public Instruction (DPI) WISEsupport Team is pleased you have joined the WISEdata community. This document will familiarize you with the basics of WISEdata and how to efficiently transition to a new data reporting process.

2013 Wisconsin Act 256 requires private schools participating in the Private School Choice Program (Choice) programs, beginning with the 2015-16 school year, to have a commercially-available student information system (SIS) capable of exchanging data (interoperating) with the state WISEdata system.

All Choice schools must submit secure attendance, graduation, and demographic data for Choice students. Choice schools who opt to have a Private School Report Card will also submit secure attendance, graduation, and demographic data for non-Choice students. This data, along with student-level assessment data, will be used to create the annual school report cards mandated by the state legislature. It is very important the data reported each year by Choice schools is complete and accurate because the data is used in the school's current year report card(s) and in future years to calculate growth.

# Contents

## The WISEdata Vision

DPI maintains a comprehensive data management system of data collection and reporting to maximize the efficient collection and use of high-quality data, to improve the educational success of all Wisconsin students, and to meet federal and state reporting requirements. For more information about WISEdata in general, see the WISEdata page.

## Getting Started with a Student Information System

Choice schools must select a student information system (SIS) to manage student data locally. Click SIS Vendor List for the list* of vendors and their WISEdata compliance status.

*Please note, DPI does not provide recommendations for any SIS vendors. Schools may determine vendors whose product has been tested and certified for compliance by looking at the "Certified" status column of the WISEdata Vendor Status document.

New Choice schools must have an operational SIS vendor capable of exchanging data with the state WISEdata system prior to the first day of school of the school year in which a school first participates in the Choice program.

All Choice schools must plan to complete the following activities prior to the first day of school. **Several of these tasks may be completed during the New Choice School Training at DPI in August. During the training, DPI staff will assist you with the completion of tasks listed below and on the following pages with an asterisk*.**
- Complete SIS Vendor-provided training for the State reporting
- *Establish User Accounts and Security within DPI applications (See Security and Administration for WISEid/WISEdata Access below) for at least two staff members.
- *Enable the WISEdata Ed-Fi API (see SIS Subscription and Ed-Fi Credentials below)
- Gather additional student and parent/guardian information beyond what the school registration process may require; e.g., legal name, race, economically disadvantaged status, guardian name and relationship, etc. (See Entering Data and Obtaining WISEids below)
- Obtain WISEid numbers for students and import them into the SIS (See Entering Data and Obtaining WISEids below)

As a first year Choice school, you may be implementing a new SIS for your school. If this is the case, the school must also plan to complete the following activities:
- Install the product
- Migrate data from prior systems
- Train staff in using the new system
  - Train staff in how the system operates for WISEdata/State Reporting/ed-fi functions

Schools should not delay starting a SIS project to implement the vendor product at your school and loading student data into the SIS, as this process can take several months.

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## Security and Administration for WISEid/WISEdata Access

It is important to note from the start: <u>data reporting tasks can be time consuming</u>. Data will flow constantly from the school's SIS to WISEdata, and you should strive to maintain data that is as correct and up-to-date as possible. Choice school staff will need to monitor and update data continuously, on a weekly basis at least, to ensure the most accurate and high-quality data is being reported. Because this will take time and effort, please consider the overall staff workload when designating WISEdata tasks and roles.

**\*WAMS ID:** All Choice school staff who will work with WISEdata will need a Wisconsin Access Management System (WAMS) account and ID. You will need your WAMS ID to log in to WISEhome to access WISEdata. WAMS IDs are explained in detail in the [WAMS Guide](#).

**\*Role Management and Access:** [WISEsecure](#) is a tool that allows District Security Administrators (DSA) and Application Administrators to securely assign or remove user access to data reporting applications and tools accessed through WISEhome. Administrators need to determine who will manage WISEhome access, who will have access, and what type of access they will have.

\*The school's Choice administrator will be invited via email by the WISEsupport team to complete the initial security process of registering to be the DSA. Having a DSA is a critical component in managing access to DPI applications and security procedures. Others may be delegated this responsibility; however, the school's Choice administrator must be the first account set up in WISEsecure for your school. \*The DSA can then use the WISEsecure application to [grant access to the various WISE components](#) to others within the school, such as assigning Application Administrators who will then [assign security rights to other WISE users](#).

Granting access to other users, in addition to the Choice Administrator, is highly recommended. It is a good practice to grant access to the WISEdata Portal to all staff who perform enrollment record maintenance within your SIS. The Choice Administrator may do this using the DPI

WISEsecure application. For more guidance on delegating access, refer to the WISEhome and WISEsecure Information page.

Choice schools will access all WISEdata applications through the DPI WISEhome application. For more detailed information about setting up a WAMS account, WISEhome, and descriptions of security roles, refer to the WISEhome and WISEsecure Information page.

**OAS:** Choice schools will also interact with the Online Application System (OAS). Choice schools use OAS to manage student applications and statutorily-required reports. Please note that OAS is a separate system from WISEdata and is used to process Choice state aid payments.

DPI WISEsupport staff often cross-check Choice school enrollment totals in WISEdata against OAS as a way to verify student numbers.

## *SIS Subscription and Ed-Fi Credentials

In the first school year that the Choice school reports to WISEdata, the school must inform DPI of the certified SIS product(s) the school has selected so that DPI can issue Ed-Fi credentials to the school's SIS vendor(s). This is done using the Ed-Fi Credential application. For information on this, see the WISEdata Portal User guide. This process will need to be repeated should the school change SIS products in the future.

## Choice Pupil Report Card and Opting in to the Private School Report Card

All private schools participating in the Choice program will receive a Choice Pupil Report Card. The Choice Pupil Report Card includes only Choice students at the private school.

Choice schools have the option of receiving a Private School Report Card **in addition** to the Choice Pupil Report Card. The Private School Report Card includes both Choice and non-Choice students at the private school.

Choice schools who opt in to the Private School Report Card will submit to WISEdata student-level data elements, such as enrollment, attendance, high school completion (if applicable), dropout, and student demographic data **for all students in grades K4 through 12**.

Choice schools who opt in to the Private School Report Card will administer, pay for, and submit performance and participation results for all non-Choice students for all state-required assessments. Parents may opt their child(ren) out of the state-required assessment as provided by state law.

If a school opts in to a Private School Report Card, the school must inform all parents of non-Choice students that the school will have a Private School Report Card and they will submit student-level data for non-Choice students to the DPI for report card purposes.

Choice schools will need to submit a minimum of two consecutive years of data for non-Choice students before a Private School Report Card will be issued for a school. The DPI will issue a Private School Report Card if there is sufficient data to calculate a score.

In July, the Choice team will invite schools via email to inform DPI of their report card preference. The report card preference is due to DPI by August 1 and cannot be modified until the following August 1.

**\*Managing data in the DPI School Directory**

Schools will need to enter the first and last days of school in the School Directory application prior to submitting student data to WISEdata. To get to the School Directory application, you will need your WAMS user ID and password. For more information, see the WAMS section above.

1. To log in to School Directory, go to WISEhome.
1. After you enter your WAMS user ID and password, click **School Directory**.
2. When you get to the page with the photos, click Log In to Application. The link for entering first and last day of school is in the upper right.
3. Once you have entered the dates, click **Save**.
    ○ Note, you will not see confirmation of your save, but the information has been stored.
4. Close the window to end your School Directory session.

## Entering Student Data and Obtaining WISEids

Choice school staff will enter data for students, including demographic and enrollment information, into the school's SIS. Choice schools will obtain WISEids for Choice students and also non-Choice students if the school opts in to the Private School Report Card.

When entering and verifying data, it is important that you understand what the various data elements mean and how to enter information in the fields appropriately. See the Data Elements page for detailed descriptions about the data elements and what codes to use. Schools can select "Choice Schools" on the School Type drop down menu and click "Apply" to display only the Choice school data elements. Next, schools can click on each data element name for more detailed information on each element.

**Schools should ensure that they are collecting all of the required WISEdata data elements during the school's registration and annual re-enrollment processes.** For more in-depth instructions on entering and validating data, you can view the WISEdata User Guide.

**See below for SIS data entry and WISEid instructions:**

2. **Demographics:** Enter demographic information into your school's SIS (beyond demographic basics in WISEid).
   - Name and birth date should match the student's legal documentation.
   - Note: For Choice schools, the field 'October First Receiving Services' is never required and should NOT be submitted.
3. **Enrollment:** Enter enrollment information into your school's SIS. The enrollment information sent to WISEdata varies depending on whether or not your school opted in to the Private School Report Card.
   - An enrollment period is defined as the time period between and including the student's first day of attendance (entry date) and the student's exit date within one school year. WISEdata requires schools to send a new enrollment record for each school year a student is enrolled.
4. **WISEhome:** Log in via WISEhome to access the WISEid and WISEdata applications.
5. **WISEid Request:**
   - A WISEid is a unique identifier used to track student data with the appropriate individual student. Student data cannot be sent to the WISEdata system without a WISEid. WISEids are obtained through a manual process of generating CSV files

from the school's SIS, uploading to the WISEid application, reviewing process outcomes, and importing a resulting CSV file back into the school's SIS. Schools should plan to perform a WISEid "Upload and Download" on a weekly basis to minimize data reporting issues downstream.

- Please see Designating Choice Students in WISEdata (Not yet released), [WISEid quick start guide](#) and [WISEid user guide](#) for more information about working with WISEids.
- Request a WISEid for all reportable students who do not already have one. You will need some basic student demographic information to complete this. When setting up the WISEid, make sure to check for possible matches in the system, so you do not accidentally create a duplicate record for a student.
  - For schools that opt in to the Private School Report Card, WISEids must be obtained for all students (Choice and non-Choice), and they should continue to be obtained as new students enroll in the school throughout the school year.
  - For schools that do not have a Private School Report Card (i.e., only receive the Choice Pupil Report Card), WISEids must be obtained only for Choice students and should continue to be obtained should any new Choice students enroll in the school throughout the school year.

6. **Outcomes:** When a student exits, enter student outcome information in your school's SIS, including:
   - Attendance through the end of the school year or the exit date, whichever is earlier
   - Exit Date and Exit Type.
   - Exit High School Completers.
   - Exit students advancing to a new school.
   - Exit students known to be transferring out of your school.
   - Exit students from schools closing at the end of the school year or not participating in the Choice program in the next school year. Enter the last day of school as the exit date.
   - Exit students continuing at your school. For students expected to continue to attend your school in the next school year, an exit date is required. Enter the last day of school as the exit date.
     - Note: In general, DPI suggests exiting students as of the last day of attendance. The exit date should be on or before June 30, except for students finishing requirements during the summer months to advance grade level or complete high school. For these students, leave the exit

date blank at the end of this school year; these exit dates should be entered after they occur.

Student exit codes and exit dates are often adjusted and corrected as new information is obtained by schools. For example, a student may be expected to return at the start of the next school year after completing the most recent school year, so in June a school may use the "Transfer Continuing" exit code. However, in the fall you may be informed by a records request that the student has moved to another state. You would edit the student's exit record from June to "Transfer out of State - Known to be continuing".

## Data submission, Data Quality Review, Validations, and Metrics

The school's SIS will push (send) the student data to WISEdata for DPI data quality review and reporting. The school should check with their SIS vendor to determine the schedule for pushing data to WISEdata and whether or not a manual step, such as pushing a button, is required.

1. **SIS WISEdata/Ed-Fi Transaction Logs:** Most SIS products offer a number of screens within the SIS to help school staff monitor the pushing of data to WISEdata. These screens may show error messages that occur when a record is not able to be pushed to WISEdata.

After the student data has been pushed to WISEdata, you will need to log in to the WISEdata Portal to review your data and check for inaccuracies that need correcting.

2. **WISEdata Portal**: Log in to the WISEdata Portal via WISEhome. For information and instructions about logging in via WISEhome, refer to the WISEhome and WISEsecure Info page.
   ○ Note: The first time you log in to the WISEdata Portal each year, the system will ask you to complete contact information for yourself and acknowledge responsibility for data submission and quality review of the various data collections.
3. **Review Metrics:** The WISEdata Portal presents a number of metrics that summarize data received by the system. Schools should review enrollment, attendance, and completion metrics for accuracy and completeness.
   ○ This information is available under the Data Quality and Validation Results section and must be reviewed. Schools can view the specific students included in the metrics via a download located above the Data Quality Indicator graphs.
   ○ Schools can use these metrics to evaluate the following questions:
      i. Are all of my students being reported?
      ii. Are students reported in the correct grade levels?
      iii. Is the economically disadvantaged status reported for all students?
      iv. Etc...
   ○ Name, birth date, gender, and race/ethnicity values in the WISEdata Portal should match current values in the school's SIS and in WISEid. WISEid is considered the official source.

- **It is import to verify that all students expected to be reported are present in these metrics. DPI cannot generate validations discussed in the next section on records that have not been reported.**

4. **Review Validations**: Check data quality and review validation results. Validation messages come in three types:
    - **Errors**: These must be fixed before data can be accepted. If errors exist, review the error messages and the specific students to whom the errors relate.
        - Click the red **Error Count** icon to view the error list. Errors with a red exclamation point are critical and must be resolved for the data to be captured by a collection snapshot.
        - The plus sign icon to the left of the validation message code will expand a message to display all students affected. The error message displayed in the WISEdata Portal is a short version to maximize rows displayed on a single page. For more detail, click the blue circle with the 'i' or look up the message code in a [Knowledge Base article](#).
        - Make corrections within your SIS as needed. Note: There is lag time between data entry and availability within the WISEdata Portal. Check with your SIS vendor to determine the schedule for pushing data to DPI and whether or not a manual step, such as pushing a button, is required to send updates. Once pushed to DPI, the data will be validated again.
    - **Warnings**: These need to be reviewed and may need fixing, depending on the situation. If warnings exist, the data may be questionable. Review the warning messages and the specific students to whom the warnings relate.
        - Inaccurate data must be corrected in your local SIS and pushed to DPI.
        - If the data is correct for the student and no changes are needed, simply acknowledge the warning by checking the box to the left of the student name. Then click **Submit**.
    - **Informational**: These are purely for your benefit and require no action on your part. The informational messages notify you of acceptance or automatic changes regarding some of your data.

**Bugs and Update/Fix Releases**

Sometimes when conducting data entry or pushing data to WISEdata, things don't work as expected, such as a validation error displaying that shouldn't. DPI has dedicated team members to address bugs, as well as work on improvements to make the system easier to use. Releases of updates and fixes happen bi-weekly. If a school encounters an error in WISEdata, please do the following:

- Check that you are running the latest version of your SIS software to avoid system incompatibility.
- Check for current software issues by viewing the current WISEdata API & Portal Bug/Deficit List and WISEid Bug/Deficit List.
- Check the latest Release Notes for new features.
- Report specific issues in a help ticket.

## Snapshots

DPI will, throughout the school year, capture data submitted to the WISEdata system to produce reports required by state and federal law. Because WISEdata is always open and because continuous collection takes place in real time, the snapshot will capture the most up-to-date data as of a given time.

**Estimated Collection Snapshot Schedule for New 2018-19 Choice Schools:**
- December 4, 2018:
  - 2018-19 Third Friday of September Enrollment
- June 2019
  - 2017-18 Assessment Demographics.

Depending on which collection is included in a snapshot, priorities may change around which data items or validation messages schools need to focus on editing. The schedule of snapshots is not arbitrary and is designed to give schools as much time as possible to work on submitting high-quality data while allowing the department enough time to meet statute-defined reporting dates.

School managers must plan for needed staff to perform data entry into the SIS, monitor data submission logs, review data metrics in the WISEdata Portal metrics, and review WISEdata validation messages. The school must plan to complete the following activities prior to each snapshot of the year:
- Complete Student Demographic and Enrollment data entry.
- Review Summary Metrics and ensure they are accurate.
- Resolve Data Quality Validation Messages.

**Ignore Public School-Only Data Collection Snapshots.**
There are a number of data collection snapshots that only apply to public schools. You may see or hear references to the below collections. Please disregard these communications or discussions, as they do not apply to private schools participating in the Choice program.
- WISEstaff
- October 1st Child Count
- Roster
- Discipline

## *Community Resources and Technical Support

**Google+ Community:**
- WI DPI WISEdata for Choice schools

**Weekly WISEdata User Group Calls:**
- WISEid/WISEdata for Choice Schools: The agenda contains webinar meeting notes and QA, as well as a link to watch previous recordings of past webinars and registration links to sign up for future webinars.

## Need Help? Useful Links

Log In to WISEhome                     WISEdata Homepage

WISEhome and WISEsecure Info           WISEdata Portal User Guide

WISEdata Training Videos

DPI Knowledge Base Articles

## Submit a Support Ticket

If a school has WISEid or WISEdata questions, errors, or validations that you need assistance resolving, a school can submit a help ticket. Complete the help ticket form with as much detail as possible, so the WISEsupport team is best able to help resolve the case. Choose an option from the Select Private School drop down menu for more accurate and specific assistance. Dedicated support staff will respond to the ticket request as soon as they are able, generally within one to two business days.

**Thank you for your attention to this important work of reporting data.**