

WISEStaff Assignment Upload File Specs 2017-18

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Field Name	Requirement Status	Data Type	Length	Comments
Local Assignment ID	Optional	Varchar/Text	50	A local assignment ID for this record. Unique field to be used by your agency for verification purposes to make sure the correct local staff record is being used by DPI.
WISEid	Required	Numeric	10	Required. State issued 10 digit unique number to match the Staff Information with the record.
Working LEA Number	Required	Varchar/Text	4	4 digits with padded leading zeros accepted, but not required. For example: 0001 Must be a valid DPI-assigned LEA number of the agency where this assignment is being performed.
Position Code	Required	Varchar/Text	2	2 digits with padded leading zero accepted, but not required. Must be a valid 2 digit Position code as found in the Position/Assignment table for the year being reported.
Area Code	Required	Varchar/Text	4	4 digits with padded leading zeros accepted, but not required. Must be a valid 4 digit Area code as found in the Position/Assignment table for the year being reported.
Hiring LEA Number	Required	Numeric	4	4 digits with padded leading zeros accepted, but not required. For example: 0001. Must be a valid DPI assigned LEA number of the agency responsible for reporting this data.
FTE	Conditional	Numeric	4	Numeric with decimals allowed to hundredths place. For example a regular full time staff member would typically be recorded as "1.00". If you upload FTE with greater than two decimal places the field will error with a first level validation error preventing that row from uploading. Leave blank when not required for given position and area code combination. See yearly staff collection documentation for which assignment position and area code combinations requires this question to be answered.
Bilingual Program	Conditional	Varchar/Text	1	Y or N only. Yes or No is the response to the question "Does this employee teach in a state or locally funded bilingual education program?". Leave blank when not required for given position and area code combination. See yearly staff collection documentation for which assignment position and area code combinations requires this question to be answered.

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Field Name	Requirement Status	Data Type	Length	Comments
Working School Number	Required	Varchar/Text	4	4 digits with padded leading zeros accepted, but not required. For example: 0001 The DPI assigned school number where this assignment is being performed. Must be a valid school number for the "Working LEA". 0000 is a valid school number for some records. For more information see the PI-1202 Working School Number guidance ----> http://lstat.dpi.wi.gov/files/lstat/pdf/pi_1202_work_sch_no_guide.pdf
Long Term Sub	Conditional	Varchar/Text	1	Y or N only. Yes or No is the response to the question "Is this assignment being performed by a long-term substitute? Leave blank when not required for given position and area code combination. See yearly staff collection documentation for which assignment position and area code combinations requires this question to be answered.
School Board Approved Alternative Educational Program	Conditional	Varchar/Text	1	Y or N only. Yes or No is the response to the question "Is this assignment part of a School Board approved alternative education Program? Leave blank when not required for given position and area code combination. See yearly staff collection documentation for which assignment position and area code combinations requires this question to be answered.
Subcontracted through a Contracted Agency	Conditional	Varchar/Text	1	Y or N only. Yes or No is the response to the question "Is this assignment being performed by a subcontracted individual?" Leave blank when not required for given position and area code combination. See yearly staff collection documentation for which assignment position and area code combinations requires this question to be answered.
Grade Levels	Conditional	Varchar/Text	60	DPI now only supports newer method introduced last year to store all applicable grade levels in a single string of grades in 2 digit format each separated by a semi-colon. So for example "PK;K4;KG;01;02;03;04;05;06;07;08;09;10;11;12". Zero padding at start of field is optional.
School Year	Required	Numeric	4	4 digit year. CCYY format. The current school year. For example, use 2018 for 2017-2018.
Local Use	Optional	Varchar/Text	100	100 characters maximum, varchar can be used for anything districts would like to add.

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Field Name	Requirement Status	Data Type	Length	Comments
Local Assignment Title	Required	Varchar/Text	60	60 characters, varchar - please use to include your local assignment title so DPI can analyze to improve assignment descriptions and to create new assignments where needed.