WISEid System Person Upload File Format For Both Staff and Students - Published 4/12/16 - Takes effect for Person Uploads starting 7/11/2016

Columns must be seperated by a comma (,) Strings are optionaly enclosed in doubles quotes("), 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	WISEid is a unique, permanent identifier for people in the State of Wisconsin education system. · 10 digit number · Will be required only if file upload is used to update a record. WISEid will be required to be included in the upload file when it is to be used for gathering and for sending updates to the record, such as fixing a birthdate
Local Person ID	Required	Varchar/Text	50	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 if you are uploading Staff or Students. · Changing from optional to required on 11/23/2015.
Last Name	Required	Varchar/Text	50	Person's legal name
First Name	Required	Varchar/Text	50	· Restricted to: A-Z, Hyphen, Apostrophe, Period and Spaces.
Middle Name	Optional	Varchar/Text	50	· Diacritical marks are NOT accepted at this time and will be rejected.
Suffix	Optional	Varchar/Text	15	Person's legal name suffix · Restricted to the set of suffixes I, II, III, IV, Sr, Jr, SJ.
Birthdate	Required	Date	10	Person's date of birth · Format mm/dd/yyyy · Should include leading zeros in the date. · Will also accepts dates with formats of: m/d/yyyy, m/d/yy, mm/dd/yy.
Gender ID	Required	Varchar/Text	1	Person's Gender · "M" (male) or "F" (Female) only.

Race Key	Required	Varchar/Text	4	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 DPI code table and is corresponding to the answers to both parts of the two-part race/ethnicity question. This document lists all codes http://dpi.wi.gov/sites/default/files/imce/lbstat/doc/dpi_race_ethnicity_crosswalk.doc · A four digit leading zero padded numeric code to determine Race/ Ethnicity from a set of 63 codes. · 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. · Agencies will need to use the Wisconsin Department of Public Instruction Race/Ethnicity Crosswalk to determine the correct race key.
Other Name Last Name	Optional	Varchar/Text	50	Former and/or other names a person may have or had.
Other Name First Name	Optional	Varchar/Text	50	· Restricted to: A-Z, Hyphen, Apostrophe, Period and Spaces.
Other Name Middle Name	Optional	Varchar/Text	50	· Diacritical marks are NOT accepted at this time and will be rejected.
Other Name Suffix	Optional	Varchar/Text	15	Former and/or other suffixes a person may have or had. · Restricted to the set of suffixes I, II, III, IV, Sr, Jr, SJ.
Born Outside US	Required if Local Person ID KeyType = Student	Varchar/Text	1	Required if Local Person ID KeyType is a student. Was this person born outside of the United States or Puerto Rico? Restrict to: Y, N. Y = Yes Born outside the US or Puerto Rico. N= Born in the United States or Puerto Rico.
Birth City	Optional, but recommended if Local Person ID KeyType = Student and Birth Outside US = N	Varchar/Text	30	Optional but recommended if person is a student and person born in the United States or Puerto Rico. Can be populated for anyone and will not be blocked if populated. Text restricted to: A-Z, Hyphen, Apostrophe, Period and Spaces.
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 Peurto Rico. 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 Abbrevations specs https://ceds.ed.gov/CEDSElementDetails.aspx?TermxTopicId=20837 for Code list. **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.**

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 Peurto Rico. Can be populated for anyone and will not be blocked if populated. County as 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 http://www.census.gov/geo/reference/codes/cou.html download the United States CSV file for field COUNTYNAME for 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 vendors may have existing data not exactly as in this list, but do recommend it. In the WISEid UI we will have auto complete non-enforced data that can be used by the user with county names from this list. Text 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 insertted up to 60 characters, but we suggest vendors eventually try to follow options at https://www.iso.org/obp/ui/#search/code/ in 'English Short Names' for list of coutnries. We don't enforce this list because the list changes over time and vendors may have existing data not exactly as in this list, but do recommend it. In the WISEid UI we will have auto complete non-enforced data that can be used by the user with country names from this list.
Entity ID	Optional	Numeric	10	DPI-assigned Educator File Identification Number. · Optional field for staff. · Not required for students. · If this field is populated AND the WISEid field is populated, it will be used to generate an informational message if the Educator's Entity ID is not correctly associated with the given WISEid record.
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.
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	Parents Name
Parent 1 First Name	Required if the Local Person Key Type = Student	Varchar/Text	50	· Restricted to: A-Z, Hyphen, Apostrophe, Period and Spaces.
Parent 1 Middle Name	Optional	Varchar/Text	50	· Diacritical marks are NOT accepted at this time and will be rejected (as of 12/16/2014).
Parent 1 Name Suffix	Optional	Varchar/Text	15	Parent name suffixes · Restricted to the set of suffixes I, II, III, IV, Sr, Jr, SJ.

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	Parents Name · Restricted to: A-Z, Hyphen, Apostrophe, Period and Spaces.
Parent 2 First Name	Optional	Varchar/Text	50	
Parent 2 Middle Name	Optional	Varchar/Text	50	· Diacritical marks are NOT accepted at this time and will be rejected (as of 12/16/2014).
Parent 2 Name Suffix	Optional	Varchar/Text	15	Parent name suffixes · Restricted to the set of suffixes I, II, III, IV, Sr, Jr, SJ.