

WISEid System Staff Assignment Upload File Format - Published 8/17/2015 with annual changes in yellow highlight

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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 Percentage | Conditional | Varchar/Text | 3 | 3 digits with padded leading zeros accepted, but required. For example 001. Data is represented as a percentage, 001 would be 1% and 149 would be 149%. The FTE total for this SSN across districts must be >= 1 and <= 149 Whole number between 001 and 149. |

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| Field Name | Requirement Status | Data Type | Length | Comments |
|---|--------------------|--------------|--------|--|
| Number of Classes | Conditional | Varchar/Text | 2 | 2 digits with padded leading zeros accepted, but not required. Must be greater than 0 and less than 41 when required for an assignment position area code. For more information see the PI-1202 Number of Classes & NCLB guidance ----> http://lbstat.dpi.wi.gov/files/lbstat/pdf/pi_1202_no_classes_nclb.pdf |
| 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?". Use 1-blank space when not required. |
| 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://lbstat.dpi.wi.gov/files/lbstat/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? Use 1 blank space when not required for assignment position and area combination. |
| 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? Use 1 blank space when not required assignment position and area combination. |
| 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?" |
| Grade Levels | Conditional | Varchar/Text | 60 | Newer preferred method is 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". Legacy method (will be removed in 2016-17) is to store Grade Levels' is an array of 22 2-byte fields. Store two characters for each grade for which this assignment is performed, i.e., "PKK4KG010203040506070809101112". The legacy method has known problems when users open in Excel and the string converts to scientific notation or when system puts out scientific notation. |

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| Field Name | Requirement Status | Data Type | Length | Comments |
|------------------------|--------------------|--------------|--------|---|
| School Year | Required | Numeric | 4 | 4 digit year. CCYY format. The current school year. For example, use 2016 for 2015-2016. |
| NCLB English | Conditional | Varchar/Text | 2 | For all NCLB Data Elements: 2 digits with leading zeros. For example: 01 Must be greater than or equal to 0 and less than or equal to 10. For more information see the PI-1202 Number of Classes & NCLB guidance ----> http://lbstat.dpi.wi.gov/files/lbstat/pdf/pi_1202_no_classes_nclb.pdf |
| NCLB Math | Conditional | Varchar/Text | 2 | |
| NCLB Science | Conditional | Varchar/Text | 2 | |
| NCLB Social Studies | Conditional | Varchar/Text | 2 | |
| NCLB World Language | Conditional | Varchar/Text | 2 | |
| NCLB Arts | Conditional | Varchar/Text | 2 | |
| NCLB Elem All Subject | Conditional | Varchar/Text | 2 | |
| Local Use | Optional | Varchar/Text | 100 | 100 characters. Fill with blank spaces if characters do not fill the full size. |
| Local Assignment Title | Optional | Varchar/Text | 60 | Optional- Title field will be 60 characters, varchar |