

WISEdata: Student Enrollment Start to Finish (Public Schools)

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How to pick Enroll & Exit Date

A new enrollment is required each school year.

Timely enrollment and exit is every school's responsibility.

Exit students for gaps where no services are provided.

Delete enrollments which are invalid.

Students begin a new enrollment each school year even when continuing in the same school. Timely exit of students is necessary to facilitate proper validation of student records in WISEdata.

If your District or School has school board policy for assigning enroll and exit date, then use the school board policy. DPI recommends aligning enroll and exit dates with the date range

during which the student was receiving services, commonly referred to as 'sitting in a seat'. Guidance for enrollment and attendance of virtual students is available here:

<https://dpi.wi.gov/online-blended-learning/attendance>.

Students should be exited during gaps in enrollment when the students is not receiving services such as expulsion without services, foreign exchange, residential treatment, and family sabbatical. Providing homework to a student does not constitute providing educational services.

Should an enrollment be sent to WISEdata and later determined to be invalid, the enrollment should be deleted from WISEdata. One day enrollments (enroll date = exit date) are considered valid and will affect Full

Academic Year status (FAY).

Enrollment and Exit Date:

[https://dpi.wi.gov/wise/data-elements/
enrollment-and-exit-date](https://dpi.wi.gov/wise/data-elements/enrollment-and-exit-date)

Primary and non-Primary

School of attendance is Primary.

Parent Placed Private students may have a Primary & non-Primary enrollment.

Coursework non-Primary enrollments should include only roster information.

School of attendance is Primary. In general the WISEdata enrollment is submitted by the school of attendance.

Parent Placed Private students will have a non-Primary enrollment submitted by the Public school and may have Primary enrollment, if the private school participates in the Choice program .

Coursework non-Primary enrollments should include only roster information. Attendance, discipline, credential, and program data from the non-Primary school must be communicated to and submitted to WISEdata by the school of Primary enrollment.

Enrollment Types:

<https://dpi.wi.gov/wise/data-elements/enrollment-type>

New enrollment after 3rd Fri

Why is the Third Friday of September (3rd Fri) the cut off?

Does this cut off apply only to Expected Transfer exits?

Why does a student who completed the school term have more time to return?

Why is the Third Friday of September (3rd Fri) the cut off? A student who exits without completion or transfer to a school outside WISEdata and does not re-enroll prior to the beginning of the next school year is a dropout. We use the Third Friday of September as a proxy for the beginning of the school year.

Does this cut off apply only to Expected Transfer exits? No.

Why does a student who completed the school term have more time to return than a student who exited during the school year? A student who exits during the school year, completed school term (CST) = no or is not submitted, has until the Third Friday of September of the next school year to re-enroll. A student who exits at the end of the school year, completed school term = yes, is expected to attend at the beginning of the next school year. This student has the entire school year in which they were expected to attend plus the time until the Third Friday of September of next school year to re-enroll.

Examples:

Exit 4/15/2021 + CST = No: Must re-enroll on or before 9/17/2021

Exit 6/6/2021 + CST = Yes: Must

re-enroll on or before 9/16/2022

ODO - dispelling fear

An ODO should be used when no other exit type applies to the student.

An ODO may be used temporarily until more information is available.

An ODO exit type identifies a possible dropout.

New guidance has been prepared to help schools select exit type.

New guidance: The exit type flow diagram for Public Schools has been replaced by a new document and a version specific to Choice Schools is now available. See the [Exit Types data element page](#) for more information.

When a TC isn't a TC

WISEdata expects a Transfer Known to be Continuing (TC) when a subsequent enrollment exists.

A school may have need to maintain more granular information regarding a gap in enrollment.

Send DPI feedback!

A school may have need to maintain more granular information regarding a gap in enrollment. Perhaps the transferred to a private school for a few months and then transferred back. Perhaps the 18 year old chose to exit schooling but then returned in the same school year. In either case WISEdata expects a Transfer Known to Continuing (TC) while the school needs the student enrollment history to show the TNC or

ODO. See the [Exit Types data element page](#) for more information.

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Residential and Out of Home Placements

Out of Home Placement may change district of residence.

Residential and Day Treatment placement may create a gap in enrollment for which an exit is required.

Out of home placement (Foster Care) may result in change of district of residence and thus require student transfer. In the rare scenario where a student is temporarily placed while awaiting subsequent court placement and is unable to receive educational services during the short placement in out of home care, then the district in which the out of home placement was made should not submit an enrollment

to WISEdata.

Residential Care Centers (RCC) have special requirements for WISEdata enrollment. If a student has a current, active IEP and is placed in an RCC by a court, then the student will remain actively enrolled in WISEdata though district of residence may change. Other placements in an RCC should be treated as a gap in enrollment and the student should be exited.

Many students continue to receive educational services from their school during day treatment. If the student is unable to receive education services or has changed in residency, then the student should be exited, even if the gap is temporary.

Many other uncommon student populations are covered here:

<https://dpi.wi.gov/wisedata/help/portal>

[/uncommon-students](#)

Up to 2 classes @ a public school

A private or home schooled student may take up to 2 classes at a public school.

Do not send a primary enrollment to WISEdata.

Do not send a non-primary enrollment for coursework to WISEdata.

A private or home schooled student may take up to 2 classes at a public school. Neither the private school students nor the home schooled students in this population should be submitted to WISEdata. Similarly students in Choice schools taking up to classes in a public school should not be submitted to WISEdata.

See the [Uncommon Student Populations web page](#) for more

information.

Homeschooled students & October 15

Families must declare intent for homeschooling by October 15th each school year.

Prior to 10/15 the student may be submitted as TNC.

After 10/15, if PI 1206 does not show the family submission then the exit should be ODO.

Prior to 10/15 the student may be submitted as TNC. Under Wis. Stat. § 115.30(3), no school district can compel the submission of the form prior to October 15. If a parent communicates to their resident district their intent to homeschool their student(s), then a district should consider that sufficient notice up to the October 15 deadline to submit a PI-1206 form.

After 10/15, if PI 1206 does not show

the family submission, then the exit type should be ODO. If the form has not been submitted, then the school may also need to follow the local truancy process.

See the [Exit Types data element page](#) for more information on TNC and ODO.

See the [Uncommon Student Populations web page](#) for more information.

Helpful Resources

[WISEdata Help](#): links to WISE help pages and useful resources

[Data Elements](#): list of links to all WISEdata data elements and their descriptions, uses, and codes

[Knowledge Base articles](#): useful articles on validations and other related topics

[Info for Schools](#): basics of getting started with WISEid

[Google+ Community](#): WISEdata community to view and post questions and comments to fellow users

[WISEdata Events Calendar](#): View deadlines, trainings, webinars, etc.

Giving Feedback

Within most DPI applications you can
provide feedback directly,
enter a new suggestion, and
vote on suggestions made by other people.

WISEdata Portal feedback

NEW!

Do you have an idea for a change or addition to WISEdash?
We want to hear about it. [Please click here.](#)



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