

WISEid 101 for Choice Schools: Start to Finish

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What's WISEid? How does it relate to WISEdata?

WISEid is an application to assign and maintain unique, permanent, and unduplicated student identifiers.

- Each student needs a WISEid to associate a person to his or her data.
- Once assigned, a WISEid follows the person from school to school, district to district, even from student to teacher role, throughout Wisconsin.
- WISEid data links to and must match data in WISEdata.
- WISEid is considered the authority and primary reference for demographic values.



Minimum Required Demographics for WISEid

1. Gender
2. Race/Ethnicity
3. Birthdate
4. At least one Parent/Guardian Name



Race/Ethnicity Federally Required Data Collection

Two- Part Question:

1. Is student Hispanic/Latino?
2. Select one or more categories that apply to this person:
 - White
 - Native Hawaiian or Other Pacific Islander
 - Black or African American
 - Asian
 - American Indian or Alaska Native



Tribal Affiliation

The [Tribal Affiliation data element](#) allows schools to collect and report tribal affiliations for Native American students, which can help to develop, test, and demonstrate the effectiveness of services and programs to improve education achievements of Native American children and youth.

This data element can be collected for students whose race is reported as American Indian or Alaska Native. For more information on race and ethnicity data, refer to the [Race and Ethnicity data element page](#).



Ancestry/Ethnic Origin

The [Ancestry/Ethnic Origins data element](#) describes racial or ethnic subgroups that a student belongs to. This data element captures more specific information than the [Race/Ethnicity](#) data element so that schools and districts can better target programs to support students from marginalized groups.



Demographic Data

Schools use WISEids instead of names to submit data about student educational progress, such as:

- [Economically Disadvantaged status](#)
- [attendance](#)
- [grade level placement](#)
- [dropout](#)
- [graduation credentials](#)
- acquisition of [English proficiency](#)
- [Race/Ethnicity](#)



WISEid Timeline

1. Beginning of Year
 - a. collect all demographic information to attain WISEids
 - i. All Student Report Card
 1. opt-in (report all students)
 2. opt-out (report Choice participants)
2. Verify with SIS vendor upload schedule
 - a. automatic runs in the background
 - b. manual uploads encouraged by school bi-weekly



WISEid Timeline

During the School Year:

- 1. review and correct WISEdata validation messages related to WISEid discrepancies**
- 2. continue manual uploads (if applicable)**
- 3. attain new WISEids for new students that will be reported**



WISEid Timeline

End of Year:

1. review and correct WISEdata validation messages related to WISEid discrepancies
2. prepare enrollment paperwork to collect all required WISEid information



Choice Student “Flag”

In your SIS, be sure only your Choice students are flagged if your school opted-out of the All Students Report Card.



Beginning of Year File Tasks

1. Enter Student Information into SIS
2. Depending on SIS, manually upload WISEids or use automated Identity Tool (SIS must have built feature)
3. Review for errors/discrepancies in WISEids
 - a. for manual uploads, review WISEid .csv file upload
 - b. for automated Identity Tool, review WISEdata Portal validation messages



WISEid

1. Log in to WISEid.
2. Update both Primary and Secondary Contacts.
3. Under “Admin Menu” on the bottom left of the screen, select “Agency Notifications”.
4. Enter the email addresses for staff that work with WISEid.

The screenshot shows the WISEid interface. The top navigation bar includes 'WISEid', 'Home', 'Message Center', 'Manage Person Data', 'Reports', 'Resources', and 'Need Help?'. The main navigation area has 'Overview', 'Agency Notifications', 'Change Requests', and 'Notification Inbox'. The 'Agency Notifications' page is active, showing a '+ Add Email' button and a table with columns for 'Email', 'Frequency' (M, T, W, TH, F), 'Edit', and 'Delete'. The 'W' column is checked. Below the table is a section for 'Description' with three rows: 'New Change Request Comments - Student Data', 'Change Request Action Needed - Student Data', and 'File Upload has Errors - Student Data'. The 'Opt In' column has checkboxes, with the last one checked.

Email	Frequency					Edit	Delete
	M	T	W	TH	F		
[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Description	Opt In
New Change Request Comments - Student Data	<input type="checkbox"/>
Change Request Action Needed - Student Data	<input type="checkbox"/>
File Upload has Errors - Student Data	<input checked="" type="checkbox"/>



WISEid Agency Notifications

1. “Opt-In” to Agency Notifications for STUDENT DATA ONLY.
2. Select the days of the week you would like notifications (notifications will only be sent if needed), and “update”.

WISEid / Agency Notifications

+ Add Email

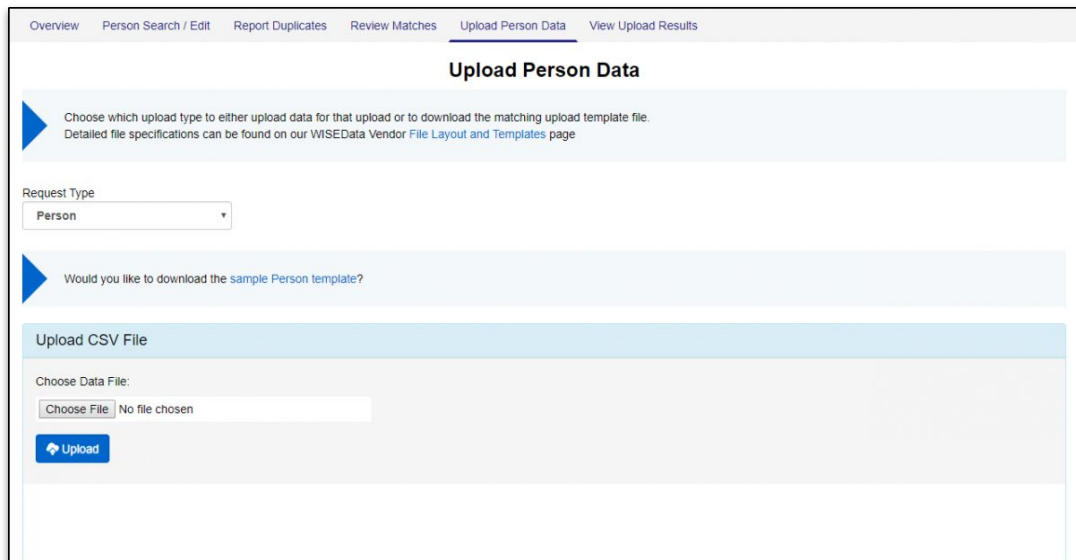
Email	Frequency					
	M	T	W	TH	F	
▶ Carrie.boe@dpi.wi.gov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="button" value="Update"/> <input type="button" value="Cancel"/>

◀ 1 ▶



WISEid File Tasks: Upload

1. From your SIS, complete a WISEid .csv file export.
2. Log in to WISEid and select “Manage Person Data” and “Upload Person Data”.



The screenshot shows the 'Upload Person Data' interface in the WISEid system. The navigation bar at the top includes 'Overview', 'Person Search / Edit', 'Report Duplicates', 'Review Matches', 'Upload Person Data' (which is the active tab), and 'View Upload Results'. The main heading is 'Upload Person Data'. Below this, there is a blue arrow icon followed by the text: 'Choose which upload type to either upload data for that upload or to download the matching upload template file. Detailed file specifications can be found on our WISEData Vendor File Layout and Templates page'. A 'Request Type' dropdown menu is set to 'Person'. Another blue arrow icon is followed by the question: 'Would you like to download the sample Person template?'. The 'Upload CSV File' section contains a 'Choose Data File:' label, a 'Choose File' button, and the text 'No file chosen'. At the bottom of this section is a blue 'Upload' button with an upward arrow icon.



File Tasks: Results

Use the Results link to view file upload types and statuses.

Use these results to find the cause of errors and to investigate potential matches that need to be resolved.

The screenshot displays the 'View Upload Results' page. At the top, there is a navigation bar with links: Overview, Person Search / Edit, Report Duplicates, Review Matches, Upload Person Data, and View Upload Results. Below the navigation bar is the title 'View Upload Results' and a blue triangle icon. A light blue box contains the following text: 'File queue of all file uploads types and their status is located here. Shows status while files are not yet complete and also after completion. When file processing is complete you can drill into errors for causes and drill into potential matches to be resolved. Downloads provide an upload results file including results and any errors.'

Below this text is a search form with the following fields and controls:

- File Name:
- Status:
- Upload Date:
- User ID:
- Request Type:
- Search:

Below the search form is a table with the following columns: Type, File name, Status, Errors, Potential matches, Committed, Changes, Upload date, User ID, and a Download button. The table contains four rows of data:

Type	File name	Status	Errors	Potential matches	Committed	Changes	Upload date	User ID	
P	testStaff.csv	Completed	0	0	1		08/20/2019 10:17:27 AM	Schueler, N.	<input type="button" value="Download"/>
P	testStudent.csv	Completed	0	0	1		08/20/2019 10:16:23 AM	Schueler, N.	<input type="button" value="Download"/>
P	testStaff.csv	Completed	0	0	1		08/19/2019 12:54:07 PM	Schueler, N.	<input type="button" value="Download"/>
P	testStaff.csv	Completed	0	0	0		08/19/2019 12:52:54 PM	Schueler, N.	<input type="button" value="Download"/>



File Tasks: Results continued

- Click on the number under the Errors column to view those errors.
- If you have many errors, it may be more efficient to open the Results Download file to locate errors.
- See next slide.

Overview Person Search / Edit Report Duplicates Review Matches Upload Person Data View Upload Results Person Error Review

Person Error Review

Row Number In File	Local Person Id	First Name	Last Name
▶ 2	124	██████	██████

◀ 1 ▶

1 - 1 of 1 items

[Download Errors](#)



WISEid Change Requests

If student information is inaccurate in WISEid, please submit a Change Request.

Your request will be sent to DPI Customer Services Team.

It is important you enter in the documentation you used to verify the student's information within the comments of the Change Request.





WISEid Change Requests

Change Request Denials:

- Other agencies have 7 days to deny a change request.
- Change requests should only be denied when you have documentation proving that the request is incorrect (for example, a Birth Certificate).
- Race changes are up to parent choice and should not be denied unless you believe that incorrect persons may be linked together.





Change Requests

Overview Agency Notifications **Change Requests**  Notification Inbox 

Change Requests

Agency Change Requests

Action Needed	New Comments		Status	WISEid	Create Date	Requesting Agency	Modified Date	Not Responded	Approved	Denied
		View	Pending	[Redacted]	7/17/2019 11:16 AM	[Redacted]	8/05/2019 10:26 AM	1	0	0

Change Request for: [Redacted]

Requested Changes Dependent Agencies Comments **1**

Field	Old Value	New Value
SuffixId	XI	



Change Requests: Some Common Issues

- Verify using documentation
 - Birth certificate, vaccination record
- Be sure to document suffixes (Jr., II, III, etc.)
- Check your upload results to verify if change requests were intentional
- Enter required comments for change request to be approved



WISEid Change Requests

Appeal a Change Request Denial

- If a change request is denied, the agency initially requesting the change will have one chance to appeal to DPI.
- With the denied change request selected, center comments about why you believe the change should be approved.
- DPI staff will then review the appeal and either approve or deny it. If DPI denies the request for appeal, it cannot be appealed a subsequent time.



Why Should You Deny a Change Request?

Change requests should only be denied when you have documentation proving that the request is incorrect (for example, a birth certificate). Race changes are up to parent choice and should not be denied unless you believe that incorrect persons may be linked together. If you believe that two people are incorrectly linked, please create a Help Desk Ticket and a WISEsupport member can help you separate the people.



Potential Matches

Click the blue box from your Results menu or from the File Tasks Menu on the left.

Click **Review** for the person who has a potential match.

Overview Person Search / Edit Report Duplicates Review Matches Upload Person Data View Upload Results

Review Matches

Potential Matches Found

Some of the people you upload may match existing people in our system. Please review all potential matches to avoid creating duplicates.

Remove Selected

Remove All

Filter by Upload Local Person ID Type:

All

Id	Local Person ID	First name	Middle name	Last name	Suffix	Gender	Birthdate	Multiple Birth Indicator	Race/ Ethnicity	Entity ID	
<input type="checkbox"/>	Student - [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		F	5/3/2005		0004		Review Remove
<input type="checkbox"/>	Student - [REDACTED]	[REDACTED]		[REDACTED]		M	07/19/2006		0001		Review Remove



Match Review Process

A new screen will pop up. The top box will show what you have uploaded. Below this box will display existing people who look similar. In the bottom box you will notice green squares. These squares show you boxes that match what you have uploaded.

Does this person match an existing record?
We may have found a match that seems similar to an existing person in our system. Please verify if this person matches one of these people.

Here is the record you uploaded:

Details	Local Person ID	Local Person ID Type	First Name	Middle Name	Last Name	Suffix	Gender	Birth Date	Multiple Birth Indicator	Race/Ethnicity	Entity ID
▲	[REDACTED]	Student	[REDACTED]	[REDACTED]	[REDACTED]		F	5/3/2005		0004 ⓘ	

Parent / Guardian(s)

Parent First Name	Parent Middle Name	Parent Last Name	Parent Suffix	Parent Type
[REDACTED]	[REDACTED]	[REDACTED]		G

Birth Location

Birth City	Birth State	Birth County	Birth Country
			Puerto Rico

Other Name(s)

First Name	Middle Name	Last Name	Suffix
[REDACTED]	[REDACTED]	[REDACTED]	



Match Review Process

If you determine that this is a match to the uploaded person, click the radio button located between the Details and WISEid columns for that person in the blue box.

Does this person match an existing record?
We found a match that seems similar to an existing person in our system. Please verify if this person matches one of these people.

Here is the record you uploaded:

Local Person ID	First name	Middle name	Last name	Suffix	Gender	Birthdate	Race
144482	Jill		Blaedow		F	11/21/1962	0037 - White

Here are the existing people that look similar:

Details	WISEid	Local Person ID	First name	Middle name	Last name	Suffix	Gender	Birthdate	Race
<input type="radio"/>	<input checked="" type="radio"/>	24073	Jill		Blaedow		Female	11/21/1962	White
<input type="radio"/> Create a new person (this person does not match any of the above)									

Next Cancel

Radio buttons.



Match Review Process

If you didn't find the match, then click the radio button next to, "Create a new person (this person does not match any of the above)". On the following screen you have the option of accepting or cancelling the creation of the new person record.

Here are the existing people that look similar:

	WISEid	Local person ID	Local person ID type	First name	Middle name	Last name	Suffix	Gender	Birthdate	Race/Ethnicity	Entity ID	Report Duplicate
<input type="radio"/>	763[REDACTED]	OAS-34[REDACTED] OA[REDACTED] 39[REDACTED]	Student, Student, Student, Student	[REDACTED]	A	[REDACTED]		Female	[REDACTED]	0037 ⓘ		<input type="checkbox"/>


Parent / Guardian(s)




How to Resolve Errors/Warnings


1. Expand the error to view the student data affected.

Clear Grid Filter Expand All Collapse All Export **Errors** Unacknowledged Warnings

	Code	Message	Total
	6631	District of Residence is set to an invalid type of district. As an independent charter school (non-district charter school), you must send a valid District of Residence for all students.	1
			Total: 1

2. Select Details to dig into the student information.

	Code	Message	Total
	6631	District of Residence is set to an invalid type of district. As an independent charter school (non-district charter school), you must send a valid District of Residence for all students.	1

Aging	Last Name	First Name	WISEid	School	Enroll Date	Action
3					09/04/2018	 Details

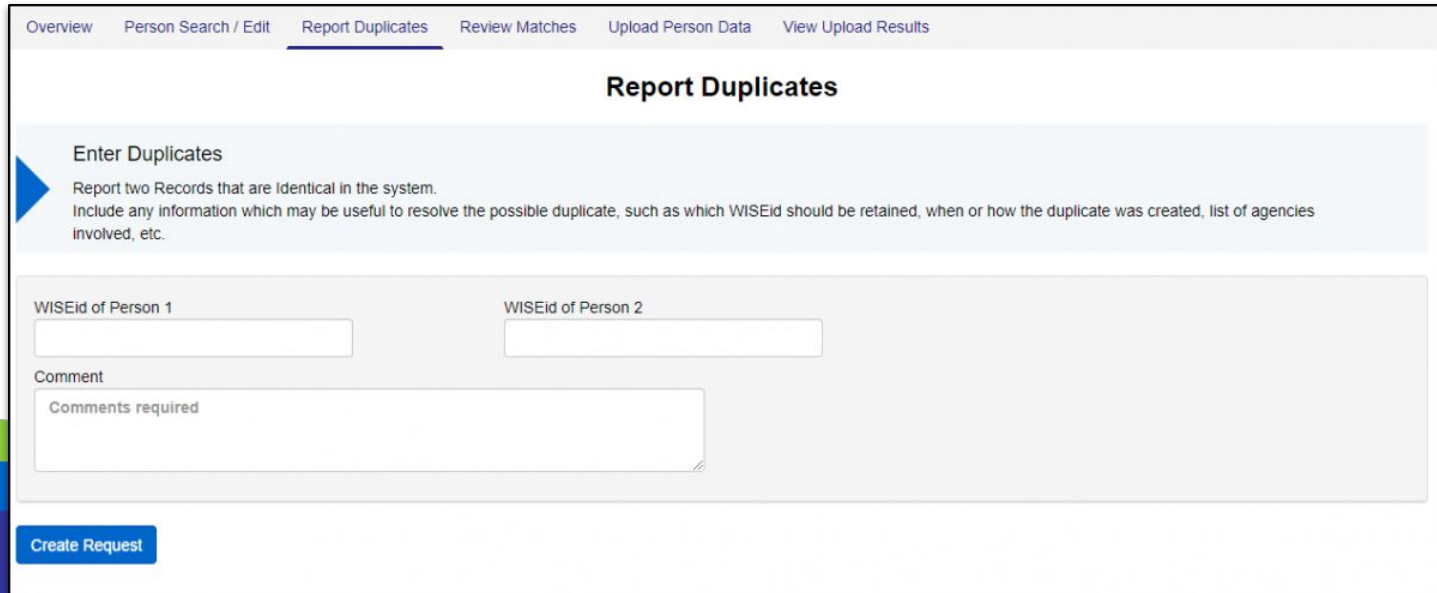
10 items per page 1 - 1 of 1 items



WISEid Tools: Report Duplicates

Report Duplicates

If you find that one person has two different WISEids associated, you should report the WISEids as duplicates.



The screenshot shows a web application interface for reporting duplicates. At the top, there is a navigation bar with the following tabs: Overview, Person Search / Edit, Report Duplicates (which is the active tab), Review Matches, Upload Person Data, and View Upload Results. Below the navigation bar, the main heading is "Report Duplicates".

Under the heading, there is a section titled "Enter Duplicates" with a blue arrow icon on the left. The text in this section reads: "Report two Records that are Identical in the system. Include any information which may be useful to resolve the possible duplicate, such as which WISEid should be retained, when or how the duplicate was created, list of agencies involved, etc."

Below this section, there are two input fields: "WISEid of Person 1" and "WISEid of Person 2". Each field is represented by a white rectangular box with a thin border.

Underneath the input fields is a "Comment" section. It contains a label "Comments required" and a larger white text area for entering the comment. A small cursor icon is visible at the bottom right of the text area.

At the bottom left of the form, there is a blue button with the text "Create Request".



WISEid Tools: Search/Edit

Search/Edit

- This feature allows you to look up persons by entering known information about them and clicking **Search**
- Use this tool to make any necessary changes (often flagged by WISEdata error/warning)

WISEid | Home | Message Center ^{New} | Manage Person Data | Reports | Resources | Need Help? | Welcome Carrie Boe | 7300 - Wisconsin Dept of Public Instruction

Overview | **Person Search / Edit** | Report Duplicates | Overview | Upload Person Data | View Upload Results

Person Search/Edit

Search for a person to either view or edit their information. When searching, first enter ALL of first name, last name, and birthdate. Excluding birth date or gender will lead to a lower match scores and may not return the WISEid which should be carried forward for the person.

ID: WISEid or Local Person ID | First Name: | Middle Name: | Last Name: |

Entity ID: Entity ID | Birthdate: mm/dd/yyyy | Gender: Select Gender... | Suffix: Suffix... |

Search | Clear



Student Detail Features

- Demographics
- Enrollments
- Programs
- *Career Education No Data
- Food Service
- *Homeless No Data
- *Language Instruction No Data
- *Other No Data
- *Special Education No Data
- *Discipline No Data
- *Roster No Data
- Academic Records No Data

Demographics ▼

Create Date: 8/26/2019 3:17:40 PM Last Modified Date: 10/2/2019 1:52:07 PM

Data Element	WISEdata	WISEid
<i>WISEdata & WISEid data element compare related to L2 Validations</i>		
WISEid		
Name*		
Birth Date	9/9/2008	9/9/2008

Data Element	Value	Data Element	Value
<i>WISEdata data element values only (WISEid system values not presented)</i>			
Birth City		Name Suffix	II
Birth State		Other Names	
Birth Country		ACCESS for ELLs**	
Multiple Birth Status	Not Set	WISEid Gender	Male
Date Entered US		WISEid Race	Black or African American
Visas			

* Middle name is displayed when present but it isn't used in the L2 WISEdata/WISEid name compare validation
 **Overall Composite Proficiency Level Score (Prior Year)

[WISEdata Portal feedback](#)

Demographics - School Level

District / Agency	School	Gender	Hispanic Latino Ethnicity	Races	DPI Race/Ethnicity	Disabilities by order	DPI Reporting Disability	DPI Economic Disadvantaged	Limited English Proficiency	Languages	Characteristics
Sch Lutheran	Sch Lutheran	Male	False	Black - African American	B		N	F	7 - Fully English proficient, never ELL/LEP		Economically Disadvantaged

Student Ed-Fi API View

Enrollments ▼

Enroll Date	Exit Date	District / Agency	School	PrimarySchool	Enrollment Type	Grade Level	Included in 3rd Fri Sept count	Included in Oct 1st Child Count	Overlapping Enrollment
09/01/2019		Sch Lutheran	Sch Lutheran	True	Primary	05	True	False	Not Set

Enrollment Ed-Fi API View

Prior Year Enrollments >



How to Resolve WISEid Errors/Warnings

Student	What is entered into your SIS:	What is entered into WISEid:
Data Comparisons	Ed Fi (*Middle name not available.)	WISEid
WISEid		
Name	Gabe	Gabriel
Birth Date		
Gender	Male	Male
Race/Ethnicity Category	0005 - H, W	0005 - H, W
Race/Ethnicity Reporting Category	Hispanic/Latino	Hispanic/Latino

1. Use legal documentation to verify student's correct legal name.
 - a. Make changes in your SIS or WISEid to correct error/warning
 - b. Manually sync data after changes are made
2. Race/Ethnicity should be modified according to parent selections.

Validation Knowledge Base Articles

You can click the KBA links that follow the validation error or warning listed in the WISEdata Portal (click the info icon) to learn more about the issue and how to correct it.

	Message	Total
	<p>Message Code: 6373 - This enrollment period is totally encompassed within another enrollment period. The enrollment is invalid. The enrollment must either be removed or revised such that it is not encompassed entirely within another enrollment period </p> <p>For submission to DPI, agencies must reconcile entry and exit dates such that no overlap is submitted to DPI. DPI is aware that overlap does occur. In such cases all agencies involved shall cooperate with the following rules prior to submission. This enrollment period is totally encompassed within another enrollment period. The enrollment is invalid. The enrollment must either be removed or revised such that it is not encompassed entirely within another enrollment period</p> <p>6373 KBA</p>	2



Find More Info on Errors & Warnings

Knowledge Base articles (KBA) provide information on common topics, answers to questions, and solution suggestions for validations.

You can search the Knowledge Base Article database directly.

<https://crmportal.dpi.wi.gov/articles>



WISEid Help

- [Brief Step-by-Step Guide to Obtaining WISEids for Students](#)
- [WISEid Help](#)
- [WISEid Training Videos](#)
- [WISE User Group](#)
- [WISEdata Annual Tasks Checklist](#)



Stay in Contact

Join our [Google Currents community](#) to connect with fellow WISEdata users and receive announcements and notifications from DPI and the WISEdata community.

