Questions & Answers
Enrollment for Public Schools: Q&A
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March 9, 2022, 3:15 p.m. - 4:00 p.m.

Q: Kris W. - Lodi School District: How are schools reporting students, in terms of roster, who are attending start college now at MATC? Entering courses into your SIS? Who are you putting in for the teacher?
A: Enter the courses into your SIS, reach out to MATC to create a record for them or you can add a teacher of record.
Feedback: Laura Hanson - Baldwin-Woodville Area School District: We assign the counselor responsible for putting grades in the SIS as the teacher.

Q: Jill Resch - Wittenberg-Birnamwood District: I have an error 6373. We shared a 4k student with another district due to a parent living in another district.
A: Students cannot be reported as attending more than one district at a time. Please submit a help desk ticket for further assistance in how to report these scenarios. Also see this Google Currents post from a few years ago for reference.

Q: Alysha Peterson - Amery School District: Is it possible to enroll a 12th grade foreign exchange student and exit them so they don't end up as a dropout?
A: It depends on the specific situation at hand. Foreign Exchange students should have their Visa Type reported to WISEdata. In general, foreign exchange students on F-type visas are expected to be working toward a Regular Wisconsin Diploma. Note, foreign exchange students holding a J-1 visa are here for cultural exchange, and DPI cannot report J-1 visa holders as graduates. As with any other student, if you have evidence of transfer (more than the family's word) to report the student in an Exit Type that include 'Known to be Continuing' as part of the description. See also FAQ 9 Foreign Exchange Students Studying in the U.S. and FAQ 10 Transfer Confirmation on the Exit Type data element page.

Q: Laura Hanson - Baldwin-Woodville Area School District: Is it possible to share a link to the Google Doc with us? It would be fantastic to use as a reference. Correct: that was for Start College Now.
A: https://dpi.wi.gov/dual-enrollment/start-college-now
Feedback: Joni Wittwer - Holmen School District: We do enter the courses for Start College Now classes. We use our Academic and Career Planning staff as the instructor of record.

Q: Katy O'Shea - Monona Grove School District: We have a student who moved out of district last fall and is supposedly enrolling in the new resident district however, this has not happened. We continue to mark the student absent and have filed truancy repeatedly but the parent has still not enrolled the student. Because the student is in middle school I don't think we can use the ODO (dropout) code. Are there any other options we have to end date the student in our SIS?
A: DPI recommends you follow your local truancy policy and end the WISEdata enrollment as the last day the student was receiving services. You can use ODO for middle school.

Q: Beth C. - Parkview School District: I have error 6777 for a student that attended a different district last year. Where would I find his ELL score from last year?

A: In the WISEdata Portal, on the Student Profile, open the Demographics section. You can view the students' ACCESS for ELL previous year score in the third table of data elements in this section.

Data Element	Value
WISEdata data element values only (WISEid system values not presented)	
ACCESS for ELLs**	

Q: April R: Warning 7168 - I have spoken with several people in our building and we are not sure what else to do to address this?

A: A World Language program has to be submitted along with the course.

April: We offer Spanish and that is in our schedule.

A: The World Language program identifier needs to be added to the course section.

Q: JSCHIEL - Cedarburg School District: "Invalid grade level for school's ranges" error - We have an 8th grade student who's IEP has her taking courses at the high school (9-12 school) with high school teachers. We don't want to change her to a 9th grader, because she really is in 8th grade. It was suggested we either change our school directory ranges, or put in an entry record for her at the middle school. I am wondering how I can put in a middle school entry record while also making sure not to get an enrollment overlap error between the high school and middle school.

A: Primary enrollment type from the middle school enrollment - then you would have a Coursework non-primary enrollment type for the High School enrollment.

Q: Chris Secrist - Florence County School District: When a student leaves us to go to an out of state school what course code should be used so they do not show as a dropout?

A: For this scenario, use TNC if they are known to be continuing. Otherwise, use ISM if they moved to another state within the country. Not known to be continuing.

Exit Types: https://dpi.wi.gov/wise/data-elements/exit-types

Q: Josie Simonson - Jefferson School District: I know I have heard from DPI in the past that we should end enrollment as of the last day the student attended, however if we do that without proof of enrollment elsewhere, how is truancy, etc. being tracked? We always keep the student enrolled in our SIS to indicate their truancy attendance status and track them until we receive confirmation they are enrolling somewhere else. Is this wrong?

A: No. For WISEdata reporting we recommend that you exit the student on the last day the student was receiving services. You do have the accountability for the student until they are picked up by another district/school.

Q: Beth (follow up) - Parkview School District: Last year's score in our system is 3 but the wisedata demographic scores him at a 4. Am I changing the score in our sis to match last year's score?
A: Discuss this with your district's EL Coordinator. There is an EL Policy Handbook to review as well to see what needs to be done at that point.

Q: Chris Secrist - Florence County School District: When is it required to have a district code needed when a student transfers to another school? But do you have to enter the school's 4 digit code?
A: An exit type should be used any time a student transfers to another district/school. ETC is only used when you know for certain that a student transferred to another district/school then the four digit code should be used. Once the expected transfer district is entered, the other district will need to respond in the WISEdata Portal. WISEdata requires the expected transfer district to respond to the question "Did the student move to your district on or before the count date?"
Chris: Thank you.

Q: Jeni: What do you do when there is a period of time where a student has not yet enrolled in a new school? For example, the last day in the seat at our school was 11/1 and I didn't enroll in the new school until 11/14. Do I exit on 11/1? If so, will I get an error for that blank period of time?
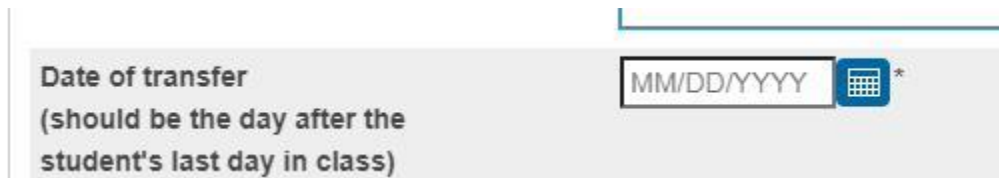**A:** In this example, you can exit them as 11/01. You will not receive an error for the gap in enrollment.

Q: Janet Schneider - Chilton School District: If a student's last day is a Friday. Do you use Saturday as the last day in SIS or do you use Monday's date?
A: You would enter Friday. It should be the last day the student was in attendance at your district/school.

Q: Katie: So we no longer exit the day after their last day of attendance [this question was specific to how PowerSchool handles enrollment exits].
A: An exit date is the last day in a seat at school. However, PowerSchool instructs users to use the following day. So if the student's last day was on Wednesday, users have to enter Thursday into PowerSchool. Thank you to those in attendance for the session for clarifying this.

Comment: In Skyward, the withdrawal is at the end of the school day on their last day here.

Q: Angie Louis - iForward Online Charter, Grantsburg: Are we supposed to be reporting or excluding PI9412 PT Students (open enrollment) from Wise Reporting; should we report those students and roster information to WISEdata? Part time students.

A: Report with a non-primary Coursework [enrollment type](#). Homeschool students taking one-two courses should not be reported to WISEdata.

Q: Rachelle DeBruin - West De Pere School District: We have a consortium with Kiel where we have virtual students who take courses with teachers that Kiel hires and contracts with. If these students are transferred inter-district back to our high school at the end of a trimester but before we receive a final grade from Kiel. The student is already transferred to the HS by the time we get a grade, which can be weeks after the trimester. Is it ok to just enter the Kiel grade in Historicals at the HS and not have a course, section, or teacher on roster since that info is in the Kiel school, not in the HS. We list the course name and where the course was taken only.
A: For [multi-district charter schools](#), the resident district holding the student enrollment should report the student courses and grades.

Q: Jose Guerrero - Stoughton School District: We have a student that was transferred to another district in Wisconsin, we ended his enrollment with an exit type of TC, and we received a record request from the new district. This student is showing up as a dropout in WISEdash, we look at WISEid and the student does not have a subsequent enrollment. How can we address this issue?
A: It may be more appropriate to use ETC as the exit type since there is an expected transfer district. You can reach out personally as well to the other district/school to discuss this matter. If you click the other district's name in the WISEdata Portal, you can view the WISEdata Coordinator contact information for that district.

Q: Rachelle DeBruin - West DePere School District: What Exit Type should be used for students transferring out to home school?
A: Use the TNC exit type if you have official written documentation (e.g., a records request) that the student transferred to a state or district-approved WI educational program not covered by WISEdata, such as a full-time home-based private education.

Q: Jeni: We have an elementary student who started attending an Alternative education school (Richardson) in december. I have been told we are still reporting attendance and grades as they are provided to us. I created a new entry record with a Status Change type, but have not run into this scenario before. Do we determine a local way to track attendance and grades? This was a switch to Alt Ed due to behavior and the anticipation is that they will return to our building for instruction at some point.
A: Yes, the students' attendance and grades should be tracked by the district/school.
Feedback: Josie Simonson - Jefferson School District: In response to Jeni's student attending Richardson, we have this scenario as well and we create the courses in our SIS based on what they are enrolled in at Richardson, or use a similar existing course. We create a new section for just the student. Richardson provides regular updates that include grades and attendance data, and we enter this into the SIS for the student the same way in which we would any other student.

Q: April R: [Warning Code 6781](#) - submitted SEOA ELP code of 7 but student took ACCESS for ELLs. I marked the student as Spanish speaking, is this being flagged due to that demographic? She came from a school where she was in ELL courses.
A: If she took the ACCESS for ELLs test, then 7 is incorrect. ELP 7 is for English speaking students and if she is proficient now in English then her ELP code would be reported as a 6. If this was a misreporting scenario, consult the [EL Policy Handbook](#) for further instructions/information.

Q: Tara: If we have a student that graduated at the end of Tri 2, can the district leave them in the SIS system and not graduate them until they graduate the rest of the HS seniors at the end of the year?
A: The [exit withdraw date](#) is the date on which a student graduated.

Q: Jose Guerrero - Stoughton School District: Early graduated student showing as a dropout in WISEdash for districts, what is the best practice to end the enrollment.
A: The exit type HSC may not have pushed over from your SIS correctly. Please submit a help desk ticket so we can take a closer look at this student.

Q: April R.: Follow-up to 6781 - where would I change her ELP code from 7 to 6? In my sis or on WISEdata?
A: This will need to be updated within your SIS.

Q: Chris Secrist - Florence County School District: What code do we use to enter and exit a special education student who will return until age 21?
A: Use Exit Type TC because they will be continuing the following school year.

Q: Stacey - Campbellsport School District: How do we go about promoting or retaining students based on their credits in our SIS. If they are in 12th grade based on age, but only have enough credits for an 11th grader, do we keep them in 11th grade?
A: From our [Repeat Grade Indicator data element page](#):
For grades 10 through 12, grade level placement is based on accumulation of the minimum number of credits specified in the table above. The assumption is that each year a student would accumulate at least one fourth of the credits required to graduate. To be reported as beginning a specific grade, a student may have a deficit of credits not greater than one-seventh (1/7) of the expected credit accumulation towards the district's high school graduation requirements. For example, a student with 7.0 credits as of the beginning of the fall semester could be reported at up to the tenth grade level at that time. Districts may establish additional or more rigorous requirements for placement at grades 10 through 12 and use these requirements for DPI data collection purposes.