

Pupil Count for Membership

Reporting Data Through WISEdata API

Jaidaa Shafaei

WISEdata Scrum Master / Product Owner

Matt Baier

Fiscal Data Coordinator

Kathy Fry

School Finance Consultant

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Agenda

- ❖ **What is the Reporting Requirement in 2023-24?**
- ❖ **Why the Pilot Project?**
- ❖ **How Does the Pupil Count Module in WiSFiP Work?**
- ❖ **When Should I Report my Pupil Count Data?**
- ❖ **Available Resources**



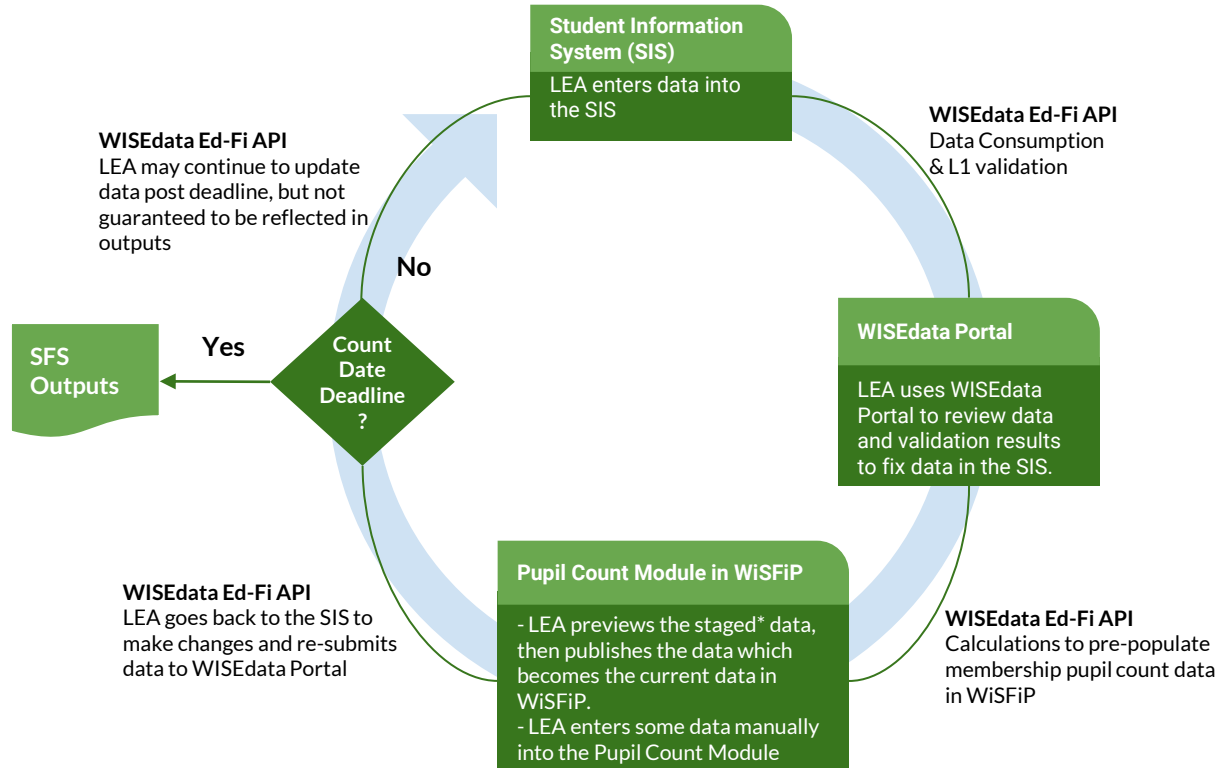
What is the Reporting Requirement in 2023-24?

- ❖ Official reporting will occur via the State Aid Financial Reporting (SAFR) portal.
- ❖ 2nd pilot year with data reporting through the Wisconsin School Finance Portal (WiSFiP)
- ❖ Data quality issues should be addressed in source system (SAFR) and data should be resubmitted to WiSFiP and SAFR

Why the Pilot Project?

- ❖ To ensure that all the data elements in WISEdata are perfectly aligned with the Membership Pupil Count reporting requirements
- ❖ To provide LEAs an opportunity to perform parallel reporting
- ❖ To provide SIS vendors an opportunity for their LEAs to use their product and provide feedback
- ❖ To provide DPI feedback on the WiSFIP interface and usability

How Does the Pupil Count Module in WiSFiP Work?



WISEdata Ed-Fi API
LEA may continue to update data post deadline, but not guaranteed to be reflected in outputs

SFS Outputs

Yes

Count Date Deadline ?

No

Student Information System (SIS)

LEA enters data into the SIS

WISEdata Ed-Fi API
Data Consumption & L1 validation

WISEdata Portal

LEA uses WISEdata Portal to review data and validation results to fix data in the SIS.

Pupil Count Module in WiSFiP

- LEA previews the staged* data, then publishes the data which becomes the current data in WiSFiP.
- LEA enters some data manually into the Pupil Count Module


WISEdata Ed-Fi API

Calculations to pre-populate membership pupil count data in WiSFiP


**Before publishing data to Pupil Count Module, data is staged.*

WISHome My Apps Request Access App Request Status My Profile Welcome Jaidaa


Security Administration

 [WISEsecure](#)


Data Dashboard

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WISEdata

 [WISEdata Portal DPI](#)
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Finance

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 SFS WiSFIP Admin ▾
 Jaidaa (DPI Super Administrator) 2021-2022 ▾
Select LEA/District ▾
log off

Wisconsin School Finance Portal (WiSFIP)

Welcome!

This collection of related Department of Public Instruction (DPI) School Financial Services (SFS) application modules is intended for use by DPI personnel, school districts and the general public throughout Wisconsin. Click the appropriate module button below to get started (WAMS login credentials required).

- [Annual Report](#) Displays finance data submitted via WISEdata Finance and the legacy SAFR PI-1505
- [Chapter 220](#) Manages all children participating in the Milwaukee-area Chapter 220 program
- [DOR Tax Data](#) Upload, parse and manage DOR tax data (clerks/treasurers and municipalities)
- [High Cost Special Education](#) ESSA-required school district Special Ed data and reporting based on LEA/district
- [Online WUFAR](#) Access the DPI online Wisconsin Uniform Financial Accounting Requirements (WUFAR) system
- [Pupil Count](#) Access and manage the SFS Pupil Count module
- [SAFR Query Tool](#) Access a variety of SAFR data reports directly from Grade

Portal Announcements

Running on UAT Version

(from Tuesday, July 09, 2019)

This is the UAT version of the new Wisconsin School Finance Portal (WiSFIP!)

Pupil Count Module

Home LEA TFS ▾ SFJ ▾ Admin ▾

--- Pupil Count ---

Data Imported from WISEdata

Count Date	Part 1 - Students I am Counting	Part 2 - Students I am not Counting	Not Meeting Criteria	Date Last Published to Membership	Next Snapshot	
TFS	1	0	0	4/26/2022 9:03:06 AM	9/1/2022	Review/Refresh Data
SFJ	0	0	2081	4/7/2022 7:50:30 PM	10/5/2022	Review/Refresh Data

Current Membership FTE Calculation

	TFS	SFJ		Pupil Count Membership FTE
Rounded FTE	1		Average FTE (Rounded)	1
Additional FTE				0.00
Total	1.00	0.00		1

The 'Home' screen displays data imported from WISEdata and some key metrics. LEAs may review new data before they publish it to be the current membership FTE for each count date.

When LEAs first log into WiSFIP you'll see zeros. When you click on "Review/Refresh Data" you'll go to a page in which you can stage and publish your data

→ In the old process, LEAs reported counts by: [Step 1 - Step 2 - Step 3 + Step 4 + Step 5 = Total Pupil Headcount]

→ The new process, we eliminated the need to add all and then deduct them. Instead, LEAs only count the students that qualify to be counted for membership, else don't count them.

--- Pupil Count - 3rd Friday September 1 Review ---

Stage WISEdata Records Publish Data To Membership

Data Last Staged 4/26/2022 9:02:41 AM

Category	Total Staged WISEdata Records ⓘ	Total Published Membership Records ⓘ	View Changes Not Yet Published To Membership
Part 1			
Resident Head Count	0	0	View Changes
Part time Home schooled	0	0	View Changes
Private Schooled	0	0	View Changes
Chapter 220	0	0	View Changes
Part time Home schooled in Non	0	0	View Changes

→ **Stage:** pulls the data from WDP into WiSFIP and it breaks it down by category (e.g. Resident Head Count, Part-time Home-schooled, etc.)

→ **Publish:** updates the Home screen to show the counts there. The data on the Home screen is what will be used for reporting.

→ **View Changes:** provides differences between what is in 'Staged' data and 'Current' to allow users to easily see differences prior to committing to pushing staged data to current.

- ◆ Data view with ability to sort and filter on columns.
- ◆ Export to Excel

Pupil Count Module

[Home](#)[LEA](#)[TFS](#) ▾[SFJ](#) ▾[Admin](#) ▾

--- Pupil Count ---

What are the total hours of instruction during the first semester for 4 yr old in KG?

Select	▼
Select	
4 yr old KG (437)	
4 yr old KG (524.5 hrs)	
5 yr old KG (5 full days)	
437	▲▼
Grade 1	Enter hours ▲▼
Grade 2	Enter hours ▲▼
Grade 3	Enter hours ▲▼

→ The **LEA** screen: is where LEAs enter the hours for grades, which are used for part-time instruction minutes.

- ◆ This data is **manually** entered by LEAs

Pupil Count Module

Home LEA TFS SFJ Admin

--- Pupil Count - 3rd Friday September ---

The counts under this section are prefilled by DPI based on the membership data that comes through SIS which flows into WISEdata and published to this new Pupil Count application. Students shown here qualify the membership attendance requirement. Part 1 shows all the students counted for PI 1563 and Part 2 shows not counted students. For total head count we add up all the students under Part 1.

Export Part 1 Students Export Part 2 Students

Expand All Collapse All

Pre school Special Education	Counted
4 yr old K4 - XXX hrs	Counted
5 yr old KG (1/2 day)	Counted
5 yr old KG (3 full days)	Counted
5 yr old KG (4 full days)	Counted
5 yr old KG (5 full days)	Counted
5 yr old Blended	Counted
Grades 1-12	Counted
Part 1 - Students I am counting	Counted
Resident Head Count	Counted
Resident Head Count	Counted
Part time Home schooled	Counted
Part time Home schooled	Counted
Part time Private schooled	Counted
Integration Transfer students (Chapter 220)	Counted

Collection process has changed. Earlier all students are added under headcount and then deducted in step 2 and 3. New process does not include any students in Resident Head Count who were removed from step 2 and 3 in past process.

Resident Head count includes :
-You are the submitting district and Resident District.
-Student full time enrolled where they receive their primary instructions.
-Student meets the membership attendance requirements.
-Students in Early College Credit program full time enrolled where they receive their primary instructions.
-Students in Youth Apprenticeship program full time enrolled where they receive their primary instructions.
-Students under T18.15 contract full time enrolled where they receive their primary instructions.
-Students in Residential Treatment for which resident district is responsible for the cost of the treatment program. These students are full time enrolled where they receive their primary instructions.

Resident Head count doesnot include
-Part time enrollment such as students in Home school /private school receiving part time instructional services from resident public school.
-Parent placed private students are not counted for PI 1563.
-If you are the Resident district but student is receiving full time instruction services elsewhere than those students are not counted in Resident Head count.
-If you are the Submitting and Resident District but student is outside age then those students are not counted in Resident Head count.

Pupil Count Module

LEA TFS SFJ FFM

TFS Steps	
TFS Additions	
TFS Summary	
TFS Chapter 220	Criteria
Current Data	
Not Meeting Criteria	

- The **Steps** page for the count date (TFS, TFJ, FFM) includes data for each grade level.
- The **grade level panels** are collapsed by default. Expanded views include pupil count categories under Part 1: Students I'm counting, and Part 2: Students I'm not counting.
- SFJ and FFM will have the same functionality replicated.

Wise Id	First Name	Last Name ↑	Local Person Id	Entry Date	Exit Withdraw Date	Grade Level
3851446248	PUPILSM	AGradeoneP	LP-SLDS-01	07/01/2021		01
5117773466	PUPILS	NRsixGradetwo	LP-SLDS-07	07/10/2021	09/20/2021	01
3211122101	PUPILS	NRTWGradeone	LP-SLDS-03	08/15/2021	09/25/2021	01
5602564231	PUPILS	NRTWKGFIVE	LP-SLDS-06	08/10/2021	09/17/2021	01
2002588125	PUPILS	NRTWKGTHREE	LP-SLDS-07	07/10/2021	09/20/2021	01

1 items per page 1 - 5 of 5 items

- You can click on the count hyperlink to drill down to see the specific students.
- Columns can be filtered and sorted.

Pupil Count Module

Home LEA TFS SFJ Admin

--- Pupil Count - 3rd Friday September - Additions ---

Home LEA TFS SFJ Admin

--- Pupil Count - 3rd Friday September - Manual Entry ---

Enter 3 yr old Program - Resident Head count Students

Student ID Type

WISEid Local Person Id

Student IDs

Enter or paste a list of WISEid's separated by commas (e.g. 999999999,111111111,222222222)

Submit

Student ID Type	Student ID	Wise Id Already Counted
		No records returned

100 Items per page

- The **Additions** screen includes students who are 3 yr-old not SPED, students enrolled in title I funded program, SPED birth -2 program, and others are not reported to WISEdata, but are required for membership reporting.
 - ◆ Intra 220 is only applicable for MPS.
- This data is not coming from WDP; therefore, LEAs will have to manually enter the WISEids or Local Person IDs.
 - ◆ Make sure duplicates are not submitted in manual entry.
 - ◆ If WISEid doesn't exist, then provide the local person id

Pupil Count Module

[Home](#)[LEA](#)[TFS](#)[SFJ](#)[Admin](#)

--- Pupil Count - 3rd Friday September - Summary ---

Group	Total FTE
Regular Full-Time	6
Challenge Academy	0
Chapter 220 - Interdistrict (Attending)	0
Chapter 220 - Interdistrict (Resident)	1
Subtotal (rounded)	7
Chapter 220 - Intradistrict	0.00
Part-Time Resident Home School	0.00
Part-Time Resident Private School	0.00
Part-Time Non-Resident Home School	0.00
Total	7.00

→ The **Summary** page displays pupil count by program categories. The summary count is the head count.

- ◆ All the student counts under part 1 (students I am counting) + Resident Chapter 220 + Intra 220 counts are summed up to total pupil count.
- ◆ The Subtotal (rounded FTE) should match the Total in the Home screen

Pupil Count Module

[Home](#)

[LEA](#)

TFS ▾

SFJ ▾

[Admin](#) ▾

--- Pupil Count - Chapter 220 ---

WISEid	First Name ↑	Last Name ↑	Grade Level	Submitting LEA Name	Resident LEA Name
7833302807	Bradley	Abbott	11	Arrowhead UHS School District	Sun Prairie Area School District

→ The **Chapter 220** page displays students in Chapter 220 (or Interdistrict)

Pupil Count Module

[Home](#)[LEA](#)[TFS](#)[SFJ](#)[Admin](#)

--- Pupil Count - 3rd Friday September Data ---

Data Loaded 8/16/2022 3:39:29 PM

 Export to Excel

First Name	Last Name	Local Person Id	School Name	Entry Date	Exit Withdraw Date	Grade Level	Resident Lea Name	Residency Status	Pupil Count Type	Pupil Count Category	Pupil Count Inclusion Tfs	Part Time Instructional Minutes
a	a		Sun Prairie High	07/01/2021	06/05/2022	12				R-HC	false	
Bradley	Abbott	SS-AH-LP-3152	Arrowhead High	09/01/2021		11	Sun Prairie Area School District	NR-Chapter220	F	NR-Chapter220	true	
PUPILSM	AGradeoneP	LP-SLDS-01	C H Bird Elementary	07/01/2021		01	Sun Prairie Area School District		F	R-HC	true	
PUPILSM	BGradeoneP	LP-SLDS-02	C H Bird Elementary	07/02/2021		01	Ashwaubenon School District	NR-TW	F	NR-TW	true	

- The Current Data page shows all counted students
 - ◆ Can be exported to Excel



Pupil Count Module

Home LEA TFS SFJ Admin

--- Pupil Count - 3rd Friday September - Not Meeting Criteria ---

These are the students not meeting the criteria to be counted for membership. Please go to the WISEdata to see the history of the student record.

Data Loaded 8/16/2022 3:39:29 PM

Export to Excel

WISEid	First Name	Last Name	Local Person Id	Grade Level	Full Time Equivalency	Enrollment Type	Receiving Services	Covers TFS	Pupil Count Valid	Pupil Count Inclusion Tfs	Pupil Count Category	Pupil Count Resident Leald	Pupil Count Type	Pupil Count Sped Tfs	Pupil Count Tfs Overlap
8641105471	PUPILSM	fiveyroidKGI	LP-SLDS-09	KG	1	P	true	true	true	false	NR-66.0301		F	false	
4823837531	PUPILSM	IGradetwoP	LP-SLDS-09	02	1	P	true	true	true	false	NR-66.0301		F	false	
7833858065	PUPIL	fiveyroidKGU	LP-SLDS-21	KG	1	P	true	true	true	false	NR-HOME	12000	F	false	

- The **Not Meeting Criteria** page shows students who don't meet the attendance criteria, have an overlapping enrollment, missing a required membership attribute, or includes an inappropriate membership attribute.
 - ◆ This page allows LEAs to reconcile the actual student count in the SIS to the membership pupil count in WiSFIP.
- The **Steps** pages show the pupil count under part 1 (students I am counting) & part 2 (students I am not counting). All these students meet attendance requirements for membership.

When Should I Report my Pupil Count Data?

- **Paradigm shift!** Enrollment Data needs to be submitted to WISEdata Portal before Oct 5th.
- Remember to run the WISEdata Validation queue before pushing data in WiSFiP.
- Bring up anything that doesn't seem right, by using the [Qualtrics form](#).

Available Resources

- **Data Element Pages:**
 - [Enrollment type](#)
 - [Residency status](#)
 - [Full time equivalency](#)
 - [Part time instructional minutes](#)
 - [Count date name](#)
 - [Programs](#)
- **Other Data Pages:**
 - [Pupil count pilot program introduction](#)
 - [Membership](#)
 - [Students receiving off-site services](#)
 - [Students taking a limited number of classes in another school/district](#)
- **SFS Resources?**
- [User Guide for Requesting Access](#)

T H A N K

Y O U