WISEStaff Assignment Upload File Specs 2020-21

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Field Name	Requirement Status	Data Type	Length	Comments
LEA Assignment Code	Optional	Varchar/Text	50	An LEA assignment ID for this record. Unique field to be used by your agency for verification purposes to make sure DPI uses the correct local staff record.
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	Conditional	Numeric	4	Numeric with decimals allowed to hundredths place. For example, a regular full-time staff member would typically be recorded as "1.00". If you upload FTE with greater than two decimal places, the field will error with a first-level validation error preventing that row from uploading. Leave blank when not required for a given position and area code combination. See yearly staff collection documentation for which assignment position and area code combinations require this question to be answered.
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?". Leave blank when not required for given position and area code combination. See yearly staff collection documentation for which assignment position and area code combinations require this question to be answered.
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? Leave blank when not required for given position and area code combination. See yearly staff collection documentation for which assignment position and area code combinations require this question to be answered.
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? Leave blank when not required for given position and area code combination. See yearly staff collection documentation for which assignment position and area code combinations requires this question to be answered.
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 or a teacher of RCC public school students?" Leave blank when not required for given position and area code combination. See yearly staff collection documentation for which assignment position and area code combinations require this question to be answered.
Grade Levels	Conditional	Varchar/Text	60	DPI now only supports newer method introduced last year 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, "K3;PK;K4;KG;01;02;03;04;05;06;07;08;09;10;11;12". Zero padding at start of field is optional. There will be validation errors that are triggered if the working district or school doesn't have certain grade levels from this list enabled in DPI School Directory. If your school or district is not allowing grades levels that your teachers teach then you need to adjust DPI School Directory to show they are taught at your school or district.
School Year	Required	Numeric	4	4 digit year. CCYY format. The current school year. For example, use 2018 for 2017-2018.

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LEA Use	Optional	Varchar/Text	100	100 characters maximum, varchar can be used for anything districts would like to add.
LEA Assignment Title	Required	Varchar/Text	255	If there are multiple LEA Assignment Titles per WISEid, Hiring Agency, Working Agency, Working School, Position Code, and Area Code combination, then append them together using a separate semicolon or divider with a space on both sides of either ; or	. Please use this to include your local assignment title, so DPI can analyze to improve assignment descriptions and to create new assignments where needed.