


# Direct Certification (Wisconsin)

Last Modified on 03/11/2024 8:44 am CDT

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The Direct Certification extract reports the economic indication for all students who are actively enrolled on the snapshot date entered on the report editor.



## Direct Certification Extract ☆

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### WI Direct Certification Extract

This tool provides data to complete the Wisconsin State-defined Direct Certification report. Use the State Format to generate a tab-delimited file for state reporting. Use the HTML format for troubleshooting or analysis.

#### Extract Options

County:

Snapshot Date:

Format:

Exclude students eligible for free lunch: ☐

#### Select Calendars

☒ active year  
☐ list by school  
☐ list by year

20-21

- 20-21 Abbott Elementary
- 20-21 Baird Elementary
- 20-21 Colfax Middle
- 20-21 Drew Middle
- 20-21 Ewing High
- 20-21 Fremont High

CTRL-click or SHIFT-click to select multiple

☒ Grade

All Students

- E3
- E4
- K2
- K4
- KG
- PK
- 01
- 1
- 02

☐ Ad Hoc Filter

Show top 50 tasks submitted between 03/24/2021 and 03/31/2021

Batch Queue List
Queued Time
Report Title
Status
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Direct Certification Editor

# Report Logic

The following must exist for a student to be included in the Direct Certification Extract:

- Students must be actively enrolled as of the entered Snapshot Date on the extract editor.
- An eligibility record must exist for the student, as entered in the Eligibility editor:
  - Free (F)
  - Reduced (R)
  - Paid (N)
  - Non-reimbursable (N)

Provisional status is not considered for this report.

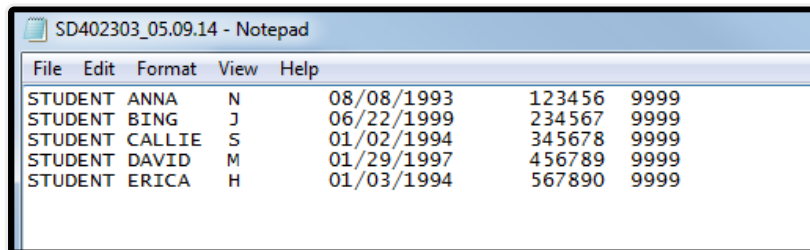
# Report Editor

Field	Description
<b>County</b>	Indicates the county in which the school resides.
<b>Snapshot Date</b>	Used to report students actively enrolled on the entered date. Dates are entered in <i>mmddyy</i> format or use the calendar icon to select a different date.
<b>Format</b>	Select either the State Format (Tab Delimited) or HTML formats. Use the HTML format for data review prior to submission to the state.
<b>Exclude students eligible for free lunch</b>	If students who are eligible for free lunch should be excluded, mark this checkbox.
<b>Calendars</b>	At least one calendar must be selected. Calendars can be selected by active year, school or year.
<b>Student Selection</b>	<p>Select students to include on the report by choosing either a <b>Grade</b> level of enrollment for the students or an <b>Ad hoc Filter</b>.</p> <ul style="list-style-type: none"> <li>• To include students in all grade levels, choose <b>All Students</b> in the Grade Level options.</li> <li>• Selecting an existing ad hoc filter reports only those students or courses included in those filters, if they meet the reporting requirements of the report.</li> </ul>
<b>Report Generation</b>	Use the <b>Generate Extract</b> button to display the results of the extract immediately. Use the <b>Submit to Batch</b> button to choose when the extract should generate.

# Generate the Direct Certification Report

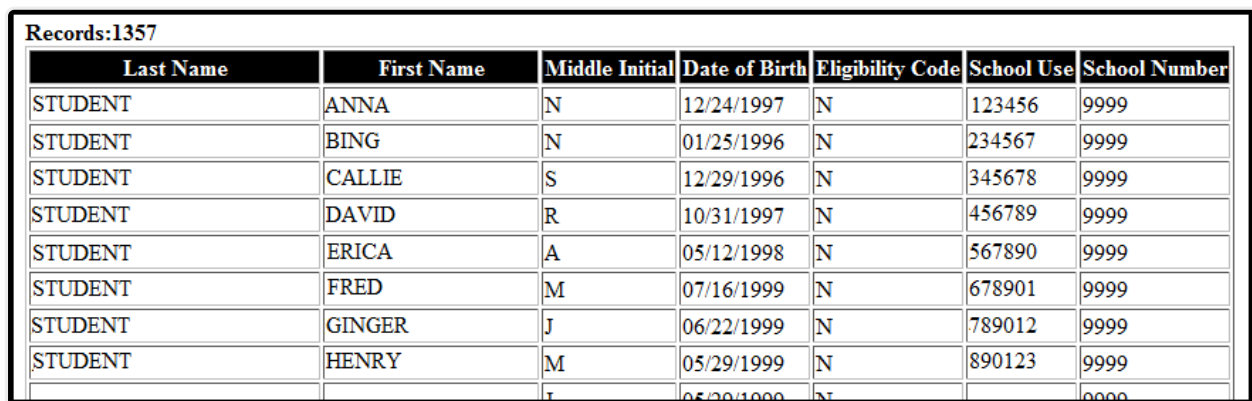
1. Select the **County** of the district from the dropdown list.

2. Enter the desired **Snapshot Date**.
3. Select the **Format** of the extract.
4. Mark the checkbox to **Exclude students eligible for free lunch**.
5. Select at least one **Calendar** to include in the report.
6. Select the students to include in the report by choosing either a **Grade Level** or an **Ad Hoc filter**.
7. Click the **Generate Extract** or the **Submit to Batch** button. The report displays in the desired format.



File	Edit	Format	View	Help
STUDENT	ANNA	N	08/08/1993	123456 9999
STUDENT	BING	J	06/22/1999	234567 9999
STUDENT	CALLIE	S	01/02/1994	345678 9999
STUDENT	DAVID	M	01/29/1997	456789 9999
STUDENT	ERICA	H	01/03/1994	567890 9999

Direct Certification Extract - State Format (Tab Delimited)



Last Name	First Name	Middle Initial	Date of Birth	Eligibility Code	School Use	School Number
STUDENT	ANNA	N	12/24/1997	N	123456	9999
STUDENT	BING	N	01/25/1996	N	234567	9999
STUDENT	CALLIE	S	12/29/1996	N	345678	9999
STUDENT	DAVID	R	10/31/1997	N	456789	9999
STUDENT	ERICA	A	05/12/1998	N	567890	9999
STUDENT	FRED	M	07/16/1999	N	678901	9999
STUDENT	GINGER	J	06/22/1999	N	789012	9999
STUDENT	HENRY	M	05/29/1999	N	890123	9999

Direct Certification Extract - HTML Format

## Direct Certification Extract Layout

Data Element	Description	Location
<b>Last Name</b>	The student's last name.  <i>Alphanumeric, 20 characters</i>	Census > People > Demographics > Person Information > Last Name  Identity.LastName
<b>First Name</b>	The student's first name.  <i>Alphanumeric, 15 characters</i>	Census > People > Demographics > Person Information > First Name  Identity.firstName

Data Element	Description	Location
<b>Middle Initial</b>	<p>The student's middle initial.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Middle Name</p> <p>Identity.middleInitial</p>
<b>Date of Birth</b>	<p>The student's birth date.</p> <p><i>Date field, 10 digits (MM/DD/YYYY)</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Birth Date</p> <p>Identity.birthDate</p>
<b>Eligibility Code</b>	<p>Reports the economic indicator assigned to the student. Information is reported based on the entered snapshot date that falls on or between the Eligibility Start and End Date.</p> <p>This field only displays on the HTML Format as this information is not required in the State Format.</p> <p>Valid options are:</p> <ul style="list-style-type: none"> <li>• A - Disadvantaged - alternative mechanism</li> <li>• F - Eligible for free lunch</li> <li>• N - Not economically disadvantaged</li> <li>• R - Eligible for reduced lunch</li> </ul> <p><i>Alphabetic, 1 character</i></p>	<p>FRAM &gt; Eligibility &gt; Eligibility</p> <p>Fram.eligibility</p>
<b>School Use</b>	<p>This field populates with the student's person ID in order to use import ability.</p> <p><i>Numeric, 28 digits</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person ID</p> <p>Identity.personID</p>
<b>School Number</b>	<p>Reports the state school number.</p> <p><i>Numeric, 4 digits</i></p>	<p>System Administration &gt; Resources &gt; School &gt; State School Number</p> <p>School.number</p>