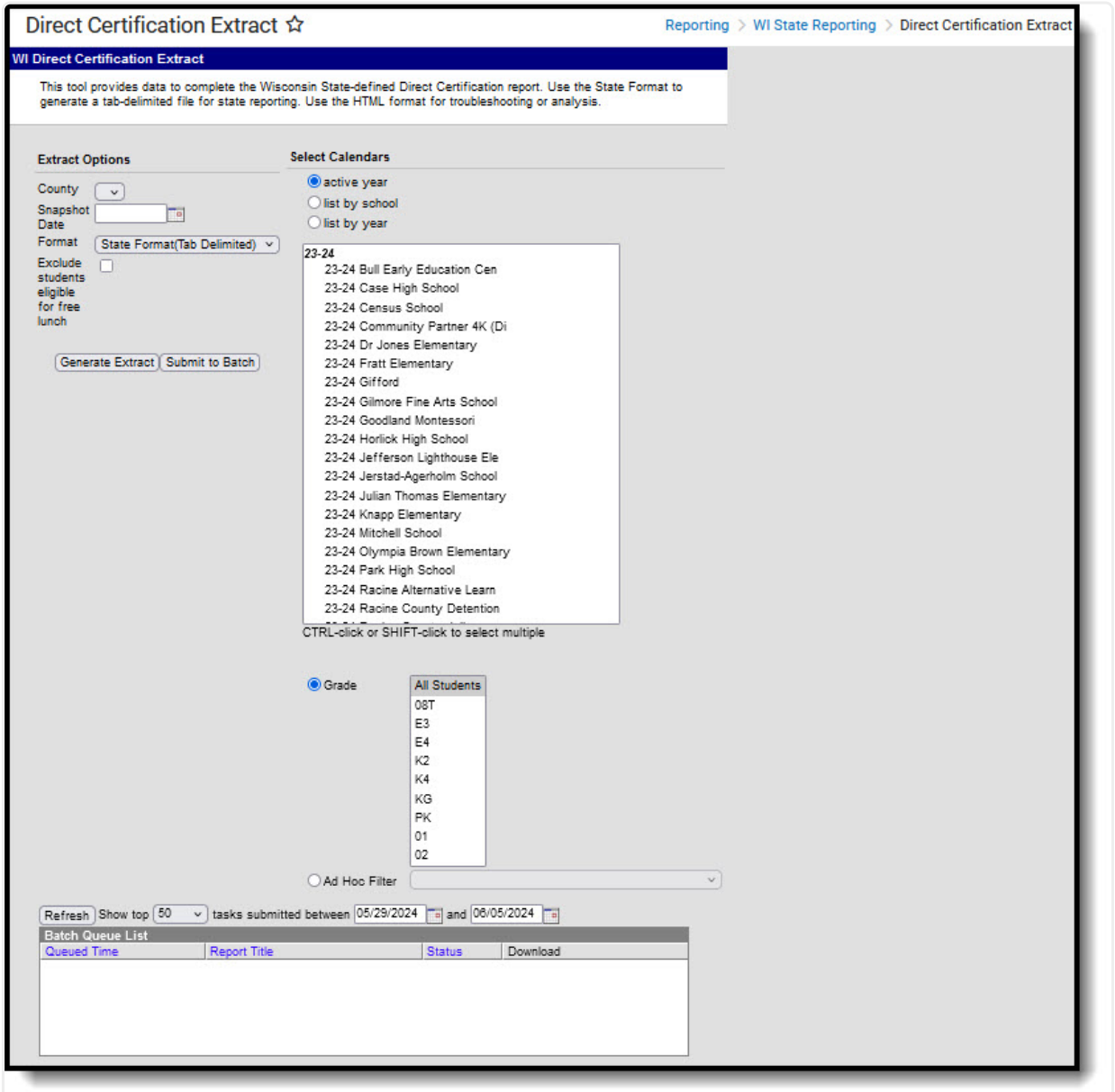
Direct Certification (Wisconsin)

Last Modified on 12/14/2025 8:45 pm CST

Report Logic | Report Editor | Generate the Direct Certification Report | Direct Certification Extract Layout

Tool Search: Direct Certification Extract

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 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)
- No Show Enrollments are not used by this report.
- For students who are enrolled in more than one school, each student is listed only once. The students will be listed with the school code of their primary enrollment as of the Snapshot date, where primary enrollment is defined as enrollment.serviceType = 'P':
  - If the student has more than one primary enrollment as of the Snapshot date, reports the enrollment with the more recent start date.
  - If the student has more than one primary enrollment that starts on the same day, reports the enrollment with the highest enrollmentID.
  - If no Snapshot date is entered on the report, the same logic above is used. (Primary Enrollment>Most recent Start Date>highest enrollmentID)
- Provisional status is not considered for this report.

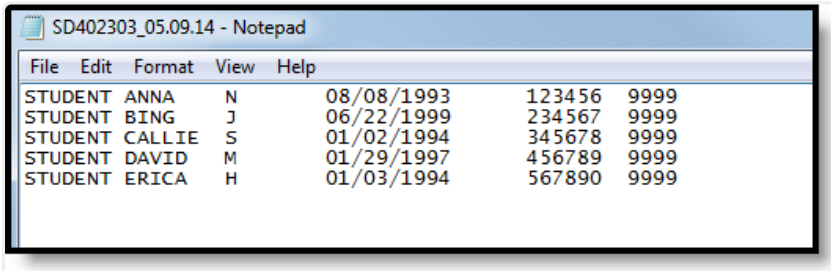
Report Editor

Field	Description
County	Indicates the county in which the school resides.
Snapshot Date	Used to report students actively enrolled on the entered date. Dates are entered in *mmddyy* format or use the calendar icon to select a different date.
Format	Select either the State Format (Tab Delimited) or HTML formats. Use the HTML format for data review prior to submission to the state.
Exclude students eligible for free lunch	If students who are eligible for free lunch should be excluded, mark this checkbox.
Calendars	At least one calendar must be selected. Calendars can be selected by active year, school or year.
Student Selection	Select students to include on the report by choosing either a **Grade** level of enrollment for the students or an **Ad hoc Filter**. • To include students in all grade levels, choose **All Students** in the Grade Level options. • 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.

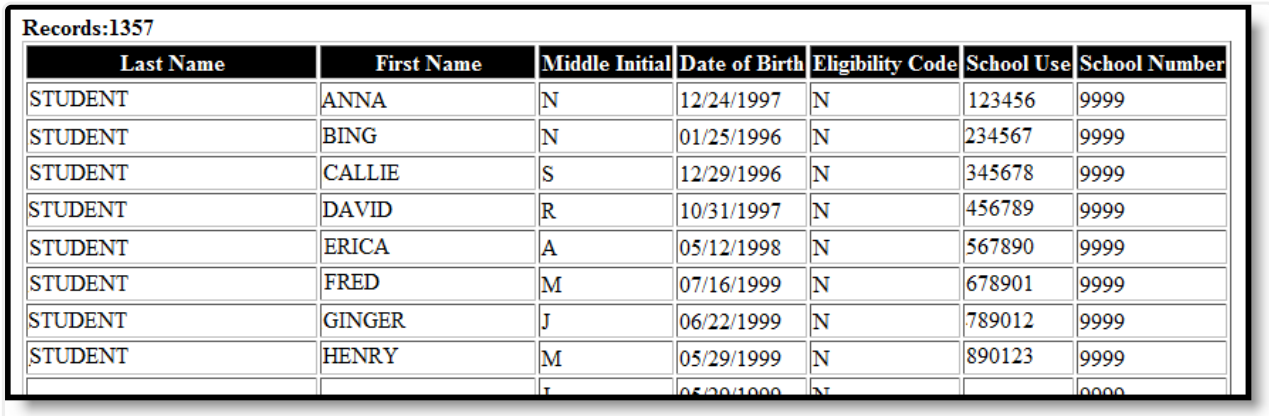
Field	Description
Report Generation	Use the **Generate Extract** button to display the results of the extract immediately. Use the **Submit to Batch** button to choose when the extract should generate.

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 desirec format.



Direct Certification Extract - State Format (Tab Delimited)



Records:1357

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
Last Name	The student's last name. *Alphanumeric*	Demographics > Last Name Identity.LastName
First Name	The student's first name. *Alphanumeric*	Demographics > First Name Identity.firstName
Middle Initial	The student's middle initial. *Alphanumeric,* *1 character*	Demographics > Middle Name Identity.middleInitial
Date of Birth	The student's birth date. *Date field, 10 digits (MM/DD/YYYY)*	Demographics > Birth Date Identity.birthDate
Eligibility Code	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. This field only displays on the HTML Format as this information is not required in the State Format. Valid options are: • A - Disadvantaged - alternative mechanism • F - Eligible for free lunch • N - Not economically disadvantaged • R - Eligible for reduced lunch *Alphabetic, 1 character*	FRAM > Eligibility Fram.eligibility
School Use	This field populates with the student's person ID in order to use import ability. *Numeric, 28 digits*	Demographics > Person ID Identity.personID
School Number	Reports the state school number. *Numeric, 4 digits*	School Information > State School Number School.number