

Direct Certification (Wisconsin)

Last Modified on 06/11/2025 11:53 am CDT

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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 Extract	1 🕁	Reporting > WI State Reporting > Direct Certification Extract
Direct Certification Extract		
This tool provides data to complete the Wi	sconsin State-defined Direct Certification report. Use the State	a Format to
generate a tab-delimited file for state repo	rting. Use the HTML format for troubleshooting or analysis.	
Extract Options	Select Calendars	
County 🔍	Sactive year	
Snapshot To	Olist by year	
Format State Format/Tab Delimited) v		
Exclude	23-24	
students	23-24 Bull Early Education Cen	
eligible for free	23-24 Case High School	
lunch	23-24 Census School 23-24 Community Partner 4K (Di	
	23-24 Dr Jones Elementary	
Generate Extract Submit to Batch	23-24 Fratt Elementary	
~	23-24 Gifford	
	23-24 Gilmore Fine Arts School	
	23-24 Goodland Montessori	
	23-24 Horlick High School	
	23-24 Jefferson Lighthouse Ele	
	23-24 Jerstad-Agerholm School	
	23-24 Julian Thomas Elementary	
	23-24 Knapp Elementary	
	23-24 Mitchell School	
	23-24 Olympia Brown Elementary 23-24 Park High School	
	23-24 Panine Alternative Learn	
	23-24 Racine County Detention	
	CTPL plick or SHIET plick to select multiple	
	CIRC-block of Shire I-block to select multiple	
	Grade All Students	
	Orabe All Students	
	F3	
	E4	
	K2	
	K4	
	KG	
	PK	
	01	
	02	
	O Ad Hoc Filter	v)
Refresh Show top 50 v tasks subm	itted between 05/29/2024 and 06/05/2024 a	
Batch Queue List		
Queued Time Report Title	Status Download	
L		
		- //
	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.

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 <i>mmddyy</i> 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. 			

Report Editor

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.
- 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.

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File	Edit	Format	View	Help			
STU STU STU STU STU STU	DENT DENT DENT DENT DENT	ANNA BING CALLIE DAVID ERICA	N J S M H		08/08/1993 06/22/1999 01/02/1994 01/29/1997 01/03/1994	123456 234567 345678 456789 567890	9999 9999 9999 9999 9999 9999
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	Ν	123456	9999
STUDENT	BING	N	01/25/1996	N	234567	9999
STUDENT	CALLIE	S	12/29/1996	Ν	345678	9999
STUDENT	DAVID	R	10/31/1997	Ν	456789	9999
STUDENT	ERICA	A	05/12/1998	Ν	567890	9999
STUDENT	FRED	М	07/16/1999	N	678901	9999
STUDENT	GINGER	J	06/22/1999	Ν	789012	9999
STUDENT	HENRY	М	05/29/1999	Ν	890123	9999
		т	05/20/1000	N		0000

Direct Certification Extract - HTML Format

Direct Certification Extract Layout



Data Element	Description	Location			
Last Name	The student's last name.	Demographics > Last Name			
	Alphanumeric	Identity.LastName			
First Name	The student's first name.	Demographics > First Name			
	Alphanumeric	Identity.firstName			
Middle Initial	The student's middle initial.	Demographics > Middle Name			
	Alphanumeric, 1 character	Identity.middleInitial			
Date of Birth	The student's birth date.	Demographics > Birth Date			
	Date field, 10 digits (MM/DD/YYYY)	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 	FRAM > Eligibility Fram.eligibility			
School Use	This field populates with the student's person ID in order to use import ability.	Demographics > Person ID Identity.personID			
	Numeric, 28 digits				
School Number	Reports the state school number.	School Information > State School			
	Numeric, 4 digits	School.number			