

# Direct Certification (Wisconsin)

Last Modified on 03/06/2025 7:10 am CST

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** ☆
Reporting > WI State Reporting > Direct Certification Extract

**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

**23-24**

- 23-24 Bull Early Education Cen
- 23-24 Case High School
- 23-24 Census School
- 23-24 Community Partner 4K (Di
- 23-24 Dr Jones Elementary
- 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 Racine Alternative Learn
- 23-24 Racine County Detention

CTRL-click or SHIFT-click to select multiple

Grade:

Ad Hoc Filter:

Refresh Show top 50 tasks submitted between 05/29/2024 and 06/05/2024

Batch Queue List			
Queued Time	Report Title	Status	Download

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
<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>	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> . <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</i>	Demographics > Last Name Identity.LastName
<b>First Name</b>	The student's first name. <i>Alphanumeric</i>	Demographics > 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>Demographics &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>Demographics &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</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>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>School Information &gt; State School Number</p> <p>School.number</p>