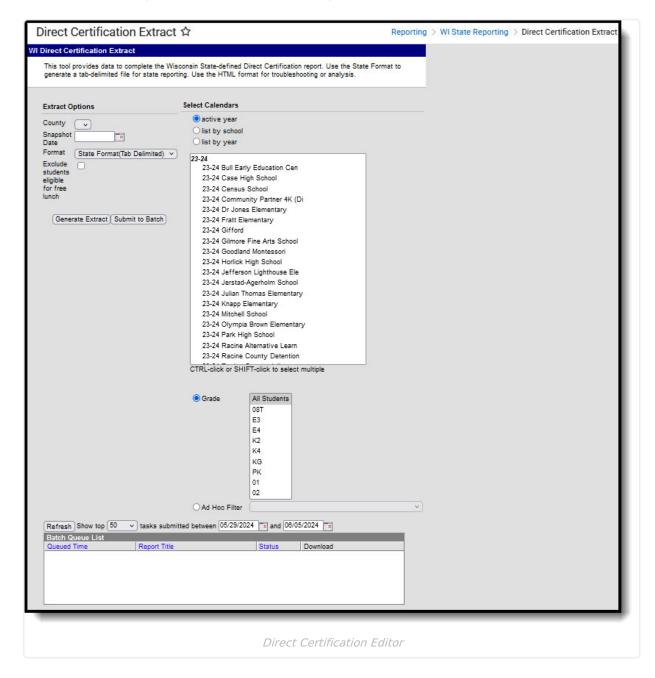# Direct Certification (Wisconsin)

Last Modified on 10/21/2024 8:20 am CDT

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)

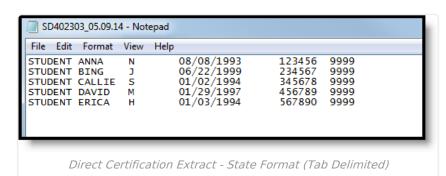Provisional status is not considered for this report.

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.
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 desired format.

Direct Certification Extract - State Format (Tab Delimited)

Direct Certification Extract - HTML Format

Direct Certification Extract Layout

Data Element	Description	Location
Last Name	The student's last name. *Alphanumeric, 20 characters*	Demographics > Last Name Identity.LastName
First Name	The student's first name. *Alphanumeric, 15 characters*	Demographics > First Name Identity.firstName
Middle Initial	The student's middle initial. *Alphanumeric, 1 character*	Demographics > Middle Name Identity.middleInitial

Data Element	Description	Location
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