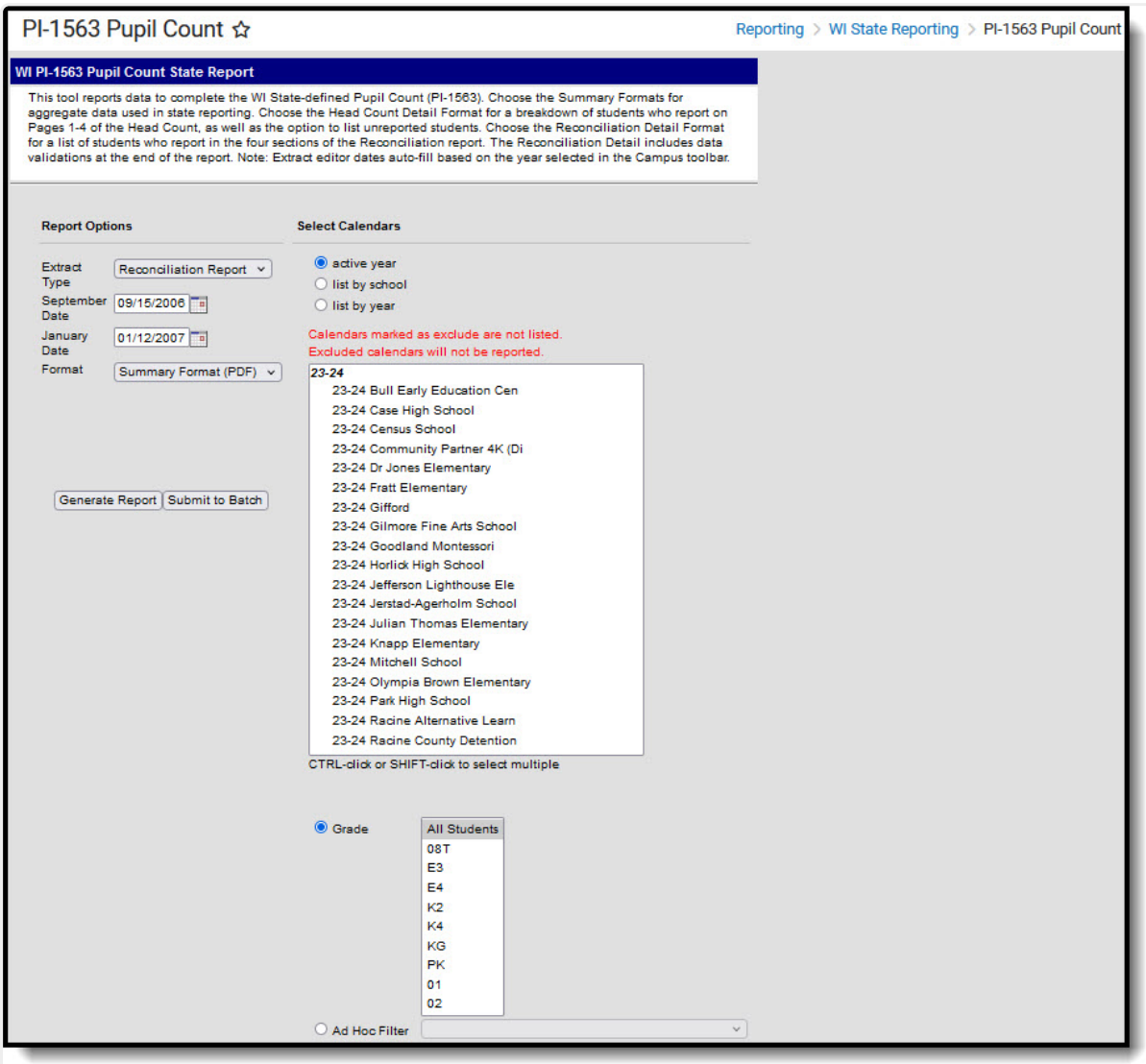
PI-1563 Pupil Reconciliation Report (Wisconsin)

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

Report Logic | Extract Editor | Generate the Extract | Reconciliation Summary | Reconciliation Detail

Tool Search: PI-1563 Pupil Count

The PI-1563 Reconciliation extract is used to track changes between the September count date and the January count date. This report compares the results of the Head Count Summary Adjusted Head Count (page 9) for two different time periods. It also reports which students have added or dropped enrollments between the two count dates.



PI-1563 Reconciliation Count Report

Report Logic

A student must have an active enrollment on either the September Count Date or the January Count

Date and will be reported one time for each selected calendar.

Students do not report when:

- The PI-1563 Exclude checkbox is marked on the Enrollment record.
- The Enrollment record is marked as a No Show.
- The Enrollment record is marked as State Exclude.
- The Calendar is marked as State Exclude.
- The Grade Level of enrollment is marked as State Exclude.
- The student's Census Status is N: Private School or H: Home Schooled.

Reductions for all columns:

- Non-Resident Reductions reported on Head Count Page 2 do not report.
- Resident Reductions reported on Head Count Page 3 do not report.
- Resident Additions reporting on Head Count Page 4 do report.
- All other students with Census Statutes not specifically excluded in the above requirements report if all other criteria are met.
- Special rules for students marked at T: Tuition Waiver - Current Year are also used.

Students who turn three between the count dates will not be counted as Additions.

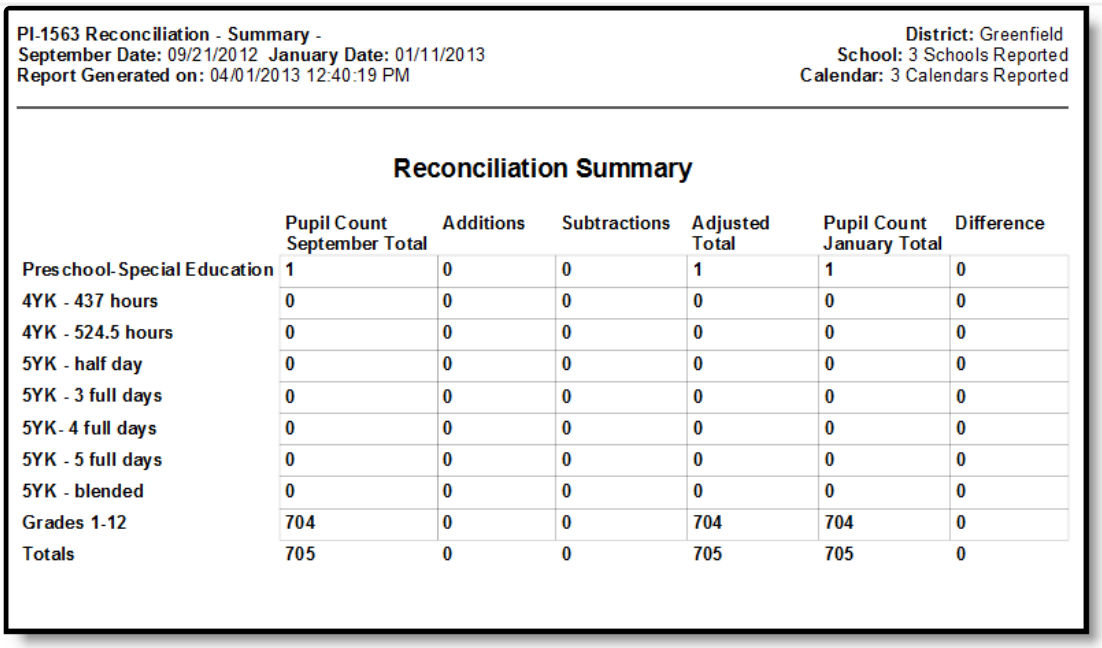
Extract Editor

Field	Description
Extract Type	Determines which PI-1563 extract generates. Select the **Reconciliation Report**.
September Date	The pre-populated date is the Third Friday in September reporting date for the school and year selected in the Campus toolbar. Dates can be entered in *mmddyy* format or use the calendar icon to select a date.
January Date	The pre-populated date is the second Friday in January reporting date, used to pull comparison data. Dates can be entered in *mmddyy* format or use the calendar icon to select a date.
Format	Selection indicates how the report generates. Use the Summary Format (PDF) to submit information to the state; use the Detail Format when reviewing data prior to state submission.
Calendar Selection	At least one calendar needs to be selected in order to generate. Calendars can be selected by Active Year, by School Name or by Year. When more than one calendar is selected, students who would be additions or subtractions within their own calendar still count as additions or subtractions even if they have enrollments in other calendars.

Field	Description
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 immediately display the results of the selected extract type/period. For a larger data set, use the **Submit to Batch** button. This allows the selection of a specific time in which the extract generates (after school hours). See the Batch Queue article for more information.

Generate the Extract

1. Select **Reconciliation Report** in the **Extract Type** dropdown box.
2. Enter the correct **September Date**, if not already populated.
3. Enter the correct **January Date**, if not already populated.
4. Select a **Format** in which to generate the report.
5. Select the **Calendars** 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** button to display the report immediately, or use the **Submit to Batch** button to determine when the report should generate. The report displays in the selected format.



PI-1563 Reconciliation - Summary -
September Date: 09/21/2012 **January Date:** 01/11/2013
Report Generated on: 04/01/2013 12:40:19 PM

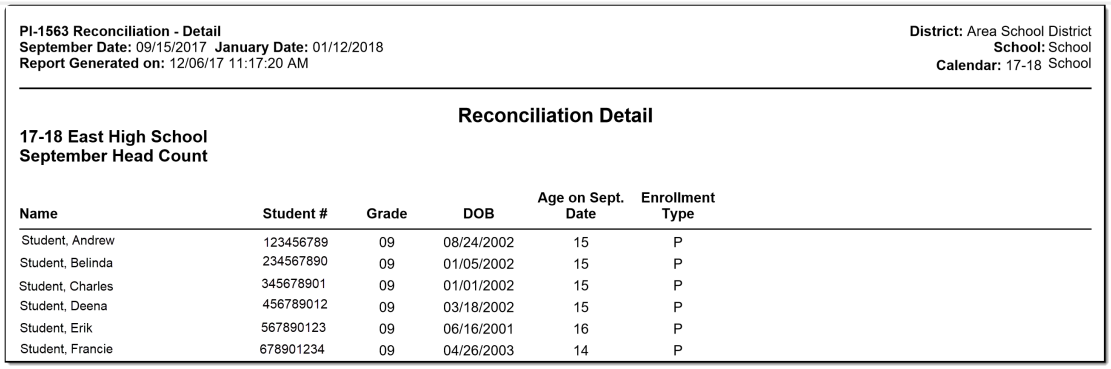
District: Greenfield
School: 3 Schools Reported
Calendar: 3 Calendars Reported

Reconciliation Summary

	Pupil Count September Total	Additions	Subtractions	Adjusted Total	Pupil Count January Total	Difference
Preschool-Special Education	1	0	0	1	1	0
4YK - 437 hours	0	0	0	0	0	0
4YK - 524.5 hours	0	0	0	0	0	0
5YK - half day	0	0	0	0	0	0
5YK - 3 full days	0	0	0	0	0	0
5YK- 4 full days	0	0	0	0	0	0
5YK - 5 full days	0	0	0	0	0	0
5YK - blended	0	0	0	0	0	0
Grades 1-12	704	0	0	704	704	0
Totals	705	0	0	705	705	0

Summary Format (PDF) Extract Example

For the Detail Report, September Head Count information reports first, then January Head Count information reports, by grade level. The student's Name (Last, First), Student State ID number, Grade Level and Date of Birth is reported.



PI-1563 Reconciliation - Detail
September Date: 09/15/2017 **January Date:** 01/12/2018
Report Generated on: 12/06/17 11:17:20 AM

District: Area School District
School: School
Calendar: 17-18 School

Reconciliation Detail

17-18 East High School
September Head Count

Name	Student #	Grade	DOB	Age on Sept. Date	Enrollment Type
Student, Andrew	123456789	09	08/24/2002	15	P
Student, Belinda	234567890	09	01/05/2002	15	P
Student, Charles	345678901	09	01/01/2002	15	P
Student, Deena	456789012	09	03/18/2002	15	P
Student, Erik	567890123	09	06/16/2001	16	P
Student, Francie	678901234	09	04/26/2003	14	P

Detail Format (PDF) - September Page

Reconciliation Summary

Column Descriptions

Name	Description
Pupil Count September Total	Reports the total of students enrolled on the September Date who are not excluded by the selection criteria. This field equals the totals line on the Adjusted Head Count (page 9) of the Head Count Report for the same date and data set.
Additions	Reports a count of students who have enrollment start dates after the September Date but on or before the January Date and who are not excluded by the selection criteria. Students must have an active enrollment on the January Date in the given calendar and must not have an active enrollment on the September Date.
Subtractions	Reports the total of students who have enrollment end dates after the September Date but on or before the January Date and who are not excluded by the selected criteria. Students must have an active enrollment on the September Date must not have an active enrollment on the January Date in the given calendar.
Adjusted Total	Reports the Pupil Count September Total plus Additions minus Subtractions.
Pupil Count January Total	Reports the total of students enrolled on the January Date who are not excluded by the selection criteria. This field equals the totals line on the Adjusted Head Count (page 9) of the Head Count Report for the same date and data set.
Difference	Reports the Pupil Count January Total minus the total of the Adjusted Total.

When a student turns three after the September Date but on or before the January Date, the student will not be counted as an addition. This can cause a positive number in the difference column.

In addition, if a student has multiple enrollments, and the first enrollment has one census status, and the second a different census status, AND the student changes grades, the student may be counted in two different grade level rows as additions/subtractions; however, if the student is present on both count dates, these additions and subtractions will cancel each other out, and the reconciliation will balance in the Totals line.

Non-Resident Reductions (reported on page 2 of the Head Count Report) and **Resident Reductions** (reported on page 3 of the Head Count Report) do not report.

Row Descriptions

Grade	Logic

Preschool - Special Education	• The student must be three years old on or before the Effective Date.
	• The student must have an active, locked IEP on the Effective Date with a Primary Disability that is not blank or N: Not Disabled.
	• The grade level can be:
	  ◦ E3: Special Ed for age 3
	  ◦ E4: Special Ed for age 4
	  ◦ E5: Special Ed for age 5

4YK - 437 Hours	Reports students who are enrolled in grade levels with one of the following Kindergarten Codes: • 50K4:437 hours 4-yr Kindergarten, With Outreach • 50K4N:437 hours 4-yr Kindergarten, No Outreach • K4a:4-year-old Kindergarten, 437 hours
4YK - 524.5 Hours	Reports students who are enrolled in grade levels with one of the following Kindergarten Codes: • 60K4:524.5 Hours 4-yr Kindergarten, With Outreach • K4b:4-year-old Kindergarten, 524.5 hours
5YK - Half Day	Reports students who are enrolled in grade levels with one of the following Kindergarten Codes: • 50KG: Half-day KG • KGd:Half Day

Grade	Logic
5YK - 3 Full Days	Reports students who are enrolled in grade levels with one of the following Kindergarten Codes: • 60KG:3-Day Per Week KG • KGc:Full Day 3 Days a Week
5YK - 4 Full Days	Reports students who are enrolled in grade levels with one of the following Kindergarten Codes: • 80KG:4-Day Per Week KG • KGb:Full Day 4 Days a Week
5YK - 5 Full Days	Reports students who are enrolled in grade levels with one of the following Kindergarten Codes: • 100KG:5-Day Per Week KG • KGa:Full Day 5 Days a Week
5YK - Blended	Reports students who are enrolled in grade levels with one of the following Kindergarten Codes: • VARKG:Blended KG Program
Grades 1-12	• Students must be enrolled in grade levels 1-12 • Grade level must not have a Kindergarten Code required by any other row.
Total	Sums all rows.

Reconciliation Detail

The Detail Report lists students by name once per calendar. Students must be reported on the Summary report for the equivalent category. Students are sorted in each section first by grade, then by last name.

Students are divided into sections as follows:

Section Title	Business Rules
September Head Count	Reports students who are counted in the Reconciliation Summary September Head Count total.
Additions	Reports students who are counted in the Reconciliation Summary Additions total.
Subtractions	Reports students who are counted in the Reconciliation Summary Subtractions total.

Section Title	Business Rules
January Head Count	Reports students who are counted in the Reconciliation Summary January Head Count total.
September Validations	Reports students who report in September but do not report on Additions, Subtractions or January totals.
January Validations	Reports students who report in January but do not report on Additions, Subtractions or September totals.

A change of enrollment in grades 1-12 does not trigger a subtraction or addition. Subtraction or Addition students are not counted when the following criteria is met:

- The student has an enrollment in grades 1-12 with an end date that falls on or after the September date, but before the January date in the given school.
- The student has a second enrollment in the same school in a different grade level (grades 1-12 only) which is active on the January date in the given school.

Column Descriptions

Name	Description
Student Name	Displays the students Last, First name.
Student Number	Displays the student's State ID number (WSLS #).
Grade	Displays the student's grade level of enrollment.
Date of Birth	Displays the student's birth date.
Age on Sept./Jan. Count Date	Displays the student's age as of the September or January Count Date.
Enrollment Type	Reports the student's Enrollment Service Type (P: Primary, S: Partial or N: Special Education).
Start Date	Displays the start date of enrollment valid on the count date.
End Date	Displays the end date of enrollment valid on the count date.

Name	Description
Reason	Displays the Reason for Different: • Unknown • Grade Change • IEP Status • Age Multiple reasons display for each student as needed. If a student has multiple simultaneous enrollments in the same calendar, all reasons for all enrollments report. A reason does not report if a student is excluded due to enrollment dates. If the difference is caused by combinations of reduction/non-reduction or valid/invalid Census Statuses in simultaneous enrollments, the student's name will be followed by an asterisk and the reason reports as Unknown.