WISEid Extract

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The WISEid Extracts tool provides a way to extract state IDs to upload to the state's new state ID system (WISEid). This can be used for both students and staff. Results of the report depend on the selected Extract Type.

The extracted data displays personal identifying information, including legal names for both students and staff.

WISEid Extract

Report Logic

Students who have enrollment records marked as state exclude ARE NOT included in the extract. Students who are enrolled in calendars marked as state exclude, or enrolled in grade levels marked as state exclude, or enrollments marked as No Show DO report for any selected extract type.

Student population depends on the selected Extract type.

Extract Type	Population
Student	Reports students who have an active enrollment that is not marked as state exclude (enrollment record does not have an end date) within the dates entered on the editor for the selected calendar. Students marked as No Show do not report.
Staff	Reports staff who have an active district employment record. If a date range is entered, only those staff who have a district employment record within the entered dates are returned.

Parent Identification Logic

The Extract Types related to student data include parent information. This report uses the following logic:

1. A person is found who has the Guardian checkbox marked and the relationship is NOT ended as of the effective date of the extract. This reports first from the Primary Household relationships, then from Secondary Household Relationships, then from Non-Household Relationships.
2. If multiple guardians exist in the same household as the student, the person with the lowest personID reports as Parent 1; the person with the second lowest personID reports as Parent 2.
3. If only one person is marked as guardian in the same household as the student, that person reports as Parent 1. The secondary and non-household relationships are reviewed for any other person marked as guardian, and if found, that person reports as Parent 2. Otherwise, the Parent 2 fields report blank.
4. The most recent identity information for Parent 1 and Parent 2 reports.

Report Editor

Student Extract

Field	Description
Extract Type	Selection indicates the extract for which IDs are being generated. It also determines the report population and date logic. Select **Student**.
Effective Date	These fields are required in order to generate the report. Dates can be entered in *mmddyy* format, or use the calendar icon to select a date. This date is used to find active students (no end date on enrollment record, actively enrolled as of the entered date).

Field	Description
People without State ID Only	When marked, only students who do not have an existing ID are included, as long as those students meet other reporting requirements.
Use Legal Identities Where Provided?	When marked, the person's legal name/gender is used when provided.
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. These options only display when the Extract Type is set to Student.
Format	The extract can be generated in either CSV or HTML. Use the CSV option when uploading the data to the state system.
Calendar Selection	At least one calendar needs to be selected in order to generate the extract. Multiple calendars can be chosen by using the CTRL and SHIFT keys. It is advised that not all calendars be chosen at once due to the amount of data that is returned in the extracts. Calendars can be selected by active year, by school or by year. This option only displays when the Extract Type is set to Student.
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.

Staff Extract

Field	Description
Extract Type	Selection indicates the extract for which IDs are being generated. It also determines the report population and date logic. Select **Staff**.
Effective Date	These fields are required in order to generate the report. Dates can be entered in *mmddyy* format, or use the calendar icon to select a date. This date is used to find active staff (no end date on employment record, actively employed as of the entered date).

Field	Description
People without State ID Only	When marked, only staffs who do not have an existing ID are included, as long as those students meet other reporting requirements.
Use Legal Identities Where Provided?	When marked, the person's legal name/gender is used when provided.
Format	The extract can be generated in either CSV or HTML. Use the CSV option when uploading the data to the state system.
Calendar Selection	At least one calendar needs to be selected in order to generate the extract. Multiple calendars can be chosen by using the CTRL and SHIFT keys. It is advised that not all calendars be chosen at once due to the amount of data that is returned in the extracts. Calendars can be selected by active year, by school or by year. This option only displays when the Extract Type is set to Student.
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 WISEid Student Extract

1. Select the **Student Extract Type** from the dropdown list.
2. Enter the **Effective Date** from which to report data.
3. If desired, mark the **People w/o State ID Only** checkbox.
4. If desired, mark the **Use Legal Identities Where Provided?** checkbox.
5. Select the students to include in the report by choosing either a **Grade** level or an **Ad hoc Filter**.
6. Determine how **UIDs should display**, selecting the appropriate radio button.
7. Select the **Format** of the extract.
8. Select the **Calendars** to include in the report.
9. 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.

WISEid Extract Student Type - HTML Format

Generate the WISEid Staff Extract

1. Select the **Staff Extract Type** dropdown list.
2. Enter the **Effective Date** from which to report data.
3. If desired, mark the **People w/o State ID Only** checkbox.
4. If desired, mark the **Use Legal Identities Where Provided?** checkbox.
5. Determine how **UIDs should display**, selecting the appropriate radio button.
6. Select the **Format** of the extract.
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.

WISEid Extract Staff - CSV Format

Extract Layout

Data Element	Description	Location

Data Element	Description	Location
WISEid	Permanent identifier for students/staff in the education system. This field reports the state ID for students and staff. *Numeric, 10 digits*	Identities > Student State ID, Staff State ID Person.studentStateID Person.staffStateID
Local Person ID	Reports the unique Local Number for students or staff. *Numeric, 50 digits*	Identity Person.personID
Last Name	Reports the student's or staff person's legal last name from the current identity record. - If the 'Use Legal Identities Where Provided?' is checked on the extract editor: - Reports the Legal Last Name from the Protected Identity Information fields.. - If all legal name fields are blank, then reports from the Last Name field. - If the 'Use Legal Identities Where Provided?' is NOT checked on the extract editor: - Reports from the Last Name field. - Only allowable characters report (A-Z, hyphens, apostrophes, periods, spaces). If special characters are used, the accented character is removed with the equivalent non-accented character. *Alphanumeric, 50 characters*	Identities > Legal Last Name Identity.legalLastName Identities > Last Name Identity.lastName

Data Element	Description	Location

First Name	Reports the student's or staff person's legal first name from the current identity record.
	• If the 'Use Legal Identities Where Provided?' is checked on the extract editor:
	  ○ Reports the Legal First Name from the Protected Identity Information fields.
	  ○ If all legal name fields are blank, then reports from the First Name field.
	• If the 'Use Legal Identities Where Provided?' is NOT checked on the extract editor:
	  ○ Reports from the First Name field.
	• Only allowable characters report (A-Z, hyphens, apostrophes, periods, spaces). If special characters are used, the accented character is removed with the equivalent non-accented character.
	
	Alphanumeric, 50 characters
		Identities > Legal First Name
		
		Identity.legalFirstName
		
		Identities > First Name
		
		Identity.firstName

Middle Name	Reports the student's or staff person's legal middle name from the current identity record.
	• If the 'Use Legal Identities Where Provided?' is checked on the extract editor:
	  ○ Reports the Legal Middle Name from the Protected Identity Information fields.
	  ○ If all legal name fields are blank, then reports from the Middle Name field.
	    ▪ If the Middle Name field is blank, then reports blank.
	• If the 'Use Legal Identities Where Provided?' is NOT checked on the extract editor:
	  ○ Reports from the Middle Name field.
	    ▪ If the Middle Name field is blank, then reports blank.
	• Only allowable characters report (A-Z, hyphens, apostrophes, periods, spaces). If special characters are used, the accented character is removed with the equivalent non-accented character.
	
	Alphanumeric, 50 characters
		Identities > Legal Middle Name
		
		Identity.legalMiddleName
		
		Identities > Middle Name
		
		Identity.MiddleName

Data Element	Description	Location
Suffix	Reports the student's or staff person's legal suffix from the current identity record. • If the 'Use Legal Identities Where Provided?' is checked on the extract editor: 　◦ Reports the Legal Suffix from the Protected Identity Information fields. 　◦ If all legal name fields are blank, then reports from the Suffix field. 　　▪ If the Suffix field is blank, then reports blank. • If the 'Use Legal Identities Where Provided?' is NOT checked on the extract editor: 　◦ Reports from the Suffix field. 　　▪ If the Suffix field is blank, then reports blank. • Only allowable characters report (A-Z, hyphens, apostrophes, periods, spaces). *Alphanumeric, 15 characters*	Identities > Legal Suffix Identity.legalSuffix Identities > Suffix Identity.suffix
Birth Date	Reports the student's or staff person's entered birth date from the current identity record. *Date field, 10 characters (mm/dd/yyyy)*	Identities > Birth Date Identity.birthDate

Data Element	Description	Location

Gender ID	Report from the current identity record:
	• If the 'Use Legal Identities Where Provided?' is checked on the extract editor:
	   ◦ Reports the Legal Gender from the Protected Identity Information fields based on the value selected:
	      1. Female, report 'F'.
	      2. Male, report 'M'.
	   ◦ If the Legal Gender field is blank, then reports from the Gender field with the following values:
	      1. Female, report 'F'.
	      2. Male, report 'M'.
	      3. Non-binary, report 'X'.
	• If the 'Use Legal Identities Where Provided?' is NOT checked on the extract editor:
	   ◦ Reports from the Gender field with the following values:
	      1. Female, report 'F'.
	      2. Male, report 'M'.
	      3. Non-binary, report 'X'.
	
	Alphabetic, 1 character
		Identities > Gender
		
		Identity.gender

Race Key	A code corresponding to the racial/ethnic group or groups with which the person identifies. *Alphanumeric, 4 characters*	Identities > Race/Ethnicity Identity.raceEthnicity
Other Name Last Name	A former last name a person may have had from the most recent previous identity record. • If there is a legal name, information reports from the most recent identity. • Only allowable characters report (A-Z, hyphens, apostrophes, periods, spaces). If special characters are used, the accented character is removed with the equivalent non-accented character. *Alphanumeric, 50 characters*	Identities > Last Name Identity.lastName

Data Element	Description	Location
Other Name First Name	A former first name a person may have had from the most recent previous identity record. • If there is a legal name, information reports from the most recent identity. • Only allowable characters report (A-Z, hyphens, apostrophes, periods, spaces). If special characters are used, the accented character is removed with the equivalent non-accented character. *Alphanumeric, 50 characters*	Identities > First Name Identity.frstName
Other Name Middle Name	A former middle name a person may have had from the most recent previous identity record. • If there is a legal name, information reports from the most recent identity. • Only allowable characters report (A-Z, hyphens, apostrophes, periods, spaces). If special characters are used, the accented character is removed with the equivalent non-accented character. *Alphanumeric, 50 characters*	Identities > Middle Name Identity.middleName
Other Name Suffix	A former suffix name a person may have had from the most recent previous identity record. • If there is a legal name, information reports from the most recent identity. • Only allowable characters report (A-Z, hyphens, apostrophes, periods, spaces) *Alphanumeric, 15 characters*	Identities > Suffix Identity.suffix

Data Element	Description	Location
WISEsecure Role	Indicates a person's WISEsecure role, which is connected to the Local Person ID and Email. Reports the selected value. • 01 - None • 02 - Educational Support • 03 - Teacher • 04 - Principal/Designee • 05 - Special Ed Director/Designee This field reports a value of *Student* for students. Access to update this field requires a WISEstaff Agency Staff Admin security role in addition to a WISEid role with create/edit ability. When the Extract Type is Staff and Campus HR is enabled, the name from the WISEstaff Position Code on the Work Assignment Detail editor reports. When the Extract Type is Staff and Campus HR is NOT enabled, the name of the WISEsecure Role on the District Employment editor reports. *Alphanumeric, 50 characters*	District Employment > WISE Secure Role Employment.stateRole Assignment > Position Code/Description
Email Address	Reports the email address of the individual and is used for the upcoming WISEsecure system to authorize access to DPI systems. The email address is connected to each unique combination of a WISEid, Local Person ID, and Local Person ID Key Type per agency. Each unique email can only be associated to one WISEid record, although the same WISEid can have the same email applied to multiple Local Person IDs. *Alphanumeric, 50 characters*	Demographics > Person Contact Information Contact.email

Data Element	Description	Location
Multiple Birth Indicator	Indicates if a person was part of a set from the same birth (twins, triplets, etc,). • Reports a value of Y when the Multiple Birth Order field is marked on the most recent Identity record. • Reports a value of N when the Multiple Birth Order field is not marked on the most recent Identity record. *Alphanumeric, 1 character (Y or N)*	Identities Identity.multipleBirth
The following fields only report for the Student based extracts. These fields DO NOT report a value when generating the Staff Extract Type.		
Born Outside US	Required if the Local Person ID Key Type is for a student. Reports the value from the most recent identity selected in the Birth Country field on the Identities tab. • If the answer to "Was this person born outside of the United States or Puerto Rico?" is Yes, reports a value of Y. • If the answer to "Was this person born outside of the United States or Puerto Rico?" is No, reports a value of N. If the Birth Country field is US: United States of America or PR: Puerto Rico or is not populated, reports a value of N. For all other selections, reports a value of Y. *Alphanumeric, 1 character (Y or N)*	Identities > Birth Country Identity.birthCountry
Birth City	Reports the value from the most recent identity entered into the Birth City field on the Identities tab for students. *Alphanumeric, 30 characters*	Identities > Birth City Identity.birthCity
Birth State	Reports the selected value from the Birth State field from the most recent identity record. *Alphanumeric, 2 characters*	Identities > Birth State Identity.birthState

Data Element	Description	Location
Birth County	Reports the selected value from the Birth County field from the most recent identity record. *Alphanumeric, 30 characters*	Identities > Birth County Identity.birthCounty
Birth Country	Reports the selected value from the Birth Country field. from the most recent identity record. *Alphanumeric, 60 characters*	Identities > Birth Country Identity.birthCountry
Entity ID	DPI-assigned educator file identification number. Reports blank. *Numeric, 10 digits*	N/A
Local Person ID Key	Reports Student when the report population includes students; reports Staff when the report population includes staff. *Numeric, 10 digits*	N/A
Parent 1 Type	Reports a value of G (Guardian) when the report population is for students. *Alphabetic, 1 character*	N/A
Parent 1 Last Name	Reports the guardian's last name of the student where the Guardian checkbox is marked and the Relationship is not ended. See the Parent Identification Logic for more information. Only allowable characters report (A-Z, hyphens, apostrophes, periods, spaces). If special characters are used, the accented character is removed with the equivalent non-accented character. *Alphanumeric, 50 characters*	Identity > Last Name Identity.lastName Relationships > Guardian Identity > Person ID

Data Element	Description	Location
Parent 1 First Name	Reports the guardian's first name of the student where the Guardian checkbox is marked and the Relationship is not ended. See the Parent Identification Logic for more information. Only allowable characters report (A-Z, hyphens, apostrophes, periods, spaces). If special characters are used, the accented character is removed with the equivalent non-accented character. *Alphanumeric, 50 characters*	Identity > First Name Identity.firstName Relationships > Guardian Identity > Person ID
Parent 1 Middle Name	Reports the guardian's middle name of the student, where the Guardian checkbox is marked and the Relationship is not ended. See the Parent Identification Logic for more information. Only allowable characters report (A-Z, hyphens, apostrophes, periods, spaces). If special characters are used, the accented character is removed with the equivalent non-accented character. *Alphanumeric, 50 characters*	Identities > Middle Name Identity.middleName Relationships > Guardian Identities > Person ID
Parent 1 Name Suffix	Reports the guardian's suffix of the student where the Guardian checkbox is marked and the Relationship is not ended. See the Parent Identification Logic for more information. *Alphanumeric, 15 characters*	Identities > Suffix Identity.suffix Relationships > Guardian Identities > Person ID
Parent 2 Type	Reports a value of G (Guardian) when the report population is for students. If there is no second person marked as guardian for the student, this field reports blank. *Alphabetic, 1 character*	N/A

Data Element	Description	Location
Parent 2 Last Name	Reports the guardian's last name of the student where the Guardian checkbox is marked and the Relationship is not ended. See the Parent Identification Logic for more information. Only allowable characters report (A-Z, hyphens, apostrophes, periods, spaces). If special characters are used, the accented character is removed with the equivalent non-accented character. If there is no second person marked as guardian for the student, this field reports blank. *Alphanumeric, 50 characters*	Identities > Last Name Identity.lastName Relationships > Guardian Identities > Person ID
Parent 2 First Name	Reports the guardian's first name of the student where the Guardian checkbox is marked and the Relationship is not ended. See the Parent Identification Logic for more information. Only allowable characters report (A-Z, hyphens, apostrophes, periods, spaces). If special characters are used, the accented character is removed with the equivalent non-accented character. If there is no second person marked as guardian for the student, this field reports blank. *Alphanumeric, 50 characters*	Identities > First Name Identity.firstName Relationships > Guardian Identities > Person ID

Data Element	Description	Location
Parent 2 Middle Name	Reports the guardian's middle name of the student where the Guardian checkbox is marked and the Relationship is not ended. See the Parent Identification Logic for more information. Only allowable characters report (A-Z, hyphens, apostrophes, periods, spaces). If special characters are used, the accented character is removed with the equivalent non-accented character. If there is no second person marked as guardian for the student, this field reports blank. *Alphanumeric, 50 characters*	Identities >Middle Name Identity.middleName Relationships > Guardian Identities > Person ID
Parent 2 Name Suffix	Reports the guardian's suffix of the student where the Guardian checkbox is marked and the Relationship is not ended. See the Parent Identification Logic for more information. If there is no second person marked as guardian for the student, this field reports blank. *Alphanumeric, 15 characters*	Identities > Suffix Identity.suffix Relationships > Guardian Identities > Person ID