

P-EBT Upload (Wisconsin)

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Tool Search: P-EBT Upload

The P-EBT (Pandemic Electronic Benefits) Extract returns a count of a student's P-EBT eligible days for a month during the reporting range for those students who receive free or reduced meals.

The screenshot shows the 'P-EBT Upload' interface. At the top, there is a breadcrumb trail: 'Reporting > WI State Reporting > P-EBT Upload'. Below this is a blue header 'WI P-EBT Upload'. A text box explains that the upload returns the number of P-EBT eligible days a student qualifies for each month, with details on eligibility criteria and data calculation. The main interface is divided into two columns: 'Extract Options' and 'Selected Calendars'. Under 'Extract Options', the 'Effective Date' is set to 06/05/2024, 'Grade' is set to 'All Grades' (with a dropdown menu showing 08T, E3, E4, K2), 'Ad Hoc Filter' is empty, and 'Format' is set to 'CSV (State Format)'. There are 'Generate Extract' and 'Submit to Batch' buttons. Under 'Selected Calendars', the user is asked 'Which calendar(s) would you like to include in the report?' with radio buttons for 'active year', 'list by school', and 'list by year'. A list of schools for the 23-24 school year is displayed, including Bull Early Education Cen, Case High School, Census School, Community Partner 4K (Di), Dr Jones Elementary, Fratt Elementary, Gifford, Gilmore Fine Arts School, Goodland Montessori, Horlick High School, and Jefferson Lighthouse Ele.

P-EBT Upload

Report Logic

A student must have an active primary enrollment and be receiving free or reduced price meals in the selected school during the reporting range - August 1 through the entered Effective Date.

Students are counted when they have an active Free or or Reduced [FRAM eligibility](#) or when a school is enrolled in the USDA Community Eligibility Provision (CEP) School.

- The [School History](#) record must have a Provision of 5: CEP.
- The School Year being reported must be within the Provision Base Year and the Provision End Year.

A P-EBT Eligible day is one in which a student who received free/reduced meals is learning virtually or is absent for a COVID-related reason.

- P-EBT eligible days are calculated for whole months with the date range that is in the past. When the entered effective date is March 15, P-EBT eligible days are calculated through February.

- When a student does not have any P-EBT eligible days, they are not included in the report.

A student must also have an [Instruction Mode](#) record where they are learning virtually or were absent from on-site learning due to COVID, OR they are in a [Blended Learning Group](#) that is meeting virtually for the day.

Students are not included when:

- The enrollment record is marked as No Show, WISE Exclude or State Exclude.
- The grade level of enrollment is marked as State Exclude.
- The calendar of enrollment is marked as State Exclude or Summer School.

Report Editor

Field	Description
Effective Date	Entered date is used to count a student's P-EBT eligible days, starting from August 1. The current date is auto-populated; use the calendar icon to select a new date, or enter a new date in mm/dd/yyyy format.
Grade	Selection indicates which grade levels of enrollment are included in the report.
Ad hoc Filter	Select a saved ad hoc filter to only include those students in the filter in the report, assuming those students meet the reporting logic and business rules of this report.
Format	The P-EBT Extract can be generated in either CSV or HTML formats.
Calendar Selection	At least one calendar needs to be selected in order to generate the report. Reports can be selected by Active Year, School or Year.
Report Generation	The P-EBT Extract can be generated immediately using the Generate Report button. Or, use the Submit to Batch button to select when the report is generated. See the Batch Queue article for more information on this functionality.

Generate the P-EBT Extract

1. Enter the desired **Effective Date**.
2. Select the desired **Grade** levels to include in the report.
3. If desired, select students from an existing **Ad hoc Filter**.
4. Select the **Format** of the report.
5. Select the **Calendar(s)** from which to report information.
6. Click the **Generate Extract** button or use the **Submit to Batch** button. The report displays in the desired format.

P-EBT Upload Records:3

School District Code	School Code	School Name	First Name	Middle Initial	Last Name	Date of Birth	Suffix	Grade	Gender	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Parent/Caretaker First Name	Parent/Caretaker Middle Initial	Parent/Caretaker Last Name
264	86210	Abbott Elementary	BRYAN	L	STUDENT	01/06/2013		3	M	0	21	20	17	16	19	17	11	0	0	BRYAN	L	PARENT	
264	86210	Abbott Elementary	NINA		STUDENT	03/06/2011		5	M	0	21	20	17	16	19	17	11	0	0	CAMERYN		PARENT	
264	86210	Abbott Elementary	POPPY	T	STUDENT	11/08/2016		K3/K4/PK	M	0	21	20	17	16	19	20	11	0	0	LYNN		PARENT	

P-EBT Upload - HTML Format

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	School Dis	School Co	School Na	First Name	Middle In	Last Name	Date of Birth	Suffix	Grade	Gender	Aug	Sep	Oct	Nov	Dec	Jan	Feb
2	264	82610	Abbott El	BRYAN	L	STUDENT	1/6/2013		3	M	0	21	20	17	16	19	15
3	264	82610	Abbott El	NINA		STUDENT	3/6/2011		5	M	0	21	20	17	16	19	15
4	264	82610	Abbott El	POPPY	T	STUDENT	11/8/2016		K3/K4/PK	M	0	21	20	17	16	19	15
5																	
6																	

P-EBT Upload - CSV Format

Report Layout

Data Element	Description	Location
School District Code	Reports the number assigned to a school district by the state department of education. <i>Numeric, 4 digits</i>	District Information > State District Number District.number
School Code	Reports the state-assigned school number. <i>Numeric, 4 digits</i>	School Information > State School Number School.number
School Name	Reports the school in which the student is enrolled. <i>Alphanumeric, 30 characters</i>	School Information > School Name School.name
First Name	Reports the student's first name. <i>Alphanumeric, 30 characters</i>	Demographics > First Name Identity.firstName
Middle Initial	Reports the student's middle initial. <i>Alphanumeric, 1character</i>	Demographics > Middle Name Identity.middleName

Data Element	Description	Location
Last Name	<p>Reports the student's last name.</p> <p>When the Report Legal Name checkbox is marked, the student's Last Name reports from the Legal Last Name field.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Demographics > Last Name</p> <p>Identity.lastName</p> <hr/> <p>Identities > Legal Last Name</p> <p>Identity.legalLastName</p>
Date of Birth	<p>Reports the student's date of birth.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Demographics > Birth Date</p> <p>Identity.birthDate</p>
Suffix	<p>Reports any assigned generational birth designation (Jr, III, etc.).</p> <p><i>Alphanumeric, 5 characters</i></p>	<p>Demographics > Suffix</p> <p>Identity.suffix</p>
Grade	<p>Reports the student's grade level of enrollment.</p> <p>Leading zeros are removed from grade levels 1-9. Students in grades K3, K4, or PK report as K3/K4/PK.</p> <p><i>Alphanumeric, 3 digits</i></p>	<p>Enrollments > Grade</p> <p>Enrollment.grade</p>
Gender	<p>Reports the student's legal gender from the current identity record.</p> <p>When the Legal Gender field is blank, reports from the Gender field.</p> <p><i>Alphanumeric, 1 character (M or F)</i></p>	<p>Identities > Legal Gender</p> <p>Identity.legalGender</p> <hr/> <p>Demographics > Gender</p> <p>Identity.gender</p>

Data Element	Description	Location
<p>August</p>	<p>Reports the count of the student's P-EBT eligible days within the month of August where:</p> <ul style="list-style-type: none"> • Student's FRAM Eligibility is F or R; AND • Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR • Student is in a Blended Learning Group that is remote for the day. <p>The Effective Date entered on the Report Editor must be greater than or equal to September 1 (09/01).</p>	<p>Calculated value</p>
<p>September</p>	<p>Reports the count of the student's P-EBT eligible days within the month of September where:</p> <ul style="list-style-type: none"> • Student's FRAM Eligibility is F or R; AND • Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR • Student is in a Blended Learning Group that is remote for the day. <p>The Effective Date entered on the Report Editor must be greater than or equal to October 1 (10/01).</p>	<p>Calculated value</p>

Data Element	Description	Location
October	<p>Reports the count of the student's P-EBT eligible days within the month of October where:</p> <ul style="list-style-type: none"> • Student's FRAM Eligibility is F or R; AND • Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR • Student is in a Blended Learning Group that is remote for the day. <p>The Effective Date entered on the Report Editor must be greater than or equal to November 1 (11/01).</p>	Calculated value.
November	<p>Reports the count of the student's P-EBT eligible days within the month of November where:</p> <ul style="list-style-type: none"> • Student's FRAM Eligibility is F or R; AND • Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR • Student is in a Blended Learning Group that is remote for the day. <p>The Effective Date entered on the Report Editor must be greater than or equal to December 1 (12/01).</p>	Calculated value.

Data Element	Description	Location
December	<p>Reports the count of the student's P-EBT eligible days within the month of December where:</p> <ul style="list-style-type: none"> • Student's FRAM Eligibility is F or R; AND • Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR • Student is in a Blended Learning Group that is remote for the day. <p>The Effective Date entered on the Report Editor must be greater than or equal to January 1 (01/01).</p>	Calculated value
January	<p>Reports the count of the student's P-EBT eligible days within the month of January where:</p> <ul style="list-style-type: none"> • Student's FRAM Eligibility is F or R; AND • Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR • Student is in a Blended Learning Group that is remote for the day. <p>The Effective Date entered on the Report Editor must be greater than or equal to February 1 (02/01).</p>	Calculated value

Data Element	Description	Location
February	<p>Reports the count of the student's P-EBT eligible days within the month of February where:</p> <ul style="list-style-type: none"> • Student's FRAM Eligibility is F or R; AND • Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR • Student is in a Blended Learning Group that is remote for the day. <p>The Effective Date entered on the Report Editor must be greater than or equal to March 1 (03/01).</p>	Calculated value
March	<p>Reports the count of the student's P-EBT eligible days within the month of March where:</p> <ul style="list-style-type: none"> • Student's FRAM Eligibility is F or R; AND • Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR • Student is in a Blended Learning Group that is remote for the day. <p>The Effective Date entered on the Report Editor must be greater than or equal to April 1 (04/01).</p>	Calculated value

Data Element	Description	Location
April	<p>Reports the count of the student's P-EBT eligible days within the month of April where:</p> <ul style="list-style-type: none"> • Student's FRAM Eligibility is F or R; AND • Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR • Student is in a Blended Learning Group that is remote for the day. <p>The Effective Date entered on the Report Editor must be greater than or equal to May 1 (03/01).</p>	Calculated value
May	<p>Reports the count of the student's P-EBT eligible days within the month of May where:</p> <ul style="list-style-type: none"> • Student's FRAM Eligibility is F or R; AND • Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR • Student is in a Blended Learning Group that is remote for the day. <p>The Effective Date entered on the Report Editor must be greater than or equal to June 1 (06/01).</p>	Calculated value.

Data Element	Description	Location
June	<p>Reports the count of the student's P-EBT eligible days within the month of June where:</p> <ul style="list-style-type: none"> • Student's FRAM Eligibility is F or R; AND • Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR • Student is in a Blended Learning Group that is remote for the day. <p>The Effective Date entered on the Report Editor must be equal to June 30 (06/30).</p> <p>NOTE: When the Report Effective Date is in June, the entered date must be June 30 in order to report the eligible days from June.</p>	Calculated value
Parent/Caretaker First Name	<p>Reports the first name of the person marked as Primary Guardian.</p> <p>Parent/Guardian information reports as follows:</p> <ul style="list-style-type: none"> • The Primary and current Household is determined first. • The current address reports from the primary and current household. • The individual marked as Guardian in that primary and current household who has the lowest personID reports as the Guardian on the report. <p><i>Alphanumeric, 30 characters</i></p>	Demographics > First Name Identity.firstName

Data Element	Description	Location
<p>Parent/Caretaker Middle Initial</p>	<p>Reports the middle initial of the person marked as Primary Guardian.</p> <p>Parent/Guardian information reports as follows:</p> <ul style="list-style-type: none"> • The Primary and current Household is determined first. • The current address reports from the primary and current household. • The individual marked as Guardian in that primary and current household who has the lowest personID reports as the Guardian on the report. <p><i>Alphanumeric, 1 character</i></p>	<p>Demographics > Middle Name</p> <p>Identity.middleName</p>
<p>Parent/Caretaker Last Name</p>	<p>Reports the last name of the person marked as Primary Guardian.</p> <p>Parent/Guardian information reports as follows:</p> <ul style="list-style-type: none"> • The Primary and current Household is determined first. • The current address reports from the primary and current household. • The individual marked as Guardian in that primary and current household who has the lowest personID reports as the Guardian on the report. <p><i>Alphanumeric, 30 characters</i></p>	<p>Demographics > Last Name</p> <p>Identity.lastName</p>

Data Element	Description	Location
Parent/Caretaker Date of Birth	<p>Reports the birth date of the person marked as Primary Guardian.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Demographics > Birth Date</p> <p>Identity.birthDate</p>
Parent/Caretaker Phone Number	<p>Reports the 10-digit primary phone number assigned at the household, including area code (no dashes).</p> <p>When there is no phone number for the household, this field reports blank.</p> <p><i>Numeric, 10 digits</i></p>	<p>Demographics > Phone</p> <p>Contact.householdPhone</p>
Parent/Caretaker Email	<p>Reports the email address of the person marked as Primary Guardian.</p> <p><i>Alphanumeric, 100 characters</i></p>	<p>Demographics > Email</p> <p>Contact.email</p>
Parent/Caretaker Street	<p>Reports the student's most recent active mailing address (street address when entered, or PO Box when marked).</p> <p>When there is no address available for the student, this field reports blank.</p> <p><i>Alphanumeric, 44 characters</i></p>	<p>Households > Addresses > Address</p> <p>Address.number Address.POBox Address.street Address.prefix Address.tag Address.direction</p>
Parent/Caretaker Street 2	<p>Reports the Apartment of the address, if available. Otherwise, this field reports blank.</p> <p><i>Alphanumeric, 3 characters</i></p>	<p>Households > Addresses > Address > Apartment</p> <p>Address.apt</p>

Data Element	Description	Location
Parent/Caretaker City	<p>Reports the student's city as noted on their most recent active mailing address.</p> <p>When there is no city available for the student, this field reports blank.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Households > Addresses > Address</p> <p>Address.city</p>
Parent/Caretaker State	<p>Reports the student's state as noted on their most recent active mailing address.</p> <p>When there is no state available for the student, this field reports blank.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Households > Addresses > Address</p> <p>Address.state</p>
Parent/Caretaker Zip Code	<p>Reports the zip code (either 5-digit code or 9-digit code) of the student's most recent active mailing address.</p> <p>When there is no zip code available for the student, the school's zip code reports.</p> <p><i>Numeric, 10 digits (12345 or 12345-6789)</i></p>	<p>Households > Addresses > Address</p> <p>Address.zip</p> <hr/> <p>School Information > Address</p> <p>School.zip</p>