# 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.



*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 eligibile 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 | 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 | 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 | 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 Ele | BRYAN | L | STUDENT | 1/6/2013 | | 3 | M | 0 | 21 | 20 | 17 | 16 | 19 | 19 |
| 3 | 264 | 82610 | Abbott Ele | NINA | | STUDENT | 3/6/2011 | | 5 | M | 0 | 21 | 20 | 17 | 16 | 19 | 19 |
| 4 | 264 | 82610 | Abbott Ele | POPPY | T | STUDENT | 11/8/2016 | | K3/K4/PK | M | 0 | 21 | 20 | 17 | 16 | 19 | 19 |
| 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.<br><br>*Numeric, 4 digits* | District Information > State District Number<br><br>District.number |
| **School Code** | Reports the state-assigned school number.<br><br>*Numeric, 4 digits* | School Information > State School Number<br><br>School.number |
| **School Name** | Reports the school in which the student is enrolled.<br><br>*Alphanumeric, 30 characters* | School Information > School Name<br><br>School.name |
| **First Name** | Reports the student's first name.<br><br>*Alphanumeric, 30 characters* | Demographics > First Name<br><br>Identity.firstName |
| **Middle Initial** | Reports the student's middle initial.<br><br>*Alphanumeric, 1character* | Demographics > Middle Name<br><br>Identity.middleName |

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

| Data Element | Description | Location |
|---|---|---|
| **August** | Reports the count of the student's P-EBT eligible days within the month of August where:<br>• Student's FRAM Eligibility is F or R; AND<br>• Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR<br>• Student is in a Blended Learning Group that is remote for the day.<br><br>The Effective Date entered on the Report Editor must be greater than or equal to September 1 (09/01). | Calculated value |
| September | Reports the count of the student's P-EBT eligible days within the month of September where:<br>• Student's FRAM Eligibility is F or R; AND<br>• Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR<br>• Student is in a Blended Learning Group that is remote for the day.<br><br>The Effective Date entered on the Report Editor must be greater than or equal to October 1 (10/01). | Calculated value |

| Data Element | Description | Location |
|---|---|---|
| October | Reports the count of the student's P-EBT eligible days within the month of October where:<br>• Student's FRAM Eligibility is F or R; AND<br>• Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR<br>• Student is in a Blended Learning Group that is remote for the day.<br><br>The Effective Date entered on the Report Editor must be greater than or equal to November 1 (11/01). | Calculated value. |
| November | Reports the count of the student's P-EBT eligible days within the month of November where:<br>• Student's FRAM Eligibility is F or R; AND<br>• Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR<br>• Student is in a Blended Learning Group that is remote for the day.<br><br>The Effective Date entered on the Report Editor must be greater than or equal to December 1 (12/01). | Calculated value. |

| Data Element | Description | Location |
|---|---|---|
| December | Reports the count of the student's P-EBT eligible days within the month of December where:<br><br>• Student's FRAM Eligibility is F or R; AND<br>• Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR<br>• Student is in a Blended Learning Group that is remote for the day.<br><br>The Effective Date entered on the Report Editor must be greater than or equal to January 1 (01/01). | Calculated value |
| January | Reports the count of the student's P-EBT eligible days within the month of January where:<br><br>• Student's FRAM Eligibility is F or R; AND<br>• Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR<br>• Student is in a Blended Learning Group that is remote for the day.<br><br>The Effective Date entered on the Report Editor must be greater than or equal to February 1 (02/01). | Calculated value |

| Data Element | Description | Location |
|---|---|---|
| February | Reports the count of the student's P-EBT eligible days within the month of February where:<br>• Student's FRAM Eligibility is F or R; AND<br>• Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR<br>• Student is in a Blended Learning Group that is remote for the day.<br><br>The Effective Date entered on the Report Editor must be greater than or equal to March 1 (03/01). | Calculated value |
| March | Reports the count of the student's P-EBT eligible days within the month of March where:<br>• Student's FRAM Eligibility is F or R; AND<br>• Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR<br>• Student is in a Blended Learning Group that is remote for the day.<br><br>The Effective Date entered on the Report Editor must be greater than or equal to April 1 (04/01). | Calculated value |

| Data Element | Description | Location |
|---|---|---|
| April | Reports the count of the student's P-EBT eligible days within the month of April where:<br>• Student's FRAM Eligibility is F or R; AND<br>• Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR<br>• Student is in a Blended Learning Group that is remote for the day.<br><br>The Effective Date entered on the Report Editor must be greater than or equal to May 1 (03/01). | Calculated value |
| May | Reports the count of the student's P-EBT eligible days within the month of May where:<br>• Student's FRAM Eligibility is F or R; AND<br>• Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR<br>• Student is in a Blended Learning Group that is remote for the day.<br><br>The Effective Date entered on the Report Editor must be greater than or equal to June 1 (06/01). | Calculated value. |

| Data Element | Description | Location |
|---|---|---|
| June | Reports the count of the student's P-EBT eligible days within the month of June where:<br><br>• Student's FRAM Eligibility is F or R; AND<br>• Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR<br>• Student is in a Blended Learning Group that is remote for the day.<br><br>The Effective Date entered on the Report Editor must be equal to June 30 (06/30).<br><br>**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. | Calculated value |
| **P**arent/Caretaker First **Name** | Reports the first name of the person marked as Primary Guardian.<br><br>Parent/Guardian information reports as follows:<br><br>• The Primary and current Household is determined first.<br>• The current address reports from the primary and current household.<br>• The individual marked as Guardian in that primary and current household who has the lowest personID reports as the Guardian on the report.<br><br>*Alphanumeric, 30 characters* | Demographics > First Name<br><br>Identity.firstName |

| Data Element | Description | Location |
|---|---|---|
| **Parent/Caretaker Middle Initial** | Reports the middle initial of the person marked as Primary Guardian.<br><br>Parent/Guardian information reports as follows:<br>• The Primary and current Household is determined first.<br>• The current address reports from the primary and current household.<br>• The individual marked as Guardian in that primary and current household who has the lowest personID reports as the Guardian on the report.<br><br>*Alphanumeric, 1 character* | Demographics > Middle Name<br><br>Identity.middleName |
| **Parent/Caretaker Last Name** | Reports the last name of the person marked as Primary Guardian.<br><br>Parent/Guardian information reports as follows:<br>• The Primary and current Household is determined first.<br>• The current address reports from the primary and current household.<br>• The individual marked as Guardian in that primary and current household who has the lowest personID reports as the Guardian on the report.<br><br>*Alphanumeric, 30 characters* | Demographics > Last Name<br><br>Identity.lastName |

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

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