

# WISEdata Spring Snapshot Preparation



<https://dpi.wi.gov/wisedata/schools/snapshot-prep>



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# Snapshot Reporting Requirements

## May 21<sup>st</sup>, 2024 Snapshot 2023-2024 Demographics

- Economic Disadvantaged Status
- English Language Proficiency
  - Special Education Services
    - Digital Equity (*optional*)
- Choice Participant Indicator (*Choice Schools only*)



# Snapshot Purpose

## Why We Collect the Data

The snapshots will serve as the permanent data source for certified reporting by DPI. Snapshot data is used for the following:

- **Federal reporting, including ESSA\***
- **Public Reporting in the WISEdash Public Portal\***
- **Accountability Report Cards**
- **Some funding determinations, such as IDEA, high poverty aid, maintenance of effort (MOE), and others.\***

\*applicable to public schools only



# Data Flow for Snapshot

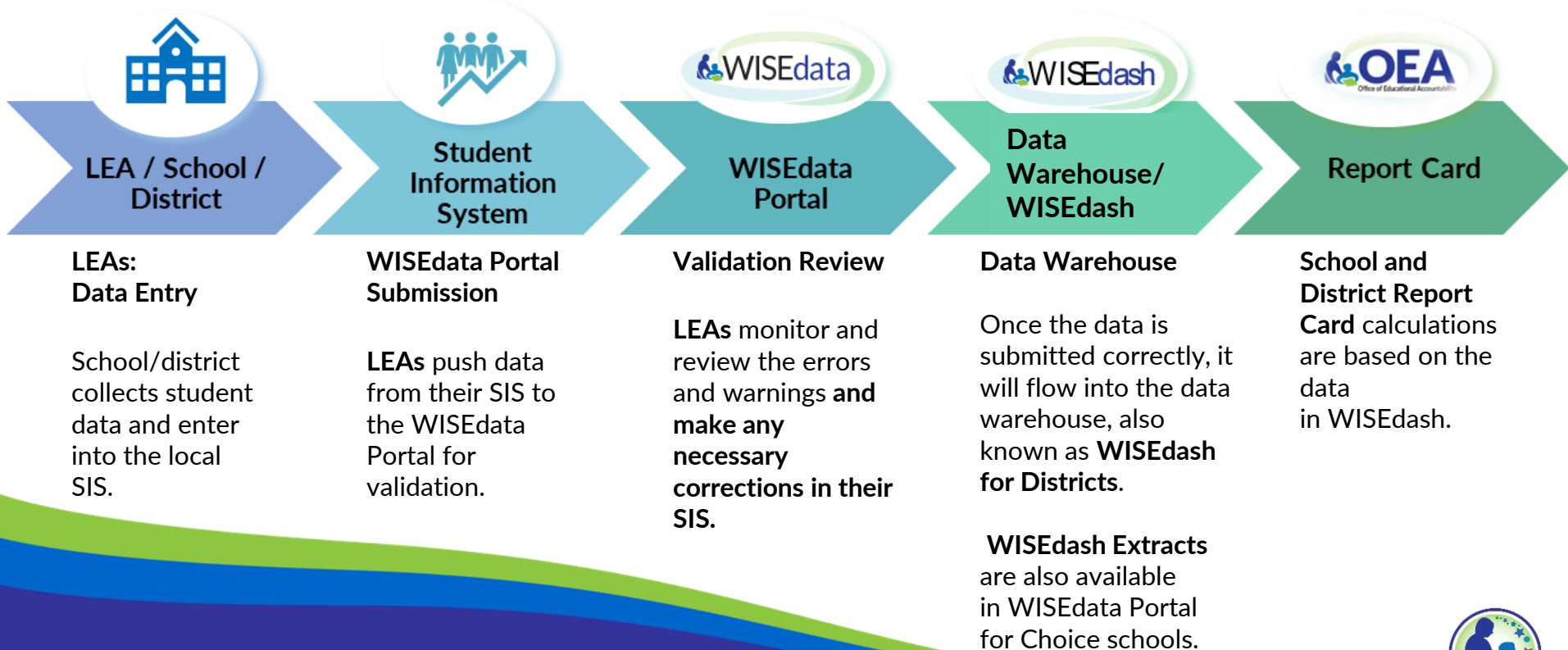
## Data is:

- entered into your vendor tool (SIS, Special Ed tool, etc.)
- pushed to WISEdata and run through data quality checks (validations)
- validated in the system on the day and time of the snapshot, loaded to WISEdash, and “snapped” for reporting purposes

Users can use WISEdata Portal validation results to go back to their vendor tool to make corrections and push the corrected data to WISEdata through May 21st.



# Data Flow Diagram



# Goals for May 21<sup>st</sup>, 2024 Snapshot

- All demographic errors should be fixed, and
- All demographic warnings either acknowledged or fixed prior to the snapshot
- This ensures the best possible data for reporting purposes.
- Any data with a validation message has the potential to impact the snapshot data and subsequent reporting!



# Snapshot Preparation Steps

**Step 1: Your Vendor System**

**Step 2: WISEdata Portal Tasks**

**Step 3: WISEdash Extracts**

**Step 4: Final Tasks**



# Step 1: Your Vendor System

- Ensure the latest version of the SIS platform is installed.
- Make sure that your vendor can transmit the required data to DPI for required collections. Confirm using the [Vendor WISEdata Status](#) webpage.
- Be sure to attend any vendor provided training so you are clear on how to send required data to the DPI within the vendor tool and basic troubleshooting steps (e.g., full synchronization).





# Step 1: Begin Submitting Data

- **Begin submitting data from your vendor tool (i.e., SIS) to WISEdata via Ed-Fi.**
- **Make sure all needed data is entered into SIS.**
  - **Keep non-reporting software products synced.**
- **Resolve validation messages, errors, or alerts located in your SIS vendor tool.**
- **Points to remember:**
  - **Missing data cannot be validated.**



# Step 1: Review and Resolve L1s

- Review WISEdata Ed-Fi API Level 1 (L1) errors using your vendor report, vendor error logs, or the WISEdata Portal Home Page. These errors prevent the data from getting to DPI. If these errors aren't cleared, you will need to request assistance from your vendor.
  - [WISEdata Portal Home Screen mini tutorial](#)
- Resolve the WISEdata Ed-Fi API L1 errors in your vendor system and re-submit the data to the WISEdata Ed-Fi API. Repeat as needed.
- Correct ALL data with errors in your vendor system.



# Step 1: Your Vendor System to WISEdata Portal, Data Pipeline Status (1 of 2)

## WISEdata API Transactions ⓘ

### Vendor / WISEdata Communication Status




This section provides a list of vendors used by your district that you have approved for integration with WISEdata. The goal is to alert you of the status of the specific vendor's communication in the last 24 hours. While much of the data in the drill down is a bit more technical, it can sometimes be obvious as to the issue or it can provide enough information to log a ticket with your vendor to let them know that data they are attempting to obtain, send or delete with WISEdata isn't happening.

If there are failures (often called Level 1 validations errors), click on the box indicating failures have occurred to see the detail.




Vendors with 0-15% failed transactions is **Green**, 16-40% is **Orange**, and above 40% is **Red**.

Include Read Only Vendors and API Read (GET) transactions ⓘ

### 2023 - 2024

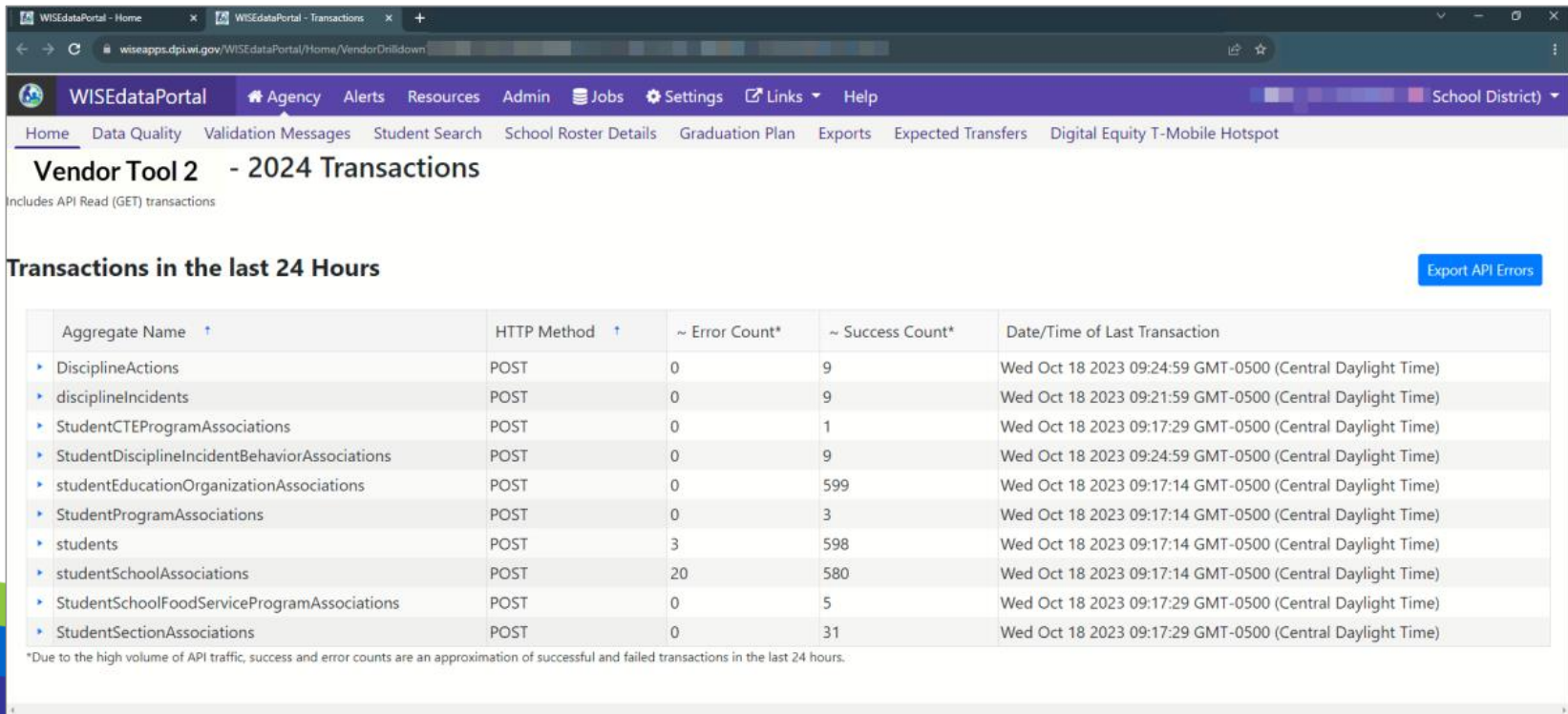
	<b>EduClimber</b> ✓ Failure Rate: 0% Last Transaction: 4/1/2024 12:00:20 PM
	<b>Infinite Campus</b> ✓ Failure Rate: 0% Last Transaction: 4/2/2024 8:33:29 AM
	<b>SEEDS</b> ✓ Failure Rate: 0% Last Transaction: 4/2/2024 9:05:33 AM

### 2022 - 2023

	<b>EduClimber</b> Failure Rate: 0% Last Transaction: 6/6/2023 8:11:46 AM
	<b>Infinite Campus</b> ✓ Failure Rate: 0% Last Transaction: 4/2/2024 6:22:29 AM
	<b>SEEDS</b> Failure Rate: 0% Last Transaction: 3/13/2024 12:59:08 PM



# Step 1: Your Vendor System to WISEdata Portal, API Error Drill Down



The screenshot shows the WISEdataPortal interface. The main heading is "Vendor Tool 2 - 2024 Transactions". Below this, there is a section titled "Transactions in the last 24 Hours" with an "Export API Errors" button. A table displays the following data:

Aggregate Name	HTTP Method	~ Error Count*	~ Success Count*	Date/Time of Last Transaction
DisciplineActions	POST	0	9	Wed Oct 18 2023 09:24:59 GMT-0500 (Central Daylight Time)
disciplineIncidents	POST	0	9	Wed Oct 18 2023 09:21:59 GMT-0500 (Central Daylight Time)
StudentCTEProgramAssociations	POST	0	1	Wed Oct 18 2023 09:17:29 GMT-0500 (Central Daylight Time)
StudentDisciplineIncidentBehaviorAssociations	POST	0	9	Wed Oct 18 2023 09:24:59 GMT-0500 (Central Daylight Time)
studentEducationOrganizationAssociations	POST	0	599	Wed Oct 18 2023 09:17:14 GMT-0500 (Central Daylight Time)
StudentProgramAssociations	POST	0	3	Wed Oct 18 2023 09:17:14 GMT-0500 (Central Daylight Time)
students	POST	3	598	Wed Oct 18 2023 09:17:14 GMT-0500 (Central Daylight Time)
studentSchoolAssociations	POST	20	580	Wed Oct 18 2023 09:17:14 GMT-0500 (Central Daylight Time)
StudentSchoolFoodServiceProgramAssociations	POST	0	5	Wed Oct 18 2023 09:17:29 GMT-0500 (Central Daylight Time)
StudentSectionAssociations	POST	0	31	Wed Oct 18 2023 09:17:29 GMT-0500 (Central Daylight Time)

\*Due to the high volume of API traffic, success and error counts are an approximation of successful and failed transactions in the last 24 hours.



# Step 1: Your Vendor System to WISEdata Portal, Data Pipeline Status (2 of 2)

**WISEdata Status** ⓘ

**Data Out of Sync** ✕

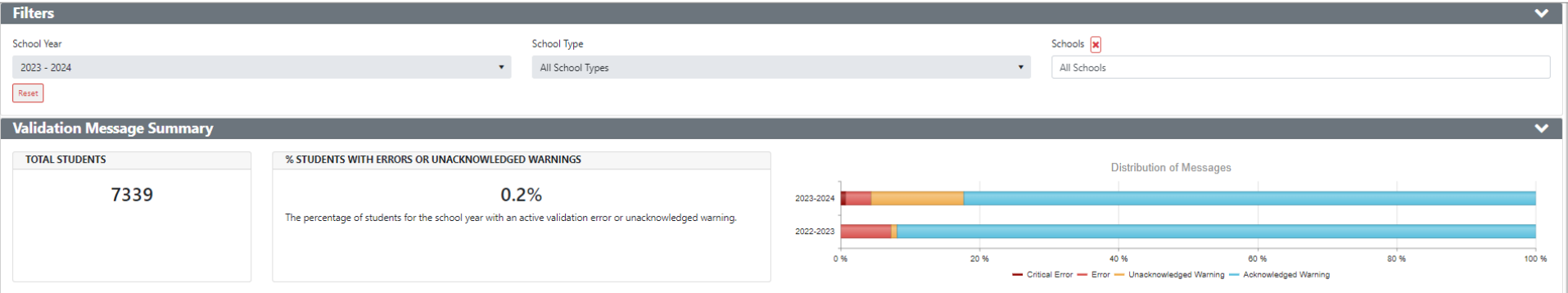
This section shows whether or not the data in the API and in the WISEdata Portal is in sync. When the data in the WISEdata Portal database is out of sync with the latest data pushed by vendor(s) to the WISEdata API database, then import and validate your data using the Queue Import and Validation button below. You can drill into each year to see what to see out of sync data resources under each domain.

The "Out of Sync" box represents the number of data domains that are out of sync, and not the number of resources/endpoints.

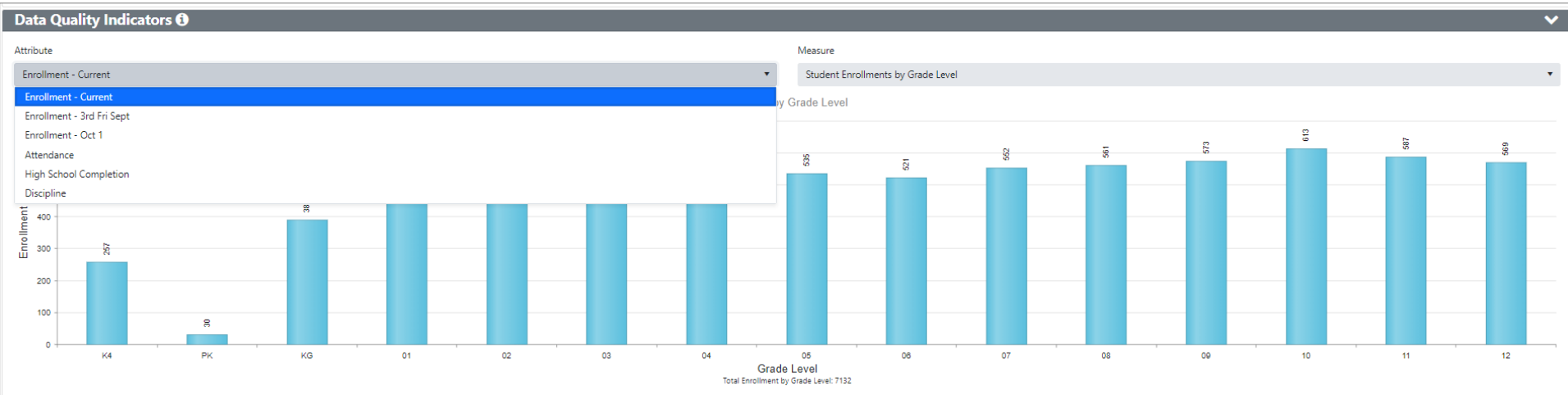
2023 - 2024	2022 - 2023
<p>Out Of Sync</p> <p>Data is up to date</p>	<p>Out Of Sync</p> <p>Data is up to date</p>



# Step 1: WISEdata Portal - Data Quality



# Step 1: WISEdata Portal, Data Quality Indicators



# Step 2: WISEdata Tasks, Imports and Validations (1 of 2)

- [Run Import & Validation in the WISEdata Portal.](#)


Data isn't current and/or records are pending validation for 2023-2024 School Year. Click the 'Queue Import & Validation' button to initiate processing

Queue Import & Validation

Validation Run Status - Complete [Completed : 4/1/2024 6:56:35 PM]

Validation Last Run - 4/1/2024 6:56:35 PM

Validation Year: 2023-2024

Notify me when validation is completed 

- **This will import the data from WISEdata Ed-Fi into the WISEdata Portal and then run validations.**
  - If the Import & Validation job is not manually queued, it runs for all agencies around 5pm.





# Step 2: WISEdata Tasks

## Important and Validations (2 of 2)

- A validation request is queued with a projected time of processing
- Look to see that validation has completed...
- Or use the email feature!
  
- This can be requested from either the:
  - Home page
  - Validation Messages page



# Step 2: WISEdata Tasks: Review Validations

- Once the validation step is complete, [review data quality metrics and validation errors](#) in the WISEdata Portal on the Validation Messages page.
- Repeat as necessary.



# Step 2: WISEdata Tasks


## Correct Validations in SIS

- In your vendor system, correct the data containing validation errors and warnings.
  - Visualize the numbers of errors & warnings on the Data Quality page and utilize the metrics to look for odd or unusual patterns.
  - **Prioritize critical errors.** Data with critical validation errors may not be loaded to WISEdash or otherwise will have a large impact on your resulting data.
  - In the WISEdata Portal--Validation Messages page, utilize the **Validation Category filter** to focus on validations relating to topics the snapshot is capturing for the selected School Year.



# WISEdata Portal: Validation Messages

Clear Grid Filter				Expand All		Collapse All		Export		Errors		Unacknowledged Warnings	
	Code	Message		Total									
▶	6868	Services missing from sLIPA for a student with ELP Code 1-5	2										
▶	7052	Missing economic disadvantaged characteristics	2										
▶	6394	Birth date does not match the current value in WISEid.	3										
▶	6469	Enrollment overlap occurred. Review required	2										
▶	6577	Invalid Exit Type for Expected Transfer with no evidence of move.	1										
▶	6719	Exit Type, 'Transfer to another school covered by WISEdata; known to be continuing' (TC), should be used, as DPI has evidence of subsequent enrollment.	4										
▶	6818	Student section begin date is outside the enrollment period.	16										
▶	7110	Food Service Program begin or end date is not within the DPI school year	1										
▶	6374	This enrollment period overlaps another enrollment period or is totally encompassed within another enrollment period. This enrollment is invalid. The enrollment must either be removed or revised such that it is not overlapping with or entirely encompassed within another enrollment period.	7										
▶	6396	The first name OR last name OR suffix of the student does not match the value in WISEid.	2										
												Total: 235	

Click the black  icon to see more information about the validation!



# WISEdata Portal: Types of Validation Messages

- ~200 validation rules
- User can manually trigger validation, or it runs overnight
- [List of Validations](#)



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Critical icon indicates a severe error that will greatly impact snapshot data



Error icon indicates data is submitted incorrectly



Warning icon indicates something may be wrong with the submitted data but not necessarily



# WISEdata Portal

## Example: Student Detail Validations

Demographics

Create Date: 9/12/2023 5:19:07 PM      Last Modified Date: 11/28/2023 9:44:32 AM

Data Element	WISEdata	WISEid
WISEid* <small>WISEdata &amp; WISEid data element compare related to L2 Validations</small>		
First Name*		
Middle Name*		
Last Name*		
Suffix*		
Birth Date		

Data Element	Value	Data Element	Value
<small>WISEdata data element values only (WISEid system values not presented)</small>		<small>WISEdata data element values only (WISEid system values not presented)</small>	
Birth City		ACCESS for ELLs**	
Birth State		Last ELP Code	
Birth Country		DateEnteredUS	
Multiple Birth Status		Visas	
Migrant in Current School Year		WISEid Gender	Female
		WISEid Race	Hispanic/Latino

\*Middle name is displayed when present and is used in the L2 WISEdata / WISEid name compare validation  
\*\*Overall Composite Proficiency Level Score (Prior Year)

### Demographics - School Level

District / Agency	School	Gender	DPI Race/Ethnicity	DPI Reporting Disability	DPI Economic Disadvantaged
		Female		N	F

**Validation Messages**

- Error 6802 Q - Race is a required property in WISEdata

SIS Login ID:	Local Person ID:	Student Email:
Hispanic Latino Ethnicity: True	Races:	Languages: • Spanish; Castilian - Native language
Disabilities:	Characteristics: • Economically Disadvantaged	Ancestry/Ethnic Origins: • Hispanic/Latino - Unknown
Create Date: 11/28/2023 9:45:54 AM	Last Modified Date: 3/14/2024 10:34:46 PM	Limited English Proficiency: 4 - ELL/LEP Advanced Intermediate
		Tribal Affiliation:

**Digital Equity**

Internet Access In Residence: True	Internet Access Type In Residence: Cellular Network	Internet Performance In Residence: Yes	Barrier To InternetAccess In Residence:
Primary Learning Device Access:	Primary Learning Device Away From School: Chromebook	Primary Learning Device Provider: School	



# WISEdata Portal: Exports

## Exports:

- Multiple export files
- Tool to view data comparisons
- Files for each data collection

Home Data Quality Validation Messages Student Search School Roster Details Graduation Plans Exports Suspected Transfers Digital Equity T-Mobile Hotspot

**Filters**

School Year: 2023 - 2024 School Type: All School Types Schools: All Schools

Collection: Student Demographics [Reset](#)

**Exports**

Category Type	Export Type	Description	Download	Definitions
Student Demographics	Student Characteristics	Demographic data for enrolled students	<a href="#">Download</a>	<a href="#">Definitions</a>
Student Demographics	Digital Equity	The details of the student's digital equity data submitted by the LEA for the indicated school year.	<a href="#">Download</a>	<a href="#">Definitions</a>
Student Demographics	Economically Disadvantaged Status and Food Services Eligibility	All student enrollment records submitted by your LEA for the indicated school year.This export includes general information about the student's enrollment record along with their economically disadvantaged status and food services eligibility.	<a href="#">Download</a>	<a href="#">Definitions</a>

1 - 3 of 3 items



# Step 2: WISEdata Data Quality Alerts (1 of 3)

- To cut down on the number of data quality emails from the Customer Services Team, Data Quality alerts are also displayed in WISEdata Portal.

**Alerts** - There are 2 system alerts and 1 unacknowledged data alerts. [Learn More](#)

- Click the 'Learn More' button to be taken to the Alert page to see the details.





# Step 2: WISEdata Data Quality Alerts (2 of 3)

- Follow the instructions to investigate, review, and/or correct your data.

**System Alerts** 11/4/2022

**HIGH** [WISEdata Snapshot](#)  
As a reminder, the WISEdata snapshot will occur Tuesday, Dec. 6. Ensure you resolve all validation issues and have all updated data submitted by 9 a.m. [more...](#)

Showing 1 of 1 items

**Migrant Alerts**

**Important Information**

To acknowledge the alert will confirm to DPI that your District or School has received notification of migrant status for student(s) listed on the WISEdash enrollment report. District and school staff will be notified in order to ensure schools provide services for migratory students as indicated by ESEA, Title I, Parts A and C. For more information, please see the WISEdata data element page for [Migrant Status](#).

**District Alerts**

No alerts found

**Data Quality Alerts**

**Important Information**

To acknowledge the alert in the following list will identify to DPI that your District or School (1) has reviewed the alert text, (2) agrees to review the data in question in the alert, and (3) agrees to correct locally and push to WISEdata any necessary updates to data. Alert messages are as of the date noted and do not refresh as corrected data is pushed to WISEdata. Use the review tasks outlined in the alert to resolve corrected data.

**District Alerts**

No alerts found

**School Alerts**

- As of 10/29/2022, your school has an unexpected change in the count of students reported as taking Art courses between 2021-22 and 2020-21. To review the submitted data as compared to the prior year, refer to the Career Education and Coursework - Student Participation Count dashboard in WISEdash for Districts. Filter Data by Current View Year = 2021-2022, Snapshot View Year = 2020-2021 and Stu-Sch Assoc = Attending. Review the Data Quality Indicators at the top of the dashboard and compare counts in the 2021-2022 Arts Student Participation Crosstab (green) and 2020-2021 (12/07/2021) Arts Student Participation Crosstab (purple). A school is identified with an unexpected change in Art Enrollment when the 2021-22 count of students recorded as taking Art courses (regardless of pass/fail status) changed by more than 20% from the count in 2020-21. Only schools with an Art Enrollment count greater than 10 in either 2019-20 or 2020-21 receive this Data Quality Alert.
- As of 10/29/2022, your school has a lower than expected count of students passing at least one of their Art courses. To review the submitted data, refer to the Career Education and Coursework - Student Participation Count Snapshot dashboard in WISEdash for Districts. Filter Data by Current View Year = 2021-2022 and Stu-Sch Assoc = Attending. Review the Data Quality Indicators at the top of the dashboard and compare counts in Arts Student Participation Crosstab (green). Compare the counts of Art participants by Passing Status for 2021-2022. A school is identified as Art low percentage passing grade when the 2021-22 percentage of students participating in Art with a passing grade is less than 70%. Only schools with a 2021-22 Art student participation count greater than 10 receive this Data Quality Alert.

# Step 2: WISEdata Data Quality Alerts (3 of 3)

- **Acknowledge the alert once you follow the Instructions in the Important Information section of the page.**

## Important Information ✕

To acknowledge the alert in the following list will identify to DPI that your District or School (1) has reviewed the alert text, (2) agrees to review the data in question in the alert, and (3) agrees to correct locally and push to WISEdata any necessary updates to data. Alert messages are as of the date noted and do not refresh as corrected data is pushed to WISEdata. Use the review tasks outlined in the alert to resolve corrected data.

- **Only the Primary or Secondary WISEdata contact can acknowledge the alerts.**



# Step 2: Reviewing WISEdata Tasks

**Prior to a snapshot make sure that:**

- **All demographic errors are resolved.**
- **All demographic warnings are either acknowledged or resolved.**
  
- **Look for and read notifications from the DPI Customer Services Team.**
  - Operational data quality checks.
  - May reach out to you to help with specific issues they find.



# Snapshot Preparation Summary

## Use WISEdata Regularly.

- You and your team should be checking the WISEdata Portal weekly, if not daily.
- It's critical that this is a team process, not just one person in the office.

**Remember!**

Frequent, regular review means less burden at snapshot time!

## Use WISEdata to Prep for a Snapshot.

- In the weeks prior to a snapshot, review the data frequently.
- Include anyone who has reason to use or know about the data: assessment, accountability directors, principals, food service directors, special ed directors, etc.



# Step 3: WISEdash Extracts for Choice Schools

WISEdash Extracts				
School Year 2022 - 2023				
Data As Of: 9/29/2022 10:29:01 PM				
Category Type	Export Type	Description		
High School Completion	Graduation & HS Completion Rate	This report shows students included in the numerator and denominator of the Graduation Rate (Regular Diploma) and High School Completion Rate. For detailed information on calculating the rate from this report review the 'Details' link to the right of the 'Download' button.	<a href="#">Download</a>	<a href="#">Details</a>
High School Completion	Graduate Future Cohorts	This report shows the cohort for high school completion in which a student is placed based onto grade level and school year of first entry into high school. For detailed information on this report review the 'Details' link to the right of the 'Download' button.	<a href="#">Download</a>	<a href="#">Details</a>
Dropouts	Dropout Rate	This report shows student records which are included in the numerator and denominator of the annual dropout rate. For detailed information on how to calculate dropout rate from this report review the 'Details' link to the right of the 'Download' button.	<a href="#">Download</a>	<a href="#">Details</a>
Attendance	Absenteeism	This report shows student status regarding chronically absenteeism under the WI state definition. For detailed information on the definition of Chronically Absent and calculating the rate from this report review the 'Details' link to the right of the 'Download' button.	<a href="#">Download</a>	<a href="#">Details</a>
Enrollment	Enrollment Certified Economic Data Change	This report lists students included in the certified Third Friday of September enrollment who were affected by the Statewide 2020-21 TFS Enrollment Economic Status Data. <a href="#">Disclaimer.</a>	<a href="#">Download</a>	



# Spring Demographics *(1 of 3)*

- Use filters to disaggregate the data into more manageable size (grade, school, race) to review against SIS reports
- Use filters to review totals for important demographics
  - Economic Disadvantaged
  - English Learners
  - Students with Disabilities

# Spring Demographics (2 of 3)

- **If the totals are incorrect, view the student list to see the discrepancy. Once determined,**
  - **Review the student(s) in WISEdata to see if a validation message is impacting data**
  - **Review the student(s) in your SIS to see if the demographics are reported and sending correctly**

# Step 4: Final Tasks - Snapshot Help Docs

- [WISEdata Annual Tasks Checklist webpage](#): An organized checklist of items that need to be completed for WISEdata reporting.
- [Knowledge Base Articles \(KBAs\)](#): Useful articles on validations and other related topic
- [Mini Tutorials](#): Cover a variety of topics you may have questions on
- [Snapshot Preparation Guidance webpage](#): Provides in-depth guidance on snapshot information





# Final Tasks: Getting Help

- Notifications from the DPI Customer Services Team
  - 3 weeks before snapshot DPI will begin data quality checks and may find specific issues to reach out to you on.
  - Review [Data Quality alerts](#) in WISEdata Portal
- Help Tickets
  - [Create a Help Ticket](#), so the DPI Customer Services Team can help you resolve issues, including those that may be vendor related.



# Post-Snapshot: Data Errata Letters

- Once the snapshot is taken the data in the WISEdash database *cannot be changed*.
- Data errors after snapshot are addressed with a Data Errata Letter submitted via the WISEadmin Portal.
- Remember: no PII!
- WISEdash Public Portal now provides higher visibility for data errata
- The most common issues are demographics (SPED, ELL, Econ Disadv, etc.).
- More info: <https://dpi.wi.gov/cst/data-collections/data-errata>



# Year End Tasks (1 of 2)

- Exit student enrollments
  - [Exit Date](#) and
  - [Exit Type](#)
  - [Term Completion Indicator](#)
- High School Completers
  - [HSC exit type](#) and
  - [Academic Record \(diploma\)](#)
- Exit program records\*
  - [Special Education record \(sSEPA\)](#) exit date must match student's enrollment exit date
  - [Reason Exited SPED](#) must match student's enrollment exit

\*applicable to public schools only



# Year End Tasks (2 of 2)

- Exit program records, continued
  - [Language Instruction \(sLIPA\)\\*](#)
  - [Food Service Eligibility](#)
  - [Homeless Status\\*](#)
- [Roster\\*](#)
  - Every course needs an [Attempt Status Descriptor](#) = Sufficient
  - Career Education (CTE & CRR)\*
  - [Performance Based Conversion Type](#)

\*applicable to public schools only



# More Helpful Resources

- [WISEdata Flyer](#): High level overview describing how WISEdata has improved our data collection process, data quality, and system integration.
- [Info for Schools](#): Basics of getting started with WISEdata
- [WISEdata Help](#): Links to WISE help pages and useful resources
- [Data Elements](#): List of links to all WISEdata data elements and their descriptions, uses, and codes
- [NEW Microsoft Teams WISE Community](#): WISEdata community to view and post questions and comments to fellow users.
  - *Please submit a Help Ticket if you would like to join WISE Community*




# Help Ticket

## Help Ticket

### WISE Help Ticket

**NOTE:** Do **not** submit any Sensitive Personally Identifiable Information (SPII) through this form.

[List of SPII examples](#) 

- **Required fields are marked with an asterisk(\*)**.
- **Visit the [Help Ticket Tips Page](#) for information about creating a secure Help Ticket.**

District

Please Select District 



# Giving Feedback

- **Within most DPI applications you can**
  - Provide feedback directly.
  - Enter a new suggestion.
  - Vote on suggestions made by other people.

[feedback.dpi.wi.gov](https://feedback.dpi.wi.gov)



# Thank You!

## Thanks for all that you do!





# Questions

[Q&A Document](#)

