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Guidelines for Web Conferences

- If attending with a group in a conference room using a speakerphone, only one person needs to connect with audio. Unless that person is projecting for all to see, everyone else can simply join the meeting as a web-only participant. You'll each still be able to use the chat and other features.

- To provide everyone with the best experience and minimize interruptions, these meetings are run with all attendees muted. If you have a question, please use the public chat to post the question to the speakers.
- Feel free to contact us with any questions about the data collections, gotowebinar, etc. using the WISEsupport page: <https://dpi.wi.gov/wisedata/help/request>

Archive of Past Agendas

You can find an archive of past User Group agendas here:

- [2015-16 to 2018-19 Archive](#)
- [2019-20 Archive](#)
- [2020-21 Archive](#)
- [2021-22 Archive](#)

Video Log of Meetings

- Link to Google Drive folder with videos (if the video will not open, it is still processing).
<https://drive.google.com/folderview?id=0B9i8DL2DNigQeUhsUFZ3WG4xWjA&usp=sharing>

[Join Microsoft Teams Meeting](#)

+1 608-620-9781 United States, Chicago (Toll)

Conference ID: 451 686 790#

[Find a local number](#) | [Reset PIN](#) | [Learn More](#) | [Meeting options](#)

Future Events available on [WISEdata Events Calendar](#)

Step 2: Import events into Google Calendar

After you've exported your events, you can import them into Google Calendar. You can import ICS and CSV files on a computer.

1. Open [Google Calendar](#) .
2. In the top right, click Settings  > Settings.
3. Click **Import & Export**.
4. Click **Select file from your computer** and select the file you exported. The file should end in "ics" or "csv".
5. Choose which calendar to add the imported events to. By default, events will be imported into your primary calendar.
6. Click **Import**.

If you're using a ZIP file, find it on your computer and open it. You'll see ICS files for each of your calendars. Take the individual files out of the ZIP file, and import each ICS file individually.

Note: Repeating events might not show up that way if you import them from a CSV file, but they'll be on your calendar as a series of one-time events.

General Information

- Please do NOT type into the agenda during the webinar. You can type questions prior to the meeting time, but once it has started, please use the Teams Chat Tool to type questions or comments. Thanks!
- When submitting questions during the webinar, please include your district.
- [WISEstaff Help](#)
- [WISEstaff reporting page](#)
- **KBA link** is here: <https://dpidynamicsprd.powerappsportals.com/articles-search-page/>
- **Notifications:** Important messages sent to all WISE customers can be read here: <https://dpidynamicsprd.powerappsportals.com/notices/>
- **WISEstaff is Open:**

The 10/14 WISEstaff communication sent to all WISEstaff contacts may be reviewed at <https://dpidynamicsprd.powerappsportals.com/knowledgebase/article/KA-03592/en-us>

The 10/14 WISEstaff communication sent to all District Administrators may be reviewed at: <https://dpidynamicsprd.powerappsportals.com/knowledgebase/article/KA-03593/en-us>

Feedback: Help us prioritize our work by submitting feedback and suggestions at <http://feedback.dpi.wi.gov>.

Tuesday, 4/12/2022 11:00 AM CST

Licensing (LEAD) Updates

- Missing entity ID can still be obtained once your staff apply for the license in ELO. Any entity IDs obtained after the final snapshot will be included when our office runs the final audit. All staff in assignments requiring a license must apply as soon as possible, but by no later than Friday, May 27, 2022. If properly licensed by the final audit, they should not appear on your final licensing audit, which is why it is important to submit applications ASAP.
- **If you have any questions related to the licensing audit reports or need assistance to determine what application is needed**, please use the [Contact LEAD form](#). If your questions are about your audit, please put the following in the BEGINNING of your description: Audit of [insert your district's name]. For example, Audit of ABC School District.

WISEstaff and WISEid Update

- 4/12/2022 will be our last WISEstaff User Group for this school year
- 2021-22 WISEstaff snapshot has been reviewed and we have a team reviewing the draft Public Staff Report Data. So far we are on target for publishing staff data by the end of April.
- Release for today. [Draft release notes](#).

4/12/22 - Q&A:

Q: None

A:

Tuesday, 4/5/2022 11:00 AM CST

Licensing (LEAD) Updates

- Missing entity ID can still be obtained once your staff apply for the license in ELO. Any entity IDs obtained after the final snapshot will be included when our office runs the final audit. All staff in assignments requiring a license must apply as soon as possible, but by no later than Friday, May 27, 2022. If properly licensed by the final audit, they should not appear on your final licensing audit, which is why it is important to submit applications ASAP.
- **If you have any questions related to the licensing audit reports or need assistance to determine what application is needed**, please use the [Contact LEAD form](#). If your questions are about your audit, please put the following in the BEGINNING of your description: Audit of [insert your district's name]. For example, Audit of ABC School District.

WISEstaff and WISEid Update

- 4/12/22 will be our last WISEstaff User Group for this school year
- Still working on final verification of 21-22 final snapshot before we publish

4/5/22 - Q&A:

Q: Kris Lehman - Lodi School District: Any changes for next year that you can share with us?

A:

- Goal will be to integrate data quality checks into the WISEstaff Data Quality Dashboard so district users have a better view of the potential issues;
- WISEid will be changing to add a non-binary gender option;
- We may be removing the gender column from the Contracts upload since it's not necessary to verify gender during the contract upload process;
- We are planning to have a WISEstaff Advisory Group meeting in June to review and prioritize WISEstaff enhancements for the 22-23 school year; visit the [User Voice](#) page to add suggestions for next year or vote on others' suggestions

Kris: Thank you.

Q: Lake Mills School District: Is it possible to add a position to my 21/22 1202?

A: No - all staff assignments are locked for the 21-22 school year. If you missed adding an assignment, you can submit a Data Errata letter via the WISEadmin portal. That will not add the position to your official data that's used for reporting, but the letter will be visible to the public so they're aware that a position was missed.

Q:

A:

Q:

A:

Q:

A:

Q:

A:

Tuesday, 3/29/2022 11:00 AM CST

Licensing (LEAD) Updates

- Missing entity ID can still be obtained once your staff apply for the license in ELO. Any entity IDs obtained after the final snapshot will be included when our office runs the final audit. All staff in assignments requiring a license must apply as soon as possible, but by no later than Friday, May 27, 2022. If properly licensed by the final audit, they should not appear on your final licensing audit, which is why it is important to submit applications ASAP.
- **If you have any questions related to the licensing audit reports or need assistance to determine what application is needed**, please use the [Contact LEAD form](#). If your questions are about your audit, please put the following in the BEGINNING of your description: Audit of [insert your district's name]. For example, Audit of ABC School District.

WISEstaff and WISEid Update

- The final snapshot is being reviewed and once approved we will mark it final for the final audit. 96% of districts are final certified.
- Any changes after this need to go in the [Data Errata](#) which will generate a Data Errata Letter but will not actually change the Public Staff Report Data.
- In April once all data review has been completed we will publish the 2021-22 to the Public Staff Reports

3/29/22 - Q&A:

Q:

A:

Q:

A:

Q:

A:

Q:

A:

Q:

A:

Q:

A:

Tuesday, 3/22/2022 11:00 AM CST to 12:30 PM

Licensing (LEAD) Updates

- WISEstaff ECSE teacher position and assignment is limited to grades PK, K3, K4. The 1809 license allows a staff person to teach through 3rd grade. If the staff person is assigned to KG and has the 1809 license, the staff person will need to be reported as either a categorical teacher (LD, EBD, ID, etc) or as a cross-categorical teacher. If the staff person is serving both preschool age children and KG age children, the staff person will need to be reported as two assignments 53-0808 and 53-0800 with the corresponding FTE for both.
- **If you have any other questions related to the licensing audit reports**, please use the [Contact LEAD form](#). In that form, please put the following in the BEGINNING of your description: Audit of [insert your district's name]. For example, Audit of ABC School District.

WISEstaff and WISEid Update

- Meeting will last until 12:30 PM and will stay open the full time to assist with anyone having questions.
- Even if you have certified, please verify you don't have any new validations. We had a bug we fixed that may have removed acknowledge warnings or created new validation warnings depending on your agency.
- Final WISEstaff collection deadline is today 3/22/22 at 6 PM. After that changes to Assignments and Contracts are locked down at midnight for the year. If you have further changes you can only do a data errata letter and data itself will not get updated. Entity IDs can and should be populated before May at the latest. No entity ID means a person is not audited and will not be considered licensed for the final audit.
- Go over the final items on the WISEstaff Staff Collection Checklist and timeline
 - Make sure to actually certify

3/22/22 - Q&A:

Q: Karen - Delavan-Darien School District: I still have an application that has not been processed - can someone reach out to me to let me know why? I know the background check and payment have been done according to my teacher - Entity 873595 - new teacher submitted 2/8/22 possibly. Also Entity 805166 still waiting for issuance - is everything submitted?

A: The first educator answered questions incorrectly and has made some changes to his responses. I will check to see if there is still an issue. The second educator's application is incomplete. The educator preparation program needs to verify progress has been made in the approved program using the PI-1624-PROG form. This information has been communicated to your district administrator earlier this month when she inquired about it.

Karen: Entity 805166 we did the PI-1624-LWS1 form that says he has completed all the work just trying to pass the Wisconsin exam - does he need the PI-1624 PROG form completed too? Do you have that form dated 2/15/22 that he submitted for his licensure?

A:

Q: Kasie Smith - Superior School District: I have a staff member(teacher) who works part time at a private school, but is paid by us using Title Funding. What school should I place the staff member at, as the private school is not listed for our buildings.

A: These educators are typically reported in the same building as the administrator who is responsible for the oversight of this program.

Q: Karen - Delavan-Darien School District: I am unable to get WISE STAFF to open - is the system down?

A: It was down for a few minutes but it is back up now. Please close your browser tab and try again.

Q: Karin Hanke - Ripon School District: I'm not finding the chat to be able to ask a question.

A: There should be a toolbar towards the middle / bottom of your Teams window; look for the chat icon there - looks like a message icon with horizontal lines. Click that to open the chat tool and type your question in the tool. Josh will demo.

Karin: Can access on laptop not work station...will see why.

Q: Karin Hanke - Ripon School District: Now I have error 4610 noting the school does not have K4? Where to view school information to get updated asap?

A: This is appearing for assignment 53-0808, which is only valid for pre-K grades: K3, PK, K4; school directory: <https://apps6.dpi.wi.gov/SchoolDirectory/Search/PublicDistrictsSearch> School Directory indicates that the schools that this error was generated for start at KG for the low grade. If that is incorrect and the K4 grade should be offered, please submit a Help Ticket to have DPI update the low grade within the School Directory. .

Karin: Yes it is the new schools - will talk with Bus Mgr now...She does teach K4 in all three schools.

Q: Dr. Tequila Kurth - UpGrade Media Arts: I uploaded staff report files a couple months ago for the preliminary but I no longer see them. Are they just not visible to me?

A: The files themselves are visible in the View Upload Results page, which is in the Manage Staff Data menu. We are seeing multiple assignment file uploads for assignments, but no contract uploads. The contracts may have been added manually and not done via an upload.

Q: Jennifer Janik - DPI: For staff who are new educators this year and are working a full year (1.0 FTE), should they be entered with 1.0 years of experience for this year's contract, with the assumption they will fulfill the full year's contract?

A: Yes - staff who are new and working a full year should be reported with 1.0 years of experience for their first year.

Q: Jennifer Janik - DPI: Should a charter school report their Executive Director as a District Administrator or is it okay to not have a DA assignment and acknowledge the warning?

A: Yes - the 99-9200 Executive Director of a Charter School assignment should be used and the warning can be acknowledged with the comment indicating that assignment is reported for the school. DPI will review the logic for validation warning 6363 and possibly eliminate the warning next year for LEAs who are non-district charter schools who have the 99-9200 assignment in place.

Q: Jessica: When are we able to begin signing off on [PI-1613](#) (Employment Verification) for 2nd semester 22?

A: Please wait to verify employment for this semester until after May 1st of the school year.

Tuesday, 3/15/2022 11:00 AM CST

Licensing (LEAD) Updates

- If you have any other questions related to the licensing audit reports, please use the [Contact LEAD form](#). In that form, please put the following in the BEGINNING of your description: Audit of [insert your district's name]. For example, Audit of ABC School District.

WISEstaff and WISEid Update

- We are looking for volunteers to join our WISEstaff Advisory Group. We are planning to set up a virtual meeting in June to go over potential WISEstaff changes and prioritize future changes to the system. Email Jennifer.Janik@dpi.wi.gov if you want to join.
- Release on 3/9/22 - fixed License Download issues.
- Hotfix release today 3/15/21 to implement validation changes for the assignment 53-0808 Early Childhood Special Education to enforce changes we made in 2020-21. 53-0808 is only for grades K3,PK, K4. We had previously restricted this only on the application screen. May not show up until tomorrow in AM after daily validation refresh if you don't run your only validation refresh earlier.
 - Removed validation 5810."Early Childhood Education grades must be less than third grade."
 - Modified 4610 error to be "53-0808 can be only used for grade levels K3, PK, K4 so the assignment is not allowed for this school. Please either change the assignment or change school to one that has K3, PK, or K4." We used to allow up to third grade until 2020-21.
- If you have a 4034 warning for no Entity ID that means assignment does require license. I will be contacting districts who have comments thinking they don't require a license.
- Next week we will have the user group from 11 AM to 12:30 so that we can assist any districts with questions on the last day of the collection.

3/15/22 - Q&A:

Q: Karin Hanke - Ripon School District: What licenses are required for "Academic Support-Non Special Ed" AND if this is a virtual school and services K4-12 I am guessing the license needs to be grade specific as well?

A: The provisional, lifetime or master educator license in teaching, pupil services license for school counselor, school social worker or school psychologist or administrator license as superintendent, director of instruction, reading specialist, principal, director of special education and pupil services, library media supervisor or instructional technology coordinator are all acceptable licenses for this assignment. If not licensed at the provisional, lifetime or master educator license level, you could hire someone while they hold a 1-year license with stipulation in teaching.

Q: Renee Gavilan - La Crosse School District: Are Reading Specialists supposed to be on the Administrator Fringe/Salary list?

A: The Reading Specialist position has an A - Administrators position classification, so it is meant to be included in the Administrator Fringe / Salary list. The license is also classified as administrative as well because of the district oversight responsibilities.

Q: Kris Lehman - Lodi School District: Can an educator with a Master's in Science Ed from an out-of-state university apply for and be awarded a 2600 general science license without additional requirements? (Masters from Montana State University).

A: That is difficult to say since we do not know how the program was approved, if it is comparable to what is required in Wisconsin and what would be the resulting license in Montana. I searched the MT DOE website, but could not find information about how that state licenses its science teachers. More information is needed including whether this educator is already licensed in MT and has at least a year of regularly contracted and properly licensed teaching experience in MT or in WI.

Q: Susan Hahner - Racine Unified School District: We have a teacher who started her teaching career at a parochial school, but those two years at St. Edwards are not showing up in her years of teaching experience. How do we add those two years?

A: If you're referring to the Total Years of Experience count in the teacher's contract information, you can update the numbers for this year to accurately reflect the teacher's true experience. You'll get a validation warning indicating that this year's numbers don't correlate to last year's, since there will be a 2-year jump, but you can acknowledge the warning with comments indicating you're doing a true-up on this year's counts. If you are questioning the experience for licensing, please let us know; typically the private school would verify an educator's private school experience.

Q: Wendy Helminiak - Deerfield School District: We hired a teacher just prior to the start of the school based on higher enrollment for Kindergarten. Her current license is for MC - EA, ages 6-13. We received an audit error that her license grade range is outside of reported grade range. How should we resolve this?

A: This educator should apply for a 1-year license with stipulations for the 2021-22 school year. If going to be assigned to teach kindergarten for ongoing school years, then the educator must look to add early childhood regular education licensure via an approved program or license via content test (if she has 4 semesters of experience teaching in grades 1-3 or the district can consider the 3-year license with stipulations for next year.

Q: Wendy Helminiak - Deerfield School District: This school year, we created a position to service our high school seniors as a mentor/advisor as they are planning to transition from high to their next step whatever that may be. I initially reported this teacher in assignment code 64-0022 Program Coordinator - Education for Employment Coordination, but I received an error that she has no matching license. This teacher's license is 1811 - SLD. How can we resolve this error? Can I use assignment code 99-9210 - Professional Staff in a non-instructional role?

A: Is this a transition coordination for all students or special education students? For special education we use 53-0869.

Wendy: In response to my question on the teacher who is serving as a mentor to seniors, she is serving all seniors, not just special ed. seniors.

A: Please email the position description to Julie.Hagen@dpi.wi.gov and she'll review which license would be applicable.

Q: Bo - Neenah Joint School District: I know there is a way to merge WISEid's, but is there a way to merge entity numbers? Instead of renewing/applying for a new license under their original entity #, the employee somehow ended up creating a new entity #.

A: Yes - we do have a process to merge Entity IDs. In the future we will also run a process to have the surviving ID updated in the WISEid record. First, the Entity IDs should be merged and then we can ensure the surviving ID gets into WISEid. Please submit a [ticket](#) to ELO with the details to have the merge processed.

Q: Bo - Neenah Joint School District: If a teacher is applying for a Reading Teacher or Reading Specialist license for the first time, is the PI-1624-LWS3 required as well as the PI-1613 form?

A: Reading Teacher = teaching license, Reading Specialist = administrator license. Is this person a reading teacher to students or a reading specialist / advisor to other teachers? That will determine which license is required.

Bo: This is a follow up to the Reading Specialist question I asked earlier. This person is a Literacy Coach. Does that help?

A: That would require the Reading Specialist license since they serve as a literacy advisor to other educators. 1-year board-requested administrator license would be required.

Q: Josie Simonson - Jefferson School District: If an educator holds a provisional license with 2 subject areas (cross-categorical special education and regular education), and has worked 2 semesters as a cross-categorical teacher, and is currently completing their 4th semester as a regular education teacher, can they apply for a lifetime license since they completed 6 total semesters, or do they need to apply to reissue a provisional since they don't have 6 semesters experience in one subject area.

A: Teaching experience doesn't need to be 6 semesters in one area - it can be a cumulative time period for full-time teaching assignments.

Q: Bo - Neenah Joint School District: Can you clarify that if a license application is submitted now, will it be accepted for the 2021-22 school year? For example, one of our Speech/Lang. Pathologists applied for her license last week and her license expired in June 2021.

A: Yes - applications are still accepted for 21-22; if the educator is eligible, based on completion dates of license requirements, the license can be made effective July 1, 2021 to cover this current school year.

Q: Jamie Rook - Burlington Area School District: I've received conflicting responses: Please confirm that substitute special education aides require a SPED license.

A: Yes - a sub SpEd aide needs to have a Special Education license, especially for the position to be eligible for Special Education funding.

Q: Jamie Rook - Burlington Area School District: Please help me understand what to include in a teacher's base salary calculation. If a teacher is paid for instructing an additional course in a semester, should that be included in their base salary calculation? If they are receiving a stipend for advising or the DRIVEN program, those should not be included in the base, correct?

A: In general, if the [assignment code list](#) indicates that a contract is required for that assignment, then salary for that assignment should be included in the contract salary. Can you provide more information about the DRIVEN program and what the responsibilities of the advisor role is? That will help us determine the assignment code for that role and whether a contract salary is required.

Q: Bo - Neenah Joint School District: Where on the DPI website can I find more information about the different tiers on Reading Teacher and Reading Specialist licenses?

A: <https://dpi.wi.gov/licensing/general/what-can-i-teach> has a section for reading teacher and reading specialist.

Tuesday, 3/1/2022 11:00 AM CST

Licensing (LEAD) Updates

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WISEstaff and WISEid Update

- Release today - [draft release notes](#)
 - Still found some license download issues when we went to production. Working on hotfix hoping for Thursday release.
- [WISEstaff Final Certification is Open for 2021-2022](#)
- Extended 3/22/22 WISEstaff User Group to 11:00 AM to 12:30 so users can get last minute help before they do final certification.
- **No user group meeting on 3/8/22 because of the WISEdata Conference that week.**
WISEstaff virtual sessions at the conference are on 3/10/22.

3/1/22 - Q&A:

Q: Pattie Pilz - Sheb Area School District: We have a teacher that never completed the application process for a license. She was terminated on 2/9/22. Her position was funded from Special Ed. Does that impact our Special Ed funding? How do we note that on the 1202 report?

A: Yes, if she doesn't get licensed by the end of the school year she would be considered not licensed. It could very well impact Special Ed funding. If the person never gets an Entity ID then note in the 4034 warning comments. Otherwise if they have an Entity ID then there is no place to note but may come up in audits. Technically staff are supposed to be licensed before the start of the school year. If you have

any way to encourage the person to get properly licensed even though they have left your district please do so.

Q: Deb Ristow - Ellsworth Community School District: For teachers submitting their application for a lifetime license, for the background check questions- how would they answer question #7- Have you ever been convicted of any criminal offense (including criminal traffic matters, not general traffic violations in any jurisdiction).....if they were found guilty of OWI (1st). The comment behind the conviction states: This is not a criminal offense and results only in a money penalty for this offense.

A: Please send this to the [LEAD Help Desk](#).

Q: Amber De Rizzo - Merrill Area Public Schools: I have a teacher who had a 5 year substitute teacher license (T601) with 1220 - Technology Education for Pre-K - 12. His Professional educator license shows 1220 - Technology Education for 9-12. Is this typical that there is such a change? We have him currently teaching in our middle school (5-8). I am assuming we should be getting a License with Stipulation?

A: Please send this to the [LEAD Help Desk](#).

Q: Riana Mefferd/Kristy Eder - D.C. Everest School District: We are following up on our questions from the call on 1/18. Question on 1/18: *"Q: Riana Mefferd - D.C. Everest Area School District - Mosinee School District and us (D.C. Everest) have two employees that we are inquiring about how to report. D.C. Everest hired them starting 9/20, but they were working at Mosinee on 9/17. D.C. Everest did not have anyone working in these positions on 9/17, so in order to accurately report staffing for the 2021-2022 school year we needed to report them. Both districts are getting an error because we are both reporting them as a 1.0 FTE. Should Mosinee report the new hires that were hired to replace them instead? Or should we each adjust the FTE based on how many days they worked for us?"*

We were verbally told to acknowledge the error and that both districts could report them as 1.0 FTE. Could you please write/type the answer so that we can communicate the answer with Mosinee? Thank you!

A: You could report both of them as you knew it on the Third Friday of September (TFS) and acknowledge the warning. Or you can pro-rate the new hire and the other person; however, it depends on your plan as of the TFS.

Q: Riana Mefferd/Kristy Eder - D.C. Everest School District: We are following up on our questions from the call on 1/18. Question on 1/18: *"Q: Riana Mefferd - D.C. Everest Area School District - How would we code a Program Coordinator for our Everest Virtual Academy? The Program Coordinator helps coordinate/facilitate the virtual school. It is a stipend role and not part of the teacher's contracted FTE. We reported as 99-9210 for the preliminary certification. Note: We do report another staff member as the Principal for Everest Virtual Academy.*

A: *The description of 99-9190 Distance Learning Staff might be a better option. It says in the description: Staff who facilitate/coordinate the actual site but do not have contact with students in instructional settings."*

Last year when we asked the same question we were given this as an answer “we do not have a separate code for virtual school program coordinator and we will look further into which code may be appropriate or if we need a separate code for that role for next year.” 99-9190 Distance Learning Staff existed last year, so that is why we did not use it this year. Should we use 99-9190?

A: Yes, Julie answered previously this year that is the best code we have. We will look into a possible new code for next year.

Q: Riana Mefferd/Kristy Eder - D.C. Everest School District: We are following up on our questions from the call on 1/18. Question on 1/18: *“Q: Riana Mefferd - D.C. Everest Area School District - How would we code a Pipeline Project Coordinator? The Pipeline Project Coordinator aims to foster an ongoing connection to promising future D.C. Everest educators from high school graduation through teacher licensure. He helps build a database, creates internal practicum placements/informal mentorships, and builds on our existing partnerships with teacher placement programs. It is a stipend role and the person currently in it is a retired teacher/administrator. We reported it as 99-9210 for the preliminary certification.”*

A: This sounds like Educators Rising, which is a student organization like FFA. In this case, 98-9078 sounds like a more appropriate WISEstaff assignment code.

To clarify, this person is not working with high school students, they are primarily communicating and staying in touch with college students that were previously enrolled in our Teachers Changes Lives course (brief info at link below) while they were in HS. Do we still use 98-9078?

<https://www.dce.k12.wi.us/site/default.aspx?PageType=3&DomainID=4&ModuleInstanceID=1298&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=21373&PageID=1>

A: DPI will verify if staff who do not work with current students in the district need to be reported.

Q: Riana Mefferd/Kristy Eder - D.C. Everest School District: We are following up on our questions from the call on 1/18. Question on 1/18: *“Q: Riana Mefferd - D.C. Everest Area School District - Question regarding Wisconsin eSchool Network (WeN) – last year I had an email from Josh Roy that said “We have been informed that Wisconsin eSchool Network has more teachers than just those from Racine and Kenosha. For 20-21 we didn't know this would happen. For this year don't worry about reporting for the WeN teachers from other districts besides Racine and Kenosha. We will investigate this scenario and update the guide for 21-22.”*

What am I supposed to do for this school year? We reported the statewide WeN teachers as subcontracted staff for the preliminary certification as they were not reported for D.C. Everest.

The WISEstaff Virtual Teacher Reporting Guide for Districts still says:

The Wisconsin eSchool Network provides online courses offered to students from any district. These courses are taught by teachers hired by the Racine and Kenosha School Districts. The course may be entirely made up of students from another district or be split between Racine/Kenosha students and other districts.

Racine or Kenosha is the hiring agency and the working district/school is set to the district the student typically attends. If calculating FTE is too complex Racine or Kenosha can elect to use the 0.1 FTE method WVS uses as described above in the WVS section.”

We reported all of the WeN statewide teachers that teach DC Everest students as subcontracted staff for the preliminary certification. I know that since then the guide was updated, but I am still really confused about what we are supposed to do. For example, we have our teachers that teach some of our virtual school students (and only our students) so we report them because we pay them directly for the virtual courses (it is paid as a stipend because it is above their regular 1.0 FTE). When we cannot find a district teacher to teach a course that virtual school students are enrolled in, we then use a WeN statewide teacher. For the WeN statewide teachers, we would be considered the Working Agency, not the Hiring Agency since we do not pay them directly, correct? For example, Jason Giordano (711536) is one of the WeN statewide teachers that teaches some of our virtual school students. It looks like he works full time at Sheboygan. Is Sheboygan supposed to report him with DC Everest as the Working Agency? Would they even know that he is teaching DC Everest students virtually?

A: When you have more than 10 students in a course section, the agency who hired the teacher should report them and your district would be the working agency. WEN has said they are in contact with the districts and they should know which districts the courses are taught to. Contact WEN to have them clarify / follow up, if needed.

Q: Cheryl Rosemeyer - Gilman School District: I missed last week's meeting and the recording is not yet posted. Would you please review the updated guidance for virtual teacher reporting, specifically WEN teachers hired by other agencies? Also, when it states "If there are more than 10 students per course section from one working agency the hiring agency would report them in WISEstaff", does that mean the district that is paying WEN reports those teachers?

A: Yes, the district who hires the teachers should report them with them listed as the hiring agency and Gilman as a working agency. Here's the link to the guidance:

<https://docs.google.com/document/d/1zixqQI4FuCwZil-geqqfH3P7KpdyXW0vufgA9bsA9h4/edit>.

Q: Amber De Rizzo - Merrill Area Public Schools: We have a teacher listed as teaching political science 53-0735 for grades 9-10, getting an error for Reported grade range outside licensed grade range. I called the school and verified the class she taught is US History for 10 and Holocaust for 11-12. Do I just need to adjust the grades to say Political Science 53-0735 for grades 10-12? Or should I be adjusting something else?

A: Depends on which license the teacher holds - please connect with ariana.baker@dpi.wi.gov to review educator's specific license: here's another resource that might be helpful::

<https://dpi.wi.gov/licensing/general/what-can-i-teach>.

Amber: Sounds good, thanks Ariana!

Q: Amber De Rizzo - Merrill Area Public Schools: We have a teacher listed as teaching Business Education 53-0250 for grades 5-8, getting an error for No Matching License found. She has a provisional license for 1088 - Elementary/Middle Level Education, does this license cover teaching BIT (computers) or should I be reporting this differently?

A: Elementary Education license wouldn't cover a business education assignment. Please connect with ariana.baker@dpi.wi.gov to review educator's specific license info. Here's another resource that might be helpful: <https://dpi.wi.gov/licensing/general/what-can-i-teach>.

Amber: Sounds good, thanks Ariana!

Q: Emmaly Monfort - Boyceville Community School District: We have two errors having to do with WVS teachers. One is teaching a theater class reported as 53-0325, but their license is a T001 Teacher 1550 Art (K-12). The other is teaching a Sports Officiating class, reported at 53-0530 but their license(s) are in T800 1365 & 1370 for foreign language. Do they need to apply for licenses with stipulations?

A: Yes - the educator would need to apply for the 1-year license with stipulations; an art license will not cover theater. Here's a resource that might be helpful:

<https://dpi.wi.gov/licensing/general/what-can-i-teach>.

Q: Amber De Rizzo - Merrill Area Public Schools: We have a couple teachers listed as teaching political science 53-0735 for grades 9-10, at our virtual school, getting an error for Reported grade range outside licensed grade range. One got a Lifetime License 1701-Broad Field Social Studies in 2017 for 6-12, the other got a Lifetime License 1701-Broad Field Social Studies in 2018 for EA-A. I am in the process of reaching out to the school to verify the classes actually taught.

A: Please connect with ariana.baker@dpi.wi.gov to review educator's specific license info. Here's a resource that might be helpful: <https://dpi.wi.gov/licensing/general/what-can-i-teach>.

Q: Amber De Rizzo - Merrill Area Public Schools: We have a couple teachers listed as teaching physical science 53-0637 for grades 9-10, at our virtual school, getting an error for Reported grade range outside licensed grade range. One got a Lifetime License 1621-Science grades 6-9, 1605-Biology grades 6-12 and 1610-Chemistry grades 6-12 in 2017(original license was 2004), the other got a Lifetime License 1621-Science grades 7-9, 1605-Biology grades 7-12 and 1615-Environmental Studies grades 7-12 in 2017(original license was 1984) for EA-A. I am in the process of reaching out to the school to verify the classes actually taught and grades.

A: Please connect with ariana.baker@dpi.wi.gov to review educator's specific license info. Here's a resource that might be helpful: <https://dpi.wi.gov/licensing/general/what-can-i-teach>.

Q: Amber De Rizzo - Merrill Area Public Schools: We have a teacher listed as teaching social studies (fusion course) 53-0701 for grades 6-8, at our virtual school, getting an error for No matching license found. She has a lifetime license for 1725-History grades 6-12. I am in the process of reaching out to the school to verify the classes actually taught.

A: Please connect with ariana.baker@dpi.wi.gov to review educator's specific license info. Here's a resource that might be helpful: <https://dpi.wi.gov/licensing/general/what-can-i-teach>.

Q: Karin Hanke - Ripon School District: Just to verify, we can complete the final certification with licenses showing as applied and paid but not yet issued?

A: Yes; it's ideal if you can get all Entity IDs entered and assignments verified before March 22nd. You technically have until the end of April to add Entity IDs. The processing of the applications can happen after March 22.

Q: Natalie Mireles - Kimberly School District: We have a Paraprofessional that applied for her license back on 9/7/21. She is on our audit as Application is on file but not yet processed. We have had people start since her that have gotten their license faster. Should I be following up with DPI to see if any additional information is needed to process it?

A: The educator should follow up with the ELO / LEAD team via a [licensing help ticket](#) to determine what info is missing from the application that the educator needs to address.

Q: Natalie Mireles - Kimberly School District: Just to confirm - if we do not have any errors to resolve, we can look over the data and certify it even if we have something on the audit? And anything on the audit such as expired license, reported grade range outside license grade range, etc. can continue to be worked on/corrected past March 22nd?

A: Errors reported on the audit that are due to incorrectly reported assignments need to be corrected in WISEstaff / Edit Staff / Edit Assignment on or before March 22. If the resolution to an audit error is for the educator to obtain additional licensing, then yes, you can certify after reviewing all other data and the licensing updates can continue to be worked on between the educator and ELO / LEAD team at DPI.

Q: Natalie Mireles - Kimberly School District: If we have new staff that started in January/February (ie. Special Ed Para, Teacher), do they need to be added to this WISEstaff report for this year? Or are they just added on next year's WISEstaff report?

A: If you had planned, on Third Friday in September, for them to be hired in January/February, then yes, you should report them. If you didn't know you'd be hiring them until recently, then leave them off for this year and include them next year. If you do enter them for this year, pro-rate the contract salary and assignment FTE to reflect them working a partial year.

Q: Pattie Pilz - Sheboygan Area School District: We have a high school teacher in our charter school that has an Alt Ed 1952 license. Why is she coming up as an error that she cannot teach math?

A: Check to see if the assignment has the box checked indicating that the assignment is in an alternative education assignment (assignment-related questions). If the box was already checked, please provide the educator name and Entity ID in an email to [licensing help ticket](#)

Q: Kim Gordon - Sturgeon Bay School District: We have a sub teacher who has a Short-term Sub License under a prior last name. I sent in a change request but it was denied because of her birth date. I believe she entered an incorrect date for her birth date when she applied for the sub license. She can not log in to ELO because she receives an error message that the birth date is incorrect. How does she make the correction to her birth date?

A: Educator will need to send a [licensing help ticket](#) indicating that her ELO birth date needs to be corrected.

Kim: Thank you, Ariana.

Q: Christina Baudhuin - Green Bay Area Public Schools: When choosing a WISEid for a staff member, should I use one that has currently been listed for the person as a student or should I create a new WISEid for the staff person?

A: Definitely use the one they had as a student. Each person should only ever have one WISEid; you can keep the Student Local Person ID from their previous district and add a Staff Local Person ID to associate them to your district as a staff person.

Q: Carolyn Maricque - BCCDEB: If we had a vacant position as of the third Friday and recently hired this position, should we include and prorate the FTE or include the full FTE as planned for the year.

A: Since you call it a vacant position, it sounds like you had planned to have them hired as of Third Friday. If that's the case, then yes, report them with a pro-rated FTE and contract salary for the portion of the year they are working.

Q: Katelyn - Spooner Area School District: We have a staff member who has been assigned as a mentor to help a LTS for this year. He currently has a valid experience based license. He has an expired Health/Phy Ed Provisional license. We were notified he needs to renew the Health/Phy Ed license, which is Tier 2, and that will allow him to work in this assignment. This teacher never plans to use the Health/Phy Ed licensure and does not wish to renew. He wants to know if he can stop his assignment and no longer receive pay and pay back any stipend he has already received so he doesn't have to renew. Is this even an option for him? Or does he need to renew that license?

A: Please email me with the educator's name and entity number and we can connect - ariana.baker@dpi.wi.gov.

Katelyn: Email sent! Thank you, Ariana!

Q: Cheryl Rosemeyer - Gilman School District: Follow up to WEN question. I'm still unclear who the hiring agency is. Our district pays WEN (a for profit vendor) for a teacher who is also employed at the Appleton District. Are we the hiring agency because we pay WEN or is Appleton the hiring agency because they already pay the teacher? Who pays the teacher for paying WEN classes, is it WEN or their home district?

A: The hiring agency would be Appleton. I just added clarification in the guide to that fact.

Q: Summer Markham - Lakeland CDEB: Brand new here. I had accidentally added a staff member that had started after the Friday count but was on my rosters. Do I need to delete this? If starting October, how do we pro-rate the time? Or can it be left as FT? I also mislabeled a staff's position. Our data manager is concerned that a change now might have a chain reaction to other data entry. If I change the codes, what other areas outside of WISESTAFF might this affect?

A: If you knew you'd be hiring them as of the Friday count, then you can keep them in for this year's report. Please submit a WISEstaff help ticket with the staff person's name and the position changes you want to make - DPI will work with you on what changes should be made.

<https://dpidynamicsprd.powerappsportals.com/helprequest/>

Q: Karin - Ripon School District: My question: Lic T643 exp based tech and voc ed - initial 3 year is held and when I enter the FCE course assignment in WISEstaff matching licenses are 1088,1210,1777,8004 so will this license not work for this teacher?

A: It depends on which experience-based license the educator has.

Q: Suzanne Polaske - Waukesha School District: We have a teacher with an 1809 EC Birth-Gr 3. WiseStaff does not have an 1809 option. I tried using 1808 but it does not allow me to select Kgn. I have a teacher from 1778-Montessori - she is sub-contracted. I cannot select 1778. How should I report? Disregard the Montessori question.

A: 53-0808 may not allow for grade KG to be selected; DPI will follow up to look at the specifics for this educator.

Suzanne: Yes, I cannot select Kgn. Yes.

A: 1808 area code only covers IDEA preschool which is PK-5 years olds not in 5yo KG. This is because of the split in reporting for IDEA between preschool and school age children. We can check with Nancy Fuhrman with the correct assignment. [See 2020-21 Assignment changes for more information about this split.](#)

Nancy Fuhrman: WISEstaff ECSE teacher position and assignment is limited to grades PK, K3, K4. The 1809 license allows a staff person to teach through, I believe, 3rd grade....maybe 2nd grade. If the staff person is assigned to KG and has the 1809 license, the staff person will need to be reported as either a categorical teacher (LD, EBD, ID, etc) or will need to be reported as a cross-categorical teacher. If the staff person is serving both preschool age children and KG age children, the staff person will need to be reported as two assignments with the corresponding FTE for both.

Tuesday, 2/22/2022 11:00 AM CST

Licensing (LEAD) Updates

- If you have any other questions related to the licensing audit reports, please use the [Contact LEAD form](#). In that form, please put the following in the BEGINNING of your description: Audit of [insert your district's name]. For example, Audit of ABC School District.

WISEstaff and WISEid Update

- WEN reporting for teachers sourced from outside of Racine and Kenosha additions to guide
- Licensing Download fix ETA 3/1/22. - update
- Entity ID auto population and Change Request closing jobs ETA 3/1/22. - update

2/22/22 - Q&A:

Q: Karin - Ripon School District: What assignment can be used for a non licensed teacher in the role of "Academic support-non special ed"(advisor type but not guidance either) - is there something other than a para?

A: To be clear, you have employed someone as a teacher under a teaching contract? I'm not sure I understand what an advisor type means. You may need to provide a position description so that we can provide the appropriate answer, but typically someone employed as a teacher needs a teaching license of some kind and can be employed while holding a license with stipulations while they work toward earning that license.

Karin: It is not a teacher doing the academic support - I can work on getting a job description as I am not 100% what the position all entails.

Q: Kim - Stoughton School District: Under the "What Can I Teach With My License" guidance on the DPI website, would a 1996 graduate with a broadfield social studies license be able to teach a section

of environmental science (Gr 10-12) since it does not fall under the exclusions: biology; chemistry; physics; or earth/space science listed under the guidance.

A: The educator who holds the 1601 license earned in 1996 can teach environmental science, but the audit requires manual intervention from the person reviewing your audit because the same licensing subject code is also issued to those who have a higher requirement from 2004 to present. We will review the audit to override it at the time of the final audit.

Q: Bo - Neenah Joint School District: Are Instructional Paraprofessionals (ex: 96, 0870) required to have a teaching license other than the Special Education Aide license if they assist with classroom management, instructional activities, etc.)?

A: No, unless there may be confusion about teaching activities vs support activities. Here is some guidance about what are considered paraprofessional responsibilities:

For licensure purposes, the department uses the term “aide” and defines an “aide” as a school employee who works under the direct supervision of a licensed teacher in a district or school whose responsibilities include, but are not limited to, supporting the lesson plan of the licensed teacher, providing technical assistance to the teacher, helping with classroom control or management, and other duties as assigned.

Bo: Are you still accepting license applications for the 2021-22 school year? When is the deadline?

A: Yes, DPI is still accepting applications through June 30, 2022. However, we DON'T recommend waiting that long because the educator's license would not be available in time for the final licensing audit, which will be run in June.

Q: Mimi Anderson - Hayward School District: When we have made our corrections to the preliminary audit, how do we verify that they are now correct before the final audit?

A: There currently isn't an automated way to re-run the audit but you can look up the licensing requirements for an assignment on the Edit Staff / Edit Assignment page. There's a section that shows which licenses are valid for a selected assignment. Also reference this DPI web page to confirm other things like developmental levels / grades, etc.: <https://dpi.wi.gov/licensing/general/what-can-i-teach>

Q: Renee Gavilan - La Crosse School District: What are we looking for on the salary/fringe review? I have many red boxes around the amounts but I have verified amounts and they are correct.

A: The red boxes call out numbers that appear to be above or below the standard thresholds for those values. If you have reviewed all the salaries and fringe amounts and the numbers are all correct, you can ignore the red highlighting. A frequent problem is the salaries and fringe amounts are transposed so look for those issues as well. We use the red highlights in many places including the Data Quality Dashboard to call out things that maybe problems but no certainty they are a problem.

Renee: It's on the Salary and Fringe Variance Report review page.

Q: Karin - Ripon: - I have been trying to enter a ticket for two days but there is no captcha to see or enter. My question: Lic T643 exp based tech and voc ed - initial 3 year is held and when I enter the FCE course assignment in WISEstaff matching licenses are 1088,1210,1777,8004 so will this license not work for this teacher?

A:

Tuesday, 2/15/2022 11:00 AM CST

Licensing (LEAD) Updates

- If you have any other questions related to the licensing audit reports, please use the [Contact LEAD form](#). In that form, please put the following in the BEGINNING of your description: Audit of [insert your district's name]. For example, Audit of ABC School District.

WISEstaff and WISEid Update

- WEN reporting for teachers sourced from outside of Racine and Kenosha. Working on draft reporting guidance. Hoping to have it finalized this week.
- Licensing Download fix ETA 3/1/22.
- Entity ID auto population and Change Request closing jobs ETA 3/1/22.

2/15/22 - Q&A:

Q: Jenny Shelstad- River Falls School District- We have an error saying two of our teacher mentors have No Matching License Found. How can we fix it?

A: The experience-based license only allows the educator to serve as a teacher of those CTE subjects for which they are licensed and not in the role of mentor. The CTE coordinator is also a license that doesn't cover this assignment. Finally, you had someone reported in this assignment with an OTHER license type which is why it flagged.

Q: Renee Gavilan- La Crosse School District- Can we leave people that are assigned as district if they don't have a set FTE at any locations?

A: If it is a teacher assignment, we strongly encourage you to divide the FTE among the locations and enter an assignment per location. There is a tool on the WISEstaff assignment page to help with that. If it is a non-teaching assignment and the FTE isn't pre-determined per location, you can leave it as a district-wide assignment.

Q: Renee Gavilan- La Crosse School District- We have someone that should have been a Program Coordinator (64) and Systems Coach (9901). When assigned the license requirements listed say Pupil Services is authorized, does that include an OT license?

A: Occupational Therapy license falls into the OTHER category of license. Pupil Service licenses are school counselor, school social worker, school psychologist and school nurse.

Q: Kim Cisewski- Stoughton School District- We have an educator with a BF science license (along with Chemistry, Physics, Biology, Earth & Space licenses) who also teaches a section of Environmental Science. She is a 1996 graduate. Is she able to teach Environmental Science under her BF license?

A: If environmental science is offered at the lower levels of high school, yes. If she is teaching upper level high school curriculum in environmental science, no. She would then need the discrete environmental science license or the new 2600-science license instead.

Kim- To clarify, lower level would be 9/10; upper level 11/12?

A: Correct.

Q: Deb Ristow- Ellsworth Community School District- We have a warning message because we have included a staff member that was with our district from August- December, and then returned to the district where she came from. Her original district is counting her as a 1.0 FTE employee. I have contacted them and asked them to remove her from their listing as she was with our district but have had no response. What should I do in this situation so that I can certify our data?

A: If you did not know she would be leaving your district mid-way through the year, you should keep her at 1.0 FTE and continue to follow-up with the other district who is reporting her. In the meantime, you can enter comments into the warning and then acknowledge it. If you did know she would be leaving, you could prorate her FTE to cover Aug - Dec.

Q: Natalie Mireles- Kimberly School District- If we have an error stating License Not Valid for this Current School Year, do they just need to submit a background check to redo their license? And will I be able to certify the data with an error like that?

A: The teacher needs to apply for their first lifetime license using application T001-8000. This application will require your district to complete the PI-1613 Employment Verification form that verifies the teacher worked in a regularly contracted assignment during the term of their provisional license.

Q: Kim Cisewski- Stoughton School District- Does Substitute Teaching experience count towards a lifetime license? If so, how do we report that on the Supplementary Form?

A: Not for the purposes of OBTAINING a lifetime license, but substitute teaching can be used to MAINTAIN a lifetime license.

Kim- This would be her first Lifetime License - so OBTAIN. Thank you!

Q: Natalie Mireles- Kimberly School District- Can you demonstrate where we will go to certify the final data? And when will we be able to do that?

A: Yes, we will demonstrate that. On March 1st you can do the final certification.

Q: Susan Uhlers- Kewaunee School District- I had received a new expiring license report so I assumed that it was fixed. However, I have found 1 staff member that showed up on the new one, showing she has a license expiring but she has a lifetime license. I also have a teacher that did not show up at all on the report and he has a license expiring. Are these still issues that still need fixed?

A: DPI is continuing to work on fixes to the licensing download to ensure all staff licensing data shows as expected; we expect that fix to be available on March 1.

Tuesday, 2/8/2022 11:00 AM CST

Licensing (LEAD) Updates

- The LEAD team finished its licensing audit of WISEstaff data and reports are available in WISEstaff.
- **If you have any other questions related to the licensing audit reports, please use the [Contact LEAD form](#).** In that form, please put the following in the BEGINNING of your description: Audit of [insert your district's name]. For example, Audit of ABC School District.

Educator Entity Id: [REDACTED] Educator Name: [REDACTED] Wise Id: [REDACTED]
Assignment Description: [REDACTED] Audit Tracking ID: [REDACTED] Audit Result ID: [REDACTED] Audit Result Date: 1/20/2022 4:46:09 PM
53-0635 : Teacher - Earth Science. Low Grade: 09. High Grade: 12, Role: Permanent, ALT Ed: N, BL: N, FTE: 60.00
Audit Result: Audit Error Reviewed Date: 1/21/2022 2:57:02 PM PersonId: [REDACTED]
Error: Reported grade range outside license grade range
Comments: No application on file
Comments: Confirm this assignment was coded correctly
Comments: broad field science covers earth science if the curriculum is 10th grade or lower, but the way reported leads us to believe the level of curriculum in earth science is high level and therefore not covered by the broad field science license. If it is higher level, this educator needs a license with stipulations to cover this year while working toward a pathway license license (e.g. passing content test.).
License(s) Held:
*** T001 - Teacher: 1601 - Broad Field Science. EA-A. Provisional License. Renewal: 6 Semesters of Experience. Valid from: 07/01/2020 to 06/30/2023. License#: 1001372610. *

Educator Entity Id: [REDACTED] Educator Name: [REDACTED] Wise Id: [REDACTED]
Assignment Description: [REDACTED] Audit Tracking ID: [REDACTED] Audit Result ID: [REDACTED] Audit Result Date: 1/20/2022 4:40:15 PM
53-0050 : Teacher - Elementary - All Subjects. Low Grade: KG. High Grade: 06, Role: Permanent, ALT Ed: N, BL: N, FTE: 50.00
Audit Result: Audit Error Reviewed Date: 1/21/2022 3:40:29 PM PersonId: [REDACTED]
Error: Reported grade range outside license grade range
Comments: No application on file
Comments: Confirm this assignment was coded correctly
Comments: needs a license with stipulations to teach children in kindergarten.
License(s) Held:
*** T001 - Teacher: 1088 - Elementary/Middle Level Education. Grade 1 - Grade 6. Lifetime License. Renewal: Valid w/ Employment & Background Check. Valid from: 09/22/2017. License#: 1590043058. *
T001 - Teacher: 1088 - Elementary/Middle Level Education. Grade 1 - Grade 6. Professional Educator. Renewal: 6 Credits or PDP Accepted. Valid from: 07/01/2016 to 06/30/2021. License#: 1001286696. *

WISEstaff and WISEid Update

- License Download issues around some LF59 missing haven't been resolved yet. Planned for next 2 week work cycle. I will see if it can be a hotfix to get out earlier.
- Looking into how to report WEN virtual teachers not from Racine/Kenosha. I sent an inquiry to WEN and I am waiting for a response.

- Entity ID population jobs and closing of Change Requests that should be automatically approved is not happening correctly. We will be looking into solving in next two week work cycle.

2/8/22 - Q&A:

Q: Renee Gavilan- La Crosse School District: Can a middle school (6-8) grade teacher have a 050 Elementary assignment or does the assignment need to be broken out into each subject area they teach?

A: The WISEstaff grade level guidance explains that the WISEstaff assignment code (0050) is not available for grades 7 and above. The code (0050) is usually reserved for the self-contained classroom teacher. The assignment for grades 7 and above should be broken down by the subject(s) taught.
https://dpi.wi.gov/sites/default/files/imce/cst/pdf/pi_1202_grade_level_guide.pdf.

Q: Roxanne Ayer- Columbus School District: How do I correct audit errors? I need to change assignment descriptions for two of my staff members. Thank you

A: The errors will remain on the Preliminary Audit Results. You can correct the errors by changing the staff person's assignments on the WISEstaff / Edit Staff / Edit Assignment page. To clarify: the field on Edit Assignment labeled "Assignment Title" does not impact audit results. You'll need to change the assignment position code and/or area code to reflect the educator's corrected assignment. Those changes you make to their assignments will be included in the final audit, which will take place after the March 22nd Final Certification deadline. Alternatively, if the assignment is correct, the error may indicate that the educator needs to apply for additional licensing to meet the requirements of their current assignment.

Q: Judith Wenger- Cochrane-Fountain City School District: We have a substitute teacher who has subbed for us for many years. We did not realize she was not renewing her license and would not be returning to work for us this year. How do I remove her from my staff listing?

A: If you knew she would not be returning as of Third Friday in September (9/17/21), then you can delete her assignment from the Edit Staff page or from your Staff List Report. If you found out she wasn't returning after Sep 17, then leave her assignment in place for this year.

Q: We have a former teacher on the rejected report. Her employment with the district was terminated in January 2022 and one of the reasons was because of licensing. Do I keep her on the staff report?

A: Yes, you should keep staff on the staff report if, on Third Friday in September (9/17/21), they were expected to work during the 21-22 school year. If the educator does not have an Entity ID, you can add comments to the 4034 Validation Warning on the Validate Staff Data page that the educator has been terminated due to licensing violations.

Q: Judith Wenger- Cochrane-Fountain City School District: After we make changes to staff based on the Preliminary Audit report, are we able to validate the changes we made will clear our preliminary audit errors before the final agency certification?

A: If errors are related to not having the right license for the assignment, you can verify if your changes will meet the licensing requirements on the Edit Staff / Edit Assignment page. After an assignment is selected, look for the blue 'View License Requirements for Selected Assignment' banner below the assignment; the grid will display all valid licenses for the selected assignment.

Q: Jenny Shelstad- River Falls School District: We have a teacher that was licensed in Minnesota previously, started in our WI district. She didn't complete the process to finish her license in WI and has left the teaching profession effective Dec 17. I want to confirm, I have to leave her on the report, is there a place to comment about her license after the preliminary audit?

A: If the educator did not have a Wisconsin Entity ID, you can enter that comment in the Validate Staff Data page within the 4034 validation warning comments. You can email the educator's name to Julie.Hagen@dpi.wi.gov and she will investigate whether an application has been submitted.

Jenny: Educator does have a WI Entity ID-error says Application is incomplete-waiting for response/info from educator.

Q: Cheryl Rosemeyer- School District of Gilman: If a teacher initially applied for an incorrect license type, how do they withdraw that application?

A: Please email Julie.Hagen@dpi.wi.gov the person's name and entity id so she can investigate. What type of license does this person need?

Q: Kris- Lodi School District: We have an audit error on 92-0000; our first year having this assignment. We contacted our CESA after the audit report and CESA says that assignment has been sunsetted. True?

A: The assignment itself is still valid, but the Instructional Technology Coordinator is not a current license available for that position. A Director of Instruction license would satisfy this requirement.

Q: Jamie Rook- Burlington School District: What assignment code should be used for teachers involved in K-5 or 6-12 Essential Skills support teams (3% FTE) or K-5 Literacy support teams (3% FTE)?

A: 53-0940 Academic Support may be appropriate; literacy support for students would be a 53-0316 or 53-0312 (Title I) reading teacher assignment; if it's support to other teachers, then 64-0039 - Literacy Coach would apply.

Q: Renee Gavilan- La Crosse School District: I had a teacher reported in several subject areas including english, history and science. I forgot to click that this was an Alternate Ed approved program. The person doesn't have these individual subject licenses but has the 1952 license. If this were checked in the assignment would they be qualified?

A: Yes

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Tuesday, 2/1/2022 11:00 AM CST

Licensing (LEAD) Updates

- The LEAD team is continuing our audit work. We anticipate we will be done with this work by the end of the week.

WISEstaff and WISEid Update

- Next week we should be able to start looking into issues reported with our EntityID auto matching jobs. Definitely not working correctly right now.
- Looking into issues for some districts where license download is incomplete.

2/1/22 - Q&A:

Q: Kim Ebben - Appleton Area School District - 4K teachers at Appleton Area Schools are contracted employees. They are employed by another service and are contracted within our school buildings and community buildings. However, I was previously informed to add them in as employees, not aggregate staff. We are now receiving warning 4200: "Zero or no Fringe Benefits reported for an assignment that usually includes Fringe Benefits" as our District cannot add information on their fringe benefits, etc. Please advise on how we can update these errors.

A:

Q: Jennifer Fotsch - Wauwatosa School District - We pulled the background check expiring list and the only staff on that list are employees whose licenses are also expiring. Last year I had many staff who needed a background check for their lifetime license - it seems odd that we wouldn't have anyone needing a background check who has a lifetime license. Is there something else I need to do to pull the correct info?

A: In looking at your license download, when filtered by background check expiration date, DPI is seeing staff with licenses expiring in 2016, 2015, etc. as well as some with Lifetime Licenses, but possibly not all Lifetime Licenses are showing, specifically the LF59 licenses. DPI will investigate and open a bug to get that fixed.

Q: Suzanne Polaske - Waukesha School District - I used the License download report (not just expired licenses but all licenses) available in WiseStaff but I noted at least one teacher that did not come through. Where is the date pulled from? I have reported this teacher for at least 3 years. Also, do you have any plans for an API that would allow Districts to pull license information programmatically to update our local data? #733110

A: Please provide the Entity ID for the staff person who is not showing in the report. Please submit a request for the licensing API into the feedback site and DPI will investigate options.

<https://feedback.dpi.wi.gov/forums/240855-wisestaff-collection>

A: The staff person with Entity ID 733110 has an LF59 Lifetime License and that is the license type we will be opening a bug to fix, to make sure those are included in the download.

Q: Cheryl Rosemeyer - Gilman School District - I joined the webinar late. Is there any update on WEN teachers?

A: We do not have an update on WEN teachers at this time; we will review it and will plan to provide an update by next week.

Q: Josie Simonson - Jefferson School District - Josh, I could potentially email you a list of my certified staff who are not in the licensing download when pulled by 2021-22 staff list. I discovered it with a lot of my staff. Interestingly, many who are not listed have a lifetime license. Some it will bring up expired licenses they had (intern or PDP), but others it doesn't list them at all in the download.

A: Please send Joshua.Roy@dpi.wi.gov the list.

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Tuesday, 1/25/2022 11:00 AM CST

Licensing (LEAD) Updates

- The licensing audit of WISEstaff assignment is underway. Our goal is to complete the audit by the end of next week. Once published, you will see they are ready in your dashboard. In addition, a letter is sent to the primary and secondary users in WISEstaff, the district administrator and the director of special education and pupil services.
- Check application status at <https://dpi.wi.gov/licensing/check-my-license-application-status>
- Licensing questions about an individual's application should be directed to the [ELO Helpdesk](#). Extenuating circumstances can be discussed with Julie Hagen who will investigate or direct you to the appropriate person on the LEAD team.
- Trends in audit data so far:
 - Lot of licenses are not getting the background checks done in time.

WISEstaff and WISEid Update

- Won't have time until next week to look into previous week questions about Wisconsin eSchool Network teachers that aren't from Racine or Kenosha. Our team is rolling out another application this week so time is focused on that.

1/25/22 - Q&A:

Q: Kris Lehman - School District of Lodi - We have a certified staff member who did not have a license in 2020-21 due to some misunderstandings involving lost fingerprints. This issue was finally resolved this week and she has a 1-Year License with Stipulations for 20-21. Since this year has been already published, do I need to submit a Data Errata letter? If so, the directions say the DE Letter will be returned if we include personally identifiable information. How can I submit a DE Letter when I want to correct the record for this specific teacher?

A: [Data Errata](#) is required if you did not report the assignment in WISEstaff accurately. If the assignment was accurate, but the license has just been issued, this is not a scenario requiring a data

errata letter. The final audit is a point in time reflection of what was true at the time regarding licensing status.

Kris - She initially applied for her license in 2020. It just sat there because of the fingerprint issue. So our understanding was that she would be licensed on time. Due to COVID and working virtually last year, we couldn't get this solved until recently. There is no way to correct this?

A: We do not make any corrections after the fact.

Q: Deb Ristow - Ellsworth Community School District - We have a teacher that did their educator prep program in the state of Wyoming. She applied for her licensure here in Wisconsin, not realizing that the Wyoming licensure required Praxis scores for Math, Reading, Social Studies, and Science while she only took the Math, Reading, Writing along with the FORT here in Wisconsin to meet Wisconsin licensure. She received an email from DPI saying that she needed to meet licensure requirements in the state of Wyoming before she could obtain her Wisconsin licensure. My question is, since she has already taken and passed the Praxis for Math, and Reading, can she just take the Praxis for Social Studies and Science and upload those scores, or does she need to repeat the Praxis for Reading and Math as well? Is she eligible for a one year license with stipulations if she does not hold a Wyoming teaching license- where she completed her prep program?

A: For her out of state program to endorse her for license, that program has to indicate that she has completed their approved program, including the testing requirements in the state where they are approved, and verify that this person is eligible for a license in the State of Wyoming. Until the program can indicate all those requirements have been met, they cannot endorse her. It sounds like your district should request a 1-year license with stipulations on the PI-1624-LWS1 form and she should apply for the 1-year using the application T001-1115 for the 2021-22 school year while the outstanding criteria is met. If she teaches for all of the 2021-22 school year under the 1-year license with stipulations and then completes the criteria for license based on the Wyoming program and obtains the Wyoming license, she may then be eligible for license via reciprocity instead.

Deb - Thank you! I was able to speak with someone from licensing who clarified this for me! Thanks a lot!

Q: Josie Simonson - Jefferson School District - I have noticed when I do a licensing download by staff list for the 2021-2022 year, many of my new staff are not included in the download.

A: We will double-check this, but it shouldn't be that way. It should be for anyone with a contract or assignment in the system. Also, make sure you do have entity ids for them.

Josie: I have double checked they are reported with all needed information, and the download is actually showing those with no entity ids but I am missing a fair number of new certified staff. Thank you!

Q: Bo - Neenah Joint School District - When it comes to renewing background checks, how do you determine when the 5th year is? For example, if the last renewal was in 2021, does that mean they are up for a renewal in 2026? Or 2025?

A: It would be 2026, five years from the last background check date.

Q: Renee Gavilan - La Crosse School District - If a provisional teacher license expires on 6/30/22 and they are completing their 6 semesters at the end of this school year. Does the school district have to wait to fill out the 1613 to give them credit for the 21-22 school year?

A: When people are working in the spring semester it needs to be their 6th semester and the district cannot verify their employment until May, the 6th semester.

Renee: Ok, thanks.

Tuesday, 1/18/2022 11:00 AM CST

Licensing (LEAD) Updates

- The licensing audit of WISEstaff assignment will begin this week. We anticipate this process will take up to two weeks to complete. New Hire
- Check application status at <https://dpi.wi.gov/licensing/check-my-license-application-status>
- Licensing questions about an individual's application should be directed to the [ELO Helpdesk](#). Extenuating circumstances can be discussed with Julie Hagen who will investigate or direct you to the appropriate person on the LEAD team.
- Update on preliminary audit progress and ETA expectations

WISEstaff and WISEid Update

- Review the next phase of the Staff Collection Checklist and where audit reports will appear when complete.
- Licensing Expirations issues for License Download - Filter by License Expiration Date filter and Staff Data Quality Dashboard - Expiring Staff Licenses widget should be fixed. If not, let me know.
- Release today - Release Notes will be posted later today or early tomorrow.

1/18/22 - Q&A:

Q: Riana Mefferd - D.C. Everest Area School District - Mosinee School District and us (D.C. Everest) have two employees that we are inquiring about how to report. D.C. Everest hired them starting 9/20, but they were working at Mosinee on 9/17. D.C. Everest did not have anyone working in these positions on 9/17, so in order to accurately report staffing for the 2021-2022 school year we needed to report them. Both districts are getting an error because we are both reporting them as a 1.0 FTE. Should Mosinee report the new hires that were hired to replace them instead? Or should we each adjust the FTE based on how many days they worked for us?

A:

Q: Riana Mefferd - D.C. Everest Area School District - How would we code a Program Coordinator for our Everest Virtual Academy? The Program Coordinator helps coordinate/facilitate the virtual school. It is a stipend role and not part of the teacher's contracted FTE. We reported as 99-9210 for the

preliminary certification. Note: We do report another staff member as the Principal for Everest Virtual Academy.

A: The description of 99-9190 Distance Learning Staff might be a better option. It says in the description: Staff who facilitate/coordinate the actual site but do not have contact with students in instructional settings.

Q: Riana Mefferd - D.C. Everest Area School District - How would we code a Pipeline Project Coordinator? The Pipeline Project Coordinator aims to foster an ongoing connection to promising future D.C. Everest educators from high school graduation through teacher licensure. He helps build a database, creates internal practicum placements/informal mentorships, and builds on our existing partnerships with teacher placement programs. It is a stipend role and the person currently in it is a retired teacher/administrator. We reported as 99-9210 for the preliminary certification.

A: This sounds like Educators Rising, which is a student organization like FFA. In this case, 98-9078 sounds like a more appropriate WISEstaff assignment code.

Q: Riana Mefferd - D.C. Everest Area School District - Question regarding Wisconsin eSchool Network (WeN) – last year I had an email from Josh Roy that said “We have been informed that Wisconsin eSchool Network has more teachers than just those from Racine and Kenosha. For 20-21 we didn’t know this would happen. For this year don’t worry about reporting for the WeN teachers from other districts besides Racine and Kenosha. We will investigate this scenario and update the guide for 21-22.”

What am I supposed to do for this school year? We reported the statewide WeN teachers as subcontracted staff for the preliminary certification as they were not reported for D.C. Everest. The WISEstaff Virtual Teacher Reporting Guide for Districts still says:

The Wisconsin eSchool Network provides online courses offered to students from any district. These courses are taught by teachers hired by the Racine and Kenosha School Districts. The course may be entirely made up of students from another district or be split between Racine/Kenosha students and other districts.

Racine or Kenosha is the hiring agency and the working district/school is set to the district the student typically attends. If calculating FTE is too complex Racine or Kenosha can elect to use the 0.1 FTE method WVS uses as described above in the WVS section.

A:

Q: Jennifer Shelstad - River Falls School District - It’s not showing up as an error but it’s showing as District Wide employees-they are mentors-do I need to change it?

A: Ideally, you would break them out and create assignments for what they mentor for.

Q: Name - School District -

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Tuesday, 1/11/2022 11:00 AM CST

Licensing (LEAD) Updates

- The background check application for lifetime license holders (5900) are available.
- Check application status at <https://dpi.wi.gov/licensing/check-my-license-application-status>
- Licensing questions about an individual's application should be directed to the [ELO Helpdesk](#).
Extenuating circumstances can be discussed with Julie Hagen who will investigate or direct you to the appropriate person on the LEAD team.

WISEstaff and WISEid Update

- Preliminary certification due today by 6 PM and will be shut down for contract and assignment changes at that time.
- Snapshot will be taken 1/12/22. Once the snapshot is verified we will reopen contract and assignment changes. The status on the WISEstaff Home page will be updated to see when we have finished snapshot verification.
- Briefly review certification steps for anyone new.

1/11/22 - Q&A:

Q: Lacy Gilbertson - Pecatonica Area Schools: We noticed on the Data Quality Dashboard that it has 35 Expiring Staff Licenses in June of 2022. However our administrator looked them up and most are lifetime licenses. Of the 35 listed, only 3 truly expire on 6/30/2022. Are we missing something?

A: This is the known issue we have been working to resolve. The system is showing when the old Initial Educator or Professional Educator license is expiring 6/30/2022, but the functionality to eliminate those who already have a lifetime license in the same exact grades and subjects isn't working at this time.

Q: Kim - Stoughton School District: We have an administrator who is full time principal at one of our elementary buildings; part time principal for our District-run 4K sites; and part time principal for our summer excel program. We already report 260 contract days just for her Kegonsa Principal. What position code and assignment should be used for District-wide summer excel program?

A: Summer school assignments and contract salaries do not need to be reported in WISEstaff.

Q: Jenny - River Falls School District: We received an email stating Local Assignment codes 53-002 Academic Support for Teachers and 99-9210-Other Professional Staff in Non-Instructional Role indicates there might be a more appropriate specific assignment code. Our HR lead and Academic Service lead both feel the two codes are sufficient for the staff in question. How do I resolve the error?

A: These are not necessarily considered errors, but areas we wanted districts to review for data quality purposes. Some local descriptions seemed as though there MIGHT be a better WISEstaff assignment code. Check the Assignment Code List in WISEstaff (Resources menu) and use the keyword filters to look for a specific assignment code that may be a better fit.

Q: Jenny - River Falls School District: Getting an error to Confirm the number of grade levels submitted for 53-0050 as there are 3 to 4 grade levels selected. This particular teacher is teaching via e/school K-3. Do I put that as a comment on the error?

A: If the content being taught by the teacher does truly cover grades K-3, then you can enter those comments and acknowledge the warning. The grade levels selected should reflect the grade levels of the content, not necessarily the students' assigned grade levels.

Q: Eileen - Elmbrook School District: We have 5 Spec Ed Cross Cat Teachers who support EC students in the K4 classroom but I am not able to check the K4 box in their assignments. They are greyed out. There is one teacher at each of our 5 elementary schools. How can I get that box activated?

A: The Special Education team has made changes to which grade levels can be reported with the cross-categorical assignment code; there should be a different assignment area code used for reporting K4: 53-0808 for early childhood special education.

Q: Eileen - Elmbrook School District: If we certify before you close tomorrow afternoon and then we realize that we need to make a change, can we un-certify, make the change and then recertify. (If it is before the deadline 1/11/22) Or, is the certification final once we complete it.

A: You don't need to un-certify or recertify to make changes after you have certified. You may certify when you feel you're ready, and if you find something that needs changing after that but before 6pm on Jan 11th, you can make the change and the system will use your current data as of 6pm Jan 11th. Just check back to make sure no new validation errors or warnings have been generated since you certified.

Q: Amber De Rizzo - Merrill School District: I update our data to report those who are paid mentors for our new staff to: Mentor-53-0003 (for teacher). Did I change these to the correct code? If so, I then get this warning: Total FTE of all assignments of your agency exceeds the internal limit of 1.99.

A: If the educator is a full-time teacher and a mentor, the FTE for each assignment should be pro-rated so that the sum for each assignment equals 1.0 FTE. If the person only works as a teacher mentor, then remove the teaching assignment and use 1.0 FTE for the 53-0003 mentor assignment.

Q: Amber De Rizzo - Merrill School District: How would I code someone who is a Coordinator for our mentor program?

A: We don't have a separate code for a Mentor Program Coordinator. Please provide your email in Teams chat and Julie Hagen will review available assignments to try to find one that will be appropriate.

Amber: amber.derizzo@mapsedu.org

Q: Amber De Rizzo - Merrill School District: What Area Code should be used for a Health Aide? I am getting an error with code 965. Changing the Position Code to 98 vs 97 seemed to correct this- is that the right change?

A: 98-0965 should be the correct code for a Health Aide.

Amber: We had 97-0965- I changed to 98-0965 and seemed to fix it.

Q: Amber De Rizzo - Merrill School District: What area code should I use for a (Response to Intervention) Coord - 0031 shows an error. Should I be using 0002 - Academic Support- Teachers?

A: 64-0031 is correct for a coordination assignment that doesn't provide direct instruction to students.

Amber: She was listed as a teacher 53-0031.

Q: Amber De Rizzo - Merrill School District: What area code should I use for English as a Second Language Coordinator - 0395 shows an error. Is it because the Position code is 51 as the position is covered by a Principal?

A: The 51 Position Code is valid only for Principal and the only valid associated assignment area is 0000. 53-0395 is correct for an ESL Teacher and 64-0023 would be for ESL Coordinator.

Q: Donna Edwards - Milwaukee School District: What assignment code would be used for teachers on a leave of absence but working at MTEA (Milwaukee Teachers' Education Association) or on a medical/personal leave of absence? If not reporting because of leave, would that include any staff working for the MTEA as well?

A: If MTEA is a separate organization and these staff are not working for MPS at all for the school year, you would not report them. If they have a leave for part of the year that was planned as of Third Friday in September, you can prorate their assignment FTE to cover the portion of the year they are working for MPS.

Q: Cheryl Rosemeyer - Gilman School District: One of our existing teachers applied for a new licensure today and the system assigned her a new entity ID. I think this happened because she did not use her middle name as she did on the original license. Is this something I can adjust in WISEstaff or how does she go about correcting this?

A: The licensing team will merge the Entity IDs; you should use the historical Entity ID that already has assignments / licensure data in WISEstaff. After the licensing team completes the Entity ID merge, the newly created one will be discontinued and all subsequent licenses will be issued against the previous Entity ID. The merge takes place on a weekly basis. The new application will be moved over to the original Entity ID and the licensing audit will be run against that original ID.

Q: Pattie Pilz - Sheboygan Area School District: I am getting a warning that says, "Sheboygan Leadership Academy school has no staff with principal assignments. If your school has no principals acknowledge this warning, otherwise add principal assignments." Our district is not responsible for these staff. CESA7 is reporting them. I have acknowledged this warning. Is that all I have to do?

A: Yes, please acknowledge this warning. Thank you.

Pattie: Thanks Anderew!

Q: Kim - Stoughton School District: Sub contracts with a vendor to provide virtual learning. Despite our best efforts to get the information from them to report on the WISEstaff report, I still do not have all of the information for today's deadline. How should I handle this?

A: Any staff not reported by the end of the day today will not be included in the licensing audit so you should get them added when you can and manually review their licensing qualifications to make sure it's accurate in time for the final audit deadline of March 22. To verify their license, once their assignment is entered into WISEstaff, expand the 'View License Requirements' banner on the Edit Assignment page to make sure their license matches their assignment.

Kim: They are IN state (Wisconsin).

A: Just make sure they are reported with the correct licenses.

Kim: Thank you. We are adding wording into our contract for next year to have it to us by October 1st!

Q: Martha Burns - Hamilton School District: We received an email on 1/5 about Usage of 53-0002 & 99-9210 needing attention. I checked my assignment upload and didn't use either of those assignment codes. Should I disregard that email?

A: That communication should have been targeted to only districts who had those assignment codes in place, so you can disregard the email if you verify that you don't have any assignments for those codes.

You can check that on the All Staff Report and filter by those codes. We do see that there is one staff person with the 99-9210 assignment in your All Staff Report.

Q: Amber De Rizzo - Merrill School District: To clarify, if someone was out on medical leave at the beginning of the school year and resigned/retired without coming back, then they should not be reported at all?

A: If your plan, as of Third Friday in September, was for them to return after leave and they submitted their resignation after Third Friday then you should report them as you had originally planned. You would only not report them if you knew at the beginning of the year that they would not be returning.

Tuesday, 1/4/2022 11:00 AM CST

Licensing (LEAD) Updates

- The background check application for lifetime license holders (5900) will be unavailable from January 1-6 to maintenance. For more information, visit our website: <https://dpi.wi.gov/licensing/LifetimeLicensesOutages2022>
- Check application status at <https://dpi.wi.gov/licensing/check-my-license-application-status>
- Licensing questions about an individual's application should be directed to the [ELO Helpdesk](#). Extenuating circumstances can be discussed with Julie Hagen who will investigate or direct you to the appropriate person on the LEAD team.

WISEstaff and WISEid Update

- Update: DPI is working on a fix for excluding expiring licenses with PE* or IE* modifiers when the educator also has a lifetime license or another valid PE or IE license for the same grades and subjects. Hoping to get hotfixed by 1/6/22 but can't guarantee. For these license codes we recommend verifying on the Staff Edit screen or doing a full License Download as a workaround to determine if a person is truly expiring.
- The deadline for the preliminary snapshot certification is 1/11/22 at 6 PM. The ability to make assignment and contract changes will be locked at that time until we have verified the snapshot is complete with no internal issues. Once the snapshot is verified with no issues we plan on reopening access to WISEstaff sometime on 1/12/22 if all goes well. We will update the message on the [WISEstaff Home Overview](#) page once the system is reopened for contract and assignment changes. Once reopened you can make any changes you would like. However the changes will not be reflected in the preliminary audit. You do not need data errata letters for preliminary audit snapshot data since data is not considered final and is not published.
- Review preliminary certification steps
 - The most important data to be accurate for the preliminary audit are staff assignments requiring a DPI License. Also the Entity IDs must be applied in WISEid otherwise the assignment can't be audited.

- Important for your agency to click the certification checkbox so we can know who has completed their submission.
- Even if you certify earlier please check the Validate Staff Data page up to 1/11/22 to make sure another agency hasn't caused a cross agency validation issue that can be resolved.
- Review Change Requests page for new comments, especially Entity ID change requests.

1/4/22 - Q&A:

Q: Deb Ristow - Ellsworth Community School District - I have an employee with entity number 694677. He is showing up with an expiring license on my license download out of WISEstaff, however, his last background check was submitted in 2019. I think this was for when he added Physics to his licensure. On his lifetime license, he has two positions/subjects with an original license date of 09/22/20217 and then his Physics license with a date of 07/01/2019. His background check shows up with the 2019 date. Does he need to reapply for his lifetime license, or is that background check of 2019 make it good until 2024?

A: This educator is one of those people we have discussed at previous meetings. He holds a Professional Educator license that is about to expire and a lifetime license in the same subject. He does not need to take action at this time for a background check because he has had once in the recent past when submitting his application in 2019. This issue will be resolved, but going forward the department stopped issuing professional educator and initial educator licenses in 2017, so the last of them should be expiring by the end of this school year.

Q: Deb Ristow - Ellsworth Community School District - For those staff that are renewing their lifetime license with a background check, I was under the understanding that they could do so after January 1st. However, staff that are trying to do so, are not getting the background check option. Is there a date in January that they have to wait until in order to start the process?

A: <https://dpi.wi.gov/licensing/LifetimeLicensesOutages2022>

Q: Beth M. - Sparta School District - What is the best code to use for a PBIS Coordinator (Extra Duty Contract)?

A: 53-0940 is the teacher role for that assignment area but we don't have a coordinator code specific to PBIS. You might use 99-9210 (Other professional staff in a non-instructional role / other duties); DPI will look into creating a coordinator code for this assignment area for the 22-23 school year.

Q: Beth M. - Sparta School District - What is the best code to use for STEM Teachers during the periods they are not teaching a specific subject, but available to assist students with any subject as questions arise?

A: Without having specific assignment description, potential WISEstaff code 53-0940 academic support or 53-0935 at-risk tutor.

Q: Lorianne S. - Howard-Suamico School District - What would I use for a teacher who is teaching online classes to three grades?

A: If the teacher resides in WI, your district would report them for the grades/subject(s) taught like you would if the teacher were teaching in-person. If the teacher resides in another state and is providing instruction from that state under that state's license, you would use the WISEstaff reporting code 53-9001. If you are receiving a warning when using the 53-0050 assignment and entering three grades, you can acknowledge the warning.

Q: Ale Medina - Bristol School District #1 - What would I use for a Behaviour Interventionist full time contracted 4K-8?

A: 53-0940 academic support for non-special ed pupils.

Ale: Correct! Thank you!

Q: Ale Medina - Bristol School District #1 - What would I use for an art aide?

A: If this is a paraprofessional position, you can use 96-0070 for an instructional paraprofessional assignment. Let us know if there are more details about the assignment that may fall outside that assignment.

Ale: Thank you! Correct it should be a paraprofessional position.

Q: Ale Medina - Bristol School District #1 - I know there is a list of only the codes that were updated since last year. Could you please remind me where to find this list?

A: The WISEstaff File Layouts page has a section for 21-22 assignment code changes:

<https://dpi.wi.gov/wisedata/vendors/filelayout-templates>

Q: Lacy Gilbertson - Pecatonica Area School District - We have an OT who is contracted through CESA. They have added her into WISEstaff as they are the reporting agency, but now we are receiving errors for 4100, 4103, 4104, 4210, 4300, 4400, 6324. Do we need to fill this information in for that person?

A: For staff who are subcontracted through a CESA, their assignment should have "Yes" as the answer to the question about whether the assignment is subcontracted. That flag will let the system know not to look for a contract and those errors will clear out.

Lacy: That cleared the errors when I changed the person to subcontracted. Thank you!

Q: Lacy Gilbertson - Pecatonica Area School District - Can you repeat if an employee is applying for a license what we are supposed to do? We have a paraprofessional applying for a license but are still getting warning 4034.

A: Licensed staff should have submitted license applications when they were hired. The Entity ID is issued when the application is submitted by the educator. If they haven't submitted their application, you can enter a comment on Validate Staff Data that their application is in progress and then acknowledge the 4034 warning.

Q: Eileen Shapiro - Fond du Lac School District - We have several TOSA positions this year and I'm wondering how to code them?

A: Eileen - can we get more info on what TOSA means? If it is a Teacher on Special Assignment can you provide more info on the specific assignment and its duties?

Brittany Mueller (DPI) to Julie Hagen - I added this from a WISEstaff CST ticket. Once I hear back from Eileen, I'll follow up with you.

Eileen - *Teacher on Special Assignment. They are licensed teachers who are helping at each elementary and middle school -- under the principal -- with some behavior issues and helping kids/families who are having difficulties with some of the issues that resulted from virtual learning, etc.*

A: 53 - 0940 Teacher - Academic Support Non-Special Education Pupils

Q: Name - School District -

A:

Q: Name - School District -

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Q: Name - School District -

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Q: Name - School District -

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Tuesday, 12/21/21 11:00 AM CST

Licensing (LEAD) Updates

- Check application status at <https://dpi.wi.gov/licensing/check-my-license-application-status>
- Licensing questions about an individual's application should be directed to the [ELO Helpdesk](#). Extenuating circumstances can be discussed with Julie Hagen who will investigate or direct you to the appropriate person on the LEAD team.

WISEstaff and WISEid Update

- We have canceled the user group meeting for 12/28/21.
- Update: DPI is working on a fix for excluding expiring licenses with PE* or IE* modifiers when the educator also has a lifetime license or another valid PE or IE license for the same grades and subjects. Hoping to release on 1/4/2022 but holiday vacation schedules may delay that date.
- Review what to focus on and steps to complete the preliminary audit certification snapshot.

12/21/21 - Q&A:

Q: Katie Driscoll - Shorewood School District: What is the correct working school code when an employee works at multiple schools? I received an error message when I submitted it with 999.

A: For most assignment types, we request that you enter an assignment for each school they work at, especially for teaching assignments, with their FTE broken down per school. There is a tool to help you do that on the Edit Assignment page; click the Split FTE icon next to the edit and delete icons in the assignment record, then click Add School and enter appropriate FTE and grades for each applicable school. If the employee is in more of a district-wide role, you can use 0000 - District-wide as the working school.

Q: Eileen - Elmbrook School District: How to code 4K Teacher (4K is new to our school this year)? How to code Dept Head when it is for a Spec Ed Dept?

A: 53-0050 (Teacher - Elementary-All Subjects) can be used for the 4K teacher; 80-0000 (Director of Special Education and/or Pupil Services) might be applicable for your Special Education Dept Head.

Q: Natalie - Kimberly School District: How to enter assignment grades when it doesn't populate? Position is an Early Childhood Special Education teacher at an elementary school (kindergarten) and I do not have the option to select a grade level and get a 4600 error. Working school is 0060 and Area is 0808. What Area should I use for a kindergarten special ed teacher?

A: The 53-0808 assignment should be used only for grades K3, K4, and PK; your working school 0060 doesn't offer either of those grades so the grade fields don't show as an option when trying to add that assignment code for that school. Review with your Special Education Director; 53-0800 Cross-Categorical may be an appropriate area code.

Q: Eileen - Elmbrook School District: What do you use for the Grade From for a 4K Teacher?

A: If they are teaching only K4, you can just enter K4 as the grade; Grade Level Placement: <https://dpi.wi.gov/wise/data-elements/grade-level>

Eileen: For my 4K question - We entered the grade level as 4K and I received errors so I believe the correct code to use is K4.

Q: Roxanne - Columbus School District: On the data quality dashboard it lists a lot of expiring licenses and background checks. Is this just for information, as none of them will expire until June.

A: This is meant as helpful information for you to use to follow-up with those staff whose licenses or checks are expiring at the end of this year to ensure they are renewed in advance of the next school year.

Q: Jennifer Fotsch - Wauwatosa School District: I'm getting a warning 6362 in which it's saying I have two principals for the same school. I had a principal leave and now I have a long-term sub. What is the best way to fix this?

A: If the principal left after the third Friday in September and the departure was not expected, then you should leave the original principal's assignment in place and not submit the long-term sub. If the departure was expected, you could prorate the FTE / contract days for the original principal assignment and enter the remaining FTE and contract days for the year for the long-term sub. You can add comments to the warning indicating the situation and then acknowledge the warning.

Q: Roxanne - Columbus School District: I have 6 errors with error code 4701. I see that it is for information only, but can I fix this?

A: You can click the 'Clear Non-Required Data' button on the Validate Staff Data page to clear those out, but make sure all required contract and assignment data has been entered before clearing the info messages. If you uploaded those assignments from a staff vendor system, you may want to update that data to remove the question for those assignments so that it isn't re-added next time you do an assignment upload.

Q: Laurie - Fox Point-Bayside School District: We hired a new SPED aide this year that was told he needed to obtain a SPED license. His employment ended before he applied for a license. I've added this information as a comment in the error warning. Is there anything else I need to do? How will this affect our reporting?

A: If the aide was still employed on the third Friday of September, you should leave the assignment in place and add comments to the warning indicating he left before applying for the license; you should also still encourage the aide to apply for the license if he has no other current teaching license.

Laurie: He doesn't have any license but since he no longer works for us I don't think he will apply for a Sped Aide license.

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Tuesday, 12/14/21 11:00 AM CST

Licensing (LEAD) Updates

- Check application status at <https://dpi.wi.gov/licensing/check-my-license-application-status>
- Licensing questions about an individual's application should be directed to the [ELO Helpdesk](#). Extenuating circumstances can be discussed with Julie Hagen who will investigate or direct you to the appropriate person on the LEAD team.

WISEstaff and WISEid Update

- Preliminary certification window opened today 12/14/21
- Review timeline for collection
- Demo item - All Staff Report & Staff Corrections Form
- We have canceled the user group meeting for 12/28/21. However we will still hold our meeting for next week.

12/14/21 - Q&A:

Q: Bo Thao - Neenah: These errors keep showing up no matter how many times I acknowledge, edit, and reupload the information: 5820, 4500, 3100, and 4034

A: Jennifer from DPI is working with Bo on reviewing these validations: 5820 has been acknowledged and will remain as an acknowledged warning unless you reduce the number of grades assigned to that staff person to 1 or 2; that would clear the warning since we expect a 53-0050 Elementary Teacher to be assigned to a maximum of 2 grades. 3100 errors indicate you have entered assignments for staff who don't have a Local Person ID tied to your agency. These may be staff new to Neenah for this year so you'll need to do a Person Upload in WISEid and include Local Person IDs for each of those staff. 4034 warnings indicate an Entity ID is missing for staff in licensed assignments; have you entered Entity IDs for those staff in WISEstaff? Data validation was refreshed this morning and we're not seeing any 4500 codes showing in your list.

Q: Kim - Stoughton: For 98-9077 and 98-9078 are we to report (on the WISEstaff report) community coaches/advisors as well as our regular staff who also coach/advise?

A: Yes, those assignments should also be reported; anyone interacting with students in your district should be reported, except for summer school assignments.

Q: Kim - Stoughton: For an educator who holds a 53-0300 license and teaches a section of Journalist Writing, are they also required to hold a 0310 Journalism license? "What Can I Teach With My License" - this is not addressed for an English/Language Arts license (0300)

A: That will depend on the academic standards used to develop the course. If the academic standards are for journalism, then yes that license is required. If the academic standards are English language, literature and composition, then English is required. If you are unsure, contact your director of instruction or your district can discuss the standards with Bianca Williams-Griffin at 608-266-3551 <https://dpi.wi.gov/ela> While your teacher could add speech via content test, there isn't currently an option to add journalism via content test. If this license is required and your teacher holds a provisional or lifetime license and has at least a year of experience in your district, the district might consider the 3-year license with stipulations/district sponsored pathway.

Q: Kim - Stoughton: What classes can be taught with a General Technology Education license (1220)?

A: There isn't a list of classes that we can provide you. The technology education teacher can teach courses that were developed based on the academic standards for technology education (formerly industrial arts). There will be additional guidance added any day now regarding digital technology, which sometimes fall into the academic standards for technology education. There is also guidance on our website for [Project Lead the Way](#) that might be helpful. If you have other questions, you can contact jessa.dahmes@dpi.wi.gov.

Q: Kim - Stoughton: Can a teacher with licenses in both biology and chemistry teach a section of iSTEM (9th grade general science class) or do they need a general science license?

A: No this requires either a broad field science (1601) or the science (2600) license.

Q: Josie Simonson - Jefferson: I did not get the communication regarding WISEstaff being open for certification that you mentioned was sent to today. I just confirmed that I am still listed as the primary contact. Do you know why I would not have received that?

A: The communication will be sent during the business day today.

Josie: Thank you Andrew. I think I just had a moment and thought the 10/14 notification said 12/14. Oops. Thank you for confirming that though!

A: LEA will be able to submit preliminary certification right now if ready. The reminder communication will be sent to all WISEstaff contacts early this afternoon.

Q: Karin - Ripon Area: Is the long term sub box checked for both the person/position on leave as well as the person hired as the long term sub?

A: The check box should only be checked for the person who is the substitute for the person on leave.

Q: Josie Simonson - Jefferson: Is there an update on the staff expiring licenses showing for staff with lifetime licenses in the same area (i.e. expiring PET5, IET5, and PEP5, etc. licenses)?

A: DPI has that change in development now and we will target a release for next week.

Q: Karen - Delavan-Darien: We are receiving library media specialist services from a CESA. I am getting the 6361 error for that. What is the best way to find out if they have included us in their report or do I need to contact them to have them include us. I have made a comment in my report and I assume if they do their report this warning should disappear or is that not a correct assumption?

A: When the CESA enters the assignment with your district as the working LEA, the warning should be cleared. If you are still seeing the warning in early January, we recommend following up with the CESA to ensure they will be adding that assignment.

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Tuesday, 12/7/21 11:00 AM CST

Licensing (LEAD) Updates

- Check application status at <https://dpi.wi.gov/licensing/check-my-license-application-status>
- Licensing questions about an individual's application should be directed to the ELO Helpdesk. Extenuating circumstances can be discussed with Julie Hagen who will investigate or direct you to the appropriate person on the LEAD team.

WISEstaff and WISEid Update

- Release planned for Thursday. [Draft release notes](#) will be published upon release.

12/7/21 - Q&A:

Q: Megan Densmore - Whitehall School District: Full time vs. FTE. Is there an update on our aides working 1440 hours/2080 would be only a .70 FTE? I should report their FTE as .70 FTE then and not 1? Should we be using 1440?

A: We will not be changing the guidance for this year.

Megan: So are we supposed to report as we have in the past or as .70?

A: For this year, we don't recommend changing your FTE calculations from what you did last year. We will provide guidance next year for changes. Our WISEstaff Advisory group provided feedback that it would be too complicated to change this late in the collection but it does need to change. They also said there are many types of employee full work years besides even 1440 and 2080 hours so guidance for next year will include that factor.

Q: Megan Densmore - Whitehall School District: Our bus and cleaning company are subcontracted and we pay that company for their services. I always second guess myself knowing whether to report them or not. Can I get a definite answer to this question? Last year I entered them into the aggregate staff data.

A: There is an aggregate FTE calculator on the [WISEstaff support page](#).

Megan: Calculator for what? I know there's a decision tree, but my question is asking for clarification about a box on the decision tree. We pay the subcontractor itself obviously, but do we report the employees?

A: Enter Aggregate Staff FTE Mini Tutorial:

<https://dpi.wi.gov/wisedata/help/mini-tutorials/wisestaff-aggregate-fte>

Megan: Thanks Heidi, I will look. Our bus company is not wanting to give us staff information for our report, that is why I am asking.

Q: Bo Thao - Neenah School District: What is the most appropriate position code and area code for Math and Literacy Interventionists?

A: Assuming these are teaching positions providing instruction to students, the position code is teacher (53). The area code that you pair with 53 will be driven by either the position is a Title I assignment, in which case you will use 0312-Title I reading or 0412-Title I math. If the assignment isn't specific to Title I, then you will use 0316 for reading and 0416 for math.

Q: Bo Thao - Neenah School District: When validating our staff data, the changes and updates do not seem to be going through. For example, errors 3100, 4034, 4057, 4200, 4500, and 5820 are there no matter how many times I've tried to resolve them.

A: If you are doing it in the staff section, there should be an upload. If you corrected them then they should be going away.

For warnings, you will need to acknowledge them, if appropriate, after entering a comment if that is required.

Q: Bo Thao - Neenah School District: Please confirm if 5900 (background check faculty 9959) needs to be completed each school year.

A: Please elaborate. Are you asking if you should download the report for each year to see if any staff need the background check application submitted? If so, we recommend you do so because it is very likely in a district of your size that someone is due to submit their background check application by the end of any given school year.

Q: Martha Burns - Hamilton School District: We have a teacher who has an Alternative Education (1952) license teaching grades 9-12. How should she be reported?

A: The teacher is reported as a teacher (53) with area codes for all the subject(s) she is teaching and a Yes response to the question about "is this an alternative education program?"

Q: Martha Burns - Hamilton School District: We have a student-specific nurse. She is a RN and we have her classified as a Paraprofessional. Should I report her as 75 Nurse or Other Professional Staff in a Non-Instructional role?

A: Only use the school nurse code if the nurse meets the definition under s.115.001(11) SCHOOL NURSE. "School nurse" means a registered nurse who is licensed under ch. [441](#) or who holds a multistate license, as defined in s. [441.51 \(2\) \(h\)](#), issued in a party state, as defined in s. [441.51 \(2\) \(k\)](#), who submits evidence satisfactory to the department that he or she has successfully completed a course, determined to be satisfactory to the department, in public health or community health.

We were made aware of the need to distinguish between a school nurse and other nurses after this year's assignment code list was created and plan to create new codes for nurses who are not the

school nurse. For the 2021-22 school year, the district can report this person under 99-9210, but know that the assignment will need to be moved once the new assignment code is created.

Q: Eve Zegarra - Lake Geneva School District: Is there a way to enter an Independent Contractor into WISE?

A: Subcontracted through a Contracted Agency information may be found here:
<https://dpi.wi.gov/wise/data-elements/subcontractors>.

Q: Amber De Rizzo - Merrill School District: Working to clean up the 53-0002, per the October 18th email. The staff we have listed in this group are all Instructional Coaches. Is this the correct grouping for them? One is a SPED Instructional Coach. Are they good here or should they be placed somewhere else?

A: At this time, all instructional coaches (except for coaching in reading) are reported using 53-0002. The instructional coach for reading uses 64-0039).

Q: Amber De Rizzo - Merrill School District: Working to upload the 1202 Benefits information in Skyward and I keep getting an error. Does anyone know where I can find what the error is or should I reach out to Skyward?

A: If anyone has any information to assist Amber, please let us know. You may have to reach out to Skyward.

Q: Martha Burns - Hamilton School District: I will be sending out license expiration reminders for those with background checks and licenses expiring in June of 2022 and to let them know to start the renewal process starting in January. Last year I let them know to look for an email from DPI regarding the expiration and the steps they need to take for renewal. Do you have a timeframe I could reference that you'll send the initial emails out?

A: We typically run email campaigns from the licensing team in late January-early February.

Q: Carolyn Maricque - Brown County CDEB: I am late to the meeting, but we have teachers with lifetime licenses that are on the license expiration list. Will this be corrected?

A: I believe it is the way you filter it. Otherwise, we are working on fixing it if there is a license with an 'ie' as the prefix which is expiring and has a lifetime license that matches it.

Q: Renee Gavilan - La Crosse School District: Can DPI consider updating the ELO application status options? I've noticed that educators will have the "open, submitted, pending DPI review" as the status when they log in but, they actually are required to provide or do something to continue processing. I think a status similar to "Open, submitted, DPI returned to educator for action" or something to that effect would be helpful to distinguish when the application is pending educator action vs DPI action.

A: This is a question more for the licensing LEAD team. You can send your questions to the LEAD Assistant Director, David Sepulveda.

Q: Eve Zegarra - Lake Geneva School District: Follow up to my question. I got this error after putting the independent contractor assignment in WISEstaff: Staff person does not have a Local Person ID

associated with your agency in their WISEid record, which is required for entry of contracts and/or assignments. Do I just make up a local person ID for them?

A: Some districts do not put it in their system. Make sure they do not overlap with your HR system. There should not be more than one local person id for one staff member at a district.

Q: Karen - Delavan-Darien School District: What is the actual preliminary deadline to certify - December 14 or what?

A: Karen, you are correct. WISEstaff preliminary certification will open on December 14, 2021. January 11, 2022 is the final date to submit preliminary certification.

2021-22 Staff Data Collection Timeline: <https://dpi.wi.gov/cst/data-collections/staff/data-collection/staff>

Q: Cari Myhre - River Ridge School District: I am sorry if this is a repeated question. I keep receiving the error below. When I check it, it all matches up and matches the license. This assignment has grades out of the valid range for the school as defined in School Directory. They will be removed during the Clear Non-Required Data process.

A: You will get the validation message if you are reporting that day. If you do the clear non-required data, it will clear that data. The high school does not have 8th grade in the School Directory and you reported 8th grade. It looks like the person has two different assignments at two different schools. The grades have to be reversed for the two separate assignments.

Cari: Thank you! Makes sense.

Q: Lisa Podgornik - Flambeau School District: How would I code a Behavioral Interventionist/Instrinonal Leader? She is considered Administration.

A: Please send the position description to Julie.Hagen@dpi.wi.gov.

Tuesday, 11/30/21 11:00 AM CST

Licensing (LEAD) Updates

- Check application status at <https://dpi.wi.gov/licensing/check-my-license-application-status>
- Licensing questions about an individual's application should be directed to the ELO Helpdesk. Extenuating circumstances can be discussed with Julie Hagen who will investigate or direct you to the appropriate person on the LEAD team.
- Revised description for 91-0000 Library Media Supervisor

WISEstaff and WISEid Update

- Adjusted incorrect or merged Entity IDs and notified districts who had last local person IDs for them to make updates in their own systems. This fixed the License Downloads for districts that were contacted.

- Still looking into the issue found last week with persons being on the Expiring Staff License list who have a lifetime license which trumps expiring initial educator or professional educator license (PExx or IExx), but also holds lifetime in the same grades or subjects. Also maybe a similar issue with - PRVL provisional license (2017-2020) and got another provisional with extended dates. This is a complicated issue so I will update this when I have more information.
- Go over Subcontracted staff - who should be reported (virtual, 4K, online out of state etc).
 - Decision Tree Diagram - https://dpi.wi.gov/sites/default/files/imce/cst/pdf/pi_1202_tree.pdf
 - When staff is employed to do activities for just summer school they are not part of WISEstaff reporting. If a regular teacher also teaches summer school the summer school pay is not included in salary.
 - When staff is employed to service groups of persons outside of students reported in WISEdata those staff are not reported in WISEstaff reporting.
 - On the [WISEstaff Reporting page](#). Go to Guidance & Recommendation Documentation, first link called 'Decision Tree Diagram'
 - [Virtual Teacher reporting guide](#)
 - Make sure when assignment is contracted or subcontracted employee (non-direct employee) or RCC that you answer Yes to subcontracted question on the persons assignment.
 -

11/30/21 - Q&A:

Q: Bo Thao - Neenah Joint School District: For local years of experience, when does year 1 begin? For example, a teacher is hired in July 2021 for the current school year. Do we count the current year as the first year?

A: Yes, years should be a projection as of the end of the current school year.

Q: Pattie Pilz - Sheboygan School District: I currently have 98 "Missing Long Term Substitute Information" errors for positions that have been her for quite some time which are not substitutes i.e. Principals, Assist. Principals, Psychs, Directors, Therapists, Nurses, etc.? This happened last year too. Do you know why this keeps coming in as an error? I did fix most of them this morning so you may not see the errors now. There is normally a N/Y checkbox so to fix these, I checked the No box. Yes.

A: It means you are not answering the question on the assignment. It should be yes or no for each of those assignments.

Pattie: Agreed. I use Skyward and the csv file column with this info has most of this info missing for the long term sub needed. Ok, thanks.

Q: Pattie Pilz - Sheboygan School District: I have 808 warnings of "Zero or no Fringe Benefits reported for an assignment that usually includes Fringe Benefits. Please verify with WUFAR that everything included under object code 200 that is considered a Fringe Benefit including FICA, and Medicaid. Only under infrequent circumstances are FICA and Medicare not paid." Any idea how I can correct this? I know it is only a warning and doesn't "need" to be corrected but it is bothering me.

A: We really have to have the data populated. If you want to get rid of the warnings you may okay the warnings by code by selecting the code and acknowledging it.

Pattie: If I group acknowledge the warnings will that be a problem because there are no fringe benefits listed?

A:

Pattie: ok, thanks

Q: Deb - Ellsworth Community School District: Can you add this link to the "Does staff member need to be reported document" in the agenda notes?

A: Decision Tree Diagram - https://dpi.wi.gov/sites/default/files/imce/cst/pdf/pi_1202_tree.pdf

Q: Roxanne - Columbus School District: I have a psychologist that works for us and another school district. We pay her. Do I report her as a full time or part time person? Thank you

A: Report her with the amount of the FTE that she works for your district. Work with the other district to make sure it is prorated correctly.

Roxanne: Even if we are paying her the entire salary?

A: If you report both assignments then for the working agency report your half and the other district as the other agency.

Roxanne: If we have a staff member on a leave for the school year, we don't report them, correct? Not working.

A:

Q: Laurie Rosenow - School District: Can you please go over how to report a teacher that was on a leave of absence the first 3 months of the school year.

A: If that was part of your plan on TFS you should prorate the information in the contract for those two people. Prorate the contract information for that person. There is a field for contract days and FTE.

Q: Suzanne Polaske - Waukesha School District: Where in Skyward do the fields for Long Term Sub Yes/No and Bilingual Program Yes/No exist?

A: That file should have a response generated for those people with an assignment. It should be in the file that way, if Skyward programmed it.

Q: LaRae - School District: We have an employee out on long term disability, but still considered an employee. They are not receiving their salary from us, just their long term disability from the insurance company. Do we report them?

A: Prorate the assignment and contract based on their contributions to you. This would be based on the TFS.

Q: Suzanne Polaske - Waukesha School District: I cannot find the long term sub info on Skyward itself. It does appear in the report you export from Skyward to upload to DPI.

A: Not sure where it is exactly in Skyward. I am sure it exists somewhere to set that. Josh will check with Skyward to make sure they are generating every assignment yes or no.

Pattie Pilz: I cannot find the long term sub info on Skyward itself. It does appear

Martha Burns: I think it might be on the PAC side but not positive.

Michelle McGeoghegan: I believe it's located on PAC and not on the web side.

Q: Karen:What does a teacher who teaches Alternative Education get listed as - apparently that code is gone?

A: We do not have a discrete assignment code. Report the subject, grade and indicator as alt ed.

Karen: That teacher can teach all subjects with that license and I have to list every subject?

A: You should be listing the subjects that this person is teaching in the alt ed setting. They should have a license for each subject they are teaching.

Tuesday, 11/23/21 11:00 AM CST

Licensing (LEAD) Updates

- Check application status at <https://dpi.wi.gov/licensing/check-my-license-application-status>
- Licensing questions about an individual's application should be directed to the ELO Helpdesk. Extenuating circumstances can be discussed with Julie Hagen who will investigate or direct you to the appropriate person on the LEAD team.
- If your staff background check is expiring in 2022, the department begins accepting background check applications (5900) no sooner than January 2022 as it has to be within 6 months of background check deadline of June 30. Background applications not received by June 30, 2022 will make the lifetime license invalid until the application is received and if the educator has been actively working in education.

WISEstaff and WISEid Update

- Release today: go over the [draft release notes](#)
- If your district had duplicated 4212 / 4213 warnings you should now see them only once, with their original acknowledgement comments.
- 14 districts have staff with Entity IDs that are no longer valid, breaking the License Download due to a bug. DPI CST will be contacting districts to remove and replace Entity IDs in both their own system and WISEid. List of hiring agencies affected:
 - 1015 - Cedarburg School District
 - 2044 - Geneva J4 School District
 - 2478 - Hayward Community School District
 - 2583 - Hortonville Area School District
 - 2611 - Hudson School District
 - 2849 - La Crosse School District
 - 3311 - Marinette School District
 - 3484 - Mercer School District
 - 3619 - Milwaukee School District
 - 3675 - Monona Grove School District

- 4473 - Plymouth Joint School District
- 5586 - Spring Valley School District
- 6223 - Wausau School District
- 9908 - Cooperative Ed Serv Agcy 08
- We have received a lot of feedback on possible changes to the FTE full time hours calculation guidance from our WISEstaff Advisory Group. It's looking like the consensus is that changes should wait until 22-23. Things are more complicated than we originally thought as there are various standards for what is a full year of full time work hours depending on the type of employees.

11/23/21 - Q&A:

Q: Renee Gavilan - La Crosse School District: Can DPI help remove entity IDs that are on the 6/30/22 expiring list that already have a lifetime license in the same areas? I've discovered that some individuals that have a Provisional teacher license that expires in 2022 already have been issued a Lifetime license for the same subject areas but they still show up on the expiring list. They are not due for a background check either. If these could be removed that would help having to individually check before sending out the list to staff. (Example of this is entity 744171) I'm unable to join the meeting today so I will watch the video once posted online. Thank you.

A: Expiring licenses that cover the same area as a lifetime license should not appear on the Licensing Download; it checks for those conditions and should be removing those expiring licenses from the download. DPI is investigating a potential missed mapping that would recognize a lifetime license taking over for a PET5 license, which should then prevent those staff from showing on the download when filtering by license expiration date.

Q: Martha Burns - Hamilton School District: Can you show an example of the filters?

Q: Josie Simonson - Jefferson School District: I'm experiencing this same issue. I see this when I click the Expiring Staff Licenses widget on the WISEstaff Data Quality Dashboard. Example: entity ID 252800 shows an expiring PET5 - Professional Educator license, when he holds a lifetime license in the same areas. Sorry, I typo'd entity ID is 22800.

A: DPI will check to see if the PET5 license is mapped to the Lifetime License within the logic for the Licensing Download.

Josie: We certainly have many employees with lifetime licenses. Thank you for looking into this! Yes I have.

Q: Name - School District -

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Q: Name - School District -

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Tuesday, 11/16/21 11:00 AM CST

Licensing (LEAD) Updates

- Julie will be out of the office, but will check this document for any unanswered licensing questions before the following week's call.
- Check application status at <https://dpi.wi.gov/licensing/check-my-license-application-status>
- Licensing questions about an individual's application should be directed to the ELO Helpdesk. Extenuating circumstances can be discussed with Julie Hagen who will investigate or direct you to the appropriate person on the LEAD team.

WISEstaff and WISEid Update

- [Bug & Known Deficit list](#) review
- Demo
 - Looking at [KBA articles](#) and how to look them up
 - Collection Checklist - Step 1 items

11/16/21 - Q&A:

Q: Casey Rurup- Birchwood School District: Should I be concerned that all of our staff who hold lifetime licenses are showing no active licenses under their licensing information? It does not produce an error when I validate my staff data.

A: DPI has investigated the issue and a fix is currently being tested. There is a disconnect between WISEstaff and the licensing data coming from ELO for certain license types. We will target releasing the fix on Wednesday, with Thursday as a back-up. An additional issue was found that prevented the rest of the staff from showing in the download; one staff person had an invalid Entity ID in their WISEid record and that caused the download to not fully load.

Q: Casey Rurup- Birchwood School District: Our licensed pre-k teacher currently provides the morning instruction for the pre-k class and also the afternoon daycare portion for the extended day. What should her assignment for the afternoon portion be reported as?

A: If the daycare students are not reported to WISEdata, then the staff does not need to be reported for the daycare portion of their day. Let us know if that's not the case and the daycare students are reported to WISEdata.

Q: Casey Rurup- Birchwood School District: We currently have a contracted home to school liaison. She provides case management to assist students, families, and school. Helps families find services that are needed, mental health referrals, works with law enforcement and Child Protective Services, handles truancy, etc. What should I report her assignment as?

A: If working with students, these responsibilities fall into the role of a school social worker. For the portions of this assignment that aren't working with students, possible options: 99-0011 is Other Professional Staff in a Non-Instructional Role / Parent Liaison; 99-9899 is Professional Staff / Mental Health Navigator. If your district has additional questions, we recommend speaking with Julie Incitti, the DPI school social worker consultant in our state. julie.incitti@dpi.wi.gov

Q: Casey Rurup- Birchwood School District: When I attempt to add a new staff member it informs me that "your role does not allow the creation of a new record." How do I fix that? I am the main contact for our staff reporting?

A: A WISEid Admin user role is needed to create staff WISEid records. Click 'Request Access' at the top of the WISEhome page to send an automated request to your district's Application Administrator; select WISEid as the application and include comments indicating you need the ability to create WISEid records.

Q: Renee Gavilan- La Crosse School District: I have over 1000 information messages (mostly 5800 and 4901 codes) that state the data will be corrected/deleted upon check off process. On the Staff Collection Checklist it states: Verify and Clear Info Messages. What do I need to do to remove them or when will those information messages be cleared?

A: The Info messages will be cleared when DPI runs the statewide process to prepare for the preliminary snapshot. If you want them cleared ahead of time, to provide a cleaner view of your status, you can click the blue 'Clear Non-Required Data' button on the Validate Staff Data page to clear them out just for your district. We recommend waiting until all of your contacts and assignments are entered so you don't clear out messages that may be impacted by additional data you enter.

Q: Deb Ristow- Ellsworth Community School District: Do we have an update on the decision regarding how to report the support staff and the total number of hours that we should use to determine FTE?

A: We are considering changing the hours for a school-year staff person working 1.0 FTE to 1440. We are gathering input from our advisory group and will communicate a final decision in this agenda document. Since assignment entries are underway for this year, we would likely wait until the 2022-2023 school year to apply this change.

Q: Jennifer Fotsch- Wauwatosa School District: For the preliminary certification - is the emphasis on certified staff or all staff assignments? Last year this was the case and it was also my first year working on the report. I wanted to know whether this was a covid-related decision last year or just how the preliminary report is handled.

A: The preliminary certification is mostly about collecting data for the preliminary licensing audit, to provide feedback to districts about unlicensed staff, mis-licensed staff, and assignments that may be incorrectly coded. Last year, knowing districts had many competing areas of focus, we emphasized that entry of licensed assignments is the most critical thing to get completed prior to the preliminary deadline. It is still beneficial to have ALL staff data entered by this time (including contracts), so that DPI can assist with data quality reviews prior to the final deadline in March. But if time or circumstances don't allow for the completion of all staff data prior to the preliminary deadline, then the focus should be on licensed assignments.

Q: Paige Smoody- Oshkosh Area School District: I have 2 staff members who keep having error 4212, even after acknowledging and entering a comment stating their salaries are correct..

A: DPI will investigate why the warning shows multiple times for each staff person. The warning should only appear once per person; you have acknowledged the warning and it will remain in the system as an acknowledged warning and you can ignore the repetitive instances if you have confirmed that the salaries are correct.

Paige: I tried using a short comment. I do refresh the validation.

A: Your comment looks fine. The validation refresh is regenerating those warnings each time so please hold off on refreshing it again until we have identified the cause of the issue. Thank you!

Q: Josie Simonson- Jefferson School District: Since the department head assignment (18-0000) requires contract data, should teachers who are also a department head have their teaching contract amount plus their department head compensation reported for their contract data?

A: Since only one contract is allowed per staff person, per district, you can include the additional compensation in their main teaching contract and enter that total salary within their contract record.

Tuesday, 11/9/21 11:00 AM CST

Licensing (LEAD) Updates

- Check application status at <https://dpi.wi.gov/licensing/check-my-license-application-status>
- Licensing questions about an individual's application should be directed to the ELO Helpdesk. Extenuating circumstances can be discussed with Julie Hagen who will investigate or direct you to the appropriate person on the LEAD team.

WISEstaff and WISEid Update

- Friday Top 5 for 11/5 - highlights of [WISEstaff licensing questions/answers](#)
- Go over the [draft release notes](#) for today's release.
 - Fixed bug where acknowledged warnings get reset each time validation is run
- Per last week's new user request at the end we will demo the process to download & upload data and how to make changes manually in the system. Emphasis for those who don't have a vendor staff state reporting system/module.
 - We will integrate in demo our planned focus topics the Copy Forward functionality and the Staff List - how to delete and add people manually.

11/9/21 - Q&A:

Q: Deb Ristow - Ellsworth Community School District: We have a few hires that have previously just been sub teachers both in our district and in other districts. Do we count their subbing experience towards LEA years of experience and total years of experience? Or just their experience since they

have been hired as something other than a sub teacher in our district?

A: All experience in a teaching / education environment should be counted, so substitute teaching can be counted towards local and total experience years.

Q: Deb Ristow - Ellsworth Community School District: Is there a timeline regarding our support staff and the total number of hours that we should use to determine FTE? I would like to start working on them but don't want to duplicate my work if we are going to switch from the traditional 2080 hours for FTE.

A: DPI will review and follow-up next week with info on whether guidance on total hours per year will change.

Q: Deb Ristow - Ellsworth Community School District: We have a number of staff taking maternity leaves this year without pay. Should we be reporting their salary and benefits as if they are working the full year with pay or as their adjusted amount? And I am assuming that we would adjust their number of contract days if we are adjusting their reporting salary/benefits.

A: If the leave was announced after the third Friday of September, then you don't have to adjust the assignment; you would enter it as if it were for the full year. If the leave was known before third Friday, then you can enter info for the sub / replacement for that position and pro-rate contract/assignment if they are filling in only for part of the year.

Q: Deb Ristow - Ellsworth Community School District: How do we account for our teaching interns?

A: If you are referring to the WI Improvement Program (WIP), you will use the 53-0970.

<https://dpi.wi.gov/licensing/programs/wip>

Q: Shani Browning - Clinton Community School District: Data Verification error: 'Missing required data: assignment grades', how do I add the assignment grade in for this employee?

A: Grades can be added to the Assignment File Upload and applied to existing assignments, or you can enter the grades manually on the Edit Assignment page. Some of your staff with that error have a teaching assignment that isn't valid for the working school. Example: working school = Clinton Middle School and the assignment code is 53-0050, which is an elementary school teacher. For that combo, the grades fields do not appear on the Edit Assignment page because that is not a valid school / assignment combination. Either change the working school or assignment area code to get the grades fields to display. Another instance of the "missing assignment grades" error occurred when grades included in the file upload don't match the grades defined for the working school in School Directory. Example: grade 6 was indicated in the file upload for a math teacher at Clinton Middle School, but School Directory shows Clinton Middle as having grades 7-8, so grade 6 is not an eligible grade for that school.

Q: Cari Myhre - River Ridge School District: In regards to teaching interns using the WI Improvement Program (WIP). We are still using the 3rd Friday in September as our reference of time to count them, correct?

A: Yes, the plan as of 3rd Friday should be used to report teaching interns, including what was planned for each semester. If you are not made aware of additional interns until after 3rd Friday, those interns do not need to be reported.

Q: Denise: Should student teachers be included in years of service?

A: For reporting local and total years of experience in WISEstaff, you should include student teaching years in their experience. Licensing experience may have different rules.

Q: Cari Myhre - River Ridge School District: We have some students that are being taught by Southwest Tech. We include those staff members on our roster as well. How do we account for their time?

A: There is an assignment code for university / college faculty teacher: 53-9002 for college teachers teaching in a school district. Within the assignment, select Yes to the subcontracted question so that a contract is not required for those staff. This code can be used for students in YA / offsite classes.

Cari: The students leave the school district for Youth Apprenticeships or other classes for example Medical Terminology.

Q: Rose Green - Central/Westosha UHS School District: I have entered comments to acknowledge my

6361 warning, but it does not clear when I Refresh Validation.

A: In addition to entering the comment, you will need to check the box in the Ackn column; that is the action to mark a warning as acknowledged.

Rose: I can't check the box, it is grayed out.

A: We're not seeing a comment entered for that warning; once you enter your comment, click Save and Close, then the Ackn checkbox should be enabled. **Nope, I did it and the acknowledge box still is not able to be checked.**

A: The system allows the user to enter more than 250 characters in the comment box but will not save the comment if that limit is exceeded. DPI will add messaging to the field indicating what the character limit is and will prevent users from exceeding it.

Q: Jennifer Fotsch - New Berlin School District: What would be the appropriate code for a long-term administrator assignment?

A: 05-0000 is the District Administrator assignment code and you can answer Yes to the question about whether the person is in the role as a long-term substitute.

Q: Cari Myhre - River Ridge School District: If we have a staff member that has a work overload, do we need to acknowledge it in a comment or what is the procedure for this?

A: If they are working more than 1 FTE for an assignment, you can enter an FTE value greater than 1.0 to account for their additional time spent on that assignment, i.e 1.5 FTE, or whatever the work overage is.

Q: Cheryl Rosemeyer - Gilman School District: Do you still include a work overload assignment if it was not known as of the third Friday count?

A: No; only account for it if it was known as of third Friday.

Tuesday, 11/2/21 11:00 AM CDT

Licensing (LEAD) Updates

- Check application status at <https://dpi.wi.gov/licensing/check-my-license-application-status>
- Licensing questions about an individual's application should be directed to the ELO Helpdesk. Extenuating circumstances can be discussed with Julie Hagen who will investigate or direct you to the appropriate person on the LEAD team.

WISEstaff and WISEid Update

- We detected the system was having performance issues the last few days until yesterday at 1:30 PM. A district accidentally uploaded a file with a million plus records in it a few times. We are looking into a way to prevent future issues like this.
- [Bug & known issues](#)
 - Please do not acknowledge warnings at this time. A bug is resetting them to unacknowledged every time validation is refreshed. Working on hotfix.
- Update on 10/19/21 question about recess/lunch supervisors. For this year we took lunch duty out of 9210 area code definition (assg 99-9210). Some of the other buckets in the description might be confusing too/covered elsewhere. Next year we will look at cleaning up codes around this as we see potential issues 90-0100 seems to be a duplicate of 99-0100. Might be able to eliminate the 90-0100? We have 99-9210 that talks about lunch duty, but we also have 97-program aide that talks about lunch duty.
- Update on the previous question about should support staff who work only in the regular school year be 1440 or 2080 hours for calculating FTE. The federal government says FTE should be based on the portion of the employees regular work week. So we do see the previous precedent was wrong of always using 2080 as the basis for a complete year in the scenario a support staff person is hired for only the regular school year. We are checking with our advisory group on if we should implement this year or wait until next year. This would also change some of the calculations for Aggregate FTE if your agency has based it on hours.
- Go over two upload options for Contract and Assignments and when to use
 - Update existing data for matching records
 - Delete all data and replace with new upload
- Go over Licensing Download file generation options

11/2/21 - Q&A:

Q: Deb Ristow - Ellsworth Community School District: I have a teacher that currently holds a provisional license for Special Ed and English. She teaches primarily special ed classes however, she also co-teaches an English class in the District. She is eligible to apply for her lifetime license as she has six semesters of teaching as a SpEd teacher. Does her co-teaching English qualify towards

applying for her lifetime English license? Does she have to be the primary teacher to have that count? Also, what if she only co-teaches one English class per quarter? Does teaching that one class per quarter (for two semesters) count towards her semester lifetime requirement?

A: When teachers hold multiple subjects under their provisional licenses, sometimes they only teach one of those subjects. The properly licensed, regularly contracted teaching experience earned while holding the provisional license will bring all teaching subjects under the provisional license along to the lifetime license level. From your description, it doesn't sound as though this person wasn't properly licensed.

Q: Connie Sobczak - Sun Prairie Area School District: Last year when I commented on a warning and acknowledged it by checking the box, it would move to the Total Acknowledged Warning Count, even after I refreshed validation. This year all the comments are cleared out once I refresh validation and the warnings move back to the Total Un-acknowledged warning count. Is there a way that the comments can be retained and they can remain acknowledged?

A: Acknowledged warnings should remain in the Acknowledged Warnings count, even after refreshing staff data validation. Thank you for bringing this to our attention! DPI has tested and reproduced the issue so we will open a bug and have it fixed so that acknowledged warnings remain acknowledged. The only time acknowledged warnings will be deleted is if your data has changed and the warning no longer applies, like if your warning says "no principal at a school" and you acknowledge the warning, then later add a principal assignment; that warning will be cleared out.

Q: Susan Uhlers - Kewaunee School District: I have a new teacher that was a Head Start teacher at a child care center. Do those years count towards years of experience?

A: Based on our current guidance here ([Total Years of Experience](#)), I would say yes. The guidance is broad and any years of experience in the educational field can be included. Also see this [Knowledge Base Article of FAQs on Years of Experience \(Local and Total\)](#)

Q: Lacy Gilbertson - Pecatonica Area School District: I am brand new to the WISEstaff collection and was not given any information from the previous person in this position, where can I find resources on how to complete this? We use Skyward.

A: You could reach out to your CESA to see if they have any training sessions scheduled or available online. The WISEstaff Reporting pages on dpi.wi.gov also have numerous links to user guides and training materials: <https://dpi.wi.gov/wisedata/help/wisestaff> - look in the Training Materials section.

Q: Josie Simonson - Jefferson School District: We hired a teacher who was previously sub-contracted at our district. Would her years of experience as a sub-contracted teacher in our district count towards her LEA years of experience since the experience was in our district, or not because she was not a direct employee?

A: Any teaching experience in your district, regardless of employment contract status, would count towards their local experience.

Q: Jennifer Fotsch: Lacy, Skydocs in skyward has printable. materials for wisestaff collection. It's very helpful.

Q: Josie Simonson - Jefferson School District: I think this question I asked was skipped. To confirm, what is the correct code that we should use for a teacher with a lunch duty for this year? Is it 97-0907?

A: 97-0907 or 99-9210 for this year; next year we will clean the descriptions up and clarify which code to use.

Q: Laurie: We have an employee who's new to WISEstaff reporting. We download & upload reports and make changes manually (don't use Skyward). Can you give a quick demo of the process?

A: We can plan to do that next time for you Laurie!

Q: Name - School District:

A:

Q: Name - School District:

A:

Q: Name - School District:

A:

Q: Name - School District:

A:

Tuesday, 10/26/21 11:00 AM CDT

Licensing (LEAD) Updates

- Check application status at <https://dpi.wi.gov/licensing/check-my-license-application-status>
- Licensing questions about an individual's application should be directed to the ELO Helpdesk. Extenuating circumstances can be discussed with Julie Hagen who will investigate or direct you to the appropriate person on the LEAD team.

WISEstaff and WISEid Update

- Expanding FTE guidance KBA for Aggregate FTE per questions last week.
- Go over unresolved questions from last week.
- Next release [draft](#) changes ETA 10/28/21

10/26/21 - Q&A:

Q: Jackie Wagner - New Berlin School District: Could you please point out the difference between a Reading Specialist and a Literacy Coach? Is it simply determined by the licensure?

A: A reading specialist is that person or people hired to direct your district's reading program as required by s.118.015 (2). A literacy coach is the person or people hired to serve as a resource in reading to teachers, administrators or others in the district. You might have one person serving in both roles or you might have multiple people involved with different responsibilities. Both assignments must hold the reading specialist license (5017) as required under WI Admin. Code sec. PI 34.070(1).

Q: Josie Simonson - Jefferson School District: We report our building Administrative Assistants as 98-9068 (clerical/support staff) at their buildings. We also have 4 Administrative Assistants in our District Office working with the Superintendent & Board of Education, Curriculum & Instruction, Pupil Services & 4K, and Data Management & HR. Should these be reported the same with a working school number of 0000, or would 98-9089 for business office professional staff be more accurate?

A: 98-9089 is more for accounting staff, so 98-9068 with working school of 0000 - District-wide is a better choice for those staff. 99-0100 is also an option for HR-specific professional staff.

Q: Martha Burns - Hamilton School District: For Districts using Skyward to import contracts and assignments, has anyone imported assignments ahead of contracts and any issues? We are planning on waiting for our Board to finalize 21-22 salaries before uploading contracts and benefits and I would like to get a jump on importing assignments but I've always done them at the same time in the past. Any known issues doing them separately?

A: WISEstaff shouldn't have any preference between loading contracts or assignments first; you may see validation warnings if assignments are entered and contracts aren't yet, but those warnings will clear once the contracts are loaded. Not sure about any Skyward limitations with regard to the order of imports; maybe connect with the Skyward user community to ask that question. If you do have some tentative contract info you could upload that with "No" in the "Is Contract Final" field and then upload final contract data when it becomes available, prior to the March 22nd deadline.

Q: Jacqueline Ann Wagner - New Berlin School District: I do believe there are some other assignment codes for admin assistants in HR.

A: 99-0100 for HR specific administrative assistant.

Q. Josie Simonson - Jefferson School District: There is, however, that position does both data management and helps in HR. I don't have a real way to split the FTE as their position does both duties through their regular day and time varies on when in the year.

A: 90-0100 are HR staff members. Also 99-0100.

Q: Josie Simonson - Jefferson School District: I did see that the position description is "other professional staff" but the assignment type for those codes is support staff, which did confuse me a little as well.

A: 99-0100 is support. 90-0100 is professional.

Q: Lori - Wisconsin Rapids Public Schools: What about code 99:9069 - Executive Assistant/Support Supervision. It states "executive secretary. Would that include superintendent administrative assistant.

A: Possibly, but the mention of “Data Management” means it could be more of a professional or HR-specific role.

Q: Julie Remily - Verona School District: Will we be able to get a copy of all these questions and answers?

A: Yes, this agenda document carries forward each week so you can always refer back here to search for topics and answers.

Q: Josie Simonson - Jefferson School District: Lori, none of our D.O. Admin Assistants supervise other support staff though which is listed in that code's description.

Q: Kimberlee Ebben - Appleton Area School District: In regards to HR professional codes as just discussed, 99 0101 (Director) vs. 90-0100 (Professional)-what is best used for Chief HR Office and HR Director roles (both professional roles)?

A: 99-0101 is the code for an HR Director or lead HR professional position.

Tuesday, 10/19/21 11:00 AM CST

Licensing (LEAD) Updates

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WISEstaff and WISEid Update

- Demo [system changes](#) since last year's closing and changes we have planned during this year.
- Go over [assignment changes](#) for 2021-2022.
- Yesterday, DPI sent out a [notice](#) to districts who used 53-0002 and 99-9210 assignment codes last year when there are more specific assignment codes that should be used, based on a comparison of their local assignment titles to the assignment code list.

10/19/21 - Q&A:

Q: Josie Simonson - Jefferson School District: We have a staff member who drives a district owned van to transport special education students who attend school elsewhere due to an IEP. Would I report them as 98-857 (bus driver - special education) or 99-9092 (transportation)? Bus driver doesn't feel accurate, however I want to make sure his assignment has a special education designation.

A: If your district is seeking reimbursement through Fund 27, you should use the 98-0857 code.

Q: Jennifer Fotsch - Wauwatosa School District: When reporting club advisors and coaches, should we only report those advising/coaching on the third Friday as well.

A: Include staff who you knew would be part of your staffing plan for the whole year as of Third Friday, even if they weren't planning to start working until later in the year.

Q: Deb Ristow - Ellsworth Community School District: I have two staff members that have applied for their licenses quite some time ago. I have entered a help desk ticket for both staff members and had the response that the educators were contacted regarding their license status. One never got the email. The other one was notified that she needed to provide fingerprints. Staff member with entity number 75392 had an original license submission in April, was fingerprinted at the end of August, and still has not been granted a license. Is there any way to find out the status? She said that she also created a help desk ticket and has not heard back. The other staff member is Entity #839100- he applied in June and still has not been granted a license. Since I have no way of knowing what is missing for him in response to the DPI ticket stating the educator has been contacted and he never received the email from DPI, I have no idea how to proceed.

A: Responses about specific individuals will be addressed to you directly.

Q: Josie Simonson - Jefferson School District: Regarding calculating FTE for support staff, should 2,080 hours always be used to calculate their FTE, even if a full time employee in their position can never work that many hours? i.e. Paraprofessionals and Food Service Staff whose positions follow the teaching calendar. They may work the same hours as a teacher who is reported with 1 FTE, but because they are support staff their FTE is less than 1.

A: DPI will review our guidance and advise how many hours a school-year full time position should be counted as. Will provide updated guidance in a future user group meeting.

A: I reviewed all our previous guidance on FTE subject and support staff have also been calculated using the 2080 formula. Additionally, the Aggregate FTE calculation for Assignment codes 98-0857 Bus Driver Special Education, 98-9067 Bus Driver, 98-9072 Plant Maintenance and Operation Personnel and 98-9073 Cafeteria Worker uses 2080 in the our aggregate calculation [workbook](#) uses 2080. We can look at this subject internally but changing it would be a large change since most districts have been doing this as that has always been our guidance. You have a point that those types of employees only usually work 1440 hours (8 hours per day x 180 days) per school year. If there were a change we would likely have to do at the start of a school year for everyone. I have put on agenda for DPI WISEstaff meeting 10/27/21 to look into this.

A: We looked at and do agree that support staff hired for a regular school year should only be based on 1440 hours. Federal guidance bases FTE on a portion of the regular work week for staff. We are checking with our advisory group on when to implement - this year or next.

Q: Renee Gavilan - La Crosse School District: What should the assignment code be for our virtual academy teachers that support multiple grade levels? I read the virtual reporting guide but could not determine what to use. These teachers are employed by the school district and paid by the district. They do not live out of state.

A: Please click

<https://docs.google.com/document/d/1zixqQI4FuCwZil-geqqfH3P7KpdyXW0vufgA9bsA9h4/edit> for guidance regarding reporting virtual teachers. It would be helpful to have an example from La Crosse to know how the assignment's hours are broken down. Is this person an actual teacher or just providing

support for teachers?

Renee: They teach and provide support. They assign work to students.

A: For the hours spent teaching, a standard 53- assignment should be used; for the hours spent supporting students, if it's technology support, etc., you could use 53-0940: Teacher - Academic Support, non-Special Education.

Q: Jackie Kreuzer - De Soto Area School District: We have a virtual school and have students who want to take courses through other online schools. See below question

A: See below.

Q: Michelle McGeoghegan - Kettle Moraine School District: On the agenda, the links to the communications that were sent to contacts refer to the 2020-21 collection.

A: Thanks, Michelle. We'll get those links updated to map to this year's communications.

Q: Josie Simonson - Jefferson School District: In the notice that went out yesterday, it stated to report recess/lunch supervisors under 97-0872 (Program Aid - Non-Instructional - Special Education) which I think may be a typo as that is special education, I think it should be 97-907 (Program Aid - Teacher's Aide) for teacher's aide. However, I am wondering if this is accurate for a teacher that has an extra lunch duty assignment, as they are then reported as both a full time teacher and part time teacher's aide and the 99-9210 (Other Professional Staff in a Non-Instructional role - Other Duties) code description states "Other Prof. Staff doing other duties (such as lunch duty, bus duty, study hall, etc.)."

A: DPI will review the descriptions of the assignment codes and determine which of the aide codes should be used for lunch duty. We will report back in these notes and will mention it in two week's user group call. We have on our list to review 10/27/21 at DPI internal meeting since after review it is confusing.

A: For this year - take lunch duty out of 9210 area code (assg 99-9210). Some of the other buckets in the description might be confusing too/covered elsewhere. Next year we will look at cleaning up codes around this as we see potential issues 90-0100 seems to be a duplicate of 99-0100. Might be able to eliminate the 90-0100? We have 99-92910 that talks about lunch duty, but we also have 97-program aide that talks about lunch duty.

Q: Jackie: We have a virtual school and have students who want to take courses through other online schools, some of which are in different states. How do we report that instructor in WISEStaff? This is not a person we have a direct contract with, it is through the providing school or university. We don't easily have access to the individual's information to create a WISE ID.

A: Teachers in out-of-state schools need to provide demographic data and have WISEids created; this is a requirement for teaching Wisconsin students. Once WISEids are created, use the 53-9001 assignment code for out-of-state online teachers.

Q: Bo Thao - Neenah Joint School District: We have a teacher who applied for a PE license (still pending) who needs to then also apply for an Adaptive PE license. Does she need to have her PE license approved before she can apply for the Adaptive PE license?

A: Assuming PE license is the full and completed program; if the endorsement for that license doesn't include Adaptive PE, you can move ahead with submitting the 1-year license with stipulations for the PE license. Bo - please email Julie.Hagen@dpi.wi.gov directly to review the staff person's application status in more detail.

Q: Kimberlee Ebben - Appleton School District: Should the Area code 9901 (systems coach) be used for instructional coaches as well at elementary and District levels?

A: 53-0002 (Academic Support for Teachers) may be a better code for instructional coaches, except instructional reading coaches, which should be 64-0039 Literacy Coach; Systems Coach is meant more for sweeping, district-wide changes.

Q: Connie: We have an employee who worked 3rd Friday, but resigned prior to applying for a Special Education Aide License. In this case, what do we do about the missing Entity ID number?

A: You should leave the staff person in your staffing plan and then add a comment when acknowledging the Missing Entity ID warning indicating that the person resigned before their license application was submitted.

Q: Jolene Knetter - Marshfield School District: A description was added to the Code list for 99-9896. Should this exclude the paraprofessional and program aide since there is another code for those? The same question applies to Code 98-9896. It's on Summary of Changes. 96-9896 is Paraprofessional for Short Term - Non-special Ed. 97-9896 is Program Aide for Short Term - Non-special Ed.

"This assignment area code is for staff that should only be used for non-special education short-term substitutes as a paraprofessional, program aide, guidance counselor, other support staff or other professional staff."

A: DPI will review the descriptions and clarify the assignment description for each. There is a shared description for the 9896 area, which can apply to multiple positions 54 -School Counselor, 96 - Paraprofessional, 97 - Program Aid, 98 - Other Support Staff, 99 - Other Professional Staff in a Non-Instructional role); use the full position + area code for each code combo to determine the best one to use.

Q: Bo Thao - Neenah Joint School District: I always get questions from our teachers on when they need to renew their license or background check. Is this something they can find in their ELO? Do they get any notifications from DPI when they need to renew their license?

A: Yes, DPI does send notifications in January / February when Lifetime Licensed staff are due for a background check. And staff can always view their own info in their ELO account at any time. You are also able to view that info within WISEstaff; either from the widgets on the Data Quality Dashboard or in the Manage Staff Data / Licensing Download screen.

Q: Bo Thao - Neenah Joint School District: Are Special Education Aide Substitutes required to obtain a Special Education Aide license?

A: If they are not otherwise licensed as a teacher, then they need to be licensed as a Special Ed aide.

Q: Kimberlee Ebben - Appleton School District: What suggestions would you have to upload contracted services (bus, food service, community 4K sites) that are not part of our HRIS?

A: Those staff can be manually entered in the 'Enter Aggregate Staff FTE' page, where you enter just

the aggregate FTE per position type. In the future, we may include a file upload process. Tutorial on [Aggregate FTE](#) reporting.

Q: Renee Gavilan - La Crosse School District: Is there a crosswalk that shows if a person is assigned a certain code then they need this type of license? For instance, on the DPI assignment look up if you look up 53-0002 that chart shows a DPI license is required but does not show which license would meet the criteria for this assignment.

A: You can see specific license mappings on the Edit Staff / Add Assignment page in WISEstaff when adding an assignment for a specific staff person. Check the 'View License Requirements for SElected Assignment' section below the assignment fields. Also, see Assignment to License Mappings here: <https://dpi.wi.gov/cst/data-collections/staff/data-collection/staff>.