

Direct Certification (Wisconsin)

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The Direct Certification extract reports the economic indication for all students who are actively enrolled on the snapshot date entered on the report editor.

Infinite Campus

Direct Certification Extract ☆

Reporting > WI State Reporting > Direct Certification Extract

WI Direct Certification Extract

This tool provides data to complete the Wisconsin State-defined Direct Certification report. Use the State Format to generate a tab-delimited file for state reporting. Use the HTML format for troubleshooting or analysis.

Extract Options

County:

Snapshot Date:

Format:

Exclude students eligible for free lunch:

Select Calendars

active year
 list by school
 list by year

20-21

- 20-21 Abbott Elementary
- 20-21 Baird Elementary
- 20-21 Colfax Middle
- 20-21 Drew Middle
- 20-21 Ewing High
- 20-21 Fremont High

CTRL-click or SHIFT-click to select multiple

Grade

All Students
 E3
 E4
 K2
 K4
 KG
 PK
 01
 1
 02

Ad Hoc Filter

Refresh Show top 50 tasks submitted between 03/24/2021 and 03/31/2021

Batch Queue List			
Queued Time	Report Title	Status	Download

Direct Certification Editor

Report Logic

The following must exist for a student to be included in the Direct Certification Extract:

- Students must be actively enrolled as of the entered Snapshot Date on the extract editor.
- An eligibility record must exist for the student, as entered in the Eligibility editor:
 - Free (F)
 - Reduced (R)
 - Paid (N)
 - Non-reimbursable (N)

Provisional status is not considered for this report.

Report Editor

Field	Description
County	Indicates the county in which the school resides.
Snapshot Date	Used to report students actively enrolled on the entered date. Dates are entered in <i>mmddyy</i> format or use the calendar icon to select a different date.
Format	Select either the State Format (Tab Delimited) or HTML formats. Use the HTML format for data review prior to submission to the state.
Exclude students eligible for free lunch	If students who are eligible for free lunch should be excluded, mark this checkbox.
Calendars	At least one calendar must be selected. Calendars can be selected by active year, school or year.
Student Selection	Select students to include on the report by choosing either a Grade level of enrollment for the students or an Ad hoc Filter . <ul style="list-style-type: none"> To include students in all grade levels, choose All Students in the Grade Level options. Selecting an existing ad hoc filter reports only those students or courses included in those filters, if they meet the reporting requirements of the report.
Report Generation	Use the Generate Extract button to display the results of the extract immediately. Use the Submit to Batch button to choose when the extract should generate.

Generate the Direct Certification Report

1. Select the **County** of the district from the dropdown list.
2. Enter the desired **Snapshot Date**.
3. Select the **Format** of the extract.
4. Mark the checkbox to **Exclude students eligible for free lunch**.
5. Select at least one **Calendar** to include in the report.
6. Select the students to include in the report by choosing either a **Grade Level** or an **Ad Hoc filter**.
7. Click the **Generate Extract** or the **Submit to Batch** button. The report displays in the desired format.

SD402303_05.09.14 - Notepad

File	Edit	Format	View	Help
STUDENT	ANNA	N	08/08/1993	123456 9999
STUDENT	BING	J	06/22/1999	234567 9999
STUDENT	CALLIE	S	01/02/1994	345678 9999
STUDENT	DAVID	M	01/29/1997	456789 9999
STUDENT	ERICA	H	01/03/1994	567890 9999

Direct Certification Extract - State Format (Tab Delimited)

Records:1357

Last Name	First Name	Middle Initial	Date of Birth	Eligibility Code	School Use	School Number
STUDENT	ANNA	N	12/24/1997	N	123456	9999
STUDENT	BING	N	01/25/1996	N	234567	9999
STUDENT	CALLIE	S	12/29/1996	N	345678	9999
STUDENT	DAVID	R	10/31/1997	N	456789	9999
STUDENT	ERICA	A	05/12/1998	N	567890	9999
STUDENT	FRED	M	07/16/1999	N	678901	9999
STUDENT	GINGER	J	06/22/1999	N	789012	9999
STUDENT	HENRY	M	05/29/1999	N	890123	9999

Direct Certification Extract - HTML Format

Direct Certification Extract Layout

Data Element	Description	Location
Last Name	The student's last name. <i>Alphanumeric, 20 characters</i>	Census > People > Demographics > Person Information > Last Name Identity.LastName
First Name	The student's first name. <i>Alphanumeric, 15 characters</i>	Census > People > Demographics > Person Information > First Name Identity.firstName
Middle Initial	The student's middle initial. <i>Alphanumeric, 1 character</i>	Census > People > Demographics > Person Information > Middle Name Identity.middleInitial
Date of Birth	The student's birth date. <i>Date field, 10 digits (MM/DD/YYYY)</i>	Census > People > Demographics > Person Information > Birth Date Identity.birthDate

Data Element	Description	Location
Eligibility Code	<p>Reports the economic indicator assigned to the student. Information is reported based on the entered snapshot date that falls on or between the Eligibility Start and End Date.</p> <p>This field only displays on the HTML Format as this information is not required in the State Format.</p> <p>Valid options are:</p> <ul style="list-style-type: none"> • A - Disadvantaged - alternative mechanism • F - Eligible for free lunch • N - Not economically disadvantaged • R - Eligible for reduced lunch <p><i>Alphabetic, 1 character</i></p>	<p>FRAM > Eligibility > Eligibility</p> <p>Fram.eligibility</p>
School Use	<p>This field populates with the student's person ID in order to use import ability.</p> <p><i>Numeric, 28 digits</i></p>	<p>Census > People > Demographics > Person ID</p> <p>Identity.personID</p>
School Number	<p>Reports the state school number.</p> <p><i>Numeric, 4 digits</i></p>	<p>System Administration > Resources > School > State School Number</p> <p>School.number</p>