P-EBT Upload (Wisconsin)

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

P-EBT Upload

Report Logic

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

Students are counted when they have an active Free or or Reduced FRAM eligibility or when a

school is enrolled in the USDA Community Eligibility Provision (CEP) School.

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

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

- P-EBT eligible days are calculated for whole months with the date range that is in the past. When the entered effective date is March 15, P-EBT eligible days are calculated through February.
- When a student does not have any P-EBT eligible days, they are not included in the report.

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

Students are not included when:

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

Report Editor

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

Generate the P-EBT Extract

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

P-EBT Upload Records:3

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

P-EBT Upload - HTML Format

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

P-EBT Upload - CSV Format

Report Layout

Data Element	Description	Location
School District Code	Reports the number assigned to a school district by the state department of education. *Numeric, 4 digits*	System Administration > Resources > District Information > District Information > State District Number District.number
School Code	Reports the state-assigned school number. *Numeric, 4 digits*	System Administration > Resources > School > State School Number School.number
School Name	Reports the school in which the student is enrolled. *Alphanumeric, 30 characters*	System Administration > Resources >School > School Name School.name

Data Element	Description	Location
First Name	Reports the student's first name. *Alphanumeric, 30 characters*	Census > People > Demographics > Person Information > First Name Identity.firstName
Middle Initial	Reports the student's middle initial. *Alphanumeric, 1character*	Census > People > Demographics > Person Information > Middle Name Identity.middleName
Last Name	Reports the student's last name. When the Report Legal Name checkbox is marked, the student's Last Name reports from the Legal Last Name field. *Alphanumeric, 30 characters*	Census > People > Demographics > Person Information > Last Name Identity.lastName Census > People > Identities > Protected Identity Information > Legal Last Name Identity.legalLastName
Date of Birth	Reports the student's date of birth. *Date field, 10 characters (MM/DD/YYYY)*	Census > People > Demographics > Person Information > Birth Date Identity.birthDate
Suffix	Reports any assigned generational birth designation (Jr, III, etc.). *Alphanumeric, 5 characters*	Census > People > Demographics > Person Information > Suffix Identity.suffix
Grade	Reports the student's grade level of enrollment. Leading zeros are removed from grade levels 1-9. Students in grades K3, K4, or PK report as K3/K4/PK. *Alphanumeric, 3 digits*	Student Information > General > Enrollments > General Enrollment Editor > Grade Enrollment.grade

Data Element	Description	Location
Gender	Reports the student's legal gender from the current identity record. When the Legal Gender field is blank, reports from the Gender field. *Alphanumeric, 1 character (M or F)*	Census > People > Identities > Protected Identity Information > Legal Gender Identity.legalGender Census > People > Demographics > Person Information > Gender Identity.gender
August	Reports the count of the student's P-EBT eligible days within the month of August where: - Student's FRAM Eligibility is F or R; AND - Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR - Student is in a Blended Learning Group that is remote for the day. The Effective Date entered on the Report Editor must be greater than or equal to September 1 (09/01).	Calculated value

Data Element	Description	Location
September	Reports the count of the student's P-EBT eligible days within the month of September where: • Student's FRAM Eligibility is F or R; AND • Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR • Student is in a Blended Learning Group that is remote for the day. The Effective Date entered on the Report Editor must be greater than or equal to October 1 (10/01).	Calculated value
October	Reports the count of the student's P-EBT eligible days within the month of October where: • Student's FRAM Eligibility is F or R; AND • Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR • Student is in a Blended Learning Group that is remote for the day. The Effective Date entered on the Report Editor must be greater than or equal to November 1 (11/01).	Calculated value.

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

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

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

Data Element	Description	Location
May	Reports the count of the student's P-EBT eligible days within the month of May where: • Student's FRAM Eligibility is F or R; AND • Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR • Student is in a Blended Learning Group that is remote for the day. The Effective Date entered on the Report Editor must be greater than or equal to June 1 (06/01).	Calculated value.
June	Reports the count of the student's P-EBT eligible days within the month of June where: • Student's FRAM Eligibility is F or R; AND • Student has a P-EBT Instruction Mode of 01: Learning Virtually or 02: COVID Absent for the day; OR • Student is in a Blended Learning Group that is remote for the day. The Effective Date entered on the Report Editor must be equal to June 30 (06/30). **NOTE**: When the Report Effective Date is in June, the entered date must be June 30 in order to report the eligible days from June.	Calculated value

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

Data Element	Description	Location
Parent/Caretaker Last Name	Reports the last name of the person marked as Primary Guardian. Parent/Guardian information reports as follows: • The Primary and current Household is determined first. • The current address reports from the primary and current household. • The individual marked as Guardian in that primary and current household who has the lowest personID reports as the Guardian on the report. *Alphanumeric, 30 characters*	Census > People > Demographics > Person Information >Last Name Identity.lastName
Parent/Caretaker Date of Birth	Reports the birth date of the person marked as Primary Guardian. *Date field, 10 characters (MM/DD/YYYY)*	Census > People > Demographics > Person Information > Birth Date Identity.birthDate
Parent/Caretaker Phone Number	Reports the 10-digit primary phone number assigned at the household, including area code (no dashes). When there is no phone number for the household, this field reports blank. *Numeric, 10 digits*	Census > People > Demographics > Personal Contact Information > Phone Contact.householdPhone
Parent/Caretaker Email	Reports the email address of the person marked as Primary Guardian. *Alphanumeric, 100 characters*	Census > People > Demographics > Personal Contact Information > Email Contact.email

Data Element	Description	Location
Parent/Caretaker Street	Reports the student's most recent active mailing address (street address when entered, or PO Box when marked). When there is no address available for the student, this field reports blank. *Alphanumeric, 44 characters*	Census > Households > Addresses > Address Address.number Address.POBox Address.street Address.prefix Address.tag Address.direction
Parent/Caretaker Street 2	Reports the Apartment of the address, if available. Otherwise, this field reports blank. *Alphanumeric, 3 characters*	Census > Households > Addresses > Address > Apartment Address.apt
Parent/Caretaker City	Reports the student's city as noted on their most recent active mailing address. When there is no city available for the student, this field reports blank. *Alphanumeric, 50 characters*	Census > Households > Addresses > Address Address.city
Parent/Caretaker State	Reports the student's state as noted on their most recent active mailing address. When there is no state available for the student, this field reports blank. *Alphanumeric, 2 characters*	Census > Households > Addresses > Address Address.state

Data Element	Description	Location
Parent/Caretaker Zip Code	Reports the zip code (either 5-digit code or 9-digit code) of the student's most recent active mailing address. When there is no zip code available for the student, the school's zip code reports. *Numeric, 10 digits (12345 or 12345-6789)*	Census > Households > Addresses > Address Address.zip --- System Administration > Resources > School > School Detail > Address School.zip