Wisconsin Guide for DLM Data Uploads

Please refer to [the Data Management Manual](http://dynamiclearningmaps.org/sites/default/files/documents/Manuals_Blueprints/Data_Management_Manual.pdf) for detailed descriptions and guidance on DLM uploads.

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| **USER FILE REQUIRED FIELDS** | | | |
|  | **COLUMN Heading** |  | **Description** |
| A | Legal First Name | Required |  |
| B | Legal Last Name | Required |  |
| C | Educator Identifier (District Email) | Required: teacher’s official district e-mail  address (This column is what links the teacher’s name to the student(s) on his/her roster.) | |
| D | E-mail | Teacher’s official school e-mail address | |
| E | Organization |  If the person listed in columns A and B needs district level access, then enter the 4 digit district  code, including leading zeros and no hyphen, i.e.  1253. Column F should then say DT (District) for this person. Example: District Test Coordinator or Special Education Director   If the person in columns A and B needs building/school level access, then enter the 4 digit district code followed by the 4 digit building/school number including leading zeros and no hyphen, i.e. 12530120. Column C must be left blank, and Column F should then say SCH (School) for this person. Example: building administrator, process coordinator, or lead teacher.   If the person in columns A and B is a teacher and only needs access to the students on his or her roster, then enter the 4 digit district code followed by the 4 digit building/school number including leading zeros and no hyphen, i.e.  12530120. Column C must include the Educator Identifier, and Column F should then say SCH for this person. | |
| F | Organization Level | DT or SCH depending on what is entered in column  E. Column F is case sensitive. Please use all CAPS. | |
| G | Primary Role | This is the role that automatically appears when the user logs in, e.g. Teacher. See table below. | |
| H | Secondary Role | May be used depending on the user’s role in the district. Can be entered if user has more than one role in the district. | |
| I | Primary Assessment Program | Enter ‘DLM’ (must be capitalized) | |

**Codes for the Primary and Secondary Role Fields in User File**

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| **Role Code** | **Role Name** |
| TEA | Teacher |
| BTC | Building Test Coordinator |
| BUS | Building User |
| SUP | District Superintendent |
| DTC | District Test Coordinator |
| DUS | District User |

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| **ENROLLMENT FILE REQUIRED FIELDS** | | | |
|  | **COLUMN Heading** |  | **Description** |
| A | Accountability School Identifier | 4 digit district code followed by 4 digit building/school number including leading zeros and no hyphen, i.e. 12530120. This is the school in which the student is formally enrolled and is accountable for the student’s IEP. | |
| B | Attendance District Identifier | 4 digit district code with leading zeros and no hyphens, i.e. 1253 for which the student is *attending* | |
| C | Student Legal Last Name | Student Legal Last Name | |
| D | Student Legal First Name | Student Legal First Name | |
| G | Gender | Student’s gender (0 = Female, 1 = Male) | |
| H | Date of Birth | Date (month, day, and year) on which the student was born. (MM/DD/YYYY) | |
| I | Current Grade Level | 3-12 (enter student grade, do not use leading zeros) | |
| K | State Student Identifier | Wisconsin Identification Number (WISEid) | |
| L | Current School Year | 2019 |  |
| M | Attendance School Program  Identifier | 4 digit district code followed by 4 digit building number (include leading zeros and no hyphen, i.e. 12530120) for which the student is *attending*. | |
| N | School Entry Date | Date on which the student enrolls and begins to receive instructional services in school. If the student should leave and then re-enroll, this date should reflect the most recent enrollment date. | |
| Q | Comprehensive Race | General racial category (or categories) that most clearly reflect the student’s recognition of his or her racial background. (Use table found on [page 69 of the Data Management Manual](http://dynamiclearningmaps.org/sites/default/files/documents/Manuals_Blueprints/Data_Management_Manual.pdf).) | |
| R | Primary Disability Code | Indicates whether or not the student has an active Individual Education Plan (IEP) under IDEA (Use table found on [page 69 of the Data Management Manual](http://dynamiclearningmaps.org/sites/default/files/documents/Manuals_Blueprints/Data_Management_Manual.pdf).) | |
| T | Hispanic ethnicity | Yes, No | |
| V | ESOL Participation Code | The type of ESOL/Bilingual Program in which the student participates. (Use table found [on page 69 of the Data Management Manual](http://dynamiclearningmaps.org/sites/default/files/documents/Manuals_Blueprints/Data_Management_Manual.pdf).) | |
| W | Assessment Program 1 | Enter ‘DLM’ (must be capitalized) | |

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| **ROSTER FILE REQUIRED FIELDS** | | | |
|  | **Column Heading** |  | **Description** |
| A | Roster Name | Enter Educator Last Name | |
| B | Subject | Enter ‘ELA’ and ‘M’ for grades 3-11, ‘SCI’ for grades 4, 8-11 and ‘SS’ for grades 4, 8 and 10 | |
| C | Course | Do not enter a code, must be left blank | |
| D | School Identifier (attendance) | 4 digit district code followed by 4 digit building/school  number including leading zeros and no hyphen, i.e.  12530120 for the school in which the student attends, must match the code used on the enrollment template for Attendance School Program Identifier | |
| E | School Year | 2019 |  |
| F | State Student Identifier | Wisconsin Identification Number (WISEid) | |
| H | Student Legal First Name | Required |  |
| I | Student Legal Last Name | Required |  |
| J | Educator Identifier | Teacher’s official district e-mail address which must match Educator ID used in the User File | |
| K | Educator First Name | Required |  |
| L | Educator Last Name | Required |  |
| M | Remove from Roster | If information should be removed from a roster, type  ‘Remove’ in the field. Otherwise, the field should remain blank. | |

**NOTE: Students must be rostered for each DLM subject area for all assessments in the current school year.**