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 districtcode, 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 columnE. 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 ProgramIdentifier | 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/schoolnumber 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.**