



*"Bringing computing ease to your student record  
needs"*

# DOCUMENTATION

## ~Wisconsin WSLS/ISES/CWCS~

### **Includes:**

**Wisconsin Student Number Locator System (WSLS)**  
**Individual Student Enrollment System (ISES)**  
**Coursework Completion System (CWCS)**

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## Common Tasks

### Finding a student:

Find a student to be edited in one of these ways:

Enter the student's number. The student's data will display for editing.

Start entering the student's last name.

- Student data will display as letters are entered.
- As soon as the student's data is displayed, you may stop entering letters.
- If the student displayed is close to the desired student, the scroll bar may be used to move to the desired student.

Use the scroll bar to display the student's data. Data will scroll in alphabetical order by student last name.

Using the scroll bar:

- Click on the **up** arrow to move one student backward in the alphabet.
- Click on the **down** arrow to move one student forward in the alphabet.
- Click in the **grey area** above the box to move 10 students backward.
- Click **below** the box to move 10 students forward in the alphabet.

Drag the box in the scroll bar to move to another position in the alphabet.

### Selecting a group of students:

Select a group of students using one of the following methods:

Sequential

- Click the **Sequential** button.
- Enter the desired range of student numbers in the **From** and **To** boxes.

The report will print in alphabetical order for the requested range of student numbers.

Random

- Click the **Random** button.
- Select a student.
- Click **Add** when the correct student is highlighted.

Selected students will appear in "Students to print" box.

By Grade

- Click the **By Grade** button.
- Enter the range of grades to be printed in the **From** and **To** boxes.

By Advisor

- Click the **By Advisor** button.
- Enter the range of advisor numbers to be printed in the **From** and **To** boxes.

A list of advisors with their numbers can be found under Attendance—Staff—Teachers/Rooms.

By Course

- Select the course.
- Select the term.

### **Resuming printing that had been interrupted.**

Do not make an entry in the Pick up # box unless printing was interrupted. If interrupted, printing may be resumed from where the interruption took place.

To resume interrupted printing, select the same printing options as before the interruption.

Enter the number of the student for whom the report was being printed when the interruption took place.

Printing will resume starting with that student.

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## Overview

JMC's Wisconsin Student Number Locator System (WSLS) and Individual Student Enrollment System (ISES) software module will allow Wisconsin schools to exchange data with the state of Wisconsin.

This JMC module provides options for exporting:

**WSN Student Load files (SSL)**, which allows schools to request Wisconsin Student Numbers (WSN) for students

**WSN Exit / Update files (EUT)**, which allow schools to submit race-ethnicity and other data

**ISES Count Date files** (3rd Friday of September) (**ISL**)

**ISES Year End files** (**ISL**)

**ISES Discipline Load files** (**IDL**)

**ISES October 1 Child Count files** (**OCL**)

**ISES Coursework Completion System (CWCS) Course and Teacher files** (**WCL**)

**ISES Coursework Completion System (CWCS) Student files** (**WSL**)

This JMC module provides options for importing:

**WSN Student ID files (SST)**, which contain newly assigned Wisconsin Student Numbers (WSN) for students

JMC, Inc. is a certified vendor for WSLS and ISES file transactions. Further information on vendor certification for WSLS and ISES reporting is available at:

<http://dpi.wi.gov/lbstat/isescert.html>

ISES includes demographic and outcome data needed to meet the ESEA report card requirements at the state, district, and school levels.

A complete list of all WSLS/ISES/CWCS data elements is available at:

<http://www.dpi.wi.gov/lbstat/eseamap.html#data>

Further information regarding ISES & ESEA is available from the Wisconsin Department of Public Instruction (DPI) website at:

<http://dpi.wi.gov/lbstat/isesprepar.html>

or

<http://dpi.wi.gov/lbstat/wsnprepar.html>

or

<http://dpi.wi.gov/lbstat/wslsapp.html>

or

<http://dpi.wi.gov/lbstat/isesapp.html>

or

<http://dpi.wi.gov/lbstat/dm-esedata.html>

Further information regarding CWCS is available from the Wisconsin Department of Public Instruction (DPI) website at:

<http://dpi.wi.gov/lbstat/cwcapp.html>

or

<http://dpi.wi.gov/lbstat/cwcassupprt.html>

## Editing School Data

### Grade Level Placement

<http://www.dpi.wi.gov/lbstat/datagrade.html>

Grade level placements are the grade levels for a student. Most of these are common and therefore there is no need to edit them (i.e. grades 1-12); however, grade 0 may require special mapping of **Kdg group** values (i.e. KA, KB, KC, KD, EC, HK, KG) to Wisconsin-specific **grade level placement** values (i.e. K3, K4, PK, KG). To edit the grade level placement for a grade 0 **Kdg group**, select Edit – Edit School Data. The screen will appear similar to Figure 1. **To change the Grade Level Placement**, select the desired grade level cell in the list, then either enter the appropriate value in the **Edit** field or select the appropriate option from the **Grade Level** menu. The value in the cell will be updated when the **Save** button is pressed or a different cell is selected.

Grade Level	Program Schedule
KA	60K4
KB	60K4
KC	60K4
KD	60K4
EC	100KG
HK	
KG	

Figure 1: Wisconsin Edit School Data screen

*Note:* Once the **grade level placement** values are edited on Edit – Edit School Data, the appropriate values will be included for grade 0 students in any subsequently created **Count Date** and **Year End** files. However, the **Kdg group** values on the Edit-Edit Student Data screen menu will not change.

### Program Schedule (Table D.16)

<http://www.dpi.wi.gov/lbstat/datasched.html>

To edit the **Program Schedule** for a **Kdg group**, select **Edit – Edit School Data**. The screen will initially appear similar to Figure 1. **To change the Program Schedule for a Kdg group**, select the desired program schedule cell in the list, then the screen will appear similar to Figure 2. Next, either enter an appropriate value in the **Edit** field or select the appropriate option from the **Program Schedule** menu. The value in the cell will be updated when the **Save** button is pressed or a different cell is selected.

The screenshot shows the 'Wisconsin Edit School Data' window. At the top, there are fields for 'School Name' (Sunnyville WI Elementary), 'District #/type' (4904 / 01), 'School Year' (2010-2011), 'End of Year Day #' (150, Wed 05/25/11), 'Third Friday in September' (09/18/09), and 'CWCS Grade Scale' (Regular). Below these is a table with 'Grade Level' and 'Program Schedule' columns. The table lists KA through KG with their respective program schedules. The 'KD K4' row is highlighted, and its program schedule '60K4' is also highlighted. To the right of the table is an 'Edit' field containing '60K4'. Below the 'Edit' field is a 'Program Schedule' dropdown menu showing '4 Year Old Kindergarten 524.5 hours with outreach'. At the bottom right are 'Save' and 'Done' buttons. Arrows point from the '60K4' in the table to the 'Edit' field and from the 'Program Schedule' dropdown to the 'Program Schedule' label.

	Grade Level	Program Schedule
KA	K4	60K4
KB	K4	60K4
KC	K4	60K4
KD	K4	60K4
EC	PK	
HK	PK	
KG	KG	100KG

Figure 5: Wisconsin Edit School Data screen when editing a Program Schedule

### End of Year Day Number

The end of year day number is used in calculating the required attendance information. To edit the end of year day number, select **Edit – Edit School Data**. The screen will appear similar to Figure 1 or 2. **To change the End of the Year Day Number**, select the desired value from the appropriate menu.

## Editing student data.

### Birthdate

<http://dpi.wi.gov/lbstat/datawsls.html#birthdate>

To edit the Birthdate for a student, select **Edit – Edit Student Data** and then select the **General tab**. The screen will appear similar to Figure 3. Enter the student's birthdate in the **Birthdate** field.

The screenshot shows the 'Edit Student Data' window for student Anderson, Allyson (Student # 53). The 'General' tab is active. The form includes the following fields and sections:

- Student Information:** Last (Anderson), First (Allyson), Middle, Suffix, Advisor (A. ADAMS), Grade (0), Kdg group (KG), Bldg # (20), JMC Bldg (Sunnyville WI Elementary - 020).
- Contact Information:** Contact (Primary), Type (Primary), Descr, In Mailings, In Reports, Copy from another Student, Change an Existing Contact, Clear this Contact, Edit this Contact.
- Residence Information:** District of Residence, School of Accountability, Resident District (1000), Attend District (5000), Acct Bldg (20).
- Accountability Information:** Student # (53), Soc Sec # (123456789), ID # (1234567890), State ID (9876543210), Locker, Combination, Bus # (0), Res (0), Trans (0), County (0).
- Coordinated Early Intervening Services:** A section with checkboxes for Active, Attend, WI ISES, Rank, Honor Roll, Special Considerations, Gifted/Talented, and Coordinated Early Intervening Services.
- Other Fields:** Birth Date (06/11/05), Grad Date, Usernam, Password, Email, Ref #, Done, Find.

Figure 3: Edit Student Data screen with General tab

### Completed School Term

[http://dpi.wi.gov/lbstat/isescalc.html#completed\\_term](http://dpi.wi.gov/lbstat/isescalc.html#completed_term)

To edit the Completed School Term for a student, select **Edit – Edit Student Data** and then select the **State Reporting tab**. The screen will appear similar to Figure 4. Select the appropriate option from the **Completed Term** menu.

*Note:* Under normal circumstances this field is automatically generated and does not require editing. This field should only be edited according to instructions from WI DPI Help Desk.



General | Spec Ed | Entry | Title I/III | ELL/LEP | State Reporting | Removals | Race-Ethnicity | Custom Fields

Test Status: T Expect Test

Credential: R Regular HS Diploma

Reason Out Of District: Not Applicable

3rd Party: No Third Party Provider

Payer: No full-time tuition or equivalent amount paid

Payer Dist:

Completed Term: Auto-generated by WI DPI

Promotion: Auto-generated by WI DPI

High School Completion Credential

Completed School Term

Figure 4: State Reporting tab on Edit – Edit Student Data

### Coordinated Early Intervening Services

<http://www.dpi.wi.gov/lbstat/datacoordearlyintervservices.html>

To edit the Coordinated Early Intervening Services status for a student, select Edit – Edit Student Data and then select the **General tab**. The screen will appear similar to Figure 3. Click the **Coordinated Early Intervening Services** checkbox to edit the student’s Early Intervening Services status.

### District of Residence

<http://dpi.wi.gov/lbstat/datareside.html>

To edit the District of Residence for a student, select Edit – Edit Student Data and then select the **General tab**. The screen will appear similar to Figure 3. Enter the student’s 4-digit District of Residence in the **Resident District** field.

### Economically Disadvantaged Status (table D.4)

<http://www.dpi.wi.gov/lbstat/dataecon.html>

To edit a student’s Economically Disadvantaged Status (also called Lunch Status in JMC Office Application), select Edit - Edit Student Sensitive Data. The screen will appear similar to Figure 5. If you change this status for a student you will be asked to provide an effective date for this status change. Status change records will be displayed in the list beneath the lunch status menu.

Student Lunch Data

Stu Num: 414 Name: Ashley, Aaron Gr: 0 Birth Date (Age): 10/22/2004 (5)

Lunch Status: Paying Student

Current Balance: \$ 0.00

Allow Charges: ☒ Allowed Purchases:

Date	User	Transaction Type	Purchase	Status	Amount	Balance
------	------	------------------	----------	--------	--------	---------

Economically Disadvantaged Status

Buttons: Delete, Print Receipt, Print Trans, Print Notice, Save, Done, Find

Figure 5: Edit Student Sensitive Data screen

### Educational Environment Classification (table D.18)

<http://www.dpi.wi.gov/lbstat/dataenvir.html>

To edit the Educational Environment Classification for a student, select Edit – Edit Student Data and select the **Spec Ed tab**. The screen will appear similar to Figure 6. Select the appropriate option from the **Educational Environment** menu.

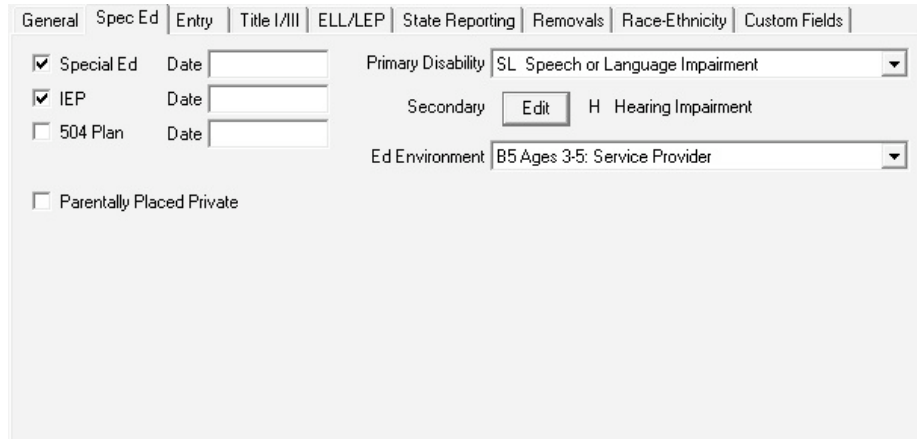


Figure 6: Special Ed tab for Edit – Edit Student Data

### ELL Served

<http://dpi.wi.gov/lbstat/dataellserved.html>

To edit the ELL Served status for a student, select Edit – Edit Student Data and then select the **ELL/LEP tab**. The screen will appear similar to Figure 7. Select the appropriate option from the **ELL Served** menu.

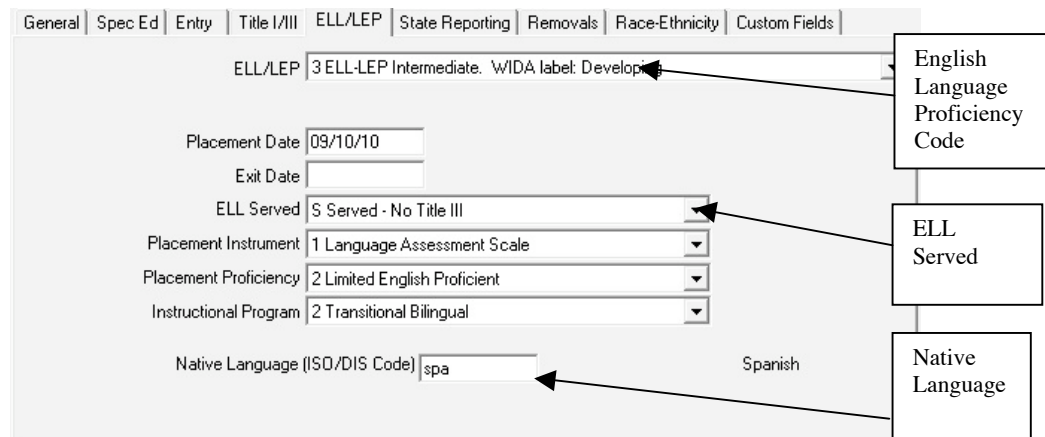


Figure 7: ELL/LEP tab from Edit Student Data screen

### English Language Proficiency Code (table D.5)

<http://www.dpi.wi.gov/lbstat/dataelp.html>

To edit the English Language Proficiency Code for a student, select Edit – Edit Student Data and then select the **ELL/LEP tab**. The screen will appear similar to Figure 7. Select the appropriate option from the **ELL/LEP** menu.

## Native Language

<http://www.dpi.wi.gov/lbstat/datanative-lang.html>

To edit the student's Native Language code, select **Edit – Edit Student Data** and then select the **ELL/LEP tab**. The screen will appear similar to Figure 7. Enter the appropriate code from the table provided by WI DPI at <http://www.dpi.wi.gov/ell/doc/lang-codes.doc>

## Enrollment Date

<http://www.dpi.wi.gov/lbstat/dataenroll.html>

To edit the student's Entry Date, select **Edit – Edit Student Data** and then select the **Entry tab**. The screen will appear similar to Figure 8. Enter the appropriate date (mm/dd/yy) in the **Entry Date School** field.

General	Spec Ed	Entry	Title I/III	ELL/LEP	State Reporting	Removals	Race-Ethnicity	Custom Fields
Birth City: PLATTEVILLE, WI								
Birth Country: United States Of America								
Birth State: WI - Wisconsin								
Entry Date (district): 09/02/08			Last School Attended:					
Entry Date (school): 09/02/08								
Migrant: 0 No			<input type="checkbox"/> Immigrant					
Migr Date:			Immigr Date:					
Duration:			Immigr From:					
Homeless: 0 - Not Applicable								
Years in US Schools: Less than 1 academic year in US schools								

Figure 8: Entry tab from Edit Student Data screen

## Exit Date

[http://www.dpi.wi.gov/lbstat/dataenroll.html#exit\\_date](http://www.dpi.wi.gov/lbstat/dataenroll.html#exit_date)

The **Exit Date** is generated when “dropping” the student. Students are normally dropped by selecting **Attendance – Student – Drop Student**.

## Exit Type (table D.6)

<http://www.dpi.wi.gov/lbstat/dataexit.html>

The **Exit Date** and **Exit Type** for a student would normally be specified when the student is dropped using **Attendance - Student – Drop**. The screen will appear similar to Figure 9. Specify the Day # when the student dropped, then select the appropriate option from the Code menu and click **Drop**. This information may later be viewed on **Attendance – Student – Edit Attendance**, which will list the student's attendance for the entire school year, including any Exit Type codes (listed as Drop Codes). See Figure 10.

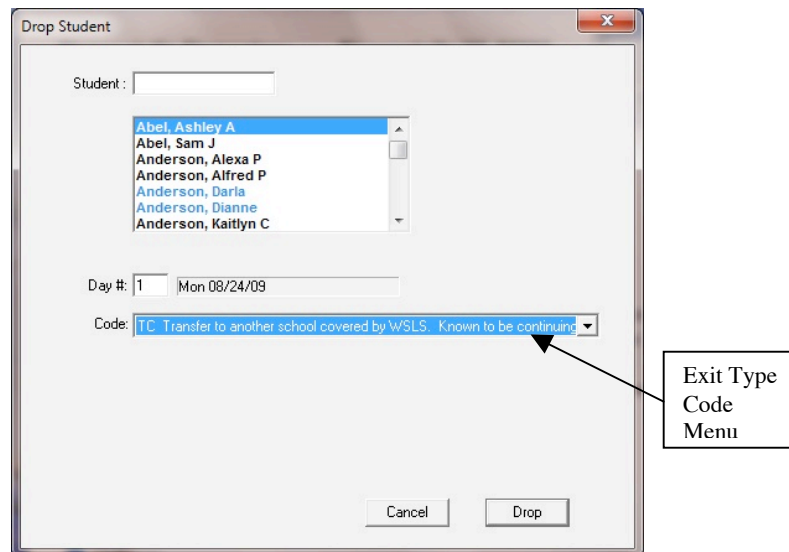


Figure 9: Attendance – Student - Drop Student screen

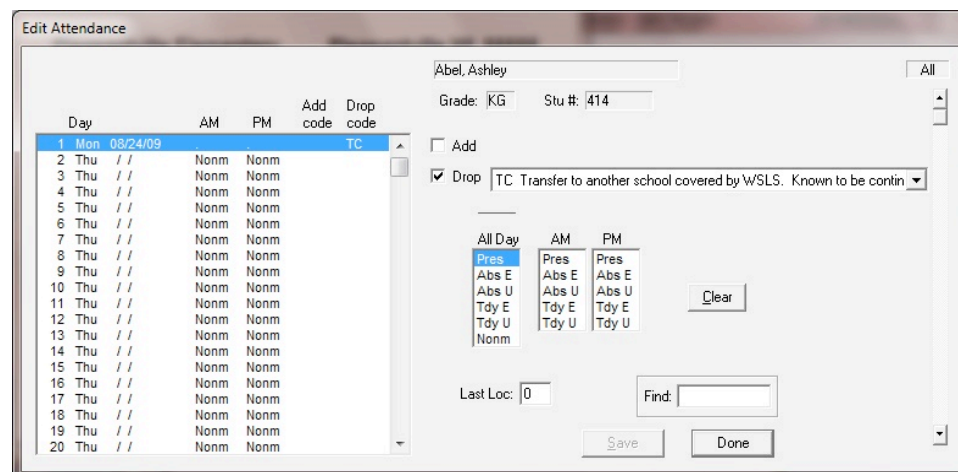


Figure 10: Attendance – Student – Edit Attendance screen

### Gender Code (table D.7)

<http://www.dpi.wi.gov/lbstat/dataracgdr.html#gender>

To edit the Gender Code for a student, select Edit – Edit Student Data. The screen will appear similar to Figure 3. Enter the appropriate gender code (M/F) in the **Sex** field.

### Grade Level Placement (table D.8)

<http://www.dpi.wi.gov/lbstat/datagrade.html>

To edit the Grade Level Placement for a student, select Edit – Edit Student Data. The screen will appear similar to Figure 3. Enter the appropriate grade level in the **Grade** field. If grade “0” is specified, select the appropriate grade “0” type in the **Kdg group** menu.

*Note:* For grade “0” students, please refer to Figure 1 for mapping **Kdg groups** (KA, KB, KC, KD, HK, EC, KG) to Wisconsin-specific **grade level placements** (K3, K4, PK, KG).

### High School Completion Credential (table D.9)

<http://www.dpi.wi.gov/lbstat/datahsc.html>

#### Editing for Multiple Students Simultaneously

To edit the HS Completion Credential value for many students at the same time, e.g. all students in grade 12, select Edit – Mass Change Fields. The screen will appear similar to Figure 11. Select **HS Completion Credential** from the **Change** menu, then enter the value to be assigned and the grade level to be affected. Valid values are: ‘ ‘. ‘R’, ‘E’, and ‘C’, where

- R = Regular HS Diploma
- E = HS Equivalency
- C = Other HS Completion
- blank = none

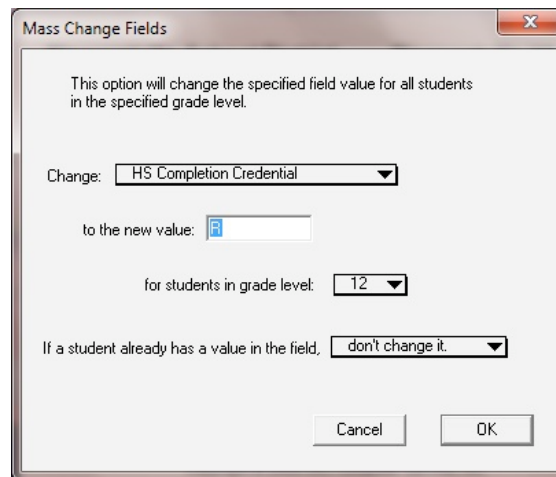


Figure 11: Mass Change Fields screen

### High School Completion Credential (table D.9)

<http://www.dpi.wi.gov/lbstat/datahsc.html>

#### Editing for Individual Students

To edit the HS Completion Credential for an individual student, select Edit – Edit Student Data and then click on the **State Reporting tab**. The screen will appear similar to Figure 4. Select the appropriate value from the **Credential** menu.

#### Homeless Status

<http://www.dpi.wi.gov/lbstat/datahomeless.html>

To edit the student's Homeless status, select Edit – Edit Student Data and then select the **Entry tab**. The screen will appear similar to Figure 8. Select the appropriate option from the **Homeless** menu.

*Note:* The Homeless status is reported as a 'N' if 0 Not Applicable is selected or 'Y' if any other option is selected from the **Homeless** menu.

#### Migrant Status

<http://www.dpi.wi.gov/lbstat/datamigrant.html>

To edit the student's Migrant status, select Edit – Edit Student Data and then select the **Entry tab**. The screen will appear similar to Figure 8. Click the **Migrant** checkbox to edit the student's migrant status.

### **Parentally Placed Private**

<http://www.dpi.wi.gov/lbstat/dataparentplacedpriv.html>

To edit the Parentally Placed Private status for a student, select Edit – Edit Student Data and then select the **Spec Ed tab**. The screen will appear similar to Figure 6. Click the **Parentally Placed Private** checkbox to edit the student’s Parentally Placed Private status.

### **Payer (table D.10) and Payer District**

<http://www.dpi.wi.gov/lbstat/datapayer.html>

To edit the Payer for a student, select Edit – Edit Student Data and then select the **State Reporting tab**. The screen will appear similar to Figure 4. Select the appropriate option from the **Payer menu**. Also, if the option “District pays full-time tuition or equivalent” is selected, the **Payer District** (see Figure 9) item is enabled and the appropriate district number may be entered there.

### **Primary Disability (table D.11)**

<http://www.dpi.wi.gov/lbstat/datadisab.html#primary>

To edit the Primary Disability for a student, select Edit – Edit Student Data and then select the **Spec Ed tab**. The screen will appear similar to Figure 6. Select the appropriate option from the **Primary Disability** menu.

### **Promotion**

<http://dpi.wi.gov/lbstat/isescalc.html#promotion>

To edit the Promotion for a student, select Edit – Edit Student Data and then select the **State Reporting tab**. The screen will appear similar to Figure 4. Select the appropriate option from the **Promotion** menu.

*Note:* Under normal circumstances this field is automatically generated and does not require editing. This field should only be edited according to instructions from WI DPI Help Desk.

### **Racial Ethnic Group (table D.12)**

<http://www.dpi.wi.gov/lbstat/dataracgdr.html>

To edit the Race Code for a student, select Edit – Edit Student Data and then click on the **Race-Ethnicity tab**. The screen will appear similar to Figure 12. Enter the appropriate race code in the **Ethnicity** field.

### **Race Key (table D.13)**

<http://www.dpi.wi.gov/lbstat/datarac.html>

To edit the Race Key for a student, select Edit – Edit Student Data and then click on the **Race-Ethnicity tab**. The screen will appear similar to Figure 12. Select Yes or No in the Hispanic-Latino menu, the also check at least one of the 5 race checkboxes. The Race Key is a single code which represents the combination of race and ethnicity choices and is included in WSLs files such as the Student Load (SSL) and Exit/Update (EUT) files.

General | Spec Ed | Entry | Title I/III | ELL/LEP | State Reporting | Removals | Race-Ethnicity | Custom Fields

Hispanic-Latino Yes

☐ American Indian-Alaskan Native

☐ Asian

☐ Black-African American

☐ Hawaiian/Pacific Islander

☒ White

Ethnicity 5

Figure 12: Race-Ethnicity Tab for Edit – Edit Student Data

### Reason Out of District (table D.13)

<http://www.dpi.wi.gov/lbstat/dataood.html>

To edit the Reason Out of District for a student, select Edit – Edit Student Data and then select the **State Reporting** tab. The screen will appear similar to Figure 4. Select the appropriate option from the **Reason Out Of District** menu.

### School of Accountability

[http://www.dpi.wi.gov/lbstat/datareside.html#school\\_res](http://www.dpi.wi.gov/lbstat/datareside.html#school_res)

To edit the student's School of Accountability, select Edit – Edit Student Data and then select the **General** tab. The screen will appear similar to Figure 13. Enter the appropriate building number in the **Acct Bldg** field.

*Note:* The Acct Bldg field is non-editable if the student's resident district number is the same as the school's district number.

General | Spec Ed | Entry | Title I/III | ELL/LEP | State Reporting | Removals | Race-Ethnicity | Custom Fields

☒ Active Birth Date 10/22/04

☒ Attend Grad Date

☒ WI ISES

☒ Rank Resident District 3333

☒ Honor Roll Attend District 4444

☐ Gifted/Talented Acct Bldg

☐ Early Intervening Services

☐ Special Considerations Username

Password

Email

Student # 414

Soc Sec #

ID #

State ID 1234567890

Locker 123

Combination 112233

Bus # 0

Res 0

Trans 0

County 0

Figure 13: General Tab for Edit – Edit Student Data

### Secondary Disability (table D.11)

<http://www.dpi.wi.gov/lbstat/datadisab.html#secondary>

To edit the Secondary Disability for a student, select Edit – Edit Student Data and select the **Spec Ed tab**. The screen will appear similar to Figure 6. If a **Primary Disability** has been selected, click on the **Edit** button for Secondary Disabilities. A screen will appear similar to Figure 14. Select the appropriate option(s) from the list of disabilities, then click **Done** to return to the Edit Student Data screen.

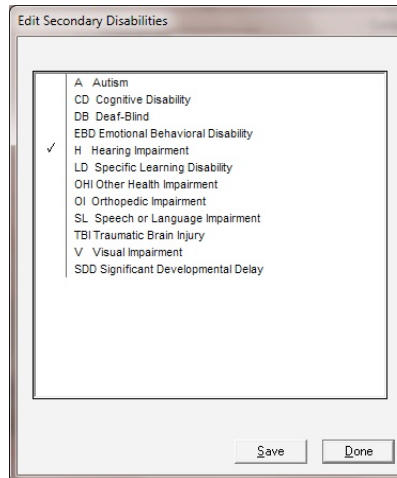


Figure 14: Edit Secondary Disabilities screen.

### Third Party Provider (table D.14)

<http://www.dpi.wi.gov/lbstat/data3rdpar.html>

To edit the Third Party Provider for a student, select Edit – Edit Student Data and then select the **State Reporting tab**. The screen will appear similar to Figure 4. Select the appropriate option from the **Third Party** menu.

### Test Status (table D.15)

<http://www.dpi.wi.gov/lbstat/datawsas.html#teststat>

To edit the WSAS Test Status for a student, select Edit – Edit Student Data and then select the **State Reporting tab**. The screen will appear similar to Figure 4. Select the appropriate option from the **Test Status** menu.

### Wisconsin Student Number or WSN Student ID

<http://dpi.wi.gov/lbstat/datawsn.html>

To edit the student's Wisconsin Student Number or WSN, select Edit – Edit Student Data and then select the **General tab**. The screen will appear similar to Figure 13. Enter the WSN in the **State ID** field.

### Years in US Schools (table D.21)

<http://www.dpi.wi.gov/lbstat/datayrsus.html>

To edit the Years in US Schools for a student, select Edit – Edit Student Data and then select the **Entry tab**. The screen will appear similar to Figure 8. Select the appropriate option from the **Years in US Schools** menu.



## Editing Student Incidents and Removals (Discipline) Data

Edit a student's removals data by clicking the Removals tab panel on the Edit-Edit Student Data screen. The screen will appear similar to Figure 15.

*Note:* Incidents and Removals may also be viewed and edited by selecting Discipline – Data – Edit Student Records (for clients who are using the Discipline module). Please refer to Figure 20.

#	Date	Year	Prim Incident	Sec Incident	Removals
1	12/03/09	2010	Assault	Other Violation of School Rules	Out-of-School S...

Figure 15: Removals Tab on the Edit Student Data screen.

Click Edit or anywhere on the Incidents and Removals list in the Removals tab panel. A screen will appear similar to Figure 16.

#	Date	Year	Prim Incident	Sec Incident	Removals
1	12/03/09	2010	Assault	Other Violation of School Rules	Out-of-School Suspension

Figure 16: Edit Incidents screen.

Edit a specific student incident record by double-clicking on the appropriate record on the Edit Incidents screen. The screen will appear similar to Figure 17.

Primary Incident Type: Assault

Secondary Incident Type: Other Violation of School Rules

Date: 12/03/09

Year: 2009-2010

Removals:  Out-of-School Suspension

Figure 17: Editing a Student Incident Record.

To create or edit a removal record for the current incident, click **Edit**. A screen will appear similar to Figure 18.

#	Start Date	Return Year	Days Removed	Removal Type	Modif Term	Serious Injury	Early Reinst	Educ Serv	Return to Sch	Engl Prof	Prim Disab
1	12/03/09		1.0	Out-of-School Suspension	N	N	N	N	N	3	SL Speech or Langua...

Buttons: New, Edit, Delete, Done

Figure 18: Edit Removals screen.

Edit a specific student incident record by double-clicking on the appropriate record on the Edit Removals screen. The screen will appear similar to Figure 19.

Removal Type: Out-of-School Suspension

Start Date: 12/03/09

Days Removed from Current Year: 1.0

Expulsion Return Year: 2009-2010

Modified Term: Not Modified

Primary Disability at Time of Incident: SL Speech or Language Impairment

English Proficiency at Time of Incident: ELL-LEP Intermediate - WIDA label: Developing - Directions given in Eng

Checkboxes:

- ☐ Serious Bodily Injury Indicator
- ☐ Early Reinstatement Considerations
- ☐ Educational Services Provided
- ☐ Returned to School After Expulsion

Buttons: Cancel, OK

Figure 19: Editing a Student Removal record.

## Editing Student Incidents and Removals (Discipline) Data using Discipline Module

Incidents and removals may also be viewed and edited by selecting Discipline – Data – Edit Student Records (for clients who are using the Discipline module of the JMC Office Application). The screen will appear similar to Figure 20.

#	Date	Violation	Consequence 1	Consequence 2
1	12/04/09	11:10 AM Disruptive in Class	Warning	

#	Date	Year	Prim Incident	Sec Incident	Removals
1	12/03/09	2010	Assault	Other Violation of School Rules	Out-of-School

Figure 20: Editing Incident Records on the Edit Student Discipline Records screen.

Editing of incidents and removals records on Discipline – Data – Edit Student Records will be essentially the same as it would be from the Removals tab of the Edit Student Data screen. See Figures 15 through 19 for information about editing student incident and removal records.

*Note:* For more information about the Discipline Module of the JMC Office Application, please refer to Discipline documentation available for download from JMC's website at <http://jmcinc.com/resources/documentation> or by calling JMC at 800-524-8182.

## WSLS/ISES – Export Student Load File - SSL

This option is used to create a CSV formatted file to send to the Wisconsin DPI for purposes of establishing Wisconsin student numbers (WSNs).

1. Select WSLS/ISES – Export Student Load File - SSL. A screen will appear similar to Figure 21.

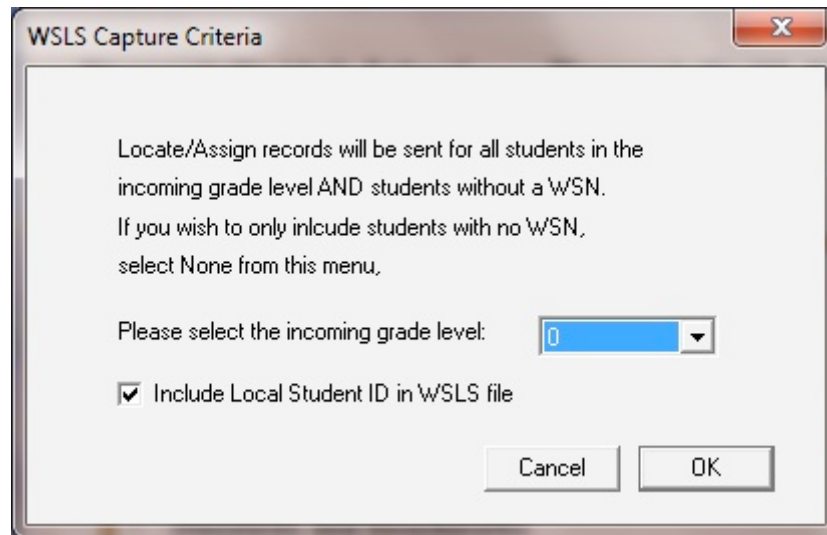


Figure 21: Incoming Grade Level screen.

*Note:* If you only wish to include students that do not have a WSN assigned, select “None” from the incoming grade level menu.

2. Edit the incoming grade level and set the **Include Local Student ID...** checkbox as needed, then click **OK**. A screen will appear similar to Figure 22.

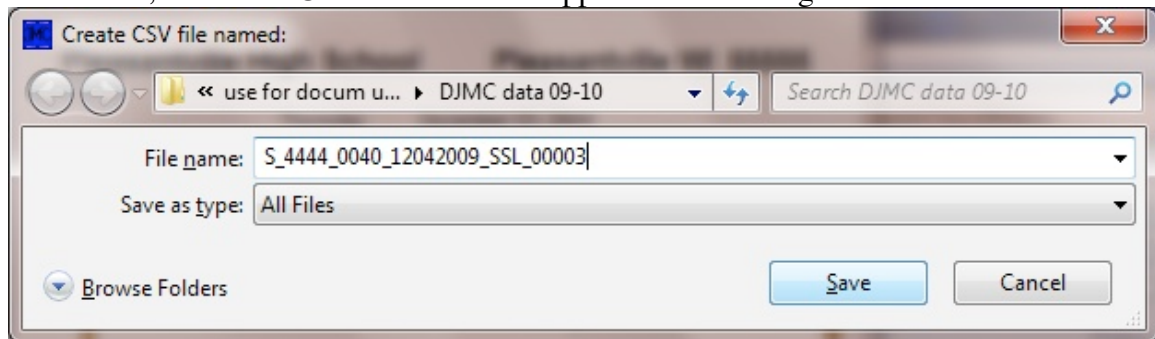


Figure 22: Save File screen.

3. Edit the destination as needed, then click **Save**.
4. You may now submit the file to Wisconsin DPI for processing.

## WSLS/ISES – Import WSN ID File - SST

This option is used to create a CSV formatted file to send to the Wisconsin DPI for purposes of establishing Wisconsin student numbers (WSNs).

1. Select WSLS/ISES – Import WSN ID File - SST. A screen will appear prompting you to locate the file you received from Wisconsin DPI.
- 

## WSLS/ISES – Export WSN Exit/Update File - EUT

This option is used to create a CSV formatted file to send to the Wisconsin DPI for purposes of setting up base student records in the WSN Locator System.

1. Select WSLS/ISES – Export WSN Exit/Update File - EUT. A screen will appear similar to Figure 23.

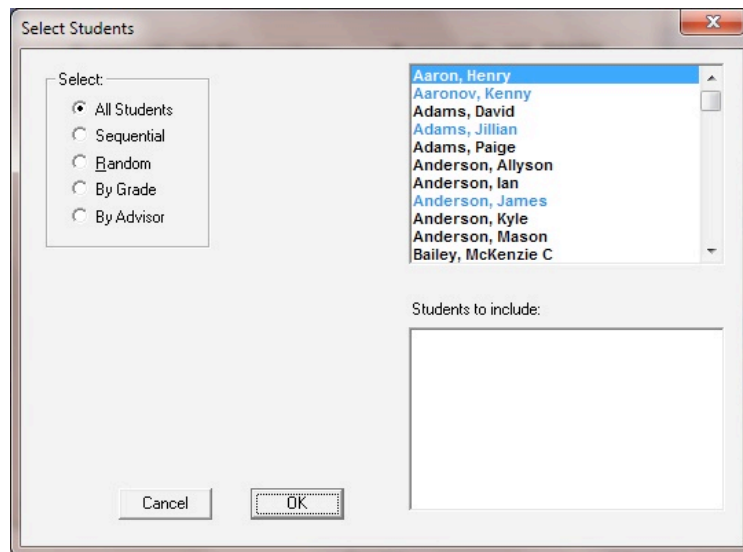


Figure 23; Specifying Students to Include in the WSN Exit/Update (EUT) file.

2. Specify the students you wish to include in the EUT file, then click **OK**. A screen will appear similar to Figure 24.

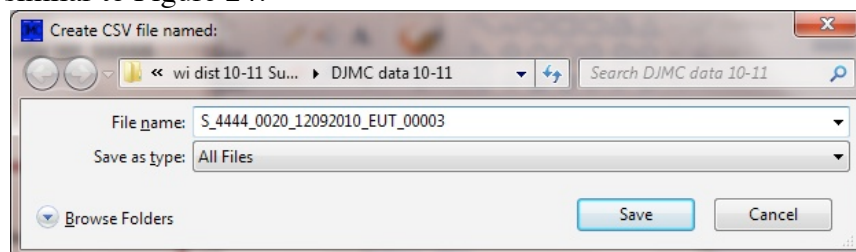


Figure 24: Save File screen.

3. Edit the destination as needed, then click **Save**.
  4. You may now submit the file to Wisconsin DPI for processing.
-

## WSLS/ISES – Export ISES Student Load File – ISL - Count Date

This option allows you to create a fall count date (CD) enrollment data file to be submitted to Wisconsin DPI for processing. This file is also referred to as a **3<sup>rd</sup> Friday in October** file.

1. Select WSLS/ISES – Export ISES Student Load File – ISL - Count Date. A screen will appear similar to Figure 25.

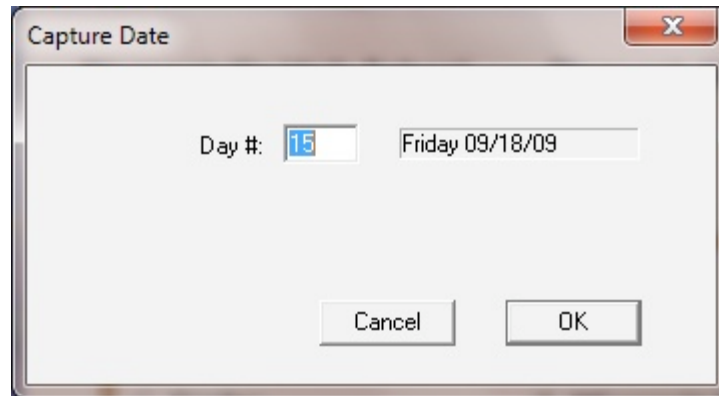


Figure 25: Specifying the Capture Date for a Count Date file.

2. Edit the Day Number for the capture data as appropriate, then click **OK**. A screen will appear similar to Figure 26.

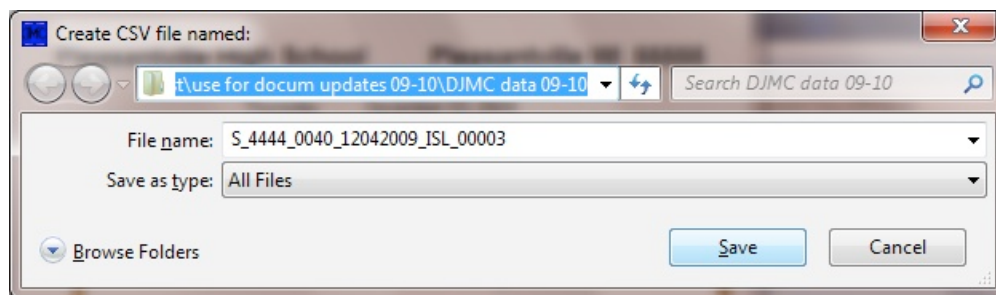


Figure 26: Save File screen.

3. Edit the destination as needed, then click **Save**. The file name is automatically generated and typically would not need to be altered.
4. You may now submit the file to Wisconsin DPI for processing.

## WSLS/ISES – Export ISES Student Load File – ISL - Year End

This option allows you to create a year-end (YE) enrollment data file to be submitted to Wisconsin DPI for processing.

1. Select WSLS/ISES – Export ISES Student Load File – ISL - Year End. A screen will appear similar to Figure 27.

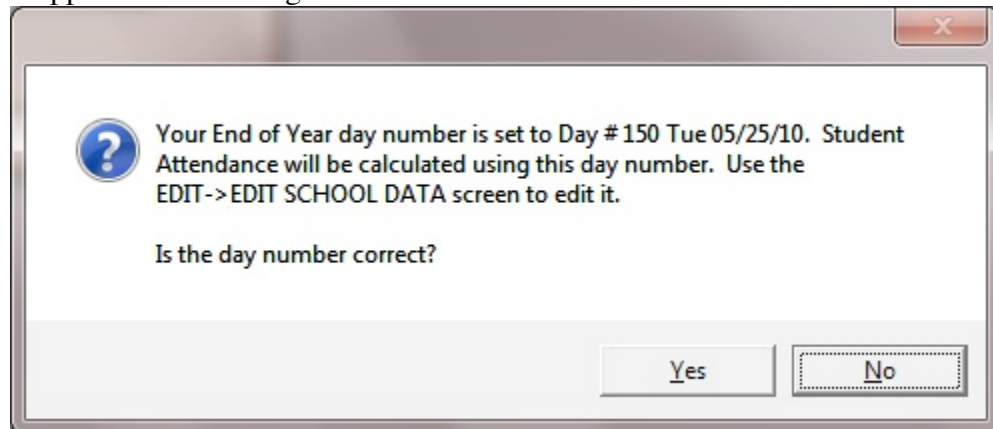


Figure 27: Prompt for End of Year day.

2. If the End of Year Day is set appropriately, click **OK**. The screen will appear similar to Figure 26.
3. Edit the filename and destination as needed, then click **Save**. The file name is automatically generated and typically would not need to be altered.
4. You may now submit the file to Wisconsin DPI for processing.

---

## WSLS/ISES – Export ISES Discipline Load File - IDL

This option allows you to create a discipline (YED) file to be submitted to Wisconsin DPI for processing.

1. Select WSLS/ISES – Export ISES Discipline Load File - IDL. A screen will appear similar to Figure 26.
2. Edit the filename and destination as needed, then click **Save**. The file name is automatically generated and typically would not need to be altered.
3. You may now submit the file to Wisconsin DPI for processing.

*Note:* Discipline (Incidents) records may be edited on the Removals tab of the Edit - Edit Student Data screen or on the Discipline – Data – Edit Student Records (for clients that have purchased the JMC Discipline module). For further details on creating and editing Discipline (Incidents) records, please refer to the corresponding section of this documentation.

## WSLS/ISES – Export ISES October 1 Child Count File - OCL

This option allows you to create an October 1 Child Count (CC) file to be submitted to Wisconsin DPI for processing.

1. Select WSLS/ISES – Export ISES October 1 Child Count File - OCL. A screen will appear similar to Figure 28.

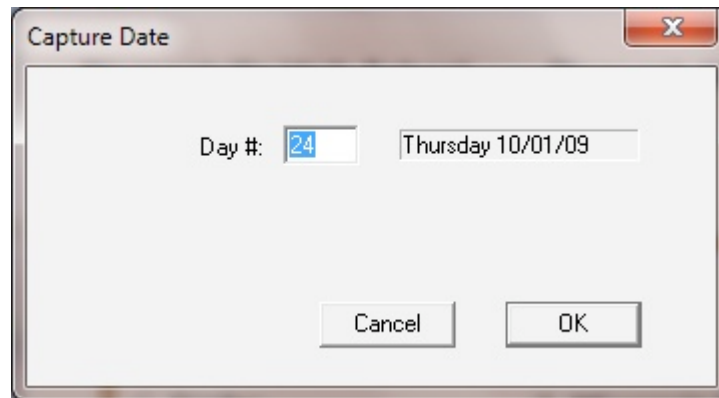


Figure 28: October 1 Child Count Capture Date

2. If the Day # is set appropriately, click **OK**. The screen will appear similar to Figure 29.

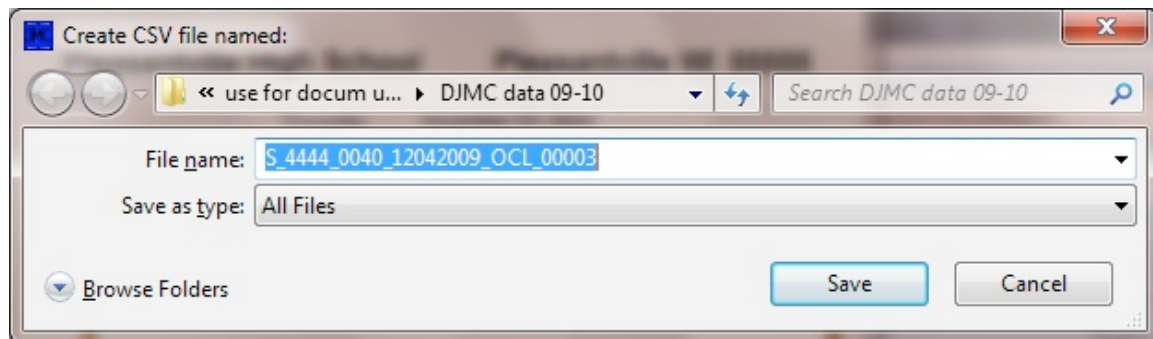


Figure 29: Save File screen

3. Edit the filename and destination as needed, then click **Save**. The file name is automatically generated and typically would not need to be altered.
4. You may now submit the file to Wisconsin DPI for processing.

---

## WSLS/ISES – Export ISES CWCS – Course and Teacher File - WCL

This option allows you to create an Coursework Completion System (CWCS) Course and Teacher file to be submitted to Wisconsin DPI for processing.

1. Select WSLS/ISES – Export ISES CWCS – Course and Teacher File - WCL. A screen will appear similar to Figure 30.



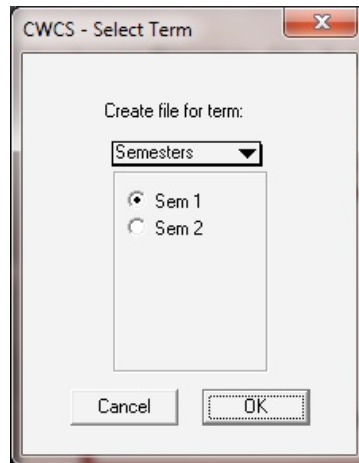


Figure 30:

Specifying the term for the CWCS export file.

2. Specify the term for this export file, click **OK**. A screen will appear similar to Figure 29.
3. Edit the filename and destination as needed, then click **Save**. The file name is automatically generated and typically would not need to be altered.
4. You may now submit the file to Wisconsin DPI for processing.

## WSLS/ISES – Export ISES CWCS – Student File - WSL

This option allows you to create a Coursework Completion System (CWCS) Student file to be submitted to Wisconsin DPI for processing.

1. Select WSLS/ISES – Export ISES CWCS – Student File - WSL. A screen will appear similar to Figure 30.
2. Specify the term for this export file, click **OK**. A screen will appear similar to Figure 29.
3. Edit the filename and destination as needed, then click **Save**. The file name is automatically generated and typically would not need to be altered.
4. You may now submit the file to Wisconsin DPI for processing.

## WSLS/ISES – Initialize Race

This option allows you initialize some race settings based on the value from the older legacy race code.

1. Select WSLS/ISES – Initialize Race. A screen will appear similar to Figure 31.

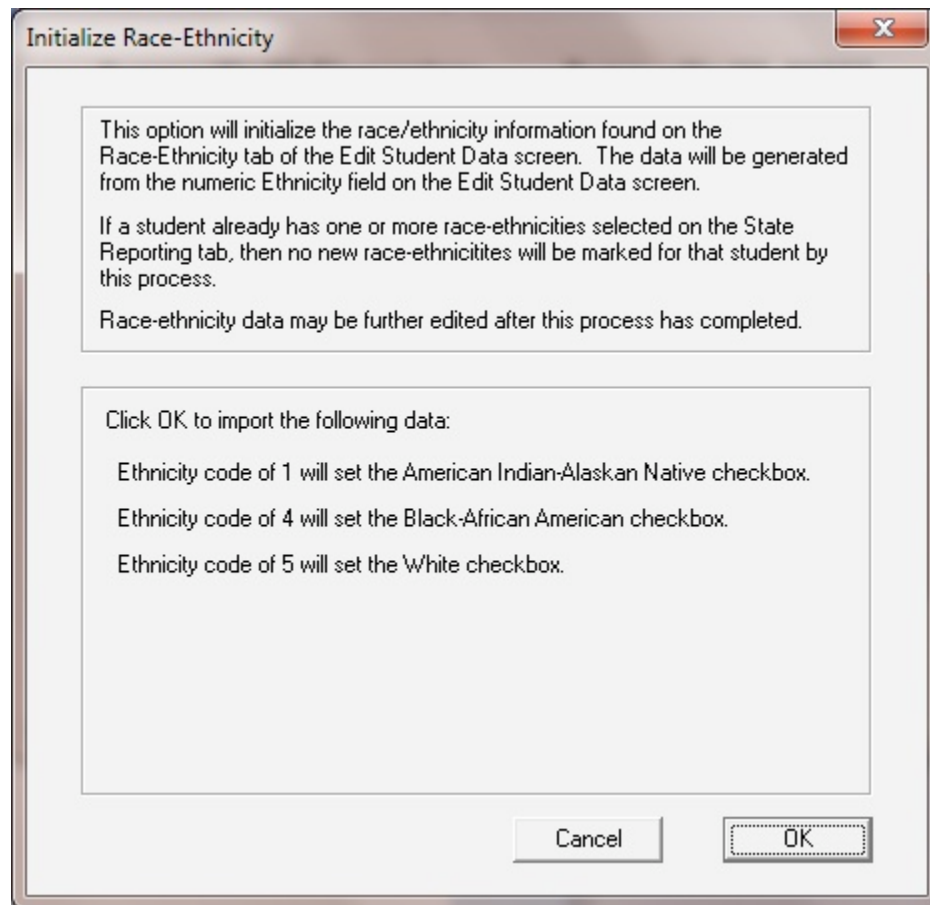


Figure 31: Initialize Race screen.

2. Click **OK** to continue or click **Cancel** to return to the main screen of the JMC Office Application.

# Appendix A:

## Coursework Completion System (CWCS) Checklist

You may use the following checklist to prepare your JMC database and other applications for exporting CWCS data files. For technical assistance with any of the steps listed below, please Contact JMC at 800-524-8182. You may also wish to view JMC's training videos or request a training session with one of JMC's excellent trainers.

1. Grade definitions, scales, and associated characteristics must be defined on Grades – Utilities – Edit Grade Values. Please refer to Appendix B for a detailed explanation of how to establish these grade definitions.
2. The CWCS grade scale must be specified on Edit – Edit School Data – see Appendix B for more details.
3. Student course schedules must be established for each building. There are some excellent training videos available for this on the JMC website: <http://jmcinc.com/resources/instructional-videos>. The videos of interest would be Elem/MS Scheduling Parts 1 & 2. Contact JMC for additional training and support.
4. CWCS Course Codes must be assigned for each course for each building that is to be submitted in the CWCS files. These codes are maintained on Schedules – Course – Edit Course Data.
5. JMC grade books must be installed for all teachers that will be submitting student grades and/or completion status codes. This may also require some server setup to support the grade books.
6. JMC grade book training may be needed for all teachers training for submitting grades and completion status codes. Those that are already familiar with JMC grade books may need only a short training session or handout. Those teachers have not used a JMC grade book before may need a little more training.

*Note:* Not all term grades submitted from a JMC Gradebook are included in the CWCS Student File. Depending upon the grading scheme for a course, only the grades that bear the credit (or would be included on a transcript) will be included in the CWCS Student File. For example, for a semester course the grading scheme may be set such that the only grade that bears credit (or is included on the transcript) is the semester grade itself. The semester course may also include quarter grades that will show up on a report card but do not bear credit. *In this case, only the semester grade is included in the CWCS Student File.*

## Appendix B:

### Configuring Grade Definitions and Scales for the Coursework Completion System (CWCS)

Completion Status codes are to be submitted for all students in grades K3 – 12. For the 2010-2011 school year, Grade Earned codes are to be submitted only for students in grades 9-12. Schools that have already been using the JMC Schedules and Grades modules will most likely have grades defined already.

For more information about CWCS Completion Status and Grade Earned, please refer to the corresponding definitions found on the WI DPI website at <http://dpi.wi.gov/lbstat/eseamap.html>

### Configuring Grade Definitions

The following is an example of how a school's grade definitions in JMC would get mapped to CWCS Completion Status and Grade Earned codes.

Your JMC grade definitions are probably already fairly complete for CWCS reporting. You may only need to add some of the italicized JMC grades listed below by including only the JMC grades definitions that correspond to the CWCS Completion Status and Grade Earned codes that you wish to enable for your teachers. Also, you may possibly need to add an alternate grade scale.

<b>JMC Grade</b>	<b>Completion Status</b>	<b>Grade Earned</b>
I	I	NA
F *	F	0.00 or NA **
D-	P	0.67 (suggested)
D	P	1.00 (suggested)
D+	P	1.33 (suggested)
C-	P	1.67 (suggested)
C	P	2.00 (suggested)
C+	P	2.33 (suggested)
B-	P	2.67 (suggested)
B	P	3.00 (suggested)
B+	P	3.33 (suggested)
A-	P	3.67 (suggested)
A	P	4.00 (suggested)
A+	P	4.00 (suggested)
P	P	NA
<i>WD</i>	<i>WD</i>	<i>subject to district policy</i>
<i>NA</i>	<i>NA</i>	<i>NA</i>
<i>CP</i>	<i>P</i>	<i>CBC</i>
<i>CF</i>	<i>F</i>	<i>CBC</i>
<i>CN</i>	<i>NA</i>	<i>CBC</i>
<i>EP</i>	<i>P</i>	<i>E</i>
<i>EF</i>	<i>F</i>	<i>E</i>
<i>EN</i>	<i>NA</i>	<i>E</i>
<i>OP</i>	<i>P</i>	<i>O</i>
<i>OF</i>	<i>F</i>	<i>O</i>
<i>ON</i>	<i>NA</i>	<i>O</i>

\* F, or any grade other than I that is not checked in the Grad Credit column

\*\* 0.00 if course is designated to receive grad credit, otherwise NA

**IMPORTANT NOTE:** Adding some new grade definitions may be necessary for CWCS reporting; however, **do not change existing grade definitions**. Editing grade definitions during the school year could result in issues with grades that have already been submitted by teachers.

*Note:* If your school does not use +/- grades then these lines may be ignored.

*Note:* The grade scale utilized in the prior table is an example of a 4-point scale and is not the only possible 4-point grade scale that can be used. Please contact WI WPD HelpDesk if you have questions about your grade scale.

## Configuring Grade Scales

A typical example of a set of grade definitions for a school using a 4-point grade scale might look like Figure B1. An example of a 12-point scale is shown in Figure B2.

The screenshot shows a window titled "Edit Grade Values" with a table for configuring grade scales. The table has columns for Grade Name, Regular, Raised, Lowered, Cum GPA, and Grad Credit. The grades listed are I, F, D-, D, D+, C-, C, C+, B-, B, B+, A-, A, and P. The "Regular" column contains values ranging from 0.000 to 4.000. The "Raised" and "Lowered" columns are all 0.000. The "Cum GPA" and "Grad Credit" columns have checkmarks indicating they are set. There are "Save" and "Done" buttons at the bottom right.

Grade Name	Regular	Raised	Lowered	Cum GPA	Grad Credit
I	Incomplete grade				
F	0.000	0.000	0.000	✓	
D-	0.670	0.000	0.000	✓	✓
D	1.000	0.000	0.000	✓	✓
D+	1.330	0.000	0.000	✓	✓
C-	1.660	0.000	0.000	✓	✓
C	2.000	0.000	0.000	✓	✓
C+	2.330	0.000	0.000	✓	✓
B-	2.660	0.000	0.000	✓	✓
B	3.000	0.000	0.000	✓	✓
B+	3.330	0.000	0.000	✓	✓
A-	3.660	0.000	0.000	✓	✓
A	4.000	0.000	0.000	✓	✓
P	0.000	0.000	0.000		✓
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		

Figure B1:

4-point scale  
(initial)

Grade Name	Grading Scales			Cum GPA	Grad Credit
	Regular	Raised	Lowered		
I	Incomplete grade				
F	0.000	0.000	0.000	✓	
D-	1.000	0.000	0.000	✓	✓
D	2.000	0.000	0.000	✓	✓
D+	3.000	0.000	0.000	✓	✓
C-	4.000	0.000	0.000	✓	✓
C	5.000	0.000	0.000	✓	✓
C+	6.000	0.000	0.000	✓	✓
B-	7.000	0.000	0.000	✓	✓
B	8.000	0.000	0.000	✓	✓
B+	9.000	0.000	0.000	✓	✓
A-	10.000	0.000	0.000	✓	✓
A	11.000	0.000	0.000	✓	✓
A+	12.000	0.000	0.000	✓	✓
P	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		

Figure B2:

12-point scale  
(initial)

*Note:* If your school uses a 4-point grade scale but you use something other than 2 decimal places, you will most likely need to set up an alternate grade scale to use in CWCS. Please refer to the following section.

## Special Considerations

### Grade Scale Translations

If your school uses a grade scale other than the 4-point scale, you have some options to consider. Some schools may opt to switch to a 4-point scale. If you wish to maintain your existing scale while reporting Grade Earned to CWCS in the required 4-point scale, you will need to use one of the alternate grade scale columns.

The alternate grade scale columns are labeled Raised or Lowered. For purposes of CWCS reporting, these labels can be interpreted as simply alternate grade scales – you may choose either one as your CWCS. Whichever scale you choose (raised or lowered), you may enter the 4-point scale into that column. **YOU MUST ALSO SPECIFY THIS GRADE SCALE on Edit – Edit School Data as the CWCS grade scale.**

An example of how your grade definitions and scales might look as follows:

Figure B3 shows a screenshot of the 'Edit Grade Values' window. The window contains a table with columns for Grade Name, Regular, Grading Scales (Raised, Lowered), Cum GPA, and Grad Credit. The table lists various grades from I to A+, along with their corresponding Regular, Raised, and Lowered values. The 'Cum GPA' column has checkmarks for all grades except I, P, WD, and NA. The 'Grad Credit' column has checkmarks for all grades except I, P, WD, and NA. There are 'Save' and 'Done' buttons at the bottom right of the window.

Grade Name	Regular	Grading Scales Raised	Lowered	Cum GPA	Grad Credit
I	Incomplete grade				
F	0.000	0.000	0.000	✓	
D-	1.000	0.670	0.000	✓	✓
D	2.000	1.000	0.000	✓	✓
D+	3.000	1.330	0.000	✓	✓
C-	4.000	1.670	0.000	✓	✓
C	5.000	2.000	0.000	✓	✓
C+	6.000	2.330	0.000	✓	✓
B-	7.000	2.670	0.000	✓	✓
B	8.000	3.000	0.000	✓	✓
B+	9.000	3.330	0.000	✓	✓
A-	10.000	3.670	0.000	✓	✓
A	11.000	4.000	0.000	✓	✓
A+	12.000	4.000	0.000	✓	✓
P	0.000	0.000	0.000		
WD	0.000	0.000	0.000		
NA	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		

Figure B3:

Example of translating between 12-point and 4-point scales for CWCS reporting

## Weighted Courses

Grade Earned is to be reported to CWCS as an unweighted grade. If your school uses weighted grades and you are using a scale other than the 4-point scale required for CWCS reporting, you will need to use one of the available alternate grade scale columns as your CWCS grade scale. If for example you are using weighted grades on a 12-point scale, and you have the weighted grade scale entered into the Raised column, then you should use the Lowered column for your CWCS grade scale (4-point scale). ***YOU MUST ALSO SPECIFY THIS LOWERED GRADE SCALE AS THE CWCS GRADE SCALE*** on Edit – Edit School Data. See Figure B4.

## Specifying the CWCS Grade Scale

Once you have decided which grade scale to use for CWCS and, if necessary, if entered the alternate grade scale, then you must specify the grade scale you intend to use on Edit – Edit School Data. See Figure B4.

Figure B4:

Specifying the **CWCS Grade Scale** on the Edit School Data screen

## JMC Course Grading Schemes and CWCS Student Records

Not all term grades submitted from a JMC Gradebook are included in the CWCS Student File. Depending upon the grading scheme for a course, only the grades that bear the credit (or would be included on a transcript) will be included in the CWCS Student File.

Grading Schemes are set for each course at Schedules – Course – Edit Course Data. See Figure B5.

Figure B5:

Grading Scheme for this particular semester course shows that only the semester grade (bolded) bears credit. Grading Schemes for a course can differ and are set using Schedules – Course – Edit course Data

For example, for a semester course the grading scheme may be set such that the only grade that bears credit (or is included on the transcript) is the semester grade itself. The semester course may also include quarter grades that will show up on a report card but do not bear credit. *In this case, only the semester grade is included in the CWCS Student File.*

## Updating Grade Definitions in the Grade Books via Office To Teacher

It is best to have the grade definitions configured before the teachers use their JMC grade books for the first time; however, if this is not possible then make sure that all teachers do an “Office to Teacher” in their grade books after any edits are made to grade definitions.