

CLIENT REPORTING SYSTEM MANUAL

Fiscal Year 2020-21



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SYSTEM CONTACTS

All questions regarding the Client Reporting System Users' Guide should be directed to the appropriate System Office staff as indicated below:

Area(s)	Contact Person	Telephone
Course/Curriculum Approval	Sarah Kavanaugh	(608) 266-7591
Program Evaluation	Ben Konruff	(608) 266-1840
Grants (GPR, Perkins, AEFLA)	Tou Ya Khang	(608) 266-8879
Reporting Procedures and Requirements / General	Anna Richter	(608) 267-2485
Student Fees	Anna Richter	(608) 267-2485
Student FTEs	Anna Richter	(608) 267-2485
Career Prep and Start College Now	Ann Westrich	(608) 261-4588
Veterans	Anna Richter	(608) 267-2485

For technical support, please email support@wtcsystem.edu

CLIENT REPORTING SYSTEM INTRODUCTION

Overview

The purpose of this manual is to provide guidance, to both users and technical staff, for collecting and reporting the required data to the System Office on a consistent basis among Wisconsin Technical College districts. It also provides an understanding of the data that will allow each district to effectively utilize this data in internal decision-making processes. This manual is a combination of the information from the former User's Guide and Information System Manual (ISM).

The Client Reporting System records contain information about persons served through grants financed by state administered funds and students who are enrolled in WTCS courses. For all purposes relative to this reporting system, the term "grant" includes projects, project activities, and grant activities. At the end of each fiscal year, districts are to submit grant activity records for each client to the System Office for validation. This client data will be used for state and federal reporting, data analysis, budget planning and other activities at the state level. The information in this data system will also be critical to the districts for their planning and budget purposes.

A Client Demographic Record (S1), Client Grant Demographic Record (S2) and a Client Extended Demographic Record (S5) must be submitted with the first Course Record (S3), Grant Activity Record (S4), Basic Education Testing Levels Record (S7), Client Post 911 Veterans Benefits Record (S8), or Client Program/Certificate Record (S9) submitted for each client each year. A Course/Staff Matching Record (S6) will be required for all courses offered at the district. It should be noted that these S1, S2, and S5 records are a set and all three must be submitted for every client. Care must be taken in updating a client's status during a reporting year. Changes in status that make the client eligible to receive grant activity services are to be reported. However, any change in a previously reported status which would make a client ineligible to receive grant services is not to be reported.

The following grant activities are not to be reported:

- a. Participants in information disseminating activities or one-time educational sessions / seminars, e.g., attendees of a high school career day or single topic.
Note: It is important to recognize that an individual's needs may be met in a single session such as one-on-one counseling in a project serving persons with disabilities, in which case the participant is to be included in the reporting system.
- b. Grant activities which do not provide direct participant services such as curriculum development, professional development and equipment.
- c. Clients served for less than two (2) hours under grant activities (including Basic Education grants). This threshold is based on the aggregate of all activities - including assessment, orientation, instruction, etc. Districts are not required to document the hours of service for this requirement. The use of professional judgment regarding the service time required by project staff at the time of initial contact is acceptable.
- d. One-time-only and limited term funding sources. Refer to the Appropriation Number portion of the System Office Grant Number data element of the Grant Activity Record (S4) to determine if a particular funding source is to be reported. Only those appropriations listed are to be reported. As new funds are received by the System Office, a determination will be made regarding this reporting exception and only those funding sources which must be reported

under the Client Reporting System will be added to the System Office Grant Number data element.

The outcomes of all activities will, however, be reported in narrative form via the Project Evaluation Report Form, VE 5.

For state reporting purposes, the reporting year for most Course Records and related Demographic Records is June 1 - May 31 based on the start date of each course. Therefore, records are to be submitted for all courses which start (or the student is first scheduled to attend) June 1 through May 31. The length of a course, the ending date of a course or the amount of the course which occurs before or after June 1 is irrelevant. Districts have the option of beginning Summer Session prior to June. For those districts, the reporting year for Course Records would be from the date Summer Session begins prior to the standard June 1 beginning date through the following year up to the date the following year's Summer Session begins.

The reporting year for Grant Activity Records and related Demographic Records is July 1 - June 30. However, for grant activities, records are to be submitted for each reporting year that service occurs. For example, if grant activity service occurs for the period April 1, 2018 through October 20, 2019, Grant Activity Records must be submitted for FY 2017-18 (for the period April 1 through June 30) and FY 2018-19 (for the period July 1 through October 20).

Record Definitions

There are eight types of records in the Client Reporting System. The Client Demographic Record (S1), Grant Demographic Record (S2), and Client Basic Demographic Record (S5) are considered a "set" and must always be submitted together. The Course Record (S3), Grant Activity Record (S4), Basic Education Testing Levels (S7), Client Post 911 Veterans Benefits Record (S8), and Client Program/Certificate Record (S9) are optional based on the type of educational activities of the client. All records are 100 characters long with unused positions to allow for expansion. All records for a client must have the same client identifier. Although a client may receive services for several years, a new set of Client System Records must be submitted for each client served every Fiscal Year. The grant Fiscal Year runs July 1 to June 30. The course fiscal year runs June 1 to May 31, but occasionally courses may start prior to June 1 for the upcoming Fiscal Year. Because grants and courses have a different Fiscal Year, grant activities that start in June will be reported in a different Fiscal Year than their associated course records.

Note that the System Office is now accepting only complete resubmission of individual client information. Therefore, any submission for a given client will replace ALL information previously accepted for that client. The System Office direction is to further change processing procedures to accept only complete fiscal year data resubmissions because partial submissions have been a source of confusion. Therefore districts should take this into account as their data systems are redesigned.

Client Demographic Record (S1)

The Client Demographic Record contains information about each individual client served. It is one of three demographic records that must be submitted for each client. If more than one (Client Demographic Record (S1), Grant Demographic Record (S2) and Client Basic Demographic Record (S5)) Set is submitted for a client, the most recently accepted set will replace any previously accepted set. The Client Demographic Record set contains information required on all clients as well as optional information.

Grant Demographic Record (S2)

The Grant Demographic Record must also be submitted for each client as part of the Demographic Record Set. It contains information required for all clients participating in grant activities, clients served by displaced homemaker, sex equity, and single parent grants; and clients served by basic skills education grants. Any client not involved in a grant must still have a Grant Demographic Record, even if a client receives no grant services.

Client Reporting Course Record (S3)

The Client Reporting Course Record contains information about each course in which a student enrolled or each course for which the student is receiving credit for prior learning. The course fiscal year runs from June 1 to May 31. Course records are not to be submitted for courses offered by CBOs under grant activities.

Client Reporting Grant Activity Record (S4)

The Grant Activity Record contains information concerning the client outcomes of grant activities. A separate grant activity record shall be submitted for each grant activity in which a client receives a minimum of 2 hours of service. The grant fiscal year runs from July 1 to June 30.

Client Basic Demographic Record (S5)

The Client Basic Demographic Record contains the most frequently used demographic information. It was created to allow for expansion of the Client Name into multiple fields and capture of multiple ethnic codes. Other fields such as Birth Date and Sex Code were also moved to the S5 to facilitate cohort tracking and file-matching activities. Special effort should be made to insure completeness and accuracy of all data on the S5 record.

Client Course/Staff Matching Record (S6)

The Client Course/Staff Matching Record contains instructor ID information related to courses taught and is used to match to the *Course Offering Number*, *Course Section Number*, and *Location Code* on the S3 Course Record. All instructors reported on the S6 Record will be expected to have a matching *Course Offering Number*, *Course Section Number*, and *Location Code* on the S3 Course Record unless there is a *No Matching FTE Code* reported. All S3 Course Records will also be expected to have an S6 Record with a matching *Course Offering Number*, *Course Section Number*, and *Location Code*.

There must at least one S6 Record reported for each course assigned to an instructor in the district's database. Only one S6 Record is required to be reported for each *Course Offering Number*, *Course Section Number*, and *Location Code*. Multiple instructors need not be reported but will be accepted if reported.

Note: This record will only be required to be reported at the end of the fiscal year.

Client Basic Education Testing Levels (S7)

The Client Basic Education Testing Levels record captures results of pre- and post-testing activities in basic education grant clients. It is used to document client progress as required for AEFL federal grant

reporting. The S7 record is only required for basic education grant participants. Basic education clients who are enrolled in courses not supported by federal grants do not require S7 submissions.

There must be one S7 record submitted for each applicable basic education test administered.

Client Post 911 Veterans Benefits Record (S8)

Because of modifications to the WI GI Bill program in 2009, it is necessary for the system office to collect the amounts of federal Post 911 GI Bill benefits received by districts and the compensation payments made by districts to students whose benefits decreased as a result of converting to the Post 911 GI Bill program. The Client Post 911 Veterans Benefits Record has been created to report this information. There are a maximum of three S8 records per student per fiscal year.

Client Program/Certificate Record (S9)

In FY 2010-11 the ability to collect granting of Pathway Certificates was added to the Client system. These granted certificates are handled similarly to program enrollment/graduation. Therefore, the S9 record was created to collect both pathway certificates granted and program enrollments. Beginning with FY 2011-12, program enrollments and graduation that was formerly collected on the S1 record has been moved to the S9 record. By moving the program information to the S9 record, there is no maximum number for program enrollments. Note that there is a separate S9 record for each program enrollment and each pathway certificate granted.

Unique Record Keys

Formerly, the Social Security Number was the Client Identification Number and a part of the file key for System Office purposes. We have now migrated to the use of the District Student ID as the file key for data submission processing.

Each client record submitted to the System Office will contain certain fields (keys) that make the record unique. These unique record keys include:

Client Demographic Record (S1)

Record Identifier
District Number
District Student ID

Grant Demographic Record (S2)

Record Identifier
District Number
District Student ID

Client Course Record (S3)

Record Identifier
District Number
District Student ID
Course Offering Number (Course and Section)
Location Code
Recognized Credit Code

Grant Activity Record (S4)

Record Identifier
District Number
District Student ID
System Office Grant Number
Grant Exit Date

Client Basic Demographic Record (S5)

Record Identifier
District Number
District Student ID

Client Course/Staff Matching Record (S6)

Record Identifier
District Number
District Staff ID
Course Offering Number (Course and Section)
Location Code
Semester
No Matching FTE Code

Client Basic Education Levels (S7)

Record Identifier
District Number
District Student ID
Test Date
Test Topic

Client Post 911 Veterans Benefits Record (S8)

Record Identifier
District Number
District Student ID
Semester

Client Program/Certificate Record (S9)

Record Identifier
District Number
District Student ID
Program Number

ERRORS, ALERTS, AND WARNINGS

Districts are expected to submit correct information. However, it is recognized that there will be a small number of records that will contain format errors or information that is incompatible with other information and need correction. We also recognize that there will be records submitted that comply with basic reporting requirements for a particular data element, but are considered errors due to not meeting an additional reporting standard for that data element. As a result, we have created a new category of edit message called an “Alert”. These are records that are technically in error, but will be accepted into the file since they cannot be corrected and contain otherwise valid information. Finally, there are also records submitted that include data outside the norm that may, or may not, be in error. These records will be labeled as warnings. Below is a description of each edit message type.

ERROR – The record is out of compliance with reporting format requirements or the record contains invalid codes and/or incompatible relational data between codes (either within the record or with other records). An error message will be generated and the record in error must be corrected or removed.

Examples:

1. District Student ID Number field is left blank
2. Test Scores are reported that are incompatible with the NRS level reported

ALERT – The record is in a valid format for most records, but is out of compliance with additional federal/state policies or reporting standards for a particular data element. The record contains information that accurately reflects the activity that would be allowable outside the additional requirements/restrictions; however, it cannot be corrected apart from removing the record. Since the record is valid, it will be accepted into the file, but an alert will be generated to notify the district that they are not in compliance with a reporting standard and future corrective action is required.

Examples:

1. Offering System wide Curriculum courses for less than the approved credit value
2. Not alternating the forms for ABE tests

WARNING – The record is valid in format, but contains information that may or may not be in error due to being outside the standard/norm for the data element or the relationship between data elements. A warning message will be issued and the record will be accepted into the file.

Examples:

1. A student's age computes to <10 years
2. A client's NRS level dropped by one or more years after testing

A pre-edit check is performed on all submissions. If extensive errors are found that would cause most of the records to be rejected, the submission will not be processed. The System Office Client contact will call the district to request a re-submission.

If an error is detected in any data element on any record for a given client in a given submission, the record with the error for that client in that submission will be rejected. All other records not in error will be accepted and loaded into the data warehouse overnight.

Multiple error reports will be generated for every data submission. These reports will be available in the File Submission Status section of the WTCS Portal immediately upon completion of the processing of the file.

Alert and Warning messages will not cause a record to be rejected; however, they do indicate a potential problem and are to be investigated by the district.

Error/alert/warning message abbreviations:

- 1st = First
- 2nd = Second
- ACE = Adult and Continuing Education
- Demo = Demographic
- Dup = Duplicate
- Inc = Incompatible
- Inv = Invalid
- LEP = Limited English Proficiency
- Stat = Status
- Term = Termination
- Warn = Warning

IMPORTANT REMINDERS FOR DISTRICT REIMBURSEMENTS BASED ON CLIENT

Fire Service 2% Reimbursement

All client course records for Course Numbers that are identified as reimbursable fire service courses are reported with Program Fee Code 09 and have an appropriate Fire Department ID will be reimbursed at the end of the year based on client reporting record counts. These records must be submitted and accepted by client reporting no later than June 30th of each year to allow time for System Office staff to process the payments.

For a district to receive 2% funds reimbursement, the course record must include a valid Fire Department ID, an eligible course listed on Table F, a Course Completion Status of 01, and a Program Fee Code of 09. If a student successfully completes the same course more than one time in a fiscal year, the district will only be reimbursed for one course completion. If a student successfully completes the same course but in different fiscal years, the district will be reimbursed for one course completion in each fiscal year. If a student successfully completes multiple different courses in a fiscal year, the district will be reimbursed one time for each different course completion. Only students who are members of a Wisconsin fire department are eligible for reimbursement. A member of a fire department is a person occupying any position or rank within a fire department and involved in performing any type of duties or responsibilities under the authority of a fire department. It includes full-time and part-time employees or paid or unpaid volunteers. Students being sponsored by a fire department who are not members of the department are not eligible for reimbursement.

Post 911 Veterans Benefits

Post 911 Veterans Benefits Record and Course Records with Wisconsin GI Bill and Federal Post 911 Program Fee Codes (0A, 0B, 0C, 0D, 0E, 5A, 5B, 5C, 5D, 5E) must be submitted to HEAB (Higher Educational Aids Board) by June 15 each year. Therefore, these records must be submitted and accepted by client reporting no later than June 10 of each year to allow time for System Office staff time to review and verify the accuracy of the data prior to submission to HEAB, who then uses the data to reimburse districts for supplemental payments and fee remissions made to veterans. Note: There are three other veterans' data submissions, however, only the June 15 submission is used to distribute funds.

HazMat Reimbursement

The Hazardous Materials program, funded through the Wisconsin Emergency Management Hazardous Materials Training Account, provides funds for students who are emergency responders. Beginning with FY 2011-12, Hazardous Materials course reimbursement must have an eligible HazMat course number and a program fee code of 59. These records must be submitted and accepted by client reporting no later than June 30th of each year. These funds must be expended by the end of July following the end of the fiscal year; therefore, Client Reporting records for these students must be submitted by June 30th of each year to allow time for System Office staff to process the payments.

FEMA Fire Training

NOTE: Payments for Fire Training courses funded through the Federal Emergency Management Agency (FEMA) Fire Training Grant are not based on Client data. Payments are based on invoices submitted to the WTCS Fire Service Administrative Assistant, up to the maximum grant award. The total amount of funds to be distributed is based on grant funding from FEMA and is distributed based on the total

amount invoiced by all districts. Proration may be necessary if invoices exceed funding. Invoices may be submitted any time after the course is completed by must be received by the System Office no later than July 15th following the end of the academic year. Only students who have completed the competencies of the courses are to be reported. Invoices and forms cannot be submitted until the course is completed. Do not report any students who received a grade of Incomplete or “F.” Reimbursement will be made periodically throughout the year as invoices are received.

Submit invoices to:

WTCS Fire Service Administrative Assistant.
Wisconsin Technical College System
4622 University Avenue
PO Box 7874
Madison, WI 53707-7874

CONFIDENTIALITY

The Wisconsin Technical College System is required to collect demographic data on individuals who receive services, including course offerings, from the Wisconsin Technical College districts. This information is necessary to meet accountability requirements, conduct oversight and regulatory analysis, produce reports detailing who received services from WTCS districts and to continue to be eligible for state and federal funding.

Data identifying the need for special services (e.g., person with disability, disadvantaged, single parents) must be collected and reported for all individuals who are eligible for services. The information collected via this system creates a data base to measure need, account for expenditure of funds and justify requests for continued and/or increased funding.

Information collected via this system will NOT be released in any form which allows for identification of specific clients except to statutorily authorized agencies. This determination is to be made by the System Office's public records officer.

SUBMISSION OF RECORDS

General

Section 38.04(11) Wis. Stats. requires, in part, that the state board “establish uniform reporting methods for fiscal, enrollment, program and other information which shall be provided by the district boards as the board deems necessary and shall require common use of the fiscal year for operations and data reporting.” All Client Reporting records are to be submitted in the format and time lines established by the System Office. The record types, data element descriptions, and layouts (including the position on the record) are outlined in the sections of the guide related to each specific record.

Reporting Deadlines

The Client Reporting submission process begins in October for the current fiscal year and runs through the following August 15. Districts are asked to submit current year-to-date Client Reporting data three times a year; once by November 15 for Summer/Fall enrollments, the second for Summer/Fall/Spring year-to-date by April 15 and final year end data by August 15. (Note: the November and April submission timelines only apply to those districts that do not submit complete data for the other submission requirements noted below)

For example: Records for courses/grants from summer and fall 2017 (which are part of FY 2017-18) would first be submitted to the System Office by November 15, 2017 for enrollments on record as of October 15, 2017. Updated records for summer, fall and spring enrollments would be submitted by April 15, 2018 for enrollments on record as of March 15, 2018. Final updates of summer, fall and spring enrollments will be processed through August 15, 2018, after which time the file will be closed for FY 2017-18.

These three processing “windows” are intended to allow the System Office to have a usable data base at the close of each window. District Client data submissions will continue to be accepted between the “windows” starting with the November submission until the file is closed for the given fiscal year.

In addition, AEFL grant data must be submitted 4 times a year. The due dates of these submissions are October 14, January 14, April 14 and July 14. For example, for FY 2016-17, submissions are required on October 14, 2016, January 14, 2017, April 14, 2017 and July 14, 2017.

Finally, veterans’ data is also submitted three times a year; twice to merge credits with the UW System (due dates of October 15 and March 15 for merging with UW System credits) and once for submission to Higher Education Aids Board (due date of June 10 for submission to HEAB on June 15) used to calculate and distribute state aid to the districts for Supplemental Payments and Fee Remissions.

The following is a timeline of key due date information along with a description and the rationale for collection.

- **September 15** – Client Reporting file opens for the current fiscal year. The file will remain open throughout the fiscal year.

- **October 14** – AEFL Testing (S7) and Ability to Benefit (ATB) data due to the System Office per federal requirements.
- **October 15** – Veterans (S8) Summer/Fall Semester credit data due at the System Office. This credit data will be added to each veteran’s previous WI GI Bill cumulative total credits and merged with UW System credits by the **end of October** to create a database of total credits for veterans to assist district staff in determining remaining WI GI Bill eligibility.
- **October 15 to November 15** – Current year-to-date enrollment information due to the System Office to provide System Office staff with current year information for trend analysis purposes.
- **January 14** - AEFL Testing (S7) and ATB data due to the System Office per federal requirements.
- **January 31** - Summer and Fall Semester *Course Completion Status* is due for the current year program level courses. This data is used in Outcomes Based Funding Measure # 4 – ABE Transition.
- **March 15** – Veterans (S8) Current year-to-date credit data due at the System Office. This credit data will be merged with UW System credits by the **end of March** to create a database of total WI GI Bill credits for veterans to assist district staff in determining remaining WI GI Bill eligibility.
- **April 14** - AEFL Testing (S7) and ATB data due to the System Office per federal requirements.
- **March 15 to April 15** - Current year to date enrollment information due to the System Office to provide System Office staff with current year information for trend analysis purposes.
- **June 10** - Veterans (S8) Current year to date credit data due at the System Office. This data includes final year end Supplemental Payment and Post 911 Federal Received information used to calculate the amount of the WI GI Bill fee remission submitted on **June 15** to HEAB for reimbursement and for the **June 15** merging of credits with UW System credits.
- **June 30**- Fire Service 2%, and HazMat student course data due to allow for payment prior to state fiscal year close.
- **July 1** – The “official” fiscal year end Client Reporting submission process begins for those districts that have not been sending complete data throughout the year.
- **July 1** – Client Course/Staff Matching Record must be reported with all submissions.
- **July 14** – AEFL Testing (S7) and ATB data due to the System Office per federal requirements.
- **August 15** – Final error and mismatch free previous fiscal year Client Reporting data is due. At this point submissions will be frozen and data reviewed for accuracy/reasonableness. Only modifications requested by the System Office will be accepted.
- **September 1** – Client Reporting System closes for the prior fiscal year. Closing procedures are run, reports are generated, external data is imported and loaded, and tables and edits are updated in preparation for the opening of the file for the current year on **September 1**.

Other General Submission Information

For each client (students and grant recipients) enrolled in summer session, fall semester and spring courses and/or those receiving grant services in this time frame, a Client Demographic Record (S1), Client Grant Demographic Record (S2) and a Client Extended Demographic Record (S5) must be submitted along with the applicable Course Records (S3), Grant Activity Records (S4), Basic Education

Testing Levels Record (S7), Client Post 911 Veterans Benefits Record (S8), and/or Client Program/Certificate Record (S9).

Beginning with January 2013, all Client data will be submitted via the WTCS Portal. For specific instructions and submission requirements, please contact the Technical Reporting/MIS Issues contact in the System Contacts section of the Introduction section of this manual. Client Reporting System records will be edited before being accepted for the System Office's file in accordance with the edits in the Edit Errors Section of this Manual.

Records with errors will not be accepted. All other records for a client are accepted into the file and loaded into the warehouse overnight. For example, if you submit a client with an S1, S2, three S3 records, S5, and S9 and there is an error on the S1 and one of the S3s, the S1 and S3 with the error will be rejected and all of the error free records will be accepted (S2, the other two S3s, S5, and S9). The only exception to this rule is if there is an error on the S5 record. An error on an S5 record will result in all records for the client being rejected. The rationale for this is that the data on the S5 record is the primary criteria used to create the Client ID to unduplicate clients in our file and errors on an S5 record would prevent a Client ID from being created and without a Client ID, records will not be accepted into the data warehouse. S6 record data will not be loaded since its sole purpose is to identify mismatches between district course and staff data during the submission process.

All records in error will be displayed on the Client Reporting Edit Results Reports with an appropriate error message. Rejected record files and error reports are available for viewing in the Portal. All rejected records must be corrected and resubmitted to the System Office. This correction process is available from September 1 through August 15 each fiscal year. Course/staff mismatches must also be corrected by August 15, however, the S6 record will only be required to be reported between July 1 and August 15 following the end of the fiscal year.

Errors due to missing grant outcome data do not require correction until the final submission process.

During the final year end submission process, all rejected and course/staff mismatched records for the fiscal year must be corrected and resubmitted to the System Office by August 15. (For example: All Client records for FY 2017-18 must have corrections completed and processed for file closing by August 15, 2018.)

On August 15, Client Reporting System submissions will be frozen and the file data will be reviewed for reasonableness and accuracy. Final corrections must be made by September 1 at which time the System Office closing procedures will be run and report production will start.

A student's program graduation status may be set to non-graduate (2) if the district has not determined graduation status as of the reporting deadline. However, the district must submit Demographic Records for these clients by August 15 with appropriate graduation information. If a client is designated by the district as a program graduate after August 15, report them as a graduate in the fiscal year that designation is made.

If a client graduates from a program in a year when the client was not enrolled in a course or served by a reportable grant activity, submit a complete Demographic Record Set with all required data elements completed for the client using the most recent available data. If possible, obtain new demographic data; otherwise, report the same data that was last reported to the System Office for the client. In this situation, Course and Grant Records are not to be submitted for the client.

DATA ELEMENT REPORTING MATRIX

Overview

The matrixes on the following pages identify which data elements must be reported for clients.

The matrixes are coded as follows:

- | | | |
|---------|---|---|
| X | = | Must be reported. |
| X# | = | Must be reported for all clients enrolled in courses. This should generally be coded as “2 = No” unless client is enrolled in an applicable Basic Education course or meets one of the other criteria. See the data element description elsewhere in this Users’ Guide for specific instructions. |
| (blank) | = | Do not report. |
| DH | = | Report only for clients who received services from Displaced Homemaker grants. |
| BSE | = | Report only for clients who received services from Basic Education grants or were enrolled in a Basic Education course - this includes all funding sources, not just the Adult Education and Family Literacy Act. |
| BSEG | = | Report only for clients who received services from AEFL Basic Education grants. |

Client Demographic Record Reporting Matrix (S1)

POSITION	DATA ELEMENT	AID CODES 10, 20, 3X, 50, 7X	AID CODES 42, 47, 60	GRANTS
1 - 2	Record Identifier	X	X	X
3 - 4	District Number	X	X	X
5 - 8	Fiscal Year	X	X	X
9 - 17	District Student ID	X	X	X
18 - 19	Blank			
20	Veteran	X		
21	First Generation Student	X		
22-40	Blank			
42	Homeless Individual	X		X
43	Foster Care Youth	X		X
44	Youth with Parent in Armed Forces on Active Duty	X		X
45	Single Parent	X		X
46	Displaced Homemaker	X		X
47	Blank			
48 - 52	Home Residence Code	X	X	X
53 - 54	WTCS District of Residence	X	X	
55	Limited English Proficiency	X#	X#	X
56 - 57	Work Status at Enrollment	X		X
58 - 59	Highest Grade Completed at Enrollment	X	X	X
60	Academically Disadvantaged	X#	X#	X
61	Economically Disadvantaged	X		X
62 - 63	Person with Disability	X	X	X
64	Blank			
65-66	Highest Credential Received at Enrollment	X	X	X
67-87	Blank			
88 - 95	High School Attended	X	X	X
96 - 99	Year of High School Graduation	X	X	X
100	Incarcerated	X		X

Client Grant Demographic Record Reporting Matrix (S2)

POSITION	DATA ELEMENT	AID CODES 10, 20, 3X, 50, 7X	AID CODES 42, 47, 60	GRANTS
1 - 2	Record Identifier	X	X	X
3 - 4	District Number	X	X	X
5 - 8	Fiscal Year	X	X	X
9 - 17	District Student ID	X	X	X
18-19	Blank			
20 - 27	Economic Indicator Codes			X
28	Exclusions	BSEG	BSEG	BSEG
29-44	Blank			
45- 51	Employment Barriers Codes			BSEG
52 - 53	Type of Facility	BSEG	BSEG	BSEG
54 - 62	Blank			
63 - 66	Beginning Hours of Service	BSEG	BSEG	BSEG
67 – 70	Intermediate Hours of Service	BSEG	BSEG	BSEG
71 - 74	Advanced Hours of Service	BSEG	BSEG	BSEG
75 - 76	Blank			
77 - 86	Basic Education Student Goals at Entry			
87 - 100	Blank			

Course Record Reporting Matrix (S3)

POSITION	DATA ELEMENT	AID CODES 10, 20, 3X, 50, 7X	AID CODES 42, 47, 60	GRANTS
1 - 2	Record Identifier	X	X	
3 - 4	District Number	X	X	
5 - 8	Fiscal Year	X	X	
9 - 17	District Student ID	X	X	
18 - 23	Course Enrollment Date	X	X	
24 - 31	Course Offering Number	X	X	
32 - 34	Blank			
35 - 36	Location Code	X	X	
37 - 40	Credits	X	X	
41 - 46	Program Fee Codes	X	X	
47 - 51	Section Number - Five Character	X	X	
52 - 56	Fire Department ID	X	X	
57 - 58	Course Grade	X	X	
59 - 60	Course Completion Status	X	X	
61 - 64	Basic Skills Hours of Attendance	X	X	
65 - 66	Recognized Credit Code	X	X	
67 - 68	Nonstandard Delivery Code	X	X	
69 - 72	Institution Transferring Credit	X		
73 - 76	Location of Learning	X	X	
77 - 78	Semester	X	X	
79 - 89	ACE ID			
90 - 100	WAT Grant Number	X	X	

Grant Activity Record Reporting Matrix (S4)

POSITION	DATA ELEMENT	AID CODES 10, 20,3X, 50, 7X	AID CODES 42, 47, 60	GRANTS
1 - 2	Record Identifier			X
3 - 4	District Number			X
5 - 8	Fiscal Year			X
9 - 17	District Student ID			X
18 - 28	System Office Grant Number			X
29-32	Hours of Service for the Period			BSEG
33 - 36	Proxy Hours			BSEG
37-46	Incarceration Release Date			BSEG
47	Continuing in Grant Activity			X
48 - 59	Service Provided Codes			BSEG
60	Employment Codes			
61 - 66	Training Outcome Codes			X
67 - 76	Grant Entry Date			BSEG
77 -82	District-CBO Site			X
83 - 92	Grant Exit Date			BSEG
93 - 100	Blank			

Client Extended Demographic Data Record Reporting Matrix (S5)

POSITION	DATA ELEMENT	CP/PS and NPS	ACE	GRANTS
1 - 2	Record Identifier	X	X	X
3 - 4	District Number	X	X	X
5 - 8	Fiscal Year	X	X	X
9 - 17	District Student ID	X	X	X
18 - 43	Client Last Name	X	X	X
44 - 56	Client Former Last Name	X	X	X
57 - 71	Client First Name	X	X	X
72	Client Middle Initial	X	X	X
73 - 82	Birth Date	X	X	X
83	Sex	X	X	X
84	Ethnic Code (Hispanic)	X	X	X
85	Race American Indian/Alaskan Native	X	X	X
86	Race Asian	X	X	X
87	Race Black	X	X	X
88	Race White	X	X	X
89	Race Pacific Islander	X	X	X
90-91	Blank			
92-100	Social Security Number	X	X	X

Course/Staff Matching Record (S6)

POSITION	DATA ELEMENT	Aid Codes 10, 20, 3x, 50 and 7x	Aid Codes 42, 47 and 60	GRANTS
1 - 2	Record Identifier	X	X	
3 - 4	District Number	X	X	
5 - 8	Fiscal Year	X	X	
9 - 17	District Staff ID	X	X	
18 - 25	Course Offering Number	X	X	
26 - 30	Section Number	X	X	
31 - 32	Location Code	X	X	
33 - 34	Semester	X	X	
35 - 36	No Matching FTE Code	X	X	

Basic Education Testing Level Record Reporting Matrix (S7)

POSITION	DATA ELEMENT	Aid Codes 10, 20, 3x, 50 and 7x	Aid Codes 42, 47 and 60	GRANTS
1 - 2	Record Identifier			BSE
3 - 4	District Number			BSE
5 - 8	Fiscal Year			BSE
9 - 17	District Student ID			BSE
18 - 19	Blank			
20 - 27	Test Date			BSE
28 - 29	Blank			
30 - 31	Test Topic			BSE
32 - 34	Test Name			BSE
35 - 38	Blank			
39	NRS Level			BSE
40 - 42	Scale Score			BSE
43	Completed ELL Instructional Level			BSE
45 - 88	Blank			
89-100	District Use			

Post 911 Veterans Benefits Record Matrix (S8)

POSITION	DATA ELEMENT	Aid Codes 10, 20, 3x, 50 and 7x	Aid Codes 42, 47 and 60	GRANTS
1 - 2	Record Identifier	X	X	
3 - 4	District Number	X	X	
5 - 8	Fiscal Year	X	X	
9 - 17	District Student ID	X	X	
18-19	Semester	X	X	
20 - 26	Post 911 Supplemental Payment	X	X	
27 - 33	Post 911 Federal Received	X	X	
43 - 100	Blank	X	X	

Client Program/Certificate Record Reporting Matrix (S9)

POSITION	DATA ELEMENT	AID CODES 10, 20, 3X, 50, 7X	AID CODES 42, 47, 60	GRANTS
1 - 2	Record Identifier	X		
3 - 4	District Number	X		
5 - 8	Fiscal Year	X		
9 - 17	District Student ID	X		
18 - 24	Program Number	X		
24-29	Blank	X		
30	Program Graduate	X		
31	Technical Skill Attainment (TSA) Assessment	X		
32-100	Blank			

DEMOGRAPHIC DATA COLLECTION GUIDELINES FOR ACE STUDENTS

The WTCSB requests districts collect all demographic data for students regardless of the mode of delivery (open offering vs. 38.14 contract).

For Collegiate Transfer, Associate Degree, Technical Diploma or Non-Postsecondary courses, the full demographic data collection guidelines apply since student data for these courses is used in federal and state reporting and AA/EEOC compliance monitoring.

This information is extremely valuable to a variety of stakeholder groups, including those at the federal level (U.S. Office of Education, Labor, and Commerce), the state level (Legislature, DWD, DPI, DOA, LFB, WEDC), the media and public along with partners like WMC and other private industry groups. This information is also used extensively by the districts and the System Office.

Collecting as much demographic information on individual students as possible is also critical to the process of merging/unduplicating student records. This process serves to minimize any overstatement of student counts by decreasing the number of duplicate student records at the district and state level.

Below is a list of demographic data requested for students enrolled in Adult Continuing Education courses.

It should also be noted that refusal to provide any of this information cannot be used as a condition of enrollment.

1. **Name** - required as it is the primary means used to identify individual students.
2. **Social Security Number** - important to collect if the student is willing to give it. SSN provides the most reliable method for unduplicating student records at the district and state level and is also the sole data element used for data matching with DWD wage data. Note: SSN must be collected for any student enrolling under the federal Post 911 GI Bill regardless of the course as a condition of the district receiving tuition and/or supplemental payment reimbursement.
3. **Sex (Gender)** – important to collect to study characteristics of the students we serve. It is also very useful for unduplicating student records.
4. **Race/Ethnicity** - important to collect to study characteristics of the students we serve. It is also very useful for unduplicating student records. This data is also currently used in the Performance Based Funding model.
5. **Home Residence Code** - important due to legislators having a strong interest in how many residents of their districts are served by the WTCS. This information is also used by districts and the System Office to analyze where students come from and trends of movements between colleges.
6. **Birth Date** – necessary to determine age of students along with being very important as a method of unduplicating student records. It is especially important if SSN is not provided since Birth Date, along with Name, serves as the primary tiebreaker for merging records.

7. **Highest Credential Received at Enrollment** - used to provide basic demographic information to legislators, other stakeholders, and the System Office on the education level of the population being served by the WTCS. It is also very useful for unduplicating student records.

Please note that these Client Reporting System guidelines apply only to the data needs of the System Office and do not exempt the district from collecting any additional information required by other granting agencies.

RELATIONSHIP TO OTHER INFORMATION SYSTEMS

Course Approval

Each course record contains a Course Offering Number composed of the course number and course section number. The course number must be an approved course in the Course Approval file. Also, the reported credits cannot exceed the approved credits in the Course Approval file.

In generating the Student FTE reports, the course title will be obtained from the Course Approval file.

Program Curriculum

Program numbers reported in Client Reporting must be approved program numbers in the Program Curriculum file. Where applicable, Course Offering Numbers will be matched to the Program Curriculum file to verify they are part of an approved program curriculum.

Contracting

Student FTE data from the Client Reporting System is transferred to the Contracting System for customized instruction and is included on the Contracting System reports.

Cost Allocation

Student FTE data is included in the Cost Allocation Report for informational purposes and also is used as an allocation basis to distribute expenditures. **Integrated Instruction (Pathway Bridge Association Table)** Student data from the Client Reporting file is used to match course and section numbers entered by the colleges in the Pathways Bridge Integrated Instruction Course Association Table in the WTCS Portal.

EXAMPLES OF SERVICES TO BE REPORTED ON GRANT ACTIVITY RECORDS

Counseling/Advising

Do not count:

A district counselor/advisor meets with a student during the registration process. The student presents a copy of their high school transcripts and the results of the ASSET test. The counselor/advisor determines that the student has selected an appropriate program and needs no additional help. The counselor/advisor asks the student to return before the beginning of the second semester to review their progress and make course selection. The current and anticipated sessions will not exceed two hours.

Count:

A counselor/advisor meets with a student during the registration process. The high school transcripts indicate barely passing grades in math. Reports from the assessment center indicate some difficulty in analytical thinking and confirm low math skills. The student wants to pursue computer programming. The counselor/advisor indicates to the student that additional support will be needed to succeed in this career choice. The student is referred to the GOAL lab and is informed to communicate with the counselor regarding the needs for tutorial help. The student is asked to schedule monthly meetings to review progress and arrange further assistance as necessary. The visit lasts approximately 50 minutes. This should result in a client reporting form enrollment as the anticipated counseling will exceed two hours.

Recruitment

Do not count:

Short-term contacts at off-campus events, such as recruitment fairs, speaking engagements, or information booths at festivals, etc.

Count:

Targeted recruitment including on-campus one-on-one information regarding specific programs / projects that will help the individual make career choices and provide an income sufficient to change the economic status. This would include information in income to expect, skill level needed and skill level of the individual. This process would exceed two hours of individual or group time.

Placement

Do not count:

Limited contact events like career days or posting job openings.

Count:

Any packaging of services exceeding two hours including: job seeking skills workshops, resume workshops, or interviewing workshops.

Financial Aid

Do not count:

Check disbursement, disseminating information and less than two-hour group information or procedure sessions.

Count:

Any packaging of services exceeding two hours including: application completion assistance, English language assistance, scholarship information, overall budgeting assistance or child care and transportation needs assessment.

CLIENT DEMOGRAPHIC RECORD (S1)

Overview

This record is one of three records (S1, S2, and S5) to be submitted for every client being reported to the System Office. It is to be submitted at the same time that the first Course Record or Grant Record is submitted for each client. This record is to contain data relevant to the client as of the point in time that the individual is first served during the year being reported. It is not to be updated during the year unless there are changes during the year making them eligible for a status (e.g., Single Parent, Person with Disability, etc.). If a client loses a reporting status (e.g., a single parent gets married), a change should not be reported. This data must be submitted each year that a client is served, even if the individual was reported in prior years and the data has not changed.

<u>Position</u>	<u>Data Element and Description</u>
1-2	<u>Record Identifier</u> The Record Identifier specifies the type of record submitted to the System Office. S1 = Client Demographic Record
3-4	<u>District Number</u> The District Number must identify your district. Submissions with incorrect District Numbers will be returned. There is no error message associated with District Number because District Number problems are identified in a pre-processing step. See Table of District/CBO Numbers in the Client Code Tables Section.
5-8	<u>Fiscal Year</u> This is the 4 digit Fiscal Year of the submission and must be the current year being processed. For Fiscal Year 2009-2010 the value would be 2010.
9-17	<u>District Student ID</u> District Student ID Number is now required in this field. This is a nine digit numeric field the district uses to identify the client. Social Security Number is no longer reported on this record and is now reported on the Client Extended Demographic (S5) record only.
18-19	<u>Blank</u>
20	<u>Veteran</u> The <i>Veteran</i> data element indicates if the client is a U.S. Veteran, active duty Armed Services member, or a current member of the National Guard or Reserve. This data element may be reported for current service members, veterans currently receiving

education benefits or those who self-report veteran's status and are not currently receiving veteran's education benefits.

Code as:

1 = Yes – Receiving Education Benefits

2 = Yes – Self Reporting, Not Receiving Education Benefits

3 = No/Not Reported

21 *First Generation Student*

The *First Generation Student* data element indicates if the client is a first generation college student by reporting the highest degree earned by either parent.

Code as:

0 = None

1 = High School Diploma/HSED/GED

2 = Associate Degree/Technical Diploma/Technical Certificate

3 = Bachelor's Degree (4 Year)

4 = Master's Degree/Doctorate Degree (More than 4 Years)

9 = Not Reported

22-41 Blank

42 *Homeless Individual*

A homeless individual means an individual who lacks a fixed, regular, and adequate nighttime residence and includes

- i. individuals who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason, are living in motels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- ii. individuals who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- iii. individuals who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- iv. Migratory individuals who qualify as homeless for the purposes of this part because they are living in circumstances described in clauses (i) through (iii).

Code as:

1=Yes

2=No

9=Client did not identify

43 *Foster Care Youth*

Foster Care Youth is a Client who is not younger than 16 or older than 24 who is in or has aged out of the foster care system.

Code as:
 1=Yes
 2=No
 9=Client did not identify

44 *Youth with a Parent who is a Member of the Armed Forces/On Active Duty*

This data element identifies Clients who are not younger than 16 or older than 24 with a parent who

- Is a member of the armed forces (as such term is defined in section 101(a)4 of title 10, United States Code); and
- Is on active duty (as such term is defined in section 101(d)(1) of such title). The term “active duty” means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty.

“Armed forces” is defined as the Army, Navy, Air Force, Marine Corps, and Coast Guard.

Code as:
 1=Yes
 2=No
 9=Client did not identify

45 *Single Parent*

Single Parents are Clients who are unmarried or legally separated and have custody or joint custody of one or more minor children or who are pregnant.

Clients may self-identify themselves as a single parent. Documentation, including signed and dated identification by a district staff member who is authorized in writing by the district board or director to certify single parent status, that provide proof of single parent status will be required to be accepted into a grant.

Code as:
 1 = Yes
 2 = No
 9 = Client did not identify

46 *Displaced Homemaker*

The client has been providing unpaid services to family members in the home and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment, and who:

- Has been dependent on the income of another family member but is no longer supported by that income, OR

- Is the dependent spouse of a member of the Armed Forces on active duty (As defined in sec. 101(d)(1) of Title 10, United States Code - and whose family income is significantly reduced because of a deployment (Sec 99(b) of United States Code - a call or order to active duty pursuant to a provision of law (Sec 101(a)(13)(B) of Title 10 - A permanent change of station, or the service connected (Sec 101(16) of Title 38) death or disability of the member.

Code as:

1 = Yes

2 = No

9 = Client did not identify

47 Blank

48-52 Home Residence Code

Client's *Home Residence Code* composed of *County Code* and *Municipality Code*. Report the client's permanent home residence rather than a temporary residence used for school or other purposes. Refer to the Home Residence Codes list in the Client Code Tables for a complete list of these codes.

This list is maintained and updated by the Department of Revenue. Periodically, the Department of Revenue updates this list. These updates will be incorporated in the regular updates to this users' guide.

48-49 County Code

The *County Code* represents the Wisconsin county of a student's home residence. It is part of the *Home Residence Code*.

Code as:

00 = Not reported

01-72 = Wisconsin County

99 = Out-of-state

50-52 Municipality Code

The *Municipality Code* must be numeric. It is part of the *Home Residence Code*. If the *County Code* is 00 or 99, any numeric value will be accepted for municipality. However, the System Office recommends the use of 00000 for unknown and 99999 for out-of-state *Home Residence Code*.

The *Municipality Code* will be changed to 000 if county is 00 (Unknown) and changed to 999 if county is 99 (Out-of-State).

For consistency in our database, no error or warning will be generated.

53-54 WTCS District of Residence

Report the WTCS District of Residence based on the client's permanent home residence rather than a temporary residence used for school or other purposes. The WTCS District of Residence codes correspond to the District Number codes presently in use with additional numbers to be used for clients from outside the state of Wisconsin. Use the alpha codes for out-of-state students enrolled under the Midwest Student Exchange Program whose Course (S3) Records have Program Fee Code 89.

Section 38.22(6) Wis. Stats. defines situations where a nonresident is a resident for admissions and course fees purposes. Students whose residency is established under this section of the statutes are to be reported with the WTCS District of Residence code for the reporting district.

NOTE: Minnesota residents are covered by a statewide reciprocity agreement, and their S3 Records must be coded with Program Fee Code 85.

Note that loss of state aid may result if WTCS District of Residence is left blank for students reporting distance education courses through use of the Nonstandard Delivery Code. Leave blank if not required.

<u>Number</u>	<u>Name</u>
01	Chippewa Valley
02	Western
03	Southwest
04	Madison
05	Blackhawk
06	Gateway
08	Waukesha
09	Milwaukee
10	Moraine Park
11	Lakeshore
12	Fox Valley
13	Northeast
14	Mid-State
15	Northcentral
16	Nicolet
17	Indianhead
98	In the USA but not in Wisconsin and not MSEP
99	Foreign Country
KS	Kansas
MI	Michigan
MO	Missouri
NE	Nebraska
ND	North Dakota

55 Limited English Proficiency

Report a participant who has either:

- a) Limited ability in speaking, reading, writing or understanding the English language
- b) An inability to compute and solve problems, or read, write, or speak English at a level necessary to function on the job in the participant's family or in society; or
- c) A perception of him- or herself as possessing attitudes, beliefs, customs, or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment.

or

Who is enrolled in English Language Learners (ELL) courses (instructional area 861).

Code as:

1 = Yes

2 = No

56-57

Work Status at Enrollment

Report the client's employment status at the time the client is first enrolled in a course or grant activity for the fiscal year being reported. Employed means working for compensation - it does not include volunteer activities. Self-employed clients are to be reported under the code which is applicable to their self-employment status.

Code as:

01 = Employed, full-time.

02 = Employed, part-time.

03 = Underemployed - The client is employed full-time or part-time but the job duties are materially below his/her qualifications.

04 = Unemployed, seeking employment (excluding dislocated workers).

05 = Not in labor market (excluding dislocated workers).

06 = Dislocated Worker - The client has been terminated or laid off or received notification of termination or layoff, and
 -is eligible or has exhausted entitlement to unemployment compensation, **and**
 -is unlikely to return to his/her previous industry / occupation, or has been terminated or has received notice of termination due to 1) permanent closure of a plant, facility or enterprise or 2) a substantial layoff at a plant, facility or enterprise.

99 = Client refused to provide.

58-59

Highest Grade Completed at Enrollment

Report the highest grade completed by the client at the time the client is first enrolled in a course or grant activity for the fiscal year being reported. Please note that all clients being reported with a grade level completed beyond 12th grade should be reported as code 96 = Above 12th Grade.

Code as:

00 = Did not attend school

- 01 = First grade
- 02 = Second grade
- 03 = Third grade
- 04 = Fourth grade
- 05 = Fifth grade
- 06 = Sixth grade
- 07 = Seventh grade
- 08 = Eighth grade
- 09 = Ninth grade
- 10 = Tenth grade
- 11 = Eleventh grade
- 12 = Twelfth grade
- 96 = Above 12th Grade
- 98 = No equivalent grade level available
- 99 = Unknown/Client refused to provide

60 *Academically Disadvantaged*

Enrollment in a Basic Education course may qualify a client as *Academically Disadvantaged* if the service is necessary for them to succeed in vocational education. For those clients, the district should report those enrolled in Basic Education courses in Aid Codes 73, 74, 76, 77, and 78 in Instructional Areas 851 through 859. Do not report courses in Aid Code 75 or in Instructional Areas 861, 862, 871, 872, 873 or 890. Also, do not report courses in any Basic Education Aid Code in Occupational Instructional Areas.

Code as:

1 = Yes

2 = No

61 *Economically Disadvantaged*

Economically Disadvantaged includes any individual or member of a family who receives need-based financial assistance, or whose income is at or below the poverty level as defined by the U.S. Department of Health and Human Services:

2021 HHS Poverty Guidelines (Annual Income)			
Effective 01/13/2021			
Size of Family Unit	48 Contiguous States and D.C.	Alaska	Hawaii
1	\$12,880	\$16,090	\$14,820
2	\$17,420	\$21,770	\$20,040
3	\$21,960	\$27,450	\$25,260
4	\$26,500	\$33,130	\$30,480
5	\$31,040	\$38,810	\$35,700
6	\$35,580	\$44,490	\$40,920

7	\$40,120	\$50,170	\$46,140
8	\$44,660	\$55,850	\$51,360
For each additional person, add	\$4,540	\$5,680	\$5,220

Changes to the Poverty Guideline amounts are effective immediately upon promulgation by the U.S. Department of Health and Human Services.

The valid codes are:

1 = Yes

2 = No

9 = Client refused to provide

62-63

Person with Disability

Refer to the “Collection of and Access to Information on Persons with Disabilities” section at the end of this record for special requirements regarding the collection of and access to information about persons with disabilities.

Hard copy documentation for Person with Disability status is not required for any client except where necessary to establish eligibility for services. This means self-identification by a person with a disability is acceptable except for certain grant activities. An indication of the primary disability (rather than a yes/no response) is required for grant / project participants to avoid reporting confusion. A yes/no response for disability status is sufficient for program and ACE students although indication of the primary disability would be helpful for applying for grants directed at populations with specific disabilities.

For clients who are served in grant activities for which a disability status is required for participation, this condition is determined by a hard copy documented referral from the Division of Vocational Rehabilitation or the Veterans Administration (as a disabled veteran) or a signed and dated identification by a special needs professional who is qualified to assist and identify persons with disabilities and who is authorized in writing by the district board or director to perform this function.

In the case of a referral from DVR, JTPA, VA or a high school which does not specify the primary disability, the district must contact the referring agency and determine the primary disability. This may be done over the phone if a written record of the call is maintained - who called, who was called, date and primary disability.

Report only one primary disability. The following definitions should be used to select the appropriate response.

- 01 = **Deaf** - A hearing impairment which is so severe that an individual is impaired in processing linguistic information through hearing, with or without amplification, which adversely affects educational performance.
- 02 = **Deaf-Blind** - Deaf-Blind means concomitant hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational needs.

- Multiple services / accommodations may be necessary. [34 CFR 300.8(c)(2)].
- 03 = **Hard of Hearing** - A hearing impairment, whether permanent or fluctuating which adversely affects an individual's educational performance but which is not included under the definition of "deaf."
- 04 = **Intellectual Disability** - Intellectual disability means significantly sub average intellectual functioning that exists concurrently with deficits in adaptive behavior and that adversely affects educational performance. [Wis. Admin. Code, s. PI 1.36(1)].
- 05 = **Multi Disabled** - Simultaneous impairments (such as cognitive disability / blind, specific learning disability / orthopedically impaired, etc.), the combination of which causes severe educational problems and may require multiple services and accommodations. The term does not include deaf-blind individuals.
- 06 = **Mobility and/or Orthopedic Disability** - Orthopedic impairment means a severe orthopedic impairment that adversely affects a person's educational performance. The term includes, but is not limited to, impairments caused by congenital anomaly, such as clubfoot, or absence of some member; impairments caused by disease, such as poliomyelitis or bone tuberculosis; and impairments from other causes, such as cerebral palsy, amputations, and fractures or burns that cause contractures. [Wis. Admin. Code PI 11.36(2)].
- 07 = **Other Health Impairment** - Other health impairment means having limited strength, vitality or alertness, due to chronic or acute health problems. The term includes but is not limited to a heart condition, tuberculosis, rheumatic fever, nephritis, asthma, sickle cell anemia, drug / alcohol disabilities, hemophilia, epilepsy, lead poisoning, leukemia, diabetes, or acquired injuries to the brain caused by internal occurrences or degenerative conditions which adversely affects a person's educational performance. [Wis. Admin. Code PI 11.36(10)] [Also, it includes any individual who is determined to have a disability under the Americans with Disabilities Act (ADA) of 1990 or Americans with Disabilities Amendments Act (ADAAA) which is not reportable under another code.].
- 08 = **Psychological Disability** - Includes a variety of disabilities which affect a student's mental or emotional state. Examples include persons with anxiety disorders, chronic depression, personality disorders, and many other categories of mental and emotional disability identified in the American Psychiatric Association's Diagnostic and Statistical Manual (DSM V).
- 09 = **Specific Learning Disability** - Specific learning disability, pursuant to s. 115.76(5)(a)10., Wis. Stats., means a severe learning problem due to a disorder in one or more of the basic psychological processes involved in acquiring, organizing or expressing information that manifests itself in school as an impaired ability to listen, reason, speak, read, write, spell or do mathematical calculations, despite appropriate instruction in the general education curriculum. Specific learning disability may include conditions such as perceptual disability, brain injury, minimal brain

dysfunction, dyslexia and developmental aphasia. [Wis. Admin. Code PI 11.36(6)].

- 10 = **Speech or Language Disability** - Speech or language disability means an impairment of speech or sound production, voice, fluency, or language that significantly affects educational performance or social, emotional or vocational development. [Wis. Admin. Code PI 11.36(5)].
- 11 = **Visual Disability** - Visual disability means even after correction a person's visual functioning significantly adversely affects the person's educational performance. [Wis. Admin. Code PI 11.36(3)]. Visual disability includes a wide variety of vision problems including, but not limited to, total blindness. Examples include cataract, glaucoma, and retinitis pigmentosa.
- 12 = **Autism Spectrum Disorder** - Autism Spectrum Disorder (ASD) means a developmental disability significantly affecting a person's social interaction and verbal and nonverbal communication that adversely affects learning and educational performance. Other characteristics often associated with ASD are engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. ASD does include persons with autism, Asperger's Syndrome, and Rett's Disorder. [Wis. Admin. Code s. PI 11.36(8)].
- 13 = **Traumatic Brain Injury** - Traumatic brain injury means an acquired injury to the brain caused by an external physical force resulting in total or partial functional disability or psychosocial impairment, or both, that adversely affects a person's educational performance. The term applies to open or closed head injuries resulting in impairments in one or more areas, such as cognition; speech and language; memory; attention; reasoning; abstract thinking; communication; judgment; problem solving; sensory, perceptual and motor abilities; psychosocial behavior; physical functions; information processing; and executive functions, such as organizing, evaluating and carrying out goal directed activities. The term does not apply to brain injuries that are congenital or degenerative, or brain injuries induced by birth trauma. [Wis. Admin. Code PI 11.36(9)].
- 98 = **Primary Disability** - This is to be used for clients who self-identify themselves as having a disability.
- 99 = Not disabled

64 Blank

65-66 **Highest Credential Received at Enrollment**

Report the highest credential received by the client at the time they are first enrolled in a course or grant activity for the fiscal year being reported.

Code as:

- 01 = No Credential (no GED or higher)
- 02 = GED
- 03 = HSED

- 04 = High School Diploma
- 05 = Some College (postsecondary credit, including Advance Technical Certificates)
- 06 = Short-Term Diploma (state approved program of less than 1 year)
- 07 = 1 Year Diploma
- 08 = 2 Year Diploma (includes Apprenticeship)
- 09 = Associate Degree
- 10 = Associate Degree Plus Additional Credential
- 11 = Baccalaureate
- 12 = More than Baccalaureate
- 99 = Unknown/Client Refused to Provide

67-87 Not currently used

88-95 High School Attended

Report the most recent high school attended by the student. This is required for all students. Refer to the list of Wisconsin Public and Private High School Codes in Client Reporting code tables for a complete list of these codes or the DPI website at <http://www.dpi.wi.gov/lbstat/labels.html>. The code must be one of the valid eight digit high school codes supplied in the Client Reporting System Users' Guide. Note that 99999998 is the code for out of state and 99999999 is the code for unknown high school.

96-99 Year of High School Graduation

Report the four-digit school academic year that the student graduated or will graduate from high school. That high school academic year runs from July 1 to June 30th. This is required for all students. If a student has been accepted into a program but has not yet graduated from high school enter the anticipated *Year of High School Graduation*. If the anticipated graduation date is unknown for a student still in high school, report XXXX in the *Year of High School Graduation*. Either XXXX, the current fiscal year, or a future year must be present for compulsory education age students. If the student graduated from high school, but the year of graduation is unknown, report XXXX in the *Year of High School Graduation*. If the student is a high school dropout or never attended high school enter XXXX in the *Year of High School Graduation*. If the student received a GED or HSED, report the year the credential was received. If unknown, report XXXX.

100 Incarcerated

The *Incarcerated* data element identifies Incarcerated clients. This identifies clients in a prison, jail, detention center, halfway house, etc. This data will be reported by the district from data in their records (Course Location, Course Section Enrollees, etc.) rather than asking the client. It will be used to identify individuals in these populations who are served in a special activity such as a contract with a correctional institution, served in a grant, or attending a class under the Huber Law. This data element cannot be left blank. Since this data element is determined from district records, blank is not a valid value. All clients should be coded as 2 = No unless the district has definite information that the client is Incarcerated. Since some district location codes are prisons, all clients with those codes must be incarcerated.

1 = Yes
2 = No

Collection of and Access to Information on Persons with Disabilities

Special care **must** be taken regarding the collection of and subsequent access to disability status information, whether it be self-identification by the client or documentation. Federal regulations prohibit **any** individual who has authority to accept individuals into programs or enroll individuals in courses to have access to a client's disability status information prior to the client being **officially** accepted into the program or courses. NOTE: This does not apply to courses required for completion of a program once a client has been accepted into the program. It is assumed that acceptance into a program assures the client enrollment into available program-required courses if all other program requirements and prerequisites are met.

This does not mean that a district may not acquire disability status information prior to or as part of the program acceptance / course enrollment process. In fact, districts are encouraged to collect this information as early in the process as possible so that any special needs of persons with disabilities may be identified and accommodated.

Districts may choose not to request this information from individuals requesting acceptance into a program and wait until the individual applies for enrollment in courses.

Individuals who do not have program acceptance / course enrollment authority may collect disability status information and even enter it into the district's computerized data systems. However, if the data is acquired prior to program acceptance / course enrollment, the district's data systems (hard copy and computer) must contain safeguards which effectively prevent individuals who have program acceptance / course enrollment authority from accessing the data.

In all cases, clients should be notified that providing disability status information is voluntary and will be used to determine if special services or accommodations can be provided and to comply with federal reporting requirements.

Each district must develop and implement disability status data collection and access policies and procedures based on these requirements and the district's unique staffing, program acceptance, course enrollment, data system and client population characteristics. The following examples are intended to assist districts in developing these policies and procedures but are not meant to be comprehensive or limiting in any way. If you have questions regarding data collection / access, refer to the contact for persons with disabilities identified in the System Contacts section of this users' guide.

Mail-In

- A separate form may be provided to clients that is to be mailed to an address different than the address used for the program application / course registration.
- A tear-off portion of the form or a separate form may be provided to clients. The forms would be separated by mailroom staff or other district staff who do not have program approval / course enrollment authority.

- The data regarding disability status may be requested from the client subsequent to program acceptance / course enrollment. This could be done through computer generated forms that would be sent to the instructor with the class roster. Alternatively, forms could be mailed to the client.

Phone-In

- The disability status information could be requested via the phone subsequent to official acceptance into the course(s). The client must be informed that he / she has been officially accepted into the course(s) prior to being asked for this information.
- The data regarding disability status may be requested from the client subsequent to course enrollment. This could be done through computer generated forms that would be sent to the instructor with the class roster. Alternatively, forms could be mailed to the clients requesting the information.

Outreach

- The outreach coordinator or instructor conducting the course enrollment could request the information subsequent to notifying the client that he / she has been officially accepted into the course.
- Forms requesting the information could be mailed to the client subsequent to course enrollment.

Over-the-Counter

- Counter staff taking program acceptance / course enrollment requests who are not authorized to accept clients into programs or enroll clients in courses may request / receive this information.
- Counter staff taking course enrollment requests who are authorized to enroll clients in courses may request / receive this information subsequent to enrolling the client in the course(s) and notifying the client that he/she is officially enrolled.

GRANT DEMOGRAPHIC RECORD (S2)

Overview

This record is one of three records (S1, S2, and S5) to be submitted for every client being reported to the System Office. It is to be submitted at the same time that the first Course Record or Grant Record is submitted for each client. This record is to contain data relevant to the client as of the point in time that the individual is first served during the year being reported. It is not to be updated during the year unless there are changes during the year making them eligible for a status (e.g., Single Parent, Person with Disability, etc.). If a client loses a reporting status (e.g., a single parent gets married), a change should not be reported. This data must be submitted each year that a client is served, even if the individual was reported in prior years and the data has not changed.

<u>Position</u>	<u>Data Element and Description</u>
1-2	<u><i>Record Identifier</i></u> The Record Identifier specifies the type of record submitted to the System Office. S2 = Grant Demographic Record
3-4	<u><i>District Number</i></u> The District Number must identify your district. Submissions with incorrect District Numbers will be returned. There is no error message associated with District Number because District Number problems are identified in a pre-processing step. See Table of District/CBO Numbers in the Client Code Tables Section.
5-8	<u><i>Fiscal Year</i></u> This is the 4 digit Fiscal Year of the submission and must be the current year being processed. For Fiscal Year 2009-2010 the value would be 2010.
9-17	<u><i>District Student ID</i></u> District Student ID Number is now required in this field. This is a nine digit numeric field the district uses to identify the client. Social Security Number is no longer reported on this record and is now reported on the Client Extended Demographic (S5) record only.
18-19	Blank
20-27	ECONOMIC INDICATOR CODES
20-21	<u><i>Economic Indicator Code 1</i></u>
22-23	<u><i>Economic Indicator Code 2</i></u>

24-25 Economic Indicator Code 326-27 Economic Indicator Code 4

Report economically disadvantaged clients for whom there is a hard copy documented receipt of eligibility for need-based financial assistance from State or Federal Student Financial Aid or from assistance programs such as Temporary Assistance to Needy Families, Energy Assistance, DVR, Food Stamps, Supplemental Security Income, General Assistance, or Indochinese Refugee Aid; or identification as economically disadvantaged on a certified JTPA Eligibility Determination Form (Title IIA, IIB, 3% or 8% only) or other comparable signed and dated documentation from Service Delivery Area personnel; or a signed and dated identification by a special needs professional who is qualified to assist and identify (based on federal poverty guidelines) economically disadvantaged students and who is authorized in writing by the district board or director to perform this function.

This eight-digit data element is composed of four 2-digit sub-codes, each of which can be used to report a code from the list of valid values. Therefore, up to four economically disadvantaged statuses can be reported. If less than four codes are valid, leave the unused sub-codes blank. Leave the entire data element blank if the client is not economically disadvantaged. Use each code only once.

The valid codes are:

01 = W2/TANF (Temporary Assistance to Needy Families)

03 = DVR

04 = Income at or below the poverty level

05 = Tribal General Assistance

98 = Need-based student financial assistance

99 = Other need-based, financial assistance

28 Exclusions

This data element applies to all participants in AEFL grants and reports specific reasons a participant exited a grant. Districts should report these exclusions if known.

The valid codes are:

1=Incarcerated. The participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant.

2=Medical Treatment. The participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.

3=Deceased. The participant is deceased.

4=Reserve Military Active Duty. The participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to activity duty for at least 90 days.

29-44 Blank

45-51 **Employment Barrier Codes**

This data element is used to report any barriers to employment that are not already collected in another data element (i.e., *Single Parent*, *Person with Disability*, *Limited English Proficiency*, and *Displaced Homemaker*). The codes in this data element are primarily intended for AEFL grant participants, but are reportable for all clients. Districts may report as many as apply. This is a seven digit code with each code representing a different employment barrier. These fields cannot be left blank.

The valid codes are:

45 *Long Term Unemployed*

The participant at program entry has been unemployed for 27 or more consecutive weeks.

Code as:

- 1 = Yes
- 2 = No
- 9 = Did not self-identify

46 *Exhausting TANF*

A participant at program entry is within 2 years of exhausting lifetime eligibility under part A of Title IV of the Social Security Act (42 U.S.C. 601 et.seq.) regardless of whether receiving these benefits at program entry.

Code as:

- 1 = Yes
- 2 = No
- 9 = Not Applicable

47 *Foster Care Youth Status*

The participant, at program entry, is a person who is currently in foster care or has aged out of the foster care system

Code as:

- 1 = Yes
- 2 = No
- 9 = Did not self-identify

48 *Homeless Individual, Children, Youth or Runaway Youth*

If the participant at program entry:

- Lacks a fixed, regular, and adequate nighttime residence; this includes a participant who:
 - Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - Is living in a motel, hotel, trailer part, or campground due to a lack of alternative adequate accommodations;
 - Is living in an emergency or transitional shelter;
 - Is abandoned in a hospital; or
 - Is awaiting foster care placement;
- Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodations

This definition does not include a participant imprisoned or detained under an Act of Congress or State law. A participant who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.

Code as:

- 1 = Yes
- 2 = No
- 9 = Did not self-identify

49 *Ex-Offender*

The participant at program entry is a person who either:

- Has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or
- Requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction

Code as:

- 1 = Yes
- 2 = No
- 9 = Did not disclose

50 *Low Income*

A participant at program entry:

- Receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received.
 - Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008
 - Assistance through the temporary assistance for needy families program under part A of Title IV of the Social Security Act
 - Assistance through the supplemental security income program under Title XVI of the Social security Act or
 - State or local income-based public assistance.
- Is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level
- Is a youth who receives, or is eligible to receive a free or reduced price lunch under the Richard B. Russell National school Lunch Act
- Is a foster child on behalf of whom State or local government payments are made;
- Is a participant with a disability whose own income is the poverty line but who is a member of a family whose income does not meet this requirement;
- Is a homeless participant or a homeless child or youth or runaway youth or
- Is a youth living in a high poverty area

Code as:

1 = Yes

2 = No

9 = Did not self-identify

51 *Migrant and Seasonal Farm Worker*

- **Seasonal Farmworker:** If the participant is a low income individual who for the 12 consecutive months out of the 24 months prior to application for the program involved has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and faces multiple barriers to economic self-sufficiency.
- **Migrant and Seasonal Farmworker:** Is a seasonal farmworker and whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day.
- **A dependent of a seasonal, or migrant and seasonal farmworker:** Is a dependent (as defined in 20-CFR 685-110) of the individual described as a seasonal or migrant seasonal farmworker above.

Code as:

0 = No

- 1 = Seasonal farmworker
- 2 = Migrant and seasonal farmworker
- 3 = Dependent of a seasonal, or migrant and seasonal farmworker
- 9 = Did not Self Identify

52-76 POSITIONS 52-53 AND-63-74 ARE REQUIRED FOR BASIC SKILLS EDUCATION GRANT ACTIVITIES WITH AN APPROPRIATION NUMBER OF 146 or 149. IF CLIENT IS NOT PARTICIPATING IN BASIC EDUCATION GRANT ACTIVITIES, THESE POSITIONS MAY BE LEFT BLANK. NOTE THAT ALL TESTING LEVEL DATA IS REPORTED ON THE S7 RECORD.

52-53 Type of Facility

Report the type of facility where the client participated in Basic Education activities. Only one code can be reported under this data element. If the client participated in Basic Education activities at more than one type of facility, report based on the first facility the client was served at. NOTE: These codes are different than the Location Codes which identify specific sites in each district. This code identifies the type of facility at which the classes were held.

Code as:

- 01 = State/Local institutions for Person with Disabilities
- 02 = Elementary School
- 03 = Junior/secondary School
- 04 = College/Technical College
- 05 = Learning center
- 06 = State/Federal Prison
- 07 = Hospital
- 08 = Work site
- 09 = Library
- 10 = Home
- 11 = Community-based organization
- 12 = Homeless Shelter
- 13 = Job Center
- 14 = Faith Based Organization
- 15 = County Jail
- 16 = Detention Center
- 17 = Halfway House
- 18 = On Parole
- 99 = Other locations

54-62 Blank

63-66 Beginning Hours of Service

The number of beginning hours of service the client received including Basic Education classes at the 00.0 - 05.9 level. Orientation and assessment are to be reported under the lowest level at entry reported. For students receiving ESL services, report beginning and beginner / intermediate (levels 1 and 2) hours of service.

The format of this field is 9999 with no decimal point

This represents grade level 00.0-05.9 (ABE NRS levels 1-3).

For ELL Clients, ELL Levels 1 and 2 (Beginning ELL Literacy and Beginning ELL) represent Beginning Hours of Service.

This must be all numeric or blank.

67-70 *Intermediate Hours of Service*

The number of intermediate hours of service the client received including Basic Education classes at the 06.0 - 08.9 level (ABE NRS level 4).

The format of this field is 9999 with no decimal point

For ELL Clients, ELL Levels 3 and 4 (Low Intermediate ELL and High Intermediate ELL) represent Intermediate Hours of Service.

This must be all numeric or blank.

71-74 *Advanced Hours of Service*

The number of advanced hours of service the client received including Basic Education classes at the 09.0 - 12.9 level (ABE NRS level 5-6).

The format of this field is 9999 with no decimal point

For ELL Clients, ELL Levels 5 and 6 (Low Advanced ELL and High Advanced ELL) represent Advanced Hours of Service.

This must be all numeric or blank.

75-76 Blank

77-86 **Basic Education Student Goals at Entry**

77-78 *Basic Education Student Goals at Entry (Code 1)*

79-80 *Basic Education Student Goals at Entry (Code 2)*

81-82 *Basic Education Student Goals at Entry (Code 3)*

83-84 *Basic Education Student Goals at Entry (Code 4)*

85-86 *Basic Education Student Goals at Entry (Code 5)*

Report up to five student goals for the academic year during which the student is enrolled in a Basic Education course or grant activity. These goals should be realistically achievable by the student within the academic year. Do not report long-range goals or

goals that will take more than one academic year to achieve. Report each code only once. These codes are optional for all grant activities.

Code as:

- 01 = Obtain Full or Part Time Paid Employment
- 02 = Upgrade Skills to Enable Retention of Current Job
- 03 = Improve Current Job Pay Status or Responsibility Level
- 04 = Obtain a High School Diploma
- 05 = Obtain a GED or HSED
- 06 = Enter Postsecondary Education
- 07 = Improve Academic / Literacy Skills
- 08 = Complete Postsecondary Course
- 09 = Obtain citizenship
- 10 = Achieve Work-based Learner Goal
- 11 = Involvement in Family Literacy
- 12 = Complete Course in Career Education/Job Skills (1 credit or more)
- 13 = Complete Course in Computer Basics (1 credit or more)
- 14 = Complete ELL Civics Course

87-100 Blank

CLIENT REPORTING COURSE RECORD (S3)

Overview

This record is to be submitted for every client who is enrolled in a course on the date of record. A course record with a Recognized Credit Code is also to be submitted for every non-FTE generating WTCS approved course (e.g., advanced standing, test out, etc.) that appears on a student's transcript.

Date of Record

For all courses which are scheduled to meet for an 18 week semester, the date of record is the fourteenth (14) calendar day of the semester. Students shall be considered enrolled on the date of record if a drop, withdrawal, transfer or request for refund has not been initiated for the enrollment prior to the fifteenth (15) calendar day of the semester.

For all courses which are scheduled to meet for a semester other than 18 weeks or are non-traditional offerings, the date of record is that day when ten (10) percent of the potential hours of instruction of the course have been completed based on when the student is first scheduled to attend the course.

Drops, withdrawals and transfers may be student or district initiated in determining enrollment on the date of record.

PLEASE NOTE: The S3 Course record guidelines are applicable to reporting FTE generating course records only. They do not apply to records reported with a Recognized Credit Code or to courses that are not part of the WTCS course approval system (such as courses taught at CBO's).

The tests for submitting a Course Record for different types of offerings are:

- Semester Courses - the student must be a course enrollee through the 14th calendar day from the first instructional day of an 18 week semester.
- Non-traditional or semester courses other than 18 weeks - the student must be a course enrollee at the time when 10% of the potential hours of instruction in the course have been completed after the student is first scheduled to attend a class.
- WTCS correspondence courses through the University of Wisconsin-Extension (UWEX) - the student must be a course enrollee for a period of at least six (6) months prior to May 31 or have completed the course prior to May 31 (a student who is no longer eligible for a refund from UWEX is to be reported).

Internal Training Course (FTE) Reporting

Districts routinely provide in-services, employee orientations and course offerings to staff for professional development purposes. These internal activities and offerings vary in content and duration as well as level and amount of instruction. They are not subject to course fees or curriculum review at the state level.

The following guidelines are intended to clarify FTE reporting standards for district internal training.

- Another WTCS district provides training.

FTEs are reportable for the district providing the training, not the district receiving the training if the courses are approved by the System Office and on file.

- WTCS district provides training to their own staff.
These FTEs are not reportable. This scenario opens the door for any activity with district staff to be considered training that enhances FTE totals. Not allowing FTEs to be reported eliminates the need for subjective evaluations.
- WTCS district staff enroll in open courses offered to the public.
FTEs are reportable provided the course is an open course (not restricted to staff) and the substantial majority of participants are not district staff.

Courses Taught by Third Party Vendor

Courses taught by a third party vendor can only be submitted in Client Reporting if the course content was developed by a WTCS college and the course is approved in the Course Approval Data System. Courses developed by a third party vendor are not reportable in Client Reporting. Third-party instructors must meet the minimum academic, occupational, and teaching requirements for WTCS colleges as outlined by the Faculty Quality Assurance System and local college requirements.

The Course record layout follows.

<u>Position</u>	<u>Data Element and Description</u>
1-2	<u>Record Identifier</u> The Record Identifier specifies the type of record submitted to the System Office. S3 = Client Course Record
3-4	<u>District Number</u> The District Number must identify your district. Submissions with incorrect District Numbers will be returned. There is no error message associated with District Number because District Number problems are identified in a pre-processing step. See Table of District/CBO Numbers in the Client Code Tables Section.
5-8	<u>Fiscal Year</u> This is the 4-digit Fiscal Year of the submission and must be the current year being processed. For Fiscal Year 2009-2010 the value would be 2010.
9-17	<u>District Student ID</u> This is a nine digit numeric field the district uses to identify the client. Social Security Number is no longer reported on this record and is now reported on the Client Extended Demographic (S5) record only.

18-23 Course Enrollment Date

PLEASE NOTE: For course records with a *Recognized Credit Code*, use any valid date within the fiscal year. This may be the date that credit is granted or it may be a default if that date is unknown.

The *Course Enrollment Date* is the month and year when a student is first scheduled to attend a class. For example, if in November of 2010, a student enrolls in a course which began in September of 2010, the *Course Enrollment Date* for that student would be “112010.”

The *Course Enrollment Date* must be consistent with the fiscal year being reported. Beginning with FY 2009-10, districts are allowed to begin summer session in prior to June 1 of what has been traditionally defined as the previous fiscal year if they are identified as Summer Session via the *Semester Code*. For example, May 2009 courses may be reported as FY 2009-10 courses only if they are reported with a *Semester Code* of 01 – Summer Session. In this example, any Course Record with a May 2009 enrollment date would be rejected as a previous year course unless the *Semester Code* of 01 is reported.

18-19 2-digit month

20-23 The year must be 4 digits (Example: 2012)

The month and year must be within the current *Fiscal Year* (June 1 - May 31)

Exception: Colleges are allowed to report courses that start prior to June 1 of the previous fiscal year as summer courses for the current fiscal year. For example, a course that starts on May 15, 2009 and finishes after May 31, 2009 may be submitted as a summer session course (*Semester* = ‘01’) in fiscal year 2010 Client Reporting System submissions.

For courses with a *Recognized Credit Code*, use any valid date within the Fiscal Year.

24-34 Course Offering Number

PLEASE NOTE: Course numbers used in conjunction with a *Recognized Credit Code* that have a *Type of Credit* of 1-7 must be reported with blanks in the *Course Section Number*. Courses reported with a *Recognized Credit Code* beginning with a *Type of Credit* of 8 or 9 must be reported with a *Course Section Number*.

The *Course Offering Number* is composed of the *Course Number* and the *Course Section Number*. The *Course Number* is the 8-digit number assigned to a course approved by the System Office. This number is composed of the *Aid Code* (2 digits), *Instructional Area Number* (3 digits), and *Number of Course* (3 digits).

The *Course Section Number* is 5 characters and is assigned to each offering of a course. It must be unique for an individual course number but may be repeated in conjunction

with different course numbers. Letters may be used in these fields, but blanks are not allowed.

The combination of the course number and course section number results in a unique course offering number which identifies a specific instructional offering. Also, it allows the System Office to ensure that an individual has not been reported for the same offering twice and to associate students with instructors on an individual offering basis.

PLEASE NOTE: Advanced Standing – General Electives may be reported to the WTC System Office. This is credit granted to a student for which there is no WTCS approved course. All course numbers reported in Client Reporting have eight (8) characters in the form aa iii nnn, where "aa" equals the Aid Code and "iii" equals the Instructional Area. Districts could use **ANY** valid Aid Code and Instructional Area Number combination (aa iii) for a pseudo number along with the value 99n as (nnn). Note that this gives us the ability to identify any type of instruction based on instructional area and eliminates the need to "pick" any actual "pseudo" numbers. For example, if a district grants credit for two courses in the social science area for an Associate Degree student, the course numbers reported to the WTC System Office would be 10 809 991 and 10 809 992.

- These "pseudo" course numbers must be coded with a *Recognized Credit Code* of 2F (Technical Studies Journey Worker Credit), 2J (transfer credit), 2M (transfer credit-military), 4J (life/work experience) or 4M (life/work experience-military).
- The *Course Section Number* will be blank. The *Course Enrollment Date* is the month and year when a student is first scheduled to attend a class. This must be numeric.

The *Course Offering Number* is a unique number for every offering of each course taught at the districts.

24-31 **Course Number**

24-25 Aid Code

26-28 Instructional Area Number

29-31 Course Sequence Number

47-51 Course Section Number

24-31 The *Course Number* must exist on the System Office course file in an approved or deleted status for the appropriate Fiscal Year. Pending courses must have an approval decision made by the consultant.

47-51 The *Course Section Number - 5 character* creates a unique *Course Offering Number*. It may contain alphabetic or numeric characters. A different section number must be provided for a student who attends duplicate course offerings with the same enrollment date at the same location. This item cannot contain any blanks unless the record

contains a *Recognized Credit Code*. When the course record contains a *Recognized Credit Code*, the *Course Section Number* must be blank unless the *Recognized Credit Code* is 8A or 8B or the *Type of Credit* portion of *Recognized Credit Code* is a 9. If it is a 9, there must be a valid *Course Section Number*. Leading zeros will not be required, however, three character *Section Numbers* will be required to be reported in the last three positions of the 5 character field (49-51).

35-36 Location Code

The *Location Code* is a two-digit number used to identify where the course was offered. Refer to the Location Codes by District in the code tables section for a complete list of locations for your district. The *Location Code* for methods of instruction other than traditional (such as telecourses and correspondence courses) should be the specific location where instruction takes place. If this cannot be identified, the Location Code of the site that instructional support is derived from should be reported. Instructional support includes but is not limited to such items as counseling, test grading and assistance with academic problems.

This must be a valid Location for your district.

Study abroad courses should use location code 74-Study Abroad. For study abroad courses, use the *Location of Learning* code to identify the country of study.

PLEASE NOTE: For course records with a *Program Fee Code* of '00' – Recognized Credit – Other, use any valid District Location Code or leave blank.

37-40 Credits

This data element should be reported as the number of credits the student is enrolled to earn as of the date of record. The credits reported cannot exceed the approved credits for the course and must be rounded to the nearest twentieth (.05, .10, .15, etc.). Basic Education courses must be reported in 1.00 credit increments.

Format = 99V99

This must be numeric, greater than zero (except basic education below) and equal to or less than the *Credits* approved for the course being reported, rounded to the nearest twentieth (.05) of a *Credit*. If the approved *Credits* value in the course file changes during the year, Client Reporting will accept up to the highest approved credit value.

Basic education courses with aid codes 7x must be reported in whole credits. Basic education courses may be reported with zero credits if Basic Education hours of instruction is < 4. Basic Education *Credits* are based on Basic Skills Hours of Attendance.

The number of *Credits* granted must be reported for courses with the *Recognized Credit Code*, subject to the constraints of traditional FTE generating courses.

41-46 **Program Fee Codes**

The *Program Fee Code* is a two digit field used to report who paid the program fees for the student or why there were no program fees paid. Note: If the student is exempt from program fees, but not material fees this code is also used to report who is responsible for paying the material fees.

If program fees are paid by the student, program fee code 99 should be used. If the student is exempt from payment of program fees or has a sponsor for payment of them, the one most appropriate fee code described below should be used. Codes 01-0E are statutory exemptions; codes 11-29 are for students funded by a federal or state class-size grant; codes 31-39 are for courses for which program fees are set by a process other than s. 38.24, Wis. Stats.; codes 41-44 are for high cost fees charged over and above program fees; codes 51-69 are for students who are slotted into regular courses and have their fees funded by a federal or state grant; code 72 is for students in regular courses who have their fees paid by their employer; codes 73 and 74 are for Start College Now students; code 79 is for other third party sponsor; codes 81-87 are for non-resident tuition; code 88 is for students whose out-of-state tuition has been statutorily remitted; and, as mentioned above, 99 is for students who pay their own tuition, including those who pay by means of financial aid. Generally, codes are in hierarchical order with 01 the highest priority and 99 the lowest priority. Up to three codes can be reported (Program Fee Code 1, Program Fee Code 2 and Program Fee Code 3). Refer to the [Valid Program Fee Code and Aid Code Combinations](#) table at the end of this section for the aid codes which can be used in conjunction with each Program Fee Code.

41-42 *Program Fee Code 1*

43-44 *Program Fee Code 2*

45-46 *Program Fee Code 3*

Codes must be reported in conjunction with an authorized *Aid Code*.

A maximum of 3 choices can be entered. At least one valid value must be entered. Leave unused codes blank. Do not enter the same code more than once.

See the valid *Program Fee Code* and *Aid Code* Combinations at the end of this record description for valid code combinations.

Program Fee Code 00 must be used for transcribed courses and cannot be used with other fee codes (except 32) or on courses without a Recognized Credit Code.

Fees Not Paid Codes

Statutory

- 00 = **Recognized Credit - Other** - Applies only to courses reported with the Recognized Credit Code data element. These courses are reported for advanced standing, transfer credit, test out and transcribed credit only.
- 01 = **Vocational-Adult Students Age 62 & Over** - Students age 62 and over enrolled in aid codes 42 and 47 courses are exempt from program fees

but not exempt from material fees. (s. 38.24(1m)(b) Wis. Stats.).

This code applies only to those courses with an aid code of 42 or 47. It does not apply to community services, Collegiate Transfer, or postsecondary courses.

- 02 = **Adult Secondary Education** - Students enrolled in courses with aid code 76, 77, or 78 are exempt from program fees but not exempt from material fees (s. 38.24(1m)(b) Wis. Stats.).
- 03 = **Adult Basic Education** - Students enrolled in courses with aid code 73 or 74 are exempt from program fees but not exempt from material fees (s. 38.24(1m)(b) Wis. Stats.).
- 04 = **English Language Learners** - Students enrolled in courses in aid code 75 in the 861 instructional area are exempt from program fees but not exempt from material fees (s. 38.24(1m)(b) Wis. Stats.).
- 05 = **Graduate Lacking Entry Level Skills** - Students enrolled in courses who are graduates of an occupational program and whose employer certifies that they lack entry level skills are exempt from program and material fees (s. 38.24(4)(a) Wis. Stats.).
- 06 = **Graduate Not Employed in Occupational Field** - Students enrolled in courses who are graduates of an occupational program and meet the requirements of s. 38.24(4)(b), Wis. Stats., are exempt from program and material fees (s. 38.24(4)(b) Wis. Stats.).
- 07 = **Previously Incarcerated Juveniles** - Previously incarcerated students enrolled in courses leading to a high school equivalency diploma are exempt from program fees (s. 118.15(1)(cm)3, Wis. Stats.).
- 08 = **Course Audit Age 60 and Over** - Students 60 years old or older auditing courses are exempt from program fees but not exempt from material fees. (Does not apply to apprenticeship or community services courses s. 38.24(4m) Wis. Stats.).
- 09 = **Fire Service 2%** – Students sponsored by eligible municipal and volunteer fire departments who satisfactorily complete eligible courses are exempt from program and material fees (s. 38.12(9) Wis. Stats.). See the Tables of valid eligible fire service course numbers and fire department codes in the Client Code Tables Section.
- 0A = **Remission – Veteran** – Eligible veterans are exempt from program and material fees (s. 38.24(8) Wis. Stats.).
- 0B = **Remission – Veteran’s Spouse** – Qualifying spouses of eligible Wisconsin veterans with 30% or greater service connected disabilities are exempt from program and material fees (s. 38.24(7) Wis. Stats.).
- 0C = **Remission – Veteran’s Surviving Spouse** – Qualifying spouses of eligible Wisconsin veterans who died in the line of duty are exempt from program and material fees (s. 38.24(7) Wis. Stats.).
- 0D = **Remission – Veteran’s Child** - Qualifying children of eligible Wisconsin veterans with 30% or greater service connected disabilities who died in the line of duty are exempt from program and material fees (s. 38.24(7) Wis. Stats.).
- 0E = **Remission – Veteran** – Eligible veterans are exempt from program and material fees (s. 38.24(8) Wis. Stats.). Effective June 1, 2007 the Veterans Program Fee remission went from 50% to 100%. Districts using

code 0E for the 50% remission in the past requested that the code be retained for historical purposes and to avoid reprogramming. This code will be added to 0A in the Client Reporting file when generating reports.

Federal Class-Size

- 11 = **Carl D. Perkins Act** - Students enrolled in courses supported by Perkins funds on a class-size basis.
- 12 = **Adult Education and Family Literacy Act** - Courses offered under aid code 73 through 78, and are supported by Adult Education Act funds on a class-size basis.
- 13 = **Workforce Innovation Opportunity Act** - Courses supported by WIA funds on a class-size basis.
- 14 = **Division of Vocational Rehabilitation (DVR)** - Students enrolled in class-size courses supported by DVR services to group grants.
- 15 = **Second Chance Pell** – Eligible incarcerated individuals receiving Pell Grants to pursue postsecondary education.
- 19 = **Other** - Any other aidable courses federally funded on a class-size basis.

State Class-Size

- 28 = **Workforce Advancement Training Grants** – Students enrolled in courses supported by s. 38.41(1), Wis. Stats., Workforce Advancement Training Grants under a s. 38.14(3), Wis. Stats. contract.
- 29 = **Other** - Any other aidable courses state funded on a class-size basis which are not supported under grants listed above. This does not include courses offered under s. 38.14(3), Wis. Stats., class-size contracts, which are reported under fee code 32; System Office administered incentive grants funded under s. 38.27(1)(b), (1)(d), (1)(e) or (1)(g), Wis. Stats.; System Office administered grants for additional courses under s. 38.31, Wis. Stats.; or Department of Administration capacity building grants under s. 16.004(14), Wis. Stats.

Fees Set by Other Process

- 31 = **Fees Set By Outside Authority** - Courses offered under aid code 42, instructional area 818, including the group dynamics and multiple offender programs only and instructional area 816, including Basic Rider and Experienced Rider courses only.
- 32 = **Section 38.14(3), Wis. Stats., Contracts** - Courses offered on a class-size basis under s. 38.14(3), Wis. Stats., contracts. This may include non-aidable courses.
- 33 = **Section 118.15(1)(b), Wis. Stats., (At Risk)** - High school students meeting the "at risk" definition as defined in s. 118.153(1)(a), Wis. Stats., who are taking courses under the provisions of s. 118.15(1)(b), Wis. Stats.
- 34 = **Section 118.15(1)(c), Wis. Stats., (Diploma or HSED)** - High school students working toward a diploma or HSED who are enrolled in courses

in lieu of attendance at regular high school under the provisions of s. 118.15(1)(c), Wis. Stats.

- 35 = **Section 118.52, Wis. Stats., (Course Options)** - High school students enrolled in courses open to the general public under the provisions of s. 118.52, Wis. Stats. Students enrolled in an existing program with a course start date prior to June 30, 2018 should have the entire course coded as 35. Course Options is eliminated for courses beginning after July 1, 2018.

Fees Paid Codes

Additional Fees

- 41 = **Juvenile Alcohol and Other Drug Abuse** - Fees charged over and above Program Fees for Alcohol and Other Drug Abuse (AODA) courses as allowed under s. 38.24(1s), Wis. Stats.
- 42 = **Vocational Adult Seminar / Workshop Fees** - Fees charged over and above program fees for Vocational Adult seminars / workshops as authorized under s. 38.14(9), Wis. Stats., and which the System Office has approved under the guidelines in Sections 12.3 and 12.10 of this users' guide.
- 43 = **Professional Development Seminar / Workshop Fees** - Additional fees for short-term vocational-adult professional development seminars or workshops authorized under s. 38.24(1s)(b), Wis. Stats.
- 44 = **Mandated Training Course Fees** - Additional fees authorized under s. 38.24(1s)(c), Wis. Stats., for vocational-adult courses for employed individuals to maintain licensure or certification in their field of employment.

Federal Slotters

- 51 = **Carl D. Perkins Act** - Students enrolled in courses with program fees paid with Perkins funds.
- 53 = **Workforce Investment Act** - Students enrolled in courses with program fees paid with WIA funds.
- 54 = **DVR** - Students enrolled in aidable courses with program fees paid by Division of Vocational Rehabilitation (DVR).
- 59 = **Other** - Any other aidable course with program fees paid with federal funds.
- 5A = **Post 911 GI Bill - Veteran** - Eligible veterans who's program and material fees are paid in part or in whole under the federal Post 911 GI Bill.
- 5B = **Post 911 GI Bill - Veteran's Spouse** - Qualifying spouses who's program and material fees are paid in part or in whole under the federal Post 911 GI Bill.
- 5C = **Post 911 GI Bill - Veteran's Surviving Spouse** - Qualifying spouses who's program and material fees are paid in part or in whole under the federal Post 911 GI Bill.

- 5D = **Post 911 GI Bill - Veteran's Child** - Qualifying children who's program and material fees are paid in part or in whole under the federal Post 911 GI Bill.
- 5E = **Post 911 GI Bill – Veteran** - Eligible veterans who's program and material fees are paid in part or in whole under the federal Post 911 GI Bill. This code will be added to 5A when generating reports.

State Slotters

- 62 = **DOC** - Students enrolled in aidable courses with program fees paid by Division of Corrections (DOC).
- 69 = **Other** - Students enrolled in aidable courses with program fees paid by state grants or other state agencies. Refer to Federal Slotters for DVR.

Other Sponsors

- 71= **Open Educational Resources**-Students enrolled in courses where the primary textbook option is an Open Educational Resource.
- 72 = **Employer** - Students enrolled in courses with program fees paid by employer.
- 73 = **Start College Now- School District Paid** - Students enrolled in courses for which the responsibility for fees lies with the local school district under the provisions of s. 38.12(14), Wis. Stats.
- 74 = **Start College Now-Student Paid** - Students enrolled in courses for which the responsibility for fees lies with the student under the provisions of s. 38.12(14), Wis. Stats.
- 75 = **State Approved Ability to Benefit.** Students enrolled in postsecondary courses funded through the state approved Ability to Benefit process.
- 79 = **Other Sponsors** - Students enrolled in courses paid for by a third party such as a Foundation, Trust, Wisconsin Conservation Corps, etc. and reporting the portion of Course Options fees paid by the K-12 school district. Please use code 99 (Self Paid) for financial aid.

Non-Resident

- 81 = **Tuition Grant Exemption** - Students exempt from out-of-state tuition based on enrollment in a class funded with federal or state grant funds which meets the funding requirement in the Student Fees section of this manual.
- 82= **Veteran/Spouse/Child**-Eligible veterans, spouses and children whose out-of-state tuition is waived under s.38.24(3m), Wis. Stats and the Veterans Access, Choice and Accountability Act.
- 83 = **Out-of-State Tuition** - Students who pay out-of-state tuition.
- 84 = **Reciprocal / Michigan** - Students whose out-of-state tuition is waived based on a reciprocal agreement with Michigan.
- 85 = **Reciprocal / Minnesota** - Students whose out-of-state tuition is waived based on a reciprocal agreement with Minnesota.

- 86 = **Reciprocal / Illinois** - Students whose out-of-state tuition is waived based on a reciprocal agreement with Illinois.
- 87 = **Reciprocal / Iowa** - Students whose out-of-state tuition is waived based on a reciprocal agreement with Iowa.
- 88 = **Out-of-State Tuition Remissions** - Students whose out-of-state tuition has been remitted under s. 38.24(3)(c), Wis. Stats., as authorized by the system president.
- 89 = **Midwest Student Exchange Program** - Students who pay 150% of standard Program Fees for Associate Degree and Collegiate Transfer courses under the Midwest Student Exchange Program (MSEP) in lieu of out-of-state tuition.

Self

- 99 = **Self Paid** - Students enrolled in courses who pay their own program fees, including those who received financial aids. This includes non-aidable courses.

47-51 Course Section Number

This field was added to allow for a longer version of the Course Section Number. If the trimmed length of this field is less than five it will be zero-filled, so that '1234' becomes '01234'. It must be unique for an individual course number but may be repeated in conjunction with different course numbers. Letters may be used in this field, but blanks are not allowed.

52-56 Fire Department ID

The *Fire Department ID* identifies course enrollments that are eligible for the Fire Service 2% training reimbursement. This reimbursement is paid out yearly to colleges based on Client Reporting student counts. These *Fire Department ID* codes should be entered on client course records whose *Course Numbers* are in the list of Fire Service courses eligible for reimbursement. Report the sponsoring *Fire Department ID* number for students whose student fees are paid for through the 2% reimbursement funds from the System Office. A list of Fire Department Codes can be found in the Client Code Tables Section. For a district to receive 2% funds reimbursement, this data element must be used in conjunction with eligible courses in the list in the Client Code Tables Section, a *Course Completion Status* of 01, and a *Program Fee Code* of 09. For HazMat fund reimbursement, this data element is not required to be reported. All that is required for HazMat reimbursement is an eligible HazMat course, a *Course Completion Status* of 01, and a *Program Fee Code* of 59. The original list of *Fire Department ID* codes is maintained by the Department of Commerce.

If the enrollment is not eligible for fire training reimbursement, leave this field blank.

57-58 Course Grade

The grade the student earned in the course.

Single letter grades must be left justified. We will accept one or two-character letter grades and one letter grade with + or – suffix like A- , B+.

Course Grade is required for *Course Offering Numbers* with *Aid Codes* 10, 20, 30, 31, 32, 50. Other course *Aid Codes* can optionally have a *Course Grade*. A *Course Grade* is only required for those S3 records with a *Recognized Credit Code* of blank or 9x (courses taught to high school students).

Course Grade Code valid values and numbers the system office converts grade to:

Course Grade	Computed internally by WTCS for numeric summary to:
A	4.00
A-	3.67
AB	3.50
B+	3.33
B	3.00
B-	2.67
BC	2.50
C+	2.33
C	2.00
C-	1.67
CD	1.50
D+	1.33
D	1.00
D-	0.67
DF	0.50
F	0.00
PP (Pass for pass/fail)	Blank
FF (Fail for pass/fail)	Blank
Blank (if not applicable)	N/A

59-60

Course Completion Status

PLEASE NOTE: For non FTE generating course records (*Recognized Credit Codes* with the type of credit of 2 thru 7), *Course Completion Status* 99 - Not Applicable may be used.

This indicates the achievement level of a student at the point in time that it is reported to the System Office. There are no changes required if the status changes subsequent to submission of the data (e.g., if an Incomplete is changed to Pass). Note that blank is not a valid value.

01 = Pass

02 = Fail
 03 = Incomplete
 04 = Withdrew
 05 = Audit
 06 = Completed Basic Education Course
 07 = Continuing in Basic Education Course
 08 = Course in Progress
 09 = Missing Grade

98 = COVID19 Response (used when students withdrew or courses were cancelled due to COVID-19).

99 = Not applicable

Reasonableness edits between *Course Grade* and *Course Completion Status* combinations based on the table below are applied to all S3 records. An “X” in the table indicates an invalid combination. For *Aid Codes* 10, 20, 30, 31, 32 and 50, an invalid combination generates error 568. For other *Aid Codes*, warning 569 is generated.

Course Completion Status

	Pass	Fail	Inc	Withd	Audit	BSC	Bcont	In prog	Miss	n/a
Crs Grades	01	02	03	04	05	06	07	08	09	99
A		X							X	
A-		X							X	
A/B		X							X	
B+		X							X	
B		X							X	
B-		X							X	
B/C		X							X	
C+		X							X	
C		X							X	
C-									X	
C/D									X	
D+									X	
D									X	
D-									X	
D/F									X	
F	X								X	
PP		X								
FF	X								X	
Blank										

61-64 Basic Skills Hours of Attendance

Basic Skills Hours of Attendance is coded with the actual hours of attendance for all Basic Education Courses.

This is a four-digit field of the format 9999 with whole numbers only. A valid numeric, non-zero value must be submitted for each basic education course (Aid Code 7x). Use blanks or 0000 for non-basic education courses.

65-66 Recognized Credit Code

This data element is used to identify all credits placed on a student's transcript and/or reported to the System Office under the following circumstances:

- Credits transferred from another postsecondary institution and credit for prior learning through exams, experiential learning or technical studies journey worker credit. More detailed information related to credit for prior learning can be found under [Instructional Services Resources](#) on the WTCS website and State Board Policy 323 – Credit for Prior Learning on the WTCS website at [WTCS State Board Policy Manual](#).
- Credits granted to high school age students through transcribed credit agreements with high schools, advanced standing for articulated high school courses, compulsory education (118.15) contracts, Start College Now, Course Options, Youth Apprenticeship, or any other enrollments for students of compulsory education age (students between 6 and 18 years of age who have not graduated from high school).

The data element is to be left blank for all course records not reporting one of these two situations. In order to minimize misreporting for students subject to the compulsory education statute, this code will be required for all course records for students 17 years of age and younger computed as of August 31st of the current fiscal year.

This data element is composed of 2 sub-elements, *Type of Credit* and *Statutory Authority*. *Recognized Credit Code* must contain a valid combination of codes for both sub-elements or be left blank.

65 Type of Credit

The first digit of Recognized Credit Code is used to identify the source of the credit placed on a student's transcript and to indicate what type of non-FTE generating activity such as test out and transfer credit generated the course credit

- 1 = High School Course Credit (FTE)
- 2 = Postsecondary Transfer Credit
- 3 = Assessment District or Systemwide Developed
- 4 = Experiential Learning
- 5 = Exam-National Standard
- 6 = Advanced Placement Exam
- 7 = Reserved for future use
- 8 = AB 08-04 Transcribed Credit (FTE)
- 9 = Institutional Credit (FTE)

Statutory Authority

The second digit of the Recognized Credit Code is used to identify the statutory compulsory education provision applicable to the credit.

A = Articulated High School Course
 B = Youth Apprenticeship
 C = Start College Now
 D = Standard Enrollment
 E = Other Advanced High School Course Work
 F = Technical Studies Journey Worker Credit
 G = 118.15 Contract (Compulsory Ed)
 H = 38.14(3) Contract
 J = Non-Compulsory Education
 K = Course Options
 M = Military

Current valid sub-element combinations are:

1A = High School Course Credit (FTE)-Articulated High School Course
 1B = High School Course Credit (FTE) /Youth Apprenticeship
 1E = High School Course Credit (FTE)-Other Advanced High School Course Work
 2F = Postsecondary Transfer Credit-Technical Studies Journey Worker Credit
 2J = Postsecondary Transfer Credit/Non-Compulsory Education
 2M = Postsecondary Transfer Credit/Military Education
 3J = Assessment-District or Systemwide Developed /Non-Compulsory Education
 4J = Experiential Learning, License, Certificate/Non-Compulsory Education
 4M = Experiential Learning/Military Training
 5J = Exam-National Standard/Non-Compulsory Education
 5M = Exam-National Standard/Military
 6J = Advanced Placement Exam/Non-Compulsory Education
 8A = Transcribed Credit (FTE) - Articulated High School Course
 8B = Transcribed Credit (FTE) - Youth Apprenticeship
 9B = Institutional Credit (FTE)/Youth Apprenticeship
 9C = Institutional Credit (FTE)/Start College Now
 9D = Institutional Credit (FTE)/Standard Enrollment
 9G = Institutional Credit (FTE)/118.15 contract (Compulsory Ed)
 9H = Institutional Credit (FTE)/38.14(3) Contract
 9K = Institutional Credit (FTE)/Course Options

If a *Recognized Credit Code* 1A, 1B or 2J is used, the student must be accepted into an occupational program and the Client Demographic record must have a *Program Number* reported on an S9 - Program/Certificate Record. Additionally, *Recognized Credit Code* 1B, 8B, 9B, or 9G can only be used on *Aid Code* 47 courses if the student has been accepted into a 30-543-1 (CNA) or an *Aid Code* 50 (Apprenticeship) program number.

NOTE: If an instructional effort taking place under an s. 38.14(3) contract is for any of the statutory authorizations under codes A, B, C or G, use that code instead of code H.

For example, if Youth Apprenticeship instruction is offered under an s. 38.14(3) contract, report those enrollments as code 9B instead of 9H.

Students who are in the compulsory education age range (16-18) are required to have *Recognized Credit Code* on their Client Reporting course records.

Note: Each *Recognized Credit Code* course must be reported only once and only in the year credits were granted.

Description of Valid Combinations:

Type of Credit Code 1, Articulated High School Course Credit is used when an individual applies for and receives college recognition of one or more high school courses which the WTCS district has identified as containing the competencies associated with an approved district course. Included are courses articulated between a high school and a technical college other than the reporting college, where the advanced standing is granted for a course comparable to the college course identified in the articulation agreement; courses that are part of a recognized Youth Apprenticeship program; and other advanced high school course work not covered by an articulation agreement, but deemed comparable to a technical college course or courses. Students must earn 3.0 grade points on a 4.0 grade point basis to be eligible for advanced standing. Advanced standing is NOT granted at the time the high school student takes the course, but rather when the individual applies for and receives credit upon admission to the technical college within a timeframe determined by the college. It is to be reported in the Client Reporting System only upon credit being granted by the technical college.

The Statutory Authority codes to be used with Type of Credit Code 1 are:

A --, Articulated High School Course is to be reported when credit is granted through a course offered by the high school or the college under the provisions of s. 118.34, Wis. Stats.

B -- Youth Apprenticeship is to be reported when credit is granted through a course offered by the high school or the college under the provisions of s. 106.13, Wis. Stats.

E --, Other Advanced High School Course Work is to be reported for advanced high school course work NOT covered by an articulation agreement, but deemed to be comparable to a specific technical college course or courses.

Type of Credit Code 2, Postsecondary Transfer Credit is used when an individual applies for college recognition of a course completed at another postsecondary institution which the WTCS district has identified as containing all or a portion of the competencies associated with an approved district course. Transfer credit is granted at the time the individual applies for and receives credit from the technical college. It is to be reported in the Client Reporting System when credit is granted by the technical college.

The Statutory Authority codes to be used with Code 2 are:

F -- Technical Studies Journey Worker Credit is to be used when credit is granted toward a Wisconsin Technical Studies Journey level Worker program for coursework taken by students who possess a Wisconsin Journey level Certificate from a program that includes a minimum of 400 hours of related instruction. The student will be awarded 32 credits in occupational specific courses. A student may also be awarded a maximum of eight additional credits toward the Associate Degree for Registered Apprenticeship related instruction beyond the 400 hour minimum at the rate of one credit per 36 hours of instruction.

J -- Non-Compulsory Education is to be used when the credit is not related to a statutory compulsory education provision (i.e., the student is over 18 years old and has graduated from high school).

M -- Military Education is to be used when the credit is for coursework from an accredited postsecondary institution like the Community College of the Air Force. Credit may be from a military transcript such as the Joint Services Transcript (JST) but only include military coursework from the JST if the course was provided by an accredited postsecondary institution. Other military coursework should be coded under experiential learning.

Type of Credit Code 3, Assessment-District or Systemwide Developed is used when a technical college student successfully completes an assessment method (exam, portfolio or skills demonstration) approved by WTCS or the local district to measure competencies and skills associated with a technical college course. Student must meet the minimum performance standards of the assessment to receive credit. This credit is reported at the time the student receives credit from the technical college.

The Statutory Authority code to be used with Type of Credit Code 3 is:

J -- Non-Compulsory Education is to be used when the credit is not related to a statutory compulsory education provision (i.e., the student is over 18 years old and has graduated from high school).

Type of Credit Code 4, Experiential Learning, License, Certificate is used when a technical college grants credit to a student based on an evaluation of the student's life and/or work (including military) experience. This credit is reported at the time the student receives credit from the technical college. **Note:** Use Code 3 if the technical college uses a test as a substantial part of the evaluation.

The Statutory Authority code to be used with Type of Credit Code 4 is:

J -- Non-Compulsory Education is to be used when the credit is not related to a statutory compulsory education provision (i.e., the student is over 18 years old and has graduated from high school). Use this code to award credit for industry credentials, professional licenses and professional certifications.

M --Military Training is to be used when the credit is related to experiences from military training or military experience when a student has demonstrated to the district the competence aligned with the credit granted. Military training includes data from the JST for military course completions if the course was not from an accredited postsecondary institution, military occupations, and other learning experiences.

Type of Credit Code 5, Exam-National Standard is used when credit is granted for a score achieved on an exam with nationally recognized standards. Included in this category are the College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), credit-by-exam programs such as Excelsior College's UExcel and other exams that include an ACE recommendation that meets the minimum nationally recognized standards.

Note: For College Board Advanced Placement (AP) exams use code 6 instead of code 5.

The Statutory Authority code to be used with Type of Credit Code 5 is:

J -- Non-Compulsory Education is to be used when the credit is not related to a statutory compulsory education provision (i.e., the student is over 18 years old and has graduated from high school).

M -- Military is to be used when the credit granted is related to Military Exams such as the DSST (formerly known as DANTES Subject Standardized Test).

Type of Credit Code 6, Advanced Placement is used when credit is granted for the appropriate technical college course or courses when a student has achieved a score of 3 or above on the College Board Advanced Placement (AP) exams.

The Statutory Authority code to be used with Type of Credit Code 6 is:

J -- Non-Compulsory Education is to be used when the credit is not related to a statutory compulsory education provision (i.e., the student is over 18 years old and has graduated from high school).

Type of Credit Code 7 is reserved for future use.

Type of Credit Code 8, Transcribed Credit is used when credit is granted for a technical college course taught by a WTCS certified (i.e., Transcribed Credit Certification) high school instructor to high school students when there are reciprocal contracts between the technical college and the high school. Although these contracts are commonly between technical colleges and public schools (i.e., those under the auspices of DPI), the code would also include these contracts if they are with private high schools. Under an s. 38.14(3), Wis. Stats., contract the high school pays the college standard WTCS program and material fees and under a purchase of services contract the technical college reimburses the high school a similar (usually equal) amount for the services of their certifiable instructor(s). Credit is granted upon completion of the course and is to be reported in the Client Reporting System at that time.

Transcribed credits are not included in the equalization index for state aid purposes because the cost of the instruction is financed by the high school district and the instruction is already being state aided through the Department of Public Instruction,

The Statutory Authority codes to be used with Type of Credit Code 8 are:

A -- Tech Prep is to be reported when credit is granted through a course offered by the high school or the college under the provisions of s. 118.34, Wis. Stats.

B -- Youth Apprenticeship is to be reported when credit is granted through a course offered by the high school or the college under the provisions of s. 106.13, Wis. Stats.

Type of Credit Code 9, Institutional Credit is used to report technical college enrollments which result in credits included in FTE computations (used for state aid computations). Credit is granted at the time the student completes the course and is to be reported in the Client Reporting System at that time.

The Statutory Authority codes to be used with Type of Credit Code 9 are:

B -- Youth Apprenticeship is to be reported when credit is granted through a course offered by the high school or the college under the provisions of s. 106.13, Wis. Stats.

C -- Start College Now is to be reported when the student enrolls at the technical college under the provisions of s. 38.12(14), Wis. Stats.

D -- Standard Enrollment (FTE Generating) is to be reported when the student enrolls at the college under the provisions of ss. 38.22(1) and 38.22(1s), Wis. Stats. Briefly put, s. 38.22(1) requires that a person be at least 16 years old to attend a technical college. Section 38.22(1s) requires, among other things, that persons under 16 have parental permission to attend a technical college and that they not attend during normal K 12 school hours.

G -- 118.15 Contract is to be reported when the college course is offered by the college under the provisions of ss. 118.15(1)(b), (1)(c)1, (1)(c)2, or (cm), Wis. Stats.

H -- 38.14(3) Contract is to be reported when the college course is offered by the college under the provisions of s. 38.14(3), Wis. Stats. If the contract is with a high school and there is a reciprocal contract with the high school, use codes 8A or 8B as appropriate.

K -- S. [118.52](#) Wis. Stats. Course Options, is to be reported for high school students to attend regular WTCS courses during K-12 school hours. For enrollments under Course Options, the student's school district is required to pay the WTCS district 50% of the program fee applicable to the course plus 100% of the course's material fee and any other fees the district has established (e.g., activity fee). The WTCS district is prohibited from collecting any fees from

the student or student's parents related to Course Options enrollments. Students enrolled in an existing program with a course start date prior to June 30, 2018 should have the entire course coded as 9K. Course Options is eliminated for courses beginning after July 1, 2018.

NOTE: If an instructional effort taking place under a s. 38.14(3) contract is for any of the statutory authorizations under codes A, B, C or G, use that code instead of code H. For example, if Youth Apprenticeship instruction is offered under a s. 38.14(3) contract, report those enrollments as code 9B instead of 9H.

NOTE: Credits associated with Type of Credit codes 2 thru 6 are not included in FTE computations. Credits associated with code 1, 8, and 9 are included in FTE total counts used in the Cost Allocation Summary Report, Fact Book and Outcomes Based Funding Measure # 8 - Collaboration. Credits associated with Type of Credit other than 9 are not included in the general state aid calculation.

Refer to the Valid Combinations Code Cross Reference Tables at the end of the Error Messages Section for tables of valid combinations of *Recognized Credit Codes* and *Program Fee Codes*.

67-68

Nonstandard Delivery Code

Nonstandard Delivery Code identifies the type of course delivery if it is something other than standard classroom activity. Report the two-digit code if the course offering section being reported is delivered by any of the following alternate methods of instruction. This data element is to be left blank for courses delivered with traditional lecture or laboratory methods of instruction. With all of the categories, except 04=Online Course and 06=Blended Course, use them if more than 50% of the instruction involves that delivery mode. Course sections that may be offered in multiple formats (polysynchronously) should be coded as either Hybrid or Blended based on district staffs' best estimate on how the majority of students will be attending or the district may opt to code each student's course record individually. They should not be coded as traditional or online unless each format is offered and reported as a separate section.

- 01 = **Telecourses.** Telecourses are instructional packages which involve pre-produced video lessons with texts, study guides, learning activities and student evaluation. They may be delivered via television (broadcast, cable or other technology) or on videocassettes. Instructional support is provided by technical college faculty and may be in-person, telephone, e mail or clinical lab.
- 02 = **Computer Delivered Courses.** Courses delivered via computer whether stand-alone or via telecommunications. This does NOT include online courses reported under code 04 Online Courses. Computer Delivered Courses include courses which involve interactive videodiscs, CD-ROM, or similar materials used in multimedia learning situations regardless of whether the learning station is on campus or at remote locations such as an employer's worksite. Key elements of this category are that the instruction is asynchronous and involves computer or multimedia

instruction, which may be accessed remotely or in a campus learning lab.

- 04 = **Online Courses.** Online courses are defined as 100% of the instruction delivered via the Internet and accessed by the student using a Web browser. A one-time face-to-face course orientation or off-line supervised tests/exams at specified sites may be conducted in conjunction with these courses.
- 05= **Hybrid Courses.** Courses that combine online and face-to-face instruction (not including any one-time face-to-face orientation or off-line testing/evaluation). At least 50% but less than 100% of course instruction is delivered via online using the Internet (accessed by the student using a Web browser), combined with face-to-face instruction.
- 06= **Blended Courses.** Courses that combine online and face-to-face instruction (not including any one-time face-to-face orientation or off-line testing/evaluation). Less than 50% of course instruction is delivered via online using the Internet (accessed by the student using a Web browser), combined with face-to-face instruction.
- 07= **Competency-Based Education (CBE).** An outcomes-based approach to earning a college credential which organizes academic content around competencies and measures academic progress as the attainment or mastery of competencies. CBE is an academic model in which the time it takes to demonstrate competencies varies and the expectations about learning are held constant. Learners demonstrate mastery through multiple forms of assessment, often at a personalized pace.
- 21 = **Interactive Television (ITV).** Courses which involve real-time live video / audio instruction via network or broadcast technology where classes include students at one or more remote sites and interaction between the instructor and students is synchronous. The ITV class may be composed of students at the same site as the instructor and students at one or more remote sites. The video signals may be one-way or two-way; audio interaction is two-way.
- 23 = **Satellite Video Conference.** These Course sections have satellite video conferences as their main instructional content. Depending on the course content and/or the needs of the audience, there may be a local program and/or facilitator complementing the satellite program.
- 24 = **Computer Conferencing.** These Course sections involve the use of computers for audio, video and/or graphics real-time synchronous instruction. This includes NetMeeting and compressed video and similar evolving technologies.
- 25 = **Print-Based Correspondence Courses.** Course sections delivered via print-based correspondence regardless of whether they are district based or offered through the WTCS / UW Extension Independent Study
- 98 = **Emergency Remote Instruction.** This delivery code should be used only for courses that changed delivery method unexpectedly due to emergency circumstances (COVID-19).

69-72 *Institution Transferring Credit*

This is a four digit code for the postsecondary institution from which these course credits are being transferred. This must not be blank if code 2J is used in the Recognized Credit Code data element of this course record. Note that a WTCS district cannot transfer credits to itself. For institution code values refer to the Client Code Tables Section.

73-76 *Location of Learning Code*

This is a four-digit number used to identify where the student is receiving instruction. This code is applicable for courses that have a *Nonstandard Delivery Code* and courses with a *Location Code* of 74-Study Abroad. Leave the *Location of Learning Code* blank if it is not applicable.

If the location of learning is in Wisconsin, the first two digits are the *District Number* in which the student is receiving the instruction.

If the student is not receiving instruction in Wisconsin but within the United States the first two digits must be an out-of-state code from Table J. If the district is known, the second two digits of the *Location of Learning Code* are the standard location codes used by the individual districts. See the existing *Location Code* Tables in the Client Code Tables section. The last two digits of *Location of Learning Code* must be 99 if unknown.

If the *Location Code* is 74-Study Abroad the *Location of Learning* code must identify the country of study. The first three digits of the *Location of Learning* code must be a foreign country code from Table J. These three-letter country codes are from the ISO 3166-1 standard for countries and dependent territories. The last digit must be a 9.

If the *Location of Learning Code* is completely unknown, the four digits should be 9.

Location of Learning is only required for study abroad courses.

77-78 *Semester*

The *Semester* indicates the semester of course enrollment for reporting purposes. The *Semester* will be computed based on the month in *Course Enrollment Date* if a blank *Semester* is submitted. Computation is done as follows:

'05' (May) and Course Enrollment Date Year is the previous Fiscal Year = Semester '01'
 '06' (June) and '07' (July) = Semester '01'
 '08' (August) through '12' (December) = Semester '02'
 '01' (January) through '05' (May) = Semester '03'

Report the Semester during which the course was run. This is reportable for all courses run by the district. Districts are allowed to begin summer session prior to June 1 in what has been traditionally considered the previous fiscal year. This is accomplished by identifying courses records with an enrollment date prior to June 1 with a Summer

Session Semester Code. Any Course Record with an enrollment date prior to June 1 will be assumed to be a spring course unless the Semester Code of 01 is reported.

Code as:

01 = Summer Semester

02 = Fall Semester

03 = Spring Semester

Blank = will be computed

79-89 *ACE ID*

Record the American Council on Education identification number (ACE ID) that aligns with the course credit being awarded for military experience. This is usually found on the Joint Services Transcript (JST).

This field can be any combination of alpha and numeric characters. However, it must be 11 digits. If the ACE ID is not 11 digits, enter enough leading zeros to make the ACE ID 11 digits. Do not enter dashes. This field can also be blank.

Only one ACE ID can be entered. If more than one ACE ID is provided on the JST, the district should enter the ACE ID that aligns most closely with the credit being awarded. Do not enter the version number for the ACE ID.

A S3 record with an ACE ID must have a recognized credit code of 4M.

90-100 *WAT Grant Number*

The number assigned to a grant award for Workforce Advancement Training Grants by the System Office. The *Appropriation Number* must be 124 and the *Fiscal Grant Number* must be 17X.

90-91 *District Number*

92-94 *District Grant Number*

95-97 *Appropriation Number (124)*

98-100 *Fiscal Grant Number (17X)*

The *WAT Grant Number* must match a grant number currently in the list of Workforce Advancement Training Grants as defined in the Client Users' Guide.

The *WAT Grant Number* must be all numeric, and must be a grant requiring participants.

Normally *Grant Numbers* appear only on the S4 records. Because of district coding issues and editing issues with the Program Fee Code 28, the decision was made to add the specialized *WAT Grant Number* field to the end of the S3 record.

VALID PROGRAM FEE CODE AND AID CODE COMBINATIONS

For each Program Fee Code in the left column, only the indicated aid codes may be reported.

Program Fee Code	Reportable Aid Codes
00	10, 20, 30, 31, 32, 50 e
01	42, 47
02	76, 77, 78
03	73, 74
04	d
05	10, 30, 31, 32, 50
06	10, 30, 31, 32, 50
07	7X
08	10, 20, 30, 31, 32, 42, 47, 7X
09	10, 30, 47
0A	10, 20, 30, 31, 32, 50
0B	10, 20, 30, 31, 32, 50
0C	10, 20, 30, 31, 32, 50
0D	10, 20, 30, 31, 32, 50
0E	10, 20, 30, 31, 32, 50
11	10, 30, 31, 32, 42, 47, 76, 77, 78
12	7X
13	10, 30, 31, 32, 42, 47, 7X
15	10, 20, 30, 31, 32, 50
19	10, 20, 30, 31, 32, 42, 47, 7X
28	10, 20, 30, 31, 32, 42, 47, 7X
29	10, 20, 30, 31, 32, 42, 47, 7X
31	a
32	10, 20, 30, 31, 32, 42, 47, 50, 60, 7X
33	10, 20, 30, 31, 32, 42, 47, 7X
34	10, 20, 30, 31, 32, 42, 47, 7X
35	10, 20, 30, 31, 32
41	c
42	42, 47
43	47
44	47
51	10, 30, 31, 32, 42, 47, 76, 77, 78
53	10, 20, 30, 31, 32, 42, 47, 50
54	10, 20, 30, 31, 32, 42, 47, 50
59	10, 20, 30, 31, 32, 42, 47, 50
5A	10, 20, 30, 31, 32, 42, 47, 50, 7X, f
5B	10, 20, 30, 31, 32, 42, 47, 50, 7X, f
5C	10, 20, 30, 31, 32, 42, 47, 50, 7X, f
5D	10, 20, 30, 31, 32, 42, 47, 50, 7X, f
5E	10, 20, 30, 31, 32, 42, 47, 50, 7X, f

62	10, 20, 30, 31, 32, 42, 47, 50
69	10, 20, 30, 31, 32, 42, 47, 50
71	10, 20, 30, 31, 32, 42, 47, 50, 60, 7X
72	10, 20, 30, 31, 32, 42, 47, 50, 60, 7X
73	10, 20, 30, 31, 32
74	10, 20, 30, 31, 32
75	10, 20, 30, 31, 32, 50
79	10, 20, 30, 31, 32, 42, 47, 50, 60, 7X
81	10, 20, 30, 31, 32, 42, 47, 50, 7X
82	10, 20, 30, 31, 32, 42, 47, 50, 7X, f
83	10, 20, 30, 31, 32, 42, 47, 50, 7X
84	10, 20, 30, 31, 32, 42, 47, 50, 7X
85	10, 20, 30, 31, 32, 42, 47, 50, 7X
86	10, 20, 30, 31, 32, 42, 47, 50, 7X
87	10, 20, 30, 31, 32, 42, 47, 50, 7X
88	10, 20, 30, 31, 32, 42, 47, 50, 7X
89	10, 20
99	10, 20, 30, 31, 32, 42, 47, 50, 60, 7X

- a = Aid code 42 is valid only if the instructional area is 816 (Basic Rider and Experienced Rider courses only) or 818 (Group Dynamics or Multiple Offender courses only).
- c = Aid code 42 is valid only if the instructional area is 818.
- d = Aid code 75 is valid only if the instructional area is 861.
- e = Aid code 47 is valid only if the student is enrolled in an Apprenticeship (50-XXX-X) program.
- f = Aid Code 60 Material Fees only are remitted under this Program Fee Code.

LEGAL AND TECHNICAL REPORTING CONSIDERATIONS REGARDING WTCS ENROLLMENTS WITH EMPHASIS ON REQUIREMENTS FOR PK 12 STUDENTS FOR STANDARD ENROLLMENT

	Standard Enrollment 38.22(1)	Standard Enrollment Parental Permission 38.22(1s)	Contract for Services 38.14(3)
<u>Legal Considerations:</u>			
Minimum Age or Grade Level	16	None	None
K-12 Board Consent	No	No	Yes
Parental Consent	No	Yes	No
Student Pays Fees	Yes	Yes	No
May Attend During Normal K 12 School Hours	Yes	No ¹	Yes
Contract Required with K 12	No	No	Yes
WTCS Must Admit	No	No	Yes
Restrictions and Limitations	None	None	None
<u>Reporting Considerations:</u>			
Program Fee Codes	Any	Any	32
Aid Codes	Any	Any	Any
Revenue Accounts	Program and Material Fees	Program and Material Fees	Contract Revenue
Receives WTCS Credit	Yes	Yes	Yes
Receives K 12 Credit	No	No	Yes
In WTCS Equalization Index (FTE Generating)	Yes	Yes	Yes
Types of Courses Allowed	Any	Any	Any

¹ Exception: Home School students are allowed to attend during normal school hours.

LEGAL AND TECHNICAL REPORTING CONSIDERATIONS REGARDING WTCS ENROLLMENTS WITH EMPHASIS ON REQUIREMENTS FOR PK 12 STUDENTS FOR COMPULSORY AT RISK ENROLLMENT

	Compulsory at Risk 118.15(1)(b)	Compulsory in Lieu for Graduation 118.15(1)(c)1	Compulsory in Lieu for HSED or H.S. Graduation 118.15(1)(c)2	Compulsory Previously Incarcerated 118.15(cm)
<u>Legal Considerations:</u>				
Minimum Age / Grade Level	16	16	17	17
K-12 Board Consent	No	Yes	Yes	No
Parental Consent	Yes	Yes	Yes	Yes
Student Pays Fees	No	No	No	No
May Attend During Normal K 12 School Hours	Yes	Yes	Yes	Yes
Contract Required with K 12 ²	Yes	Yes	Yes	Yes
WTCS Must Admit Restrictions and Limitations	No Must Count Toward H.S. Graduation	Yes Must Count Toward H.S. Graduation	Yes Must Count Toward H.S. Graduation or HSED	Yes Must Count Toward HSED
<u>Reporting Considerations:</u>				
Program Fee Codes	33 and 34	33 and 34	33 and 34	33 and 34
Aid Codes	Any	Any	Any	Any
Revenue Accounts	Contract Revenue	Contract Revenue	Contract Revenue	Fee Exempt
Receives WTCS Credit	Yes	Yes	Yes	Yes
In WTCS Equalization Index (FTE Generating)	Yes	Yes	Yes	Yes
Types of Courses Allowed	Any	Any	Any	Any

² Contract must be a three-way contract between technical college, high school and parents.

LEGAL AND TECHNICAL REPORTING CONSIDERATIONS REGARDING WTCS ENROLLMENTS WITH EMPHASIS ON REQUIREMENTS FOR PK 12 STUDENTS FOR STAT COLLEGE NOW ENROLLMENT

	Course Options 118.52	Start College Now 38.12(14)	WTCS Credit from Tech Prep 118.34 ³	WTCS Credit from Youth Apprenticeship 106.13
<u>Legal Considerations:</u>				
Minimum Age/ Grade	≥ Grade 9	≥ Grade 11	≥ Grade 9	≥ Grade 11
K-12 Board Consent	Yes	No	No	No
Parental Consent	Yes	Yes	No	No
Student Pays Fees	No	See Footnote 2	Not Applicable	Not Applicable
May Attend During Normal K 12 School Hours	Yes	Yes	Yes	Yes
Contract Required with K 12	No	No	No	No
WTCS Must Admit Restrictions and Limitations	If space available No more than 2 courses at any given time. Must satisfy high school grad requirements. Cannot conflict with academic career plan	Yes No concurrent 118.15 attendance and must give prior notification to H.S. No concurrent Start College Now enrollment at another institution of higher education.	Yes None	Yes None
<u>Reporting Considerations:</u>				
Program Fee Codes	35	73 and 74	00	00
Aid Codes	10, 20, 30, 31, 32	10, 20, 30, 31, 32	10, 30, 31, 32	Any
Revenue Accounts	Program and Material Fees	Program and Material Fees	Not Applicable	Not Applicable
Receives WTCS Credit	Yes	Yes	Adv. Standing / Transcript Cred. ⁴	Adv. Standing / Transcript Cred. ⁵
FTE Generating	Yes	Yes	No	No
Types of Courses Allowed	Assoc. Degree Tech Diploma	Assoc. Degree Tech Diploma	Assoc. Degree Tech Diploma	Assoc. Degree Tech Diploma

³ The school board shall pay to the technical college district board, for those courses taken for high school credit, an amount equal to the cost of course fees and books for the pupil at the technical college. However, the school board is not responsible for payment for any courses that are comparable to courses offered in the school district.

⁴ Matrix information applies only to courses for which advanced standing is received for high school courses taken that are part of a Tech Prep or Youth Apprenticeship articulation agreement with a technical college.

⁵ Course Records must use Recognized Credit Code as indicated on page NNN of the Client Reporting System Users' Guide.

CLIENT REPORTING GRANT ACTIVITY RECORD (S4)

Overview

This record is to be submitted for every client who was served by a state or federal grant administered by the System Office. One S4 – Grant Activity Record is to be reported for each grant under which the client receives services, with the exception of Adult Education and Family Literacy (AEFL) grants, which may be reported with multiple S4 records if the client received services in more than one period of participation for the fiscal year.

For AEFL reporting purposes, a ‘period of participation’ is defined as the time between the date the client first enrolled for services under the grant and the date of exit from the grant for that enrollment for services. Clients may be reported with multiple periods of participation if they re-enter the grant more than 90 days after the previous period of participation’s exit date. Since one of the primary indicators of receiving services are Basic Education tests, clients being reported with an S7 – Basic Education Testing Levels Record with a *Test Date* within 90 days of the exit date of an S4 record will not be reportable for the subsequent period of participation and will be required to change the exit date of the S4 record with the previous period of participation to a date beyond the *Test Date* of the S7 record.

Exceptions

There are a number of exceptions to reporting S4 records, including:

- Participants in information disseminating activities or one-time educational sessions / seminars, e.g., attenders of a high school career day or single topic sessions.

Note: It is important to recognize that an individual’s needs may be met in a single session such as one-on-one counseling in a project serving persons with disabilities, in which case the participant is to be included in the reporting system.

- Grant activities which do not provide direct participant services, e.g., curriculum development, professional development and equipment.
- Clients served for less than two (2) hours under grant activities **for each grant**. This threshold is based on the aggregate of all activities - including assessment, orientation, instruction, etc. Districts are not required to document the hours of service for this requirement. The use of professional judgment regarding the service time required by project staff at the time of initial contact is acceptable.
- One-time-only and limited term funding sources. Refer to the Appropriation Number portion of the System Office Grant Number data element to determine if a particular funding source is to be reported. Only those appropriations listed are to be reported. As new funds are received by the System Office, a determination will be made regarding this reporting exception and only those funding sources which must be reported under the Client Reporting System will be added to the System Office Grant Number data element.

- WAT Grant number need not be reported on the Grant Activity (S4) record if it is reported on the Course (S3) record. Note: The WAT Grant number must be reported on the S3 or S4 record, but not on both.

The outcomes of all activities will, however, be reported in narrative form via the Evaluation and Monitoring Report.

The reporting year for Grant Activity Records and related Demographic Records is July 1 - June 30. Records are to be submitted for each reporting year that service occurs. Therefore, if grant activity service occurs for the period April 1, 2013 through October 20, 2013, Grant Activity Records must be submitted for 2012-13 (for the period April 1 through June 30) and 2013-14 (for the period July 1 through October 20).

<u>Position</u>	<u>Data Element and Description</u>
1-2	<u><i>Record Identifier</i></u> The Record Identifier specifies the type of record submitted to the System Office. S4 = Grant Activity Record
3-4	<u><i>District Number</i></u> The District Number must identify your district. Submissions with incorrect District Numbers will be returned. There is no error message associated with District Number because District Number problems are identified in a pre-processing step. See Table of District/CBO Numbers in the Client Code Tables Section.
5-8	<u><i>Fiscal Year</i></u> This is the 4 digit Fiscal Year of the submission and must be the current year being processed. For Fiscal Year 2014-15 the value would be 2015.
9-17	<u><i>District Student ID</i></u> District Student ID Number is now required in this field. This is a nine digit numeric field the district uses to identify the client.
18-28	<u><i>System Office Grant Number</i></u> This is the unique number assigned to a grant award by the System Office. It is sometimes referred to as the Project Number. This number must be a valid number and represent a grant that requires participants (e.g., a curriculum development grant award number would not be accepted since it does not involve participants). Refer to the grant award letter or other documentation from the System Office to determine the number

to report. Where deemed beneficial, this record may be used to report grant numbers for grants administered by entities or governmental units outside the System Office. See the Reporting Guidelines for Appropriation and Fiscal Grant Numbers at the end of this record layout.

This number is composed of:

- | | |
|-----------------------|---|
| District Number | - The number for the District Number data element which relates to your district. |
| District Grant Number | - The number requested by the district as a unique identifier for the grant. This number must be approved by the System Office. |
| Appropriation Number | <p>- The appropriation number is assigned by the System Office based on the state's accounting system. Currently, the valid numbers applicable to Client Reporting are:</p> <ul style="list-style-type: none"> 104 – Emergency Assistance Grants 124 – GPR - Grants to District Boards 138 – GPR-Apprenticeship Forward 146 - Adult Education and Family Literacy Act 149 - Adult Education and Family Literacy Act (Non-WTCS Applicant) 150 - Perkins Career and Technical Education Act <p>Other Grants</p> <ul style="list-style-type: none"> 900 – Trade Adjustment Act Community College and Career Training (TAACCCT) 904 – TAACCCT 4 – ACT for Healthcare 930 – TAACCCT 3 - Interface |
| Fiscal Grant Number | - The Fiscal Grant Number is composed of 2 digits which identify the sub-grant involved and 1 digit which identifies the fiscal year of the grant award. |

We are also accepting “pseudo” grant number records (S4) to allow for capture of grant outcomes in years after the grant has ended. These grant numbers must:

- Start with the district (or CBO) number
- End with the current Fiscal year as the last character of the Fiscal Grant Number
- Contain an invalid (i.e. not real) Appropriation Number

Some districts are already using pseudo grant numbers internally to track non-state grants. Pseudo grant records would be submitted with the rest of the client's records if they are currently receiving WTCS services. Demographic records would have to be created and submitted for the client if the pseudo grant record was the only activity for the client.

18-19 *District Number*

20-22 *District Grant Number*

23-25 *Appropriation Number*

26-28 *Fiscal Grant Number*

The *Appropriation Number* must be 104, 124, 138, 146, 149, 150, 900, or 930 unless a “pseudo” grant number is submitted. Pseudo grant numbers must NOT use any of the above *Appropriation Numbers*.

The *System Office Grant Number* must match a grant number currently in the System Office Grant Fund Allotment that is reportable as defined in the Client Users’ Guide.

The *System Office Grant Number* must be all numeric, and must be a grant requiring participants.

The *Fiscal Grant Number* ends with a digit for the fiscal year of the grant.

Pseudo *System Office Grant Numbers* that do not match a grant number currently in the System Office Grant Fund Allotment may be used if there is no other way to capture significant grant outcomes. Most of the time these will be outcomes (such as getting a GED) that were not collected until the fiscal year after the specific grant had ended.

Pseudo grant numbers must always have a non-System Office Appropriation Number and be for the current fiscal year. Use pseudo *System Office Grant Numbers* only if there is no other way to capture the outcome.

Use of pseudo grant number S4 records will enable us to track important QRP outcomes such as achieving GED or citizenship that would otherwise be lost.

29-32 *Hours of Service for the Period*

This data element is for reporting the total hours of service for each period of participation for AEFL grants. The criteria used for this data element is the same as that used for the *Beginning Hours of Service*, *Intermediate Hours of Service*, and *Advanced Hours of Service* on the S2 – Grant Demographic Record. However, for this data element all hours of service for the period are combined into one total.

The format of this field is 9999 with no decimal point and may be left blank if the *Appropriation Number* is not 146 (AEFL). Do not round hours of service. Enter the last whole hour of attendance. For example, 11.5 hours should be entered as 11 hours.

33-36 *Proxy Hours*

Report attendance hours in adult education activities that occur in a distance education format. Proxy hours are a subset of *Hours of Service for the Period*. The field is numeric and the format of 9999 with no decimal point. This field may also be left blank if there

were no proxy hours. This field should not be rounded. Enter the last whole hour of attendance. For example, 11.5 hours should be entered as 11 hours.

37-46 *Incarceration Release Date*

Report the date the client was released from incarceration. This data element is only required for AEFL (*Appropriation Number 146*) participants who received grant services while incarcerated and were released during the fiscal year being reported.

This data element is optional for incarcerated clients not receiving services through an AEFL grant and may be left blank where it is not applicable or where the release data cannot be obtained from the institution. However, every effort should be made to collect this data for AEFL grant participants since not reporting the *Incarceration Release Date* will exclude the client from the counts for National Reporting System (NRS) Table 10 – Outcomes for Adults in Correctional Education Programs.

Format of this date is mm/dd/yyyy, including the slashes.

47 *Continuing In Grant Activity*

Indicate whether or not the client intends to continue in the grant activity in the following fiscal year. Professional judgment should be used when coding this data element, based on circumstances and knowledge of individual situations at that particular time.

Code as:

1 = Yes

2 = No

This will not be edited against other year's files.

48-59 **Service Provided Through Grant Activity Codes (Codes 34-38 are required for all AEFL grant participants when the client participated in the grant activity. All codes are optional for all other grant participants)**

This data element identifies the service provided to the client through the grant activities. When used, this data element identifies the services provided to the client through the grant activities and must be and must be a valid code.

48-49 *Service Provided Through Grant Activity Code 1*

50-51 *Service Provided Through Grant Activity Code 2*

52-53 *Service Provided Through Grant Activity Code 3*

54-55 *Service Provided Through Grant Activity Code 4*

56-57 *Service Provided Through Grant Activity Code 5*

58-59 Service Provided Through Grant Activity Code 6

The following is a list of valid values for *Service Provided Through Grant Activity Codes*.

Leave unused codes blank. Do not enter the same code more than once.

- 03 = Financial Support/Advising
- 07 = Job Seeking/Placement Assistance
- 08 = Pre-vocational/Pre-Technical Training
- 10 = Career and Educational Planning
- 14 = Counseling/Case Management
- 15 = Disability Focused Supportive Services
- 16 = Academic Support
- 17 = Work Based Learning
- 18 = NTO Service
- 20 = Adult Basic Education
- 21 = Adult Secondary Education
- 22 = ELL
- 23 = Remedial
- 25 = Career Awareness/Exploration
- 26 = Developmental
- 29 = Workplace
- 34 = Integrated English Literacy and Civics Education
- 35 = Adult Basic Education Integrated Education and Training
- 36 = Adult Secondary Education Integrated Education and Training
- 37 = English as a Second Language Integrated Education and Training
- 38 = Integrated English Literacy and Civics Education Integrated Education and Training
- 40 = Adaptive Course Materials
- 41 = Adaptive Equipment/Instructional Aids
- 42 = Alternative Test Taking
- 43 = Interpreter Services
- 44 = Note Taking
- 45 = Transition Services
- 46 = Retention Services
- 50 = Orientation
- 51 = Assessment
- 52 = Tutoring/Academic Support
- 53 = Developing Educational Goals
- 54 = Counseling and Advising
- 55 = Academic Progress and Follow Up

Leave blank if not applicable.

Select up to six items from the following list:

- 03 = **Financial Support/Advising** – For support, the client is provided with grant resources to cover transportation, dependent care, books,

supplies and tuition assistance. For advising, information was provided on financial aid which identifying educational costs and eligibility issues or workshops were conducted or individual advising was provided for students.

- 07 = **Job Seeking / Placement Assistance** - District staff provided job seeking skill assistance such as resume preparation, letter writing, interviewing or other information and assistance to help the client become employed.
- 08 = **Pre-Vocational/Pre Technical Training** - Specific occupational instruction necessary to enter or succeed in a vocational program. These courses do not count towards program completion. Pre-technical activities are to give students not currently enrolled in technical education programs, including high school students (grades 11 and 12 only) an introduction to technical occupations or career areas. Pre-technical courses are to provide current technical college students interested in or beginning technical education programs with the basic competencies or foundational skills necessary to successfully complete program requirements.
- 10 = **Career and Educational Planning** - The client was provided services related to assisting the client in making suitable career and academic plans. Services may include assessment of skill level, interests and aptitude, and special needs; advising in the selection of career and program areas; and assisting students with enrolling in occupational programs and courses.
- 14 = **Counseling / Case Management** - The client was provided services that include career guidance and counseling, academic counseling and case management listed in the VEA Guidelines including Assessment (02), Counseling (04), Career Guidance and Advising (10), Financial Aids Advising (11), Case Management (31) and Admissions Assistance (32) assessment of skill level, abilities and special needs, one-on-one or group counseling on either personal or academic issues, identifying the needs of an individual for particular service and providing assistance in obtaining those services, including advocating for the client, and services to assist students with the enrollment process for vocational programs and courses. The client was provided with one-on-one or group counseling services or case management to assist the client in obtaining services identified as important to the client's educational and career success. These services may be related to helping a client develop personal capabilities that allow the client to do well in the educational or work environment or to prevent or solve specific personal or educational problems that would be barriers to the client's success.
- 15 = **Supportive Services** - The client was an individual with a disability and was provided services that include non-counseling activities, assistive technology and direct payment listed in the VEA Guidelines. This includes Financial Support/Advising (03), Adaptive Course Material (40), Adaptive Equipment / Instructional Aids (41), Alternative Test Taking

- (42), Interpreter Services (43), Note Taking (44) and Transition Services (45).
- 16 = **Academic Support** - The client was provided services that include study and success skills courses, retention services, and academic intervention and support listed in the VEA Guidelines. This includes educational assistance for specific course needs provided by tutors and peer tutors, teacher aides, volunteers, instructional staff or by alternative methods such as videotapes or computerized assistance, non-instructional assistance to improve study habits and/or learning strategies, and Basic Education developmental or remedial coursework to prepare a student for or supplement postsecondary program instruction.
- 17 = **Work Based Learning** - The client was provided services in a program of work experiences that provided instruction related to employability skills, authentic applications to reinforce academic learning, instruction in a variety of elements in an industry, and/or skill and competency development relating to the requirements of a specific occupation.
- 18 = **NTO Service** - The client was provided services that prepared them to successfully complete their NTO program, and assisted them in finding employment.
- 20 = **Adult Basic Education (Aid Codes 73 and 74)** - The client was provided with Basic Education instruction (excluding Adult High School and ELL classes).
- 21 = **Adult Secondary Education (Generally Aid Code 76)** - The client was enrolled in Basic Education course(s) at the adult high school level (grade levels 9.0 - 12.9). The course content must be equivalent to and approved by a local high school and lead to graduation from that high school. This also includes courses which lead to the completion of the General Education Development (GED) certificate or the High School Equivalency Diploma (HSED).
- 22 = **ELL (Aid Code 75)** - Basic Education courses which assist clients whose native language is not English to learn to read, write and speak English. Courses offered under Instructional Area 861.
- 23 = **Remedial (Aid Code 78)** - Basic Education course(s) provided to supplement instruction for clients enrolled in an occupational program. Each course consists of portions of an approved developmental course selected to address a specific student's deficiencies.
- 25 = **Career Awareness / Exploration (Aid Codes 42 and 7X)** - Client received services designed to enhance career awareness and planning, career decision making, and/or knowledge of labor market needs and opportunities. Courses offered under Instructional Area 862.
- 26 = **Developmental (Aid Code 77)** - Courses designed for students who are deficient in foundation competencies required for entry into a postsecondary program. These courses provide working knowledge of topics in secondary level academic subjects which are necessary for success in a postsecondary course or program. These courses also serve individuals who wish to strengthen their foundation competencies before applying for admission to a postsecondary program.

- 29 = **Workplace** - Client received basic workplace instruction at local businesses or industries.
- 34 = **Integrated English Literacy and Civics Education** - Student is enrolled in Integrated English Literacy and Civics Education which includes education services that enable adult English learners to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States as well as activities on the rights and responsibilities of citizenship and civic participation.
- 35 = **Adult Basic Education Integrated Education and Training** - Student is enrolled in ABE levels 1-4 integrated education and training. Integrated education and training means a service approach that provides adult education and literacy activities concurrently and contextually with workplace preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational career advancement.
- 36 = **Adult Secondary Education Integrated Education and Training** - Student is enrolled in ABE levels 5 and 6 integrated education and training. Integrated education and training means a service approach that provides adult education and literacy activities concurrently and contextually with workplace preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational career advancement.
- 37 = **English as a Second Language Integrated Education and Training** - Student is enrolled in English as a Second Language integrated education and training. Integrated education and training means a service approach that provides adult education and literacy activities concurrently and contextually with workplace preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational career advancement.
- 38 = **Integrated English Literacy and Civics Education Integrated Education and Training** - Student is enrolled in Integrated English Literacy and Civics Education integrated education and training. Integrated education and training means a service approach that provides adult education and literacy activities concurrently and contextually with workplace preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational career advancement.
- 40 = **Adaptive Course Material** - The client was provided large print, Braille, decoding, substitute and/or alternative media taping or other modification of class materials or provision of similar materials in alternative media. Services include provision of material in languages other than English.
- 41 = **Adaptive Equipment / Instructional Aids** - The client was provided adaptive equipment and/or instructional aids.
- 42 = **Alternative Test Taking** - Test taking procedures were modified through time extension, reader and/or scribe or similar accommodation.

- 43 = **Interpreter Services** - The client was provided with services to facilitate communication with staff or other clients. These services include the signing of the spoken language and vocalizing signed language. In the case of Limited English Proficiency clients, service includes providing oral or written communication in the client's primary language.
- 44 = **Note Taking** – Note-taking assistance was provided to a client who did not have writing skill, could not organize his/her thoughts, could not concentrate or had a physical limitation which impaired the ability to take notes.
- 45 = **Transition Services** - A coordinated set of activities for a client, designed within an outcome-oriented process, which promotes movement from school to post-school activities, including postsecondary education, vocational training, integrated employment (including supported employment), continuing and adult education, adult services, independent living or community participation.
- 46 = **Retention Services** - Assistance to students enrolled in occupational programs to ensure their successful course completion and graduation.
- 50 = **Orientation** – orientation regarding the institution's academic standards and requirements, and student rights. This is one of six required services for students using the state approved Ability to Benefit process.
- 51 = **Assessment** – assessment of existing capabilities through means other than a single standardized test. This is one of six required services for students using the state approved Ability to Benefit process.
- 52 = **Tutoring/Academic Support** - tutoring in basic verbal and quantitative skills, as appropriate. This is one of six required services for students using the state approved Ability to Benefit process.
- 53 = **Developing Educational Goals** - assistance in developing educational goals. This is one of six required services for students using the state approved Ability to Benefit process.
- 54 = **Counseling and Advising**- counseling regarding the appropriate class level based on the student's capabilities. This is one of six required services for students using the state approved Ability to Benefit process.
- 55 = **Academic Progress and Follow Up** - Follow-up by teachers and counselors regarding the student's classroom performance and satisfactory progress toward program completion. This is one of six required services for students using the state approved Ability to Benefit process.

60 *Employment Outcome – (Optional for all grant participants)*

This data element reports the primary change in the client's employment status which resulted from the grant activities. Leave Blank if not applicable. Code as:

- 1 = **No Change in Employment Status** - Client had no change in employment.

- 2 = **Obtained Subsidized Employment** - The client secured employment in which the employer is reimbursed in whole or in part for wages and benefits. Report only if the client was unemployed when entering the grant activity. If the client was employed when entering the grant activity and subsequently obtained subsidized employment, report code 1, 4 or 5 as appropriate.
- 3 = **Obtained Unsubsidized Employment** - The client secured employment in which the employer is totally responsible for wages and benefits. Volunteer work is not to be included.
- 4 = **Obtained Non-traditional Employment** - The client secured employment in an occupation where less than 25% of the employees are of the same sex as the client.
- 5 = **Upgraded Employment** - The client secured a new job which involved new skills and responsibilities. This includes changing jobs to obtain upward mobility.
- 6 = **Entered Apprenticeship** - Client entered an indentured apprenticeship. Please note: This does not include Youth Apprenticeship agreements with secondary schools.
- 7 = **Entered Military** - Client received services which allowed entry into a branch of the United States military service.
- 8 = **Retained Employment** - Client received services allowing retention of current job status.
- 9 = **Client Refused to Provide**

61-66 **Training Outcome Codes**

61-62 Training Outcome Code 1

63-64 Training Outcome Code 2

65-66 Training Outcome Code 3

The following is a list of valid values for *Training Outcome Codes*. At least one valid training outcome must be entered for grants in appropriation 146. A maximum of three choices can be entered. Leave unused codes blank. Leave all codes blank if not applicable or not reported. Do not enter the same code more than once. All codes may be reported for any grant activity.

- 01 = **Enrolled in Occupational Program / Course** - Client enrolled in a WTCS program or course(s) at the associate degree, vocational diploma or occupational adult level.
- 02 = **Enrolled in Non-traditional Occupational Program / Course** - Client enrolled in a WTCS program or course(s) where less than 25% of the employees in related fields are of the same sex as the client.
- 03 = **Enrolled in Remedial Services Course** - Client enrolled in course(s) designed to bring a person up to the standards needed to succeed in postsecondary education.

- 04 = **Completed Occupational Program / Course** - Client completed a program or course(s) at the associate degree, vocational diploma or occupational adult level.
- 05 = **Completed Non-traditional Occupational Program / Course** - Client completed a non-traditional occupational program or course(s) at the associate degree, vocational diploma or occupational adult level.
- 06 = **Completed Remedial Services Course** - Client completed the objectives of the remedial course(s).
- 07 = **Obtained GED** - Client completed the requirements of the General Education Development certificate.
- 08 = **Obtained High School Equivalency Degree (HSED)** - Client received a diploma from the State Superintendent of Public Instruction who has determined that the client has completed a recognized high school course of study or its equivalent.
- 09 = **Obtained High School Diploma** - Client completed high school equivalent courses and received a high school diploma from a participating high school.
- 10 = **Completed ELL** - Client completed the English Language Learners course objectives.
- 11 = **Removed from Public Assistance** - The client was removed from public assistance as a result of the grant activities. The client will no longer receive any public assistance benefits as a result of employment.
- 13 = **Completed Partial GED / HSED** - The client made progress toward the completion of their GED or HSED.
- 14 = **Entered Training Program in Other Educational Institution** - The client enrolled in another educational institution.
- 15 = **Completed Partial Adult High School** - The client made progress toward the completion of a high school diploma.
- 16 = **Completed Basic Education Course** - The client completed a basic education course.
- 17 = **Enrolled in Basic Education Course** - The client enrolled in a basic education course.
- 20 = **Completed Work Related Training** - Client completed one or more courses (including continuing education) or received services that maintained necessary job skills.
- 22 = **Completed Partial ELL** - This outcome may be used when a student enrolled in an ELL course has made progress within an ELL level, but has not progressed from one ELL level to the next.
- 24 = **Enrolled in Collegiate Transfer Program / Course** - The client enrolled in a Collegiate Transfer (Aid Code 20) program or course(s).
- 25 = **Stayed in High School** – The client received services allowing him/her to remain in high school.
- 26 = **Increased contact with children's teachers to discuss children's education.**
- 27 = **Assisted children more frequently with their school work.**
- 28 = **Increased involvement in children's school (i.e., attending school activities and parent meetings).**

- 29 = **Laid a foundation for language skills development in preschool children.**
- 30 = **Achieved Work Based Learner Goal** - Certificate of Work Based Learning Achievement issued and signed by instructor - obtained course competencies.
- 31 = **Completed a Computer Course.**
- 32 = **Completed a Civics Course.**
- 33 = **Enrolled in a Continuing Education Course.**
- 34 = **Obtained U.S. Citizenship** - The client obtained his/her U.S. citizenship as a result of the grant activities.
- 35 = **Registered to Vote** - The client was able to register to vote as a result of the grant activities.
- 37 = **Completed progress towards training milestones.** The participant demonstrated satisfactory or better progress report towards established milestones, such as completion of on-the-job training or completion of one year of an apprenticeship program or similar milestones from an employer or training provider who is providing training.
- 38 = **Passed technical/occupational skills exams or received industry certification.** The participant successfully passed an exam that is required for a particular occupation or attained progress in technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.
- 99= **None Reported**

67-76 Grant Entry Date

Report the first date the client was served in an AEFL grant for the period of participation being reported. A System Office grant number with an *Appropriation Number* of 146 indicates a basic education grant. This data element can be from a prior fiscal year. If the period of participation started in a previous fiscal year, enter the date the student started that period of participation from the prior fiscal year.

Format of this date is mm/dd/yyyy, including the slashes.

77-82 District-CBO Site

Report the district site (e.g., CBO) where the grant activity took place. This is an optional field added at district request and reserved for district use. This field will not be edited by the System Office.

83-92 Grant Exit Date

Report the last date the client was served in an AEFL grant for the period of participation being reported. A System Office grant number with an *Appropriation Number* of 146 indicates a basic education grant. If it is the end of the fiscal year and the client will be continuing in the grant the next fiscal year, report blanks in this field.

Format of this date is mm/dd/yyyy, including the slashes.

93-100 Blank

REPORTING GUIDELINES FOR APPROPRIATION AND FISCAL GRANT NUMBERS

	Appropriation Number and Title	Fiscal Grant Number	Applicable to Client Reporting	Program Fee Code	S4 Record Required Yes or No
104	Emergency Assistance Grants	11X	Yes	Any	Yes
124	GPR – Grants to District Boards				
	Apprentice-Related Instruction	11X	Yes	Any	Yes
	Career Pathways	12X	Yes	Any	Yes
	Core Industry	13X	Yes	Any	Yes
	Developing Markets	14X	Yes	Any	Yes
	Professional Development	15X	No	N/A	N/A
	Student Support	16X	Yes	Any	Yes
	Workforce Advancement Training	17X	Yes	28	(2)
	Statewide Grants - Instruction	18X	No	N/A	N/A
	Statewide Grants – Student Development	19X	No	N/A	N/A
	Statewide Grants-Criminal Offenders	19X	Yes	Any	Yes
	Statewide Grants-Ability to Benefit	19X	No	N/A	N/A
138	GPR-Apprenticeship Forward	31X	Yes	Any	Yes
146	Adult Education and Family Literacy Act				
	Institutionalized Individuals	11X	Yes	12	Yes
	Comprehensive Program	12X	Yes	12	Yes
	Outreach Program	15X	Yes	12	Yes
	E.L /Civics	16X	Yes	12	Yes
149	Adult Education and Family Literacy Act (Non-WTCS Applicant)				
	Non-district Institutionalized Individuals	11X	No	N/A	N/A
	Non-district Comprehensive Services Program	12X	No	N/A	N/A
	Non-district Outreach Services Program	15X	No	N/A	N/A
	Non-district E.L. / Civics	16X	No	N/A	N/A
150	Career and Technical Education Act				
	Reserve Fund - Statewide Programs of Study and Career Prep	21X	Yes	11 or 51	Yes
	Student Success	23X	Yes	11 or 51	Yes
	High School to College Transition	24X	Yes	11 or 51	Yes
	Strengthening CTE Programs	25X	Yes*	11 or 51	Yes*
	Nontraditional Occupations Training and Employment	26X	Yes	11 or 51	Yes
	Reserve Fund - Supporting Student Success	27X	Yes	11 or 51	Yes
199	State Approved Ability to Benefit Students	999	Yes	75	Yes
180	Work-Based Learning Grants to Tribal Colleges	11X	No	N/A	N/A
190	Supporting Veterans Success	11X	Yes	Any	Yes
900	TAACCCT 2 – Making the Future	XXX	Yes	Any	Yes
904	TAACCCT 4 – ACT for Healthcare	XXX	Yes	Any	Yes
930	TAACCCT 3 - INTERFACE	XXX	Yes	Any	Yes

When using this table, please note:

- (1) X = Fiscal Year (e.g., 5 = 2014-15). Grant ending digits may not match the current fiscal year due to multi-year grants or grants being allowed to run courses through June. For example, a WAT Grant for 2014 can be reported in FY2015 if the grant has courses reported that ran in June 2014, putting them in Summer Session of the current year.
- (2) For WAT Grants (124-17X), a Grant Activity (S4) Record is only required if the *System Office Grant Number* is not reported on the S3 – Course Record.
- * = In Strengthening Programs Grants: If direct support services are provided to students, outside of instruction, and if they meet or exceed the two-hour minimum, these services are to be reported in Client Reporting. Program Improvement grants are expected to serve all students in the targeted programs.

CLIENT BASIC DEMOGRAPHIC RECORD (S5)

Overview

This record is one of three demographic records (S1, S2, and S5) to be submitted for every client being reported to the System Office. It is to be submitted at the same time that the first Course Record or Grant Record is submitted for each client. This record is to contain the basic demographic information that stays relatively constant for each client. It will allow for data linkage with other agencies based on name, birth date and sex.

<u>Position</u>	<u>Data Element and Description</u>
1-2	<u><i>Record Identifier</i></u> The Record Identifier specifies the type of record submitted to the System Office. S5 = Client Basic Demographic Record
3-4	<u><i>District Number</i></u> The District Number must identify your district. Submissions with incorrect District Numbers will be returned. There is no error message associated with District Number because District Number problems are identified in a pre-processing step. See Table of District/CBO Numbers in the Client Code Tables Section.
5-8	<u><i>Fiscal Year</i></u> This is the 4 digit Fiscal Year of the submission and must be the current year being processed. For Fiscal Year 2009-2010 the value would be 2010.
9-17	<u><i>District Student ID</i></u> District Student ID Number is now required in this field. This is a nine digit numeric field the district uses to identify the client. Social Security Number is no longer reported on this record and is now reported on the Client Extended Demographic (S5) and the Post 911 Veterans Benefits (S8) records only.
18-43	<u><i>Client Last Name</i></u> Report the client's last name up to 26 characters. This field can NOT be blank. If a client has two last names (e.g., Jane Smith Johnson), report Smith-Johnson. There must be a hyphen in the field between the two names even if the client doesn't use one. This allows the System Office to distinguish between someone with two last names from a client with a single last name that has one or more spaces in the last name (e.g., Van Buren). If the Client uses a suffix (e.g., Jr., Sr., III, etc.) as part of their name, report up to

three characters of that suffix in this field. The suffix must be separated from the name by a comma (e.g., Smith, III). Titles such as Dr. and Mrs. are not to be used.

44-56 *Client Former Last Name*

This is a 13-position field. Leave blank if name has not changed. If the client has a former last name such as a maiden name, code it here. If the Client Last Name is hyphenated, it is not necessary to report either part of the Client Last Name in the Client Former Last Name field. Suffixes such as Jr., Sr, III, etc. should only be entered if they are part of the legal name. Code such suffixes at the end of this field separated by a comma (ex: Smith, III).

57-71 *Client First Name*

This is the client's first name in a 15-position field. This may be blank.

72 *Client Middle Initial*

This is the client's middle initial. This may be blank.

73-82 **Birth Date**

The *Birth Date* is a ten character field. It includes the month, day and year the person was born in the format mm/dd/yyyy with or without the slash marks included. Example: '01/01/1970' or '01011970'. This must be a valid date or blank if unknown, and must be after January 1, 1885 and can't be a date in the future. All age calculations for edit and report purposes will be as of June 1 of the beginning of the fiscal year being reported. For example, for FY 2011-12 reporting, age is calculated as of June 1, 2011.

83 *Sex Code*

The *Sex Code* indicates the person's gender.

- 1 = Male
- 2 = Female
- 9 = Client refused to provide

84-89 **Ethnic Code/Race**

Effective with FY 2010-11, positions 84 through 89 must have a code 1 (Yes) in at least one of the fields and the rest of the fields must have code 2 (No).

Reporting a '1' in field 84 will result in the client being classified as Hispanic regardless of any of whether a '1' is reported in any other field 85-89.

Reporting more than one code in fields 85-89 will result in the client being classified as Multi-Ethnic if there is not a '1' in field 84.

If positions 84 through 89 are all Code 2, the Client will be classified as Unknown for Ethnic Code or Race.

If positions 84 through 89 are all blank, it will result in an edit error.

84 *Ethnic Code*

Report the Hispanic/non-Hispanic ethnic category of the client, based on self-identification. Hispanic refers to:

1. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
2. Hispanic refers to people born in North, Central, and South America, and in the Caribbean whose language is Spanish. This definition excludes people born in Europe whose language is Spanish or Portuguese, and non-Spanish speaking people born in Brazil, Belize, French Guyana, Guyana (former British Guyana), and Surinam (former Dutch Guyana) and other non-Spanish speaking territories.
 - In the United States today the largest groups within the Hispanic community are:
 - a. Mexican Americans
 - b. Puerto Ricans
 - c. Cuban Americans
 - d. Central Americans

The terms Hispanic and Latino are both used to refer to individuals from this group.

Code as:

1 = Hispanic

2 = Non-Hispanic

85 *Race-American Indian or Alaskan Native*

- A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- There are more than 500 federally recognized and non-recognized tribes residing in the continental U.S. This category refers to the following groups:
 - o American Indian
 - o Aleuts
 - o Alaska Eskimos (Inuit)
- Aleuts and Alaska Eskimos are commonly referred to as Alaska Natives. The term "Native American" has been used recently to represent the same group of individuals designated here. However, for the present time, the heading "American Indian or Alaska Native" is being used.

Code as:

1 = American Indian or Alaskan Native

2 = Non- American Indian or Alaskan Native

86

Race-Asian

- A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- The term Asian refers to persons from the following backgrounds:
 - Chinese
 - Vietnamese
 - Pakistani
 - Filipino
 - Cambodian
 - Thai
 - Japanese
 - Hmong
 - East Indian
 - Korean
 - Laotian
 - Bangladeshi
 - Other Asians
 - Indonesian
 - Sri Lankan
 - Other Southeast Asians
 - Nepalese
 - Bhutanese
 - Sikh
 - Burmese
 - Other South Asians

Code as:

1 = Asian

2 = Non-Asian

87

Race-Black

- A person having origins in any of the black racial groups of Africa. This definition includes:
 - Native-born Black Americans
 - Africans
 - Haitians
 - Residents of non-Spanish speaking Caribbean Islands of African descent

The terms Black and African American are both used to refer to individuals from this background.

Code as:

1 = Black

2 = Non-Black

88 Race-White

- A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Code as:

1 = White

2 = Non-White

89 Race-Native Hawaiian or Other Pacific Islander

- A person having origins in any of the original peoples of the Hawaiian Islands or the Pacific Islands.
- Native Hawaiian refers to a person having origins in any of the peoples of the Hawaiian Islands. Pacific Islander refers to a person having origins in any of the peoples of the Pacific Islands. The term includes:
 - Guamanians
 - Samoans
 - Fijians
 - Polynesians
 - Tongans
 - Micronesians
 - Tahitians
 - Marshallese
 - Melanesians
 - Other Pacific Islanders
 - Native Hawaiians

Note: This category does **NOT** include a person of another race who is a “native” of Hawaii solely because they were born there.

Code as:

1 = Native Hawaiian or Other Pacific Islander

2 = Non- Native Hawaiian or Other Pacific Islander

90-91 Blank

92-100 Social Security Number

The Social Security Number is a unique number for each individual reported. The same number is to be reported for all data systems including Client Reporting, Employer Follow-Up, Longitudinal Follow-Up and Graduate Follow-Up. Also, the same number must be reported across fiscal years for each individual.

The Privacy Act of 1974 (P.L. 93-579) in section 7 provides that, with respect to disclosure of an individual’s social security number: “It shall be unlawful for any...state or local government agency to deny to any individual any right, benefit, or privilege...because of such individual’s refusal to disclose his social security account

number.... (Any) state or local government agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is solicited, and what uses will be made of it.”

WHEREVER POSSIBLE, THE SOCIAL SECURITY NUMBER SHOULD BE USED FOR THE CLIENT IDENTIFIER IN ACCORDANCE WITH P.L. 93-579. The alternative, if no social security number is available, is for the district to assign a unique number to the client and thereafter, to require the client to supply that number for all the records that are generated wherever and whenever the client is served by the district.

State statute prohibits districts from using social security numbers as student identification numbers:

Section 38.14 (14) **Student identification numbers.** The district board may assign to each student enrolled in the district a unique identification number. The district board shall not assign to any student an identification number that is identical to or incorporates the student's social security number. This subsection does not prohibit a district board from requiring a student to disclose his or her social security number, nor from using a student's social security number if such use is required by a federal or state agency or private organization in order for the district board or the student to participate in a particular program.

The System Office interprets s. 38.14 (14), Stats., to apply to all individuals served by a WTCS district, including those receiving non-instructional services. WTCS students and individuals receiving non-instructional services from WTCS districts are referred to as clients.

S. 38.14 (14), Stats., does not define the term “identification number.” In the WTCS, an “identification number” is any alpha/numeric designation up to sixteen characters in length used to differentiate a particular client from all other clients served by the district. Examples of where identification numbers rather than social security numbers must be used include e-mail addresses, invoices for fees or charges, class rosters, grade lists, grade reports, ID cards, and attendance cards. Also, identification numbers are reported to the System Office with the addition of a leading three digit element configured as “9dd”, where dd is the district number.

Districts are allowed to require client’s to provide their social security numbers when “required by a federal or state agency or private organization.” For example, students receiving financial aid are required by federal regulations to disclose their social security numbers. In addition, in order to implement the federal Hope Scholarship or Lifetime Learning Credit programs, the IRS requires higher education institutions to report certain information—including the social security number—for part-time, non-program, and continuing education students with paid course fees and related expenses.

District’s shall maintain policies and procedures that ensure that client social security numbers are not used as identification numbers and limit access to social security numbers to situations where “use is required by a federal or state agency or private

organization.” These policies and procedures apply to all district operations (including enterprise entities such as bookstores, day care, and cafeteria operations) and sub-contractors who serve clients with district resources.

Districts shall include language in student handbooks, course catalogs, and other client materials regarding district collection and permissible uses of the social security numbers

The critical nature of the one person, one number requirement was pointed out in the report on the audit of full-time equivalent students performed by the Legislative Audit Bureau. Because students enroll in different courses (and possibly different program areas) from one term and/or year to another and may be served by multiple grants, each district must use and report the same single identification number for each client. Non-compliance with this one person, one number rule will inflate headcounts, undermine accountability, and significantly reduce both a district’s knowledge of its operations as well as the System Office’s ability to account for each district’s accomplishments.

COURSE/STAFF MATCHING RECORD (S6)

Overview

With the elimination of the Staff Accounting System in FY 2016-17, the S6 record was created to perform the cross verification between the *Course Offering Number*, *Course Section Number*, *Location Code*, and *Semester* reported on the S3 – Course Record and district instructional staff course assignment data. This cross verification had been performed during the Staff Accounting submission process.

This record will only be required to be reported to match instructors to courses that were run in the current fiscal year. This record would also only include a match to courses reported on S3 - Course Records with a *Recognized Credit Code* of 8A – Transcribed Credit – Articulated High School Course, 8B – Transcribed Credit – Youth Apprenticeship or Blank (No *Recognized Credit Code*). Other instructor records associated with course offerings that would not have an S3 - Course Record reported (unapproved, discontinued, or cancelled classes) may be reported provided there is a *No Matching FTE Code* reported indicating why there would not be a match to an S3 - Course Record.

Only one S6 – Course /Staff Matching Staff Record will be required for a *Course Offering Number*, *Course Section Number*, *Location Code*, and *Semester* where multiple instructors are assigned, however, all instructors may be reported if the district chooses to do so.

The *Course Offering Number*, *Course Section Number*, *Location Code*, and *Semester* reported on each S6 Record will be matched to the *Course Offering Number*, *Course Section Number*, *Location Code*, and *Semester* reported on every S3 Record and vice versa (S3 matched to S6). There must be at least one match between the S6 and S3 records for every *Course Offering Number*, *Course Section Number*, *Location Code*, and *Semester* reported on either record. Any mismatches will be listed on a mismatch report that will be included in the district's edit error reports. All mismatch errors must be corrected prior to closing Client Reporting.

<u>Position</u>	<u>Data Element and Description</u>
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1-2	<u><i>Record Identifier</i></u>
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The Record Identifier specifies the type of record submitted to the System Office.

S6 = Course/Staff Matching Record

3-4	<u><i>District Number</i></u>
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The District Number must identify your district.

Submissions with incorrect District Numbers will be returned. There is no error message associated with District Number because District Number problems are identified in a

pre-processing step. See Table of District/CBO Numbers in the Client Code Tables Section.

5-8 *Fiscal Year*

This is the 4 digit Fiscal Year of the submission and must be the current year being processed. For Fiscal Year 2016-17 the value would be 2017.

9-17 *District Staff ID*

This is a nine digit numeric field the district uses to identify an instructor assigned to a *Course Offering Number, Section Number, Location Code, Semester, and No Matching FTE Code* (if applicable) submitted in Positions 18-36 on this record. Note: If more than one instructor is assigned to a *Course Offering Number, Section Number, Location Code, Semester, and No Matching FTE Code*, only one of the instructors is required to be reported.

18-25 *Course Offering Number*

The *Course Offering Number* is composed of the *Course Number* and the *Course Section Number*. The *Course Number* is the 8-digit number assigned to a course approved by the System Office. This number is composed of the *Aid Code* (2 digits), *Instructional Area Number* (3 digits), and *Number of Course* (3 digits).

26-30 *Course Section Number*

The *Course Section Number - 5 character* creates a unique *Course Offering Number*. It may contain alphabetic or numeric characters. A different section number must be provided for a student who attends duplicate course offerings with the same enrollment date at the same location.

31-32 *Location Code*

The *Location Code* is a two-digit number used to identify where the course was offered. Refer to the Location Codes by District in the code tables section for a complete list of locations for your district.

33-34 *Semester*

The *Semester* indicates the term in which the course was offered and the instructor was assigned to the course. Report the Semester during which the course was run.

Code as:

01 = Summer Semester

02 = Fall Semester

03 = Spring Semester

35-36 *No Matching FTE Code*

The *Reason for No Matching FTE Code* is an optional field to be used when reporting instructors on an S6 – Course/Staff Matching Record with *Course Offering Number*, *Section Number*, and *Location Code* that will not have a matching *Course Offering Number*, *Section Number*, and *Location Code* on an S3 - Course Record.

Code as:

01 = Course Not Approved

02 = Course Cancelled/Discontinued

03 = FTEs Reported in Previous Year

04 = FTEs Reported in Subsequent Year

Blank = Not Applicable

CLIENT BASIC EDUCATION TESTING LEVELS RECORD (S7)

Overview

Beginning with FY 2009-10, all Adult Education and Family Literacy Act/General Purpose Revenue (AEFL/GPR) funded programs are required to report assessment data on a quarterly basis by the 14th of the following months: October, January, April, and July. Assessment information from TABE, BEST Literacy, BEST-Plus, and TABE CLASS-E must be collected and reported to the WTCS using the S7 record. The WTCS will use the information from AEFL/GPR funded programs to prepare the Wisconsin National Reporting System (NRS) annual reports.

This record may be submitted for any Basic Education client but must be submitted for every test administered to a client served by an AEFL Grant administered by the System Office (including unfunded projects required as match for funded projects) and Basic Education and Family Literacy State Incentive Grants. Only clients in the following grant activities are required to have S7 records submitted:

112-12x	GPR - Basic Skills
112-16x	GPR - Adult Literacy
146-xxx	Adult Education and Family Literacy Act-Comprehensive Institutionalized and ELL/Civics
149-xxx	Adult Education and Family Literacy Act-CBOs-Outreach, Institutionalized and ELL Civics

Do not include 146-13x & 149-13x – AEFL - State Leadership.

Under the old S7 format there was only one S7 record for each student. There is now one S7 record submitted for each test that a student takes. For example: If a student is tested 4 times in Reading and 5 times in Math Composite, there will be nine S7 records submitted for that student.

<u>Position</u>	<u>Data Element and Description</u>
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1-2	<u><i>Record Identifier</i></u>
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The Record Identifier specifies the type of record submitted to the System Office.

S7 = Client Basic Education Testing Levels Record

3-4	<u><i>District Number</i></u>
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The District Number must identify your district.

Submissions with incorrect District Numbers will be returned. There is no error message associated with District Number because District Number problems are identified in a pre-processing step. See Table of District/CBO Numbers in the Client Code Tables Section.

5-8 *Fiscal Year*

This is the 4 digit Fiscal Year of the submission and must be the current year being processed. For Fiscal Year 2009-2010 the value would be 2010.

9-17 *District Student ID*

District Student ID Number is now required in this field. This is a nine digit numeric field the district uses to identify the client. Social Security Number is no longer reported on this record and is now reported on the Client Extended Demographic (S5) record only.

18-19 Blank

20-27 *Test Date*

Test Date format is MMDDYYYY.

This is the date the test was administered. This must always be a valid date and must be before the calendar date of the data submission.

Students should be tested at entry and after every 60 - 75 hours of instruction in a given *Test Topic*. Each Test result should be reported on an S7 record in client reporting for that student. See the WTCS pre and post testing guidelines document included in the Client Reporting User's guide.

The fiscal year for grants including AEFL starts July 1. Classes may start as early as the previous May 1 (in rare circumstances). However, for testing purposes only 1 test record from the previous year for a given test topic can be submitted and the date of that test must be January 1 or later. This is a change from the previous policy to reflect best testing practices.

The *Test Dates* control the sequencing of all S7 records for a given *Test Topic* for each student. The earliest *Test Date* for a *Test Topic* is considered the Pre-test. If a student has multiple test scores (S7 records) with the same *Test Topic*, the latest *Test Date* that is a standardized test (not Instructor-Judgment) is considered the Post-test.

If there is a pre-test, but no standardized post-test for a *Test Topic* for a given student, there is no reportable post-test for the USDoE. In this case the system office will not report any of the S7 records for that *Test Topic* as a post-test.

For example: If a student is tested 4 times in the *Test Topic* Reading and 3 times in the *Test Topic* Math, there will be four S7 records for reading and three S7 records for Math totaling seven S7 records submitted for that student. Chart below shows data element relationships. Note that if the Math test on 08122009 had not been given, the gains in Math for this student would not have been reportable to the USDoE because only an actual standardized test name (not Instructor-Judgment) can be reported.

Table illustrating the example discussed above:

Record ID	Test Date	Test Topic	Test Name	Pre/Post Test (determined by test date)
S7	06232009	03 = Reading	101 = TABE-L-11	Pre-Test
S7	06232009	06 = Math	105 = TABE-M-11	Pre-Test
S7	08122009	03 = Reading	108 = TABE-D-12	
S7	08122009	06 = Math	109 = TABE-A-11	Post-Test
S7	09102009	03 = Reading	107 = TABE-D-11	
S7	10182009	03 = Reading	108 = TABE-D-12	Post-Test
S7	10182009	06 = Math	900 = Instructor-Judgment	

28-29 Blank

30-31 Test Topic

Codes 03 thru 06 are valid only for the TABE and Instructor-Judgment *Test Names* but excluding TABE CLAS-E *Test Names*.

Codes 11 -16 are valid only for BEST Literacy, BEST-Plus, TABE CLAS-E, CASAS Work Life Series and CASAS Reading for Citizenship *Test Names*.

Test Topics for TABE tests

03 = Reading
04 = Language
06 = Math

Test Topics for CASAS GOALS tests

20= Reading GOALS
21= Math GOALS

Test Topics for BEST Literacy, BEST Plus, TABE CLAS-E, CASAS Work Life Series and CASAS Reading for Citizenship

11 = Speaking, Listening (combined score)
12 = Reading, Writing (combined score)
13 = Speaking
14 = Listening
15 = Reading
16 = Writing

32-34 Test Name

This is a 3 character numeric code that equates to a standardized test name.

TABE *Test Name* values are in academic difficulty level order with lowest level first. Academic difficulty level is indicated by letter L, E, M, D, A with A being the highest level.

A warning will be issued if a lower level *Test Name* has a later *Test Date* than a higher level *Test Name*. For example: A TABE-A-11 test should have a later *Test Date* than TABE-M-11 for the same *Test Topic* for the same student. This edit does not apply to BEST-Plus because it has no level differentiation.

The TABE test form is a numeric code within the *Test Name* that indicates tests with different questions. For a given *Test Topic*, TABE test forms should be administered alternately (i.e. if an E-11 is administered, an E-12 should be administered next) to insure the student doesn't have the same questions on each test. If a student advances to a higher academic difficulty level, this also insures that they will have different test questions so the test form can be the same (for example; if an E-11 test is administered, the next test could be an M-11 test).

For a given *Test Topic* for a client, test forms must alternate unless the test level has changed, Instructor Judgment is used, or six months has passed since the last test date for a given *Test Topic*. Test forms are part of the *Test Name* (i.e. in *Test Name* TABE-E-11, the 11 is the form). For example Test Name TABE-E-11 must alternate with Test Name TABE-E-12.

Test levels for TABE are L, E, M, D, A and are also part of the *Test Name* (i.e. in *Test Name* TABE-E-11, the E is the level).

For a given *Test Topic* for a client, test levels for TABE-Clas-E (1, 2, 3, 4) must alternate. For a given *Test Topic* for a client, test levels for BEST-Literacy (B, C, D) must alternate.

Complete list of Test Names below:

TABE CLAS-E

030 = TABE-CLAS-E-A1 (ELL, System Office prior approval required)
 031 = TABE-CLAS-E-B1 (ELL, System Office prior approval required)
 032 = TABE-CLAS-E-A2 (ELL, System Office prior approval required)
 033 = TABE-CLAS-E-B2 (ELL, System Office prior approval required)
 034 = TABE-CLAS-E-A3 (ELL, System Office prior approval required)
 035 = TABE-CLAS-E-B3 (ELL, System Office prior approval required)
 036 = TABE-CLAS-E-A4 (ELL, System Office prior approval required)
 037 = TABE-CLAS-E-B4 (ELL, System Office prior approval required)
 330 = TABE-CLAS-E-C1 (ELL, System Office prior approval required)
 331 = TABE-CLAS-E-D1 (ELL, System Office prior approval required)
 332 = TABE-CLAS-E-C2 (ELL, System Office prior approval required)
 333 = TABE-CLAS-E-D2 (ELL, System Office prior approval required)
 334 = TABE-CLAS-E-C3 (ELL, System Office prior approval required)
 335 = TABE-CLAS-E-D3 (ELL, System Office prior approval required)
 336 = TABE-CLAS-E-C4 (ELL, System Office prior approval required)
 337 = TABE-CLAS-E-D4 (ELL, System Office prior approval required)

BEST and BEST Plus

040 = BEST-Literacy-B
 041 = BEST-Literacy-C

042 = BEST-Literacy-D

043 = BEST-Plus

CASAS Life and Work Series-Reading

050 = CASAS LW Form-81

051 = CASAS LW Form-82

052 = CASAS LW Form-81X

053 = CASAS LW Form-82X

054 = CASAS LW Form-83

055 = CASAS LW Form -84

056 = CASAS LW Form -85

057 = CASAS LW Form -86

058 = CASAS LW Form -185

059 = CASAS LW Form -186

060 = CASAS LW Form -187

061 = CASAS LW Form -188

CASAS Life and Work Series-Listening

062 = CASAS LW Form -981

063 = CASAS LW Form -982

064 = CASAS LW Form -983

065 = CASAS LW Form -984

066 = CASAS LW Form -985

067 = CASAS LW Form -986

CASAS Reading for Citizenship

070 = CASAS RC Form -951

071 = CASAS RC Form -952

072 = CASAS RC Form -951X

073 = CASAS RC Form -952X

TABE 11/12

101 = TABE-L-11

102 = TABE-L-12

103 = TABE-E-11

104 = TABE-E-12

105 = TABE-M-11

106 = TABE-M-12

107 = TABE-D-11

108 = TABE-D-12

109 = TABE-A-11

110 = TABE-A-12

CASAS Reading GOALS

120 = CASAS GOALS Form -901

121 = CASAS GOALS Form -902

122 = CASAS GOALS Form -903

123 = CASAS GOALS Form -904

124 = CASAS GOALS Form -905
 125 = CASAS GOALS Form -906
 126 = CASAS GOALS Form -907
 127 = CASAS GOALS Form -908

CASAS Math GOALS

128 = CASAS GOALS Form -913
 129 = CASAS GOALS Form -914
 130 = CASAS GOALS Form -917
 131 = CASAS GOALS Form -918

900 = Instructor-Judgment

Note that Instructor-Judgment can only be used as a subsequent test, not as a pre-test (the earliest test date). Also, when Instructor-Judgment is used as a test name, the Scale Score for that test must be blank.

35-38 Blank

39 *NRS Level*

This is determined based on the Scale Score. The *NRS Level* score equivalents are provided in Table G.

40-42 *Scale Score*

Numeric 3 character values. Scale Score will depend upon the type of test. This field must be leading zero filled if score is less than 100.

If Test Name is Instructor Judgment (900), the Scale Score must be blank.

43 *Completed ELL Instructional Level*

This indicates if a student completed the highest *NRS Level* (6) as the result of this test.

Y = Yes

N = No

This data element can only be coded as a Yes for one of the S7 records for a given *Test Topic* for a given ELL student and only if the appropriate computed grade level is at the highest value for ELL (6).

44-88 Blank

89-100 *District Client Data*

The optional District Client Data (12 bytes) data element has been added to the end of the S7 Client Basic Education Testing Levels Record at district request. This field is not used or edited by the System Office, but will be recorded on the Client Reporting error record output and be available for downloading in the errors file. Districts will use this field to record testing location and/or instructor information to facilitate error resolution. It will not be captured in the Client Reporting master file.

There is no guarantee that this field will always be available. If the System Office needs the space for other data, this field may be eliminated. However, this is not likely in the foreseeable future.

CLIENT POST 911 VETERANS BENEFITS RECORD (S8)

Overview

Section 38.24(7) and (8) Wis. Stats., were enacted in 2005 creating the WI GI Bill tuition remission benefit for veterans and their spouses and children. The WI GI Bill program remits (waives) program and material fees for eligible veterans and their eligible spouses and children. These statutes require students eligible for certain specified federal veteran education benefit programs to also utilize those benefits in conjunction with the WI GI Bill program. Remissions under the WI GI Bill program are limited to course fees not funded through those federal programs.

A new federal veteran benefit program was created by the Post 911 GI Bill. This program became effective in 2009. Subsequently, s. 38.24(7) and (8) Wis. Stats., were amended to

- include the Post 911 GI Bill program in the specified federal benefits that students must utilize (if eligible) prior to remission under the WI GI Bill,
- require students eligible for benefits under the both the federal Post 911 GI Bill program and other federal veteran educational benefits programs to apply for federal Post 911 GI Bill benefits before any course fees can be remitted under the WI GI Bill, and
- require districts to compensate students for a decrease in veteran non-tuition (program and material fee) benefits resulting from the conversion to the federal Post 911 GI Bill program.

As a result of these modifications to the WI GI Bill program, it is necessary for the System Office to collect the amounts of federal Post 911 GI Bill benefits (program and material fees only) received by districts and the compensation payments made by districts to students who's federal benefits decreased as a result of converting to the Post 911 GI Bill program. The Post 911 Veterans Benefits Record has been created to report this information. This record is only required for students receiving benefits under the federal Post 911 GI Bill program.

Wisconsin Act 10 modified s. 38.24(7) Wis. Stats. to separate the WI GI Bill credit cap from the Post 911 GI Bill credit cap, meaning that veterans are now eligible for up to 256 credits (128 for each program). Additionally, Act 10 restricts the WI GI Bill tuition remission eligibility to courses leading to an associate degree, collegiate transfer, or technical diploma.

A separate S8 record must be submitted for each student for each semester which Post 911 GI Bill funding was received and/or a supplemental payment was made. A maximum of three records can be submitted per student/fiscal year. To ensure that an S8 record is reported for all eligible students, an edit will be added to require an S8 record for each semester that a Course Record with a Program Fee Code of 5A-5E is submitted.

This information will be used to create a report the System Office is required to submit to the Higher Education Aids Board (HEAB) on June 15th of each year. Total credits and semester information will be combined with UW System information on October 15th and March 15th and made available to the districts prior to the following semester to assist them in determining the eligibility of enrolling veterans. The merge and/or submission dates are:

October 15th – District Current Year Summer and Fall Semester Data due at the System Office.

End of October – Total WI GI Bill Cumulative Credits plus Current year Summer Session and Fall Semester will be merged with UW System Credits

March 15th – District Current Year-to-Date (Summer, Fall, Spring) Semester Data due to the System Office.

End of March – Total Cumulative WI GI Bill Credits plus Current Year-To-Date (Summer, Fall, Spring) will be merged with UW System Credits.

June 10th - Current Year-To-Date (Summer, Fall, Spring) is due to the System Office.

June 15th - Current Year-To-Date (Summer, Fall, Spring) is submitted to HEAB. HEAB will use the information in this submission to distribute the funds appropriated to partially compensate districts for the supplemental payments and fee waivers. The credit data will also be merged with UW System credits.

Report one S8 record for every semester for which Post 911 GI Bill funding was received and/or a supplemental payment was made. There will be a maximum of three S8 records per student per fiscal year.

<u>Position</u>	<u>Data Element and Description</u>
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1-2	<u>Record Identifier</u>
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The Record Identifier specifies the type of record submitted to the System Office.

S8 = Client Post 911 Veteran's Benefits Record

3-4	<u>District Number</u>
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The District Number must identify your district.

Submissions with incorrect District Numbers will be returned. There is no error message associated with District Number because District Number problems are identified in a pre-processing step. See Table of District/CBO Numbers in the Client Code Tables Section.

5-8	<u>Fiscal Year</u>
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This is the 4 digit Fiscal Year of the submission and must be the current year being processed. For Fiscal Year 2009-2010 the value would be 2010.

9-17	<u>District Student ID</u>
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District Student ID Number is now required in this field. This is a nine digit numeric field the district uses to identify the client. Social Security Number is no longer reported on

this record and is now reported on the Client Extended Demographic (S5) and the Post 911 Veterans Benefits (S8) records only.

18-19 Semester

Report the Semester for which Post 911 GI Bill funding was received and/or a supplemental payment was made.

Code as:

01 = Summer Session

02 = Fall Semester

03 = Spring Semester

Blanks will not be allowed for this data element on this record.

20-26 Post 911 Supplemental Payment

Report the amount paid to the student for the semester. Section 38.24(7)(bm) or (8)(bm) Wis. Stats., requires that districts compensate the student for a decrease in veteran non-tuition (program and material fee) benefits resulting from the conversion to the federal Post 911 veteran benefit program.

Format this data element as 9999.99 including the cents and decimal point.

27-33 Post 911 Federal Received

The federal Post 911 veteran benefit program pays all or a portion of tuition for certain courses. Report the amount the district received for this student/semester (program and material fees only).

Format this data element as 9999.99 including the cents and decimal point.

34-42 Social Security Number – (No longer reported on the S8 Record)

This data element is now only reported on the S5 – Client Basic Demographic Record.

Note: To be eligible for benefits under the Wisconsin GI Bill and/or the federal Post 911 GI Bill, veterans must provide their Social Security Number on the S5 Record.

43-100 Blank

CLIENT PROGRAM/CERTIFICATE RECORD (S9)

Overview

This record identifies an educational program or Embedded Technical Diploma (ETD) the client is enrolled in or has graduated from **OR** a WTCS Pathway Certificate the client has been granted **OR** a Technical Skills Attainment (TSA) assessment is being reported in a year subsequent to graduation. There is one S9 record for each program/ETD enrollment or graduation, each pathway certificate granted, or TSA assessment.

The S9 record should also be submitted for clients who are being reported as either a program graduate or with a TSA assessment in a year subsequent to graduation. In these cases, an S9 record may be reported with no S3 Course Record if the *Program Graduate* field is reported as 'Yes' **OR** (where applicable) the *Technical Skill Attainment Assessment* field is reported as 'Passed assessment' or 'Did not pass assessment'. For post graduate TSA reporting, the *Program Graduate* field must be reported as 'No' since the client was reported as a graduate in a prior year.

The *Program Number* indicating client program enrollment and the program graduation indicator used to be on the S1 record and there were only 2 possible *Program Number* entries. Since there is one S9 record per program/ETD enrollment/certificate granted, there is no limit to the number of program/ETD enrollments/certificates granted per client.

<u>Position</u>	<u>Data Element and Description</u>
1-2	<u><i>Record Identifier</i></u> The Record Identifier specifies the type of record submitted to the System Office. S9 = Client Program/Certificate Record
3-4	<u><i>District Number</i></u> The District Number must identify your district. Submissions with incorrect District Numbers will be returned. There is no error message associated with District Number because District Number problems are identified in a pre-processing step. See Table of District/CBO Numbers in the Client Code Tables Section.
5-8	<u><i>Fiscal Year</i></u> This is the 4 digit Fiscal Year of the submission and must be the current year being processed. For Fiscal Year 2009-2010 the value would be 2010.

9-17 *District Student ID*

District Student ID Number is now required in this field. This is a nine digit numeric field the district uses to identify the client. Social Security Number is no longer reported on this record and is now reported on the Client Extended Demographic (S5) record only.

18-24 *Program Number*

This field will contain either the *Program Number* of the program the student is enrolled in OR an Embedded Technical Diploma (ETD) enrollment OR the *WTCS Pathway Certificate Number* for a certificate that has been granted to the student. Note that *the Program Number/ETD/WTCS Pathway Certificate Number* must be approved for your district.

For Program Numbers (including ETD and pathway certificates) a curriculum must be on file at the System Office. This field cannot be blank.

Pathway Certificate numbers have the format 61-XXX-YY where 61 is the Aid Code, XXX is the Instructional Area and Y is the district designated number.

- Note that *Program Number* 50-499-9 (Apprentice/Journey Worker Upgrade) was created to use for students enrolled in Aid Code 50 courses who have “graduated” from an apprenticeship program in a previous year or are in other special situations where an appropriate apprenticeship Program Number is not available. 50-499-9 is considered a “pseudo” Program Number and will never have a curriculum or graduates.

30 *Program Graduate*

This data element is used to report the graduation status of the *Program Number* or *Embedded Technical Diploma* being reported. Leave this blank if the *Program Number* represents a Pathway Certificate. If reporting a *TSA Attainment Assessment* in a year subsequent to graduation, please report ‘No’ in this field since the student was previously reported as a graduate.

1 = Yes

2 = No

31 *Technical Skill Attainment Assessment*

This data element is used to report the status of assessments related to Technical Skills Attainment programs. Leave this blank if the *Program Number* represents a Pathway Certificate or if the *Program Number* does not have an identified *Technical Skill Attainment Type* identified other than course based assessment. This data element cannot be blank if the *Technical Skill Attainment Type* code on the Program Master file is something other than course based assessment AND a *TSA Approval Date* has also been entered on the Program Master File.

What this means is that when a program within a college receives a *TSA Approval Date* on the program master file, all students from that time on in that program must have a TSA outcome of 1, 2, or 9 reported each year in Client Reporting. For reporting purposes, programs with a *TSA Approval Date* of June 30 of the fiscal year being reported or earlier will require a *Technical Skill Attainment Assessment* code to be reported. Those with an approval date of July 1 or later following the end of the fiscal year being reported must reported with a blank *Technical Skill Attainment Assessment* code. For example, for FY 2011-12 reporting, TSAs with a *TSA Approval Date* of June 30, 2012 or earlier would be required to report a *Technical Skill Attainment Assessment* code. Those with a *TSA Approval Date* of July 1, 2012 or after would be considered TSAs beginning in FY 2012-13. For some programs, and depending on the type of assessment, there may be one or more years of reporting 9 – not assessed. Other programs may start reporting a 1 or 2 the first year.

Code as:

1 = Passed assessment

2 = Did not pass assessment

9 = Not assessed

Please note that when a student graduated in a previous year and is being reported with a *Technical Skill Attainment Assessment* code of '1' (passed assessment) or '2' (did not pass assessment) for an assessment that took place in a year subsequent to graduation, these S9 records must also be reported with a *Program Graduate* code of '2' (No) since they were reported as a graduate in a prior year and reporting them as a graduate again would duplicate graduate counts for these clients.

For students completing the entire assessment prior to graduation, the following *Technical Skill Attainment Assessment* reporting standards apply:

- If assessed and passed in the current year, report '1' and then '9' in all subsequent years the student is reported in the same program
- If assessed and did not pass in the current year, report '2' and then the code that applies in following years that the student is still enrolled in the program. If assessed again and does not pass, report '2'; if not assessed, report '9', if assessed and passes, report '1' in the year they passed and '9' in any subsequent years
- If not assessed, report '9' in the current year and all subsequent years the student is in the same program until there is a change in assessment status

Note: Technical Skill Attainment data collection is controlled by data on the Program Master file. *Technical Skill Attainment Type* on the Program master has the following values:

100 = course completion,

200 = internal assessment,

3xx = reported by outside entities (301 = NCLEX – RN, 302 – NCLEX-PN,
303 = WFTS, others will be added)

4xx = Reported by District (401 = AWS, others may be added)

When *Technical Skill Attainment Type* on the program master is something other than 100 AND the *TSA Approval Date* on the program master is greater than 01/01/1900, *Technical Skill Attainment Assessment* in client must not be blank.

26-100 Blank

AUDIT REQUIREMENT

Overview

This section details the audit requirements for the data elements in the Client Demographic Record, the Client Grant Demographic Record, the Course Record and the Grant Activity Record.

Unless otherwise noted, this documentation can take the form of hard copy (paper) documentation or on-line computer records. Systems and procedures for obtaining documentation other than hard copy must be documented and available for review by System Office staff.

DEMOGRAPHIC RECORDS AUDIT REQUIREMENT

With the exception of the following data elements, specific hard copy documentation is not required and the data may be internally generated, obtained on the registration / intake forms or based on verbal responses from the client. This may include face-to-face interviews and on-line data entry. However, the systems and procedures for obtaining non-documented data must be documented and available for review by System Office staff.

This documentation must be re-collected and/or reaffirmed each fiscal year. However, documentation gathered at the beginning of the fiscal year for course activity (June 1) is acceptable for the beginning of the grant activity fiscal year (July 1). Also, documentation is acceptable for the entire fiscal year, even if there is a gap in service delivery to a client. That is, if a client enrolls in a grant activity on or after July 1, receives services for a period of time, stops attending for some reason and then returns and receives additional services, documentation does not have to be re-established in that fiscal year. Also, only the final termination date and outcome codes should be reported on the grant activity record.

Specific, hard copy documentation is required as follows:

Single Parent - Clients may self-identify with the exception of clients enrolled in grant activities for which single parent status is required.

For clients enrolled in grant activities for which single parent status is required, hard copy documentation certifying their status as a single parent is required. Examples of acceptable documentation include divorce decrees, writs of legal separation, and copies of tax returns indicating unmarried status with a minor dependent. Other documentation that provides proof of single parent status will be accepted including a referral by a certified staff member who is authorized in writing to certify clients as single parents.

Limited English Proficiency - This condition may be reported for clients enrolled in approved English as a Second Language courses (Instructional Area 861).

For clients enrolled in grant activities for which limited English proficiency status is required, there must be a signed and dated identification by a district staff member qualified to assist and identify limited English proficient students and who is authorized in writing by the district board or director to perform the function of identifying persons (1) who were not born in the United States or whose native language

is a language other than English; or (2) who come from environments where a language other than English is dominant; or (3) who are American Indian or Alaskan Native students who come from environments where a language other than English has had a significant impact on their level of English language proficiency, and who by reason thereof, have sufficient difficulty speaking, reading, writing, or understanding the English language to deny such individuals the opportunity to learn successfully in classrooms where the language of instruction is English, to benefit from non-instructional district services including those funded with grants administered by the System Office or to participate fully in our society.

Academically Disadvantaged Code - This condition may be reported for clients enrolled in Adult Basic Education or Adult Secondary Education courses (Aid Code 7X) in Instructional Areas 851-859. Do not report Aid Code 7X courses in Occupational Instructional Areas.

For clients enrolled in grant activities for which academically disadvantaged status is required, there must be hard copy documentation showing that the client functions at or below the 8.9th grade reading or mathematics educational level as scored on a standardized achievement test which equates to a grade level score; or a secondary school transcript indicating a cumulative grade point average of less than 2.0 on a 4.0 scale; or a transcript for prior district post-secondary academic experience indicating a cumulative grade point average of less than 1.50 on a 4.00 scale; or a signed and dated referral from a certified counselor who is authorized in writing by the district board or director to identify academically disadvantaged clients, indicating that the client is failing to attain minimal academic competencies.

Person with Disability - Refer to the S1 – Client Demographic Record section for special requirements regarding the collection of and access to information on persons with disabilities.

Clients enrolled in courses and grant activities for which a disability status is not required may self-identify as a person with disability.

For clients in grant activities for which a disability status is required, there must be hard copy documented referral from the Division of Vocational Rehabilitation or the Veterans Administration (as a disabled veteran); or identification as disabled from Service Delivery Area personnel; or a signed and dated identification by a special needs professional who is qualified to assist and identify persons with disabilities and who is authorized in writing by the district board or director to perform this function.

In the case of a referral from DVR, VA or a high school which does not specify the primary disability, the district must contact the referring agency and determine the primary disability. This may be done over the phone if a written record of the call is maintained - who called, who was called, date and primary disability.

Program Number - Official written confirmation of acceptance by a designated district representative into a program approved by the System Office.

Institution from Which Credits Were Accepted - An official transcript or form from the postsecondary institution from which credits were accepted.

Displaced Homemaker Status - For clients served in a grant activity for which displaced homemaker status is required, documentation certifying their status as a displaced homemaker is required. These documentation requirements may be inter-related and some may be non-documentable. Therefore, professional judgment must be used in this area. Examples of acceptable documentation include a

doctor's statement indicating disability of a spouse, correspondence indicating impending termination of TANF benefits, a tax return indicating a cessation of support by a relative's income and referral by a certified staff member who is authorized in writing by the district board or director to certify clients as displaced homemakers.

Economic Indicator Codes - Hard copy documented receipt of need-based financial assistance from state or federal student financial aid or from assistance programs such as Temporary Assistance to Needy Families, Energy Assistance, Food Stamps, Supplemental Security Income, General Assistance, Indochinese Refugee Aid, or the Division of Vocational Rehabilitation; or identification as economically disadvantaged on a certified JTPA Eligibility Determination Form (Title IIA, IIB, 3% or 8% only) or other comparable signed and dated documentation from Service Delivery Area personnel; or a signed and dated identification by a special needs professional who is qualified to assist and identify (based on federal poverty guidelines) economically disadvantaged students and who is authorized in writing by the district board or director to perform this function.

Beginning Hours of Service - District or student generated hard copy documentation of the number of beginning hours of service the client received including Basic Education classes at the 00.0 - 05.9 level. Orientation and assessment are to be reported under the lowest level at entry reported.

Intermediate Hours of Service - District or student generated hard copy documentation of the number of intermediate hours of service the client received including Basic Education classes at the 06.0 - 08.9 level.

Advanced Hours of Service - District or student generated hard copy documentation of the number of advanced hours of service the client received including Basic Education classes at the 09.0 - 12.9 level.

RECORD RETENTION

Each district is to follow its local policies and procedures regarding record retention.

COURSE RECORD AUDIT REQUIREMENTS

The full-time equivalent student claims of each district, as submitted on the Course Records, will be audited by the System Office on a periodic basis. In general, this will involve field comparison of a sample of district records, including statutory program and material fees retained, with the data submitted on the Course Records. In order to facilitate these audits, the following information for the current and two (2) previous fiscal years must be retained for every individual reported on Course Records.

Documentation Requirements

For each enrollment reported, the following documentation must be made available for FTE audits.

- A. A file for each student (computerized or hard copy), each of which shall include the following documentation:

1. Official confirmation by a designated district representative of acceptance into an approved Collegiate Transfer or postsecondary program for those students for which it is appropriate.
 2. Evidence of the Social Security Number, which must be unique to each individual and the same on each record submitted to the System Office.
 3. The student's registration form or other evidence detailing the aid code, course, section number, location and credits for each course offering to which the student has been assigned.
 4. The dated evidence of payment for the required statutory program and material fees and tuition, or the record of authorized arrangements for deferred payment of fees in accordance with applicable district and/or state regulations.
 5. The dated evidence of the student's application for fee refund, transfer and/or withdrawal from each course offering.
 6. The dated evidence of class attendance for unofficial withdrawals (those initiated by the WTCS district to comply with TCS 10.09, Wisconsin Administrative Code, and federal regulations). Usually, this is done when the student stops attending classes but never officially withdraws.
 7. The dated evidence of exemption from fee payments authorized by the statutes and/or the System Office.
- B. In a location convenient to the student file described in the preceding paragraph, the following evidence shall be assembled and made available upon notification of an audit of Course Records:
1. A list of all course offerings for the year in course offering number order (thirteen digits including the aid code, course number, section number and location). This list shall indicate credit value, number of students enrolled for reporting purposes, course starting and ending dates, and course fees.
 2. A central file of all statutory program and material fees and other fees collected and retained.
 3. A central file of all dated student applications requesting fee refund, transfer or withdrawal.
 4. Documentation of academic withdrawal dates.

For those student records for which there is no hard copy evidence (e.g., telephone and on-line registration) an up-to-date flow chart of systems and procedures, as well as samples of screens and forms, must be kept and be made available at the time of the audit.

GRANT ACTIVITY RECORD AUDIT REQUIREMENTS

Specific hard copy documentation is not required for any data elements on the Grant Activity Record and the data may be internally generated, obtained on the registration / intake forms or based on verbal responses from the client. This may include face-to-face interviews and on-line data entry. However, the systems and procedures for obtaining non-documented data must be documented and available for review by System Office staff.

STUDENT FEES

OVERVIEW

With the exception of program fees set by an outside authority and community service course tuition, all student fees are established under statutory authority. State statutes are silent on community service course tuition. Therefore, district boards have sole authority to establish community service course tuition rates. Authority to set activity fees, incidental fees, professional development seminar / workshop fees and juvenile alcohol and other drug abuse fees statutorily resides with the district boards. Also, the revenues resulting from sales through enterprise type operations such as bookstores and cafeterias are not student fees and are to be referred to as student charges rather than student fees. The \$30.00 uniform Application Fee is another example of a charge for a service (processing a student's application for admission to a program) rather than a statutorily authorized student fee.

The fees authorized by statute are:

- Collegiate Transfer Program Fees
- Postsecondary / Vocational-Adult Program Fees
- Additional Program Fees
- Fees Set by Outside Authorities
- Out-of-State Tuition
- Out-of-State s. 38.14(3) Contract Tuition
- Out-of-State Distance Education
- Material Fees
- Other Student Fees: Activity, Incidental, Parking

Each of these types of fees are defined and discussed in the following chapters of this section, including system-wide fee rates.

Questions regarding student fees should be directed to:

Anna Richter
WI Technical College System
4622 University Avenue
P. O Box 7874
Madison, WI 53707-7874
608-267-2485
anna.richter@wtcsystem.edu

COLLEGIATE TRANSFER AND POSTSECONDARY / VOCATIONAL-ADULT PROGRAM FEES

State statutes specify that course enrollees are to be charged uniform program fees for Collegiate Transfer and Postsecondary / Vocational-Adult courses. The only exceptions to this requirement are statutorily exempted enrollees and enrollees in courses funded on a class-size basis with federal or state funds or offered under an ss. 38.14(3), 38.14(12) or 118.15, Wis. Stats., contract.

Annually, the WTCSB establishes program fee rates for the forthcoming year. These rates become effective with summer session course offerings. Refer to current program fee rates.

Statutory Exemptions

The statutory exemptions are:

- Vocational-Adult enrollees age 62 and over (See program fee code 01)
- Adult High School (See program fee code 02)
- Basic Education (See program fee code 03)
- English Language Learners (See program fee code 04)
- Graduate lacking entry level skills (See program fee code 05)
- Graduate not employed in occupational field (See program fee code 06)
- Previously incarcerated juveniles (See program fee code 07)
- Course Audit Age 60 and Over (See program fee code 08)
- Fire service 2% (See program fee code 09)
- Children and spouses of ambulance drivers, correctional officers, fire fighters, emergency medical services technicians and law enforcement officers killed in the line of duty - A program fee code has not been established for this exemption so code 99 is to be used for these enrollments.
- WI GI Bill (See program fee codes 0A – 0E)
- TAPs Program

Program Fee Exemption for Individuals Age 60 or Older Auditing Courses

Section 38.24 (4m), Wis. Stats., has been created to exempt from program fees individuals age 60 or older who are auditing courses. The exemption only applies to program fees. Students eligible for this exemption would still be required to pay material fees and all other applicable student fees. In addition, community service courses (Aid Code 60) are specifically excluded from the exemption and Apprenticeship courses cannot be audited.

This exemption applies if all of the following conditions are met:

- The person indicates that he or she wants to audit the course rather than take it for credit.
- The person verifies that he or she is, or will be, 60 years of age or older on the date the course starts or on the first day the student is scheduled to attend the course, whichever is later.
- The person provides evidence that he or she is a Wisconsin resident, according to the provisions under Wisconsin Administrative Code section TCS 10.03.
- There is space available in the course.
- The course instructor approves the auditing of the course by the student.
- The course is not a community service course (Aid Code 60) or an Apprenticeship (Aid Code 50) course.

The exemption does not supersede existing district policies with regard to course prerequisites and minimum class size. Districts may continue to use whatever established policies and procedures they have in place for determining the capacity of a class.

Enrollment priority. Districts may adopt a policy that gives enrollment priority to students who want to take a course for credit. Such a policy should identify a specific point in time prior to the course start date when students wanting to audit the course will be allowed to enroll. However, once a student is allowed to enroll in a course as an auditor, another student wanting to take the course for credit may not bump the auditing student from that course.

Waiting lists. Districts are not required to combine, on a single waiting list, students who want to take a course for credit with those who want to audit a course. District policy may establish separate waiting lists for credit seekers and for auditors. However, as noted in the next section, fee-exempt auditors may not be placed on a separate waiting list than that used for fee-paying auditors.

Consistent treatment of all auditors. Districts may not discriminate in their auditing policies and procedures between those who are fee-exempt (60 years of age or older) and those who are not fee-exempt (under age 60).

Demand for additional course sections. A district is not required to establish an additional course section to accommodate multiple exempt auditors who want to enroll in a course. However, if the district chooses to accommodate fee-paying auditors by offering additional sections, then it must also accommodate fee-exempt auditors.

Instructor approval. The statute requires instructor approval before an otherwise eligible student is allowed to audit a course without paying program fees. Districts should consider adopting a policy that sets forth the criteria for instructor approval. Appropriate standards would include the completion of prerequisite courses and any other requirements for enrolling in a particular course (for example, achieving a certain test score for math or reading, or the ability to lift a specific weight).

Ideally, each student who applies for the exemption should receive approval directly from the individual instructor. However, we recognize that such approval may be difficult to obtain - especially if the actual instructor has not yet been assigned to the course. In such cases, the decision could be delegated to someone else, such as the appropriate dean or another instructor in the instructional area.

Districts may also identify specific courses as not being appropriate for auditing and prohibit students from auditing them. Such decisions must apply to both fee-paying and exempt audits, separate lists may not be maintained. Districts choosing this option are to establish a process to designate courses as inappropriate for audit. This process should include instructor or faculty and departmental administration input. However, an appeals process must be provided for persons to seek and possibly obtain the permission of the actual instructor to audit such courses. Again, this appeal process must be available to all potential auditors regardless of their age or fee-paying status.

Questions regarding these exemptions should be referred to Anna Richter at (608) 267-2485 or at anna.richter@wtcsystem.edu.

Program and Material Fee Remissions for Children and Spouses of Ambulance Drivers, Correctional Officers, Fire Fighters, Emergency Medical Services Technicians, and Law Enforcement Officers Killed in the Line of Duty or Who Subsequently Dies as the Result of a Qualifying Disability

Section 38.24(5), Wis. Stats., has been created to remit Collegiate Transfer and Postsecondary program and material fees for the program enrolled children and spouses of ambulance drivers, correctional officers, fire fighters, emergency medical services technicians, and law enforcement officers who were killed in the line of duty in Wisconsin, were killed in the line of duty while acting in their official Wisconsin capacity outside of Wisconsin or who qualified for a duty disability benefit and died as the result of the qualifying disability. Qualifying duty disability benefit is defined in s. 40.65(4), under the Wisconsin Retirement System, the Employees' Retirement System of the city of Milwaukee or the Milwaukee County Employee's Retirement System. Also, s. 891.45 and 455 create a presumption that the death of certain firefighters from specified heart or respiratory impairment or disease or specified types of cancer were the result of their employment. An appropriation has been created to fund these remissions.

For the purpose of these remissions, fire fighter includes individuals whose duties include firefighting or firefighting training and who are employed by the state, employed by a political subdivision of the state, or are members of a volunteer fire department. Law enforcement officer includes individuals who are employed by the state or a political subdivision of the state for the purpose of detecting and preventing crime and enforcing laws or ordinances and who is authorized to make arrests for violations of the laws or ordinances that the person is employed to enforce (s. 165.85(2)(c), Wis. Stats.). This does not include jail officers, unless they also meet the definition of law enforcement officer.

NOTE: The remission authority for the University of Wisconsin System specifically includes conservation wardens who are not included in the technical college language. Conservation wardens who have arrest powers are included under law enforcement officers.

For a person to qualify for remission of program and material fees, the following criteria must be met:

- The individual must be the spouse or natural, adopted, or step child of an ambulance driver, correctional officer, fire fighter, emergency medical services technician, or law enforcement officer. Individuals who had a legal guardian who was an ambulance driver, correctional officer, fire fighter, emergency medical services technician, or law enforcement officer also qualify. Foster children are not eligible.
- Children of members of fire departments whose individual duties do not include firefighting or firefighting training are not eligible for remission. Law enforcement officers who do not meet the above definition are not eligible.
- The ambulance driver, correctional officer, fire fighter, emergency medical services technician, or law enforcement officer must have been killed in the line of duty or died as the result of a qualifying disability.
- To qualify, a child must have been under the age of 21 or unborn at the time the ambulance driver, correctional officer, fire fighter, emergency medical services technician, or law enforcement officer died. This age limit only applies to eligibility – there is no age limit applicable at the time of enrollment.

- There is no eligibility age limit for spouses.
- The individual must be a resident of the state of Wisconsin.
- The individual must be enrolled in a collegiate transfer, associate degree, or technical diploma program.
- If the individual is a continuing student, satisfactory progress must have been made in the most current prior period of enrollment for which program fees were remitted.

Program and material fees may be remitted up to the number of credits required for completion of the program in which the student is enrolled but may not be remitted for more than three consecutive years. If the student changes programs, the maximum remitted credits becomes the number of credits required for completion of the new program and all previously remitted credits count against this maximum. If the student transfers to a program which requires fewer credits for completion than the number of credits already remitted, the student is not required to repay program and material fees on the excess credits. The three consecutive year maximum begins with the first period for which program fees are remitted. Program and material fees may not be remitted for a student beyond the three-year period, even if the total number of credits remitted during the three-year period were less than the number of credits required for completion of the student's program.

District boards have the option of adopting a single on-going motion authorizing district administration or staff to approve these remissions or annually adopting individual motions specific to each student for whom program fees are to be remitted.

An annual appropriation has been established to fund these remissions. To receive reimbursement, a claim is to be submitted to Anna Richter at the System Office. This claim is to identify the student by name and Social Security number, the number of credits remitted by aid category (Collegiate Transfer, Associate Degree, and Technical Diploma), the program into which the student has been accepted, the period covered by the remission, and the first period in which program fees were remitted for the student. The claim must also include the total amount to be reimbursed, detailed by the program fee and material fee amounts for each course.

Districts may claim partial program and material fee remission and reimbursement when a student drops a course or stops attending during the refund period. The claim should identify the refund percentage in addition to the previously identified information.

Under Client Reporting, report these enrollments with a program fee code of 99 - Self Paid. At this time, the System Office does not expect enough activity to warrant assignment of a separate code.

Questions regarding these remissions should be referred to Anna Richter at 608 267-2485 or anna.richter@wtcsystem.edu.

Program and Material Fee Remissions – WI G.I. Bill

Section 38.24(7) and (8), Wis. Stats. has been created to remit program and material fees for eligible veterans and the children and spouses of eligible veterans. No other fees are remitted under this program. Eligible veterans are those persons verified by the Wisconsin Department of Veterans Affairs to meet the criteria established under s. 38.24(7) and (8). An appropriation has been created to partially

fund these remissions, effective with 2007-08. Program Fee Codes have been established for these remissions – see the Fees Not Paid Codes – Statutory section of the Program Fee Codes data element in Section 5.1 of this manual.

Information about Wisconsin GI Bill remission program is available on the Veterans Wisconsin Education Portal using the link below. You can print copies as needed from DVA's web site at:

<http://www.veterans.wisconsin.edu/index.aspx>

This site also contains a list of School Veterans Certifying Officials. Contact the individual listed for your district for additional information regarding these remissions.

Also, a Frequently Asked Questions document is available at:

<http://www.wtcsystem.edu/initiatives/veteran-services>

TAPs – Fee Remissions for Funeral Assistants

Section 38.24 (6) Wis. Stats. establishes a voucher program for students who play "Taps" at military honors funerals for veterans. These vouchers are issued by funeral directors and only apply to funerals held in Wisconsin. They may be issued to any student in grades 6 - 12 or who is enrolled in an institution of higher education. Each voucher is worth \$25 toward course fees (program fees, material fees and out-of-state tuition) and they do not have an expiration date. Only original forms are to be accepted (no photocopies) and there is no provision for replacement of lost forms. This is an unfunded program so districts will not be reimbursed for course fees remitted under this program.

The Client Reporting System has not been modified to identify data regarding these vouchers. Therefore, districts should keep records which will provide for responding to data requests regarding the redemption of these vouchers.

Other Exemptions

Enrollees in courses funded on a class-size basis with certain federal or state funds are exempt from program and material fees if the federal or state funding is equal to or greater than the amount that would have been collected in program fees and material fees. If the funding is less, course enrollees must pay uniform program and material fees.

Enrollees in courses offered under an ss. 38.14(3), 38.14(12) or 118.15, Wis. Stats., contract are exempt from program and material fees if the contract revenue is equal to or greater than the amount that would have been collected in program fees and material fees. If the contract revenue is less, the System Office will treat the related net expenditures as non-aidable.

ADDITIONAL COURSE FEES

Online and Hybrid Courses

Section 38.24 (1m) Wis. Stats. requires the WTCS Board to establish program fees. In April 2003, the WTCS Board established an additional course fee of a \$10.00 per credit fee shall be charged for all online and hybrid courses. This fee is in addition to program and material fees and, where applicable, out-of-state tuition. A minimum online course fee of \$10.00 is applicable to courses offered for less than 1.00

credit. For fractional credit offerings greater than 1.00 credit, compute the fee by multiplying the credit value of the offering times \$10.00 – e.g., 1.5 credit = \$15.00, 2.75 credit = \$27.50, 3.05 credit = \$30.50.

Enrollments exempted from program fees are also exempted from this fee. Refer to exemptions identified in footnotes a, b and c of the [Program and Material Fees for Unique Programs / Students](#) schedule for more information. Also, program fees do not apply to community service courses. However, WTCS district boards have the authority to establish fees for community service courses so those boards can extend these fees to community service courses.

For the purpose of charging this fee, online courses are defined as offerings where the 100% of the instruction is delivered via the Internet and accessed by the student using a Web browser. Off-line supervised tests/exams at specified sites may be conducted in conjunction with these courses. Hybrid courses are defined as courses that combine online and face-to-face instruction where at least 50% but less than 100% of the instruction is delivered via online using the Internet (accessed by the student using a Web browser).

Online courses provided by a third party can only be reported in Client Reporting if the content is a WTCS-approved course. Online courses developed by a third party cannot be reported. The online instructor must meet the minimum academic, occupational, and teaching requirements for technical college education.

For accounting purposes, online and hybrid course fees are to be reported under UFFAS revenue classification 4522 - Online Course Fees. Also, enrollments in courses charged this fee must be reported with Non-Standard Delivery Code 04.

Alcohol / Drug Abuse - Juvenile

Section 38.24(1s), Wis. Stats. authorizes district boards to establish and charge a fee for court-approved juvenile alcohol or other drug abuse education programs applicable to enrollees referred under s. 48.245 (2) (a) 4., 48.345 (13) (b), 48.347 (5) (b), 938.245 (2) (a) 4., 938.32 (1g) (b), 938.34 (6r) (b) or (14s) (b) 3., 938.343 (10) (c) or 938.344 (2g) (a), Wis. Stats. Such fees are to be in addition to the statutorily required program fee.

Annually, districts are requested to notify [Anna Richter](#) of the System Office of any fees established under this statutory provision.

Students are to be reported using program fee code 41 – Juvenile Alcohol and Other Drug Abuse and the revenue is to be reported under UFFAS revenue classification 4586 - Alcohol and Other Drug Abuse (AODA) Fees.

Vocational-Adult Seminar / Workshops

Section 38.14(9), Wis. Stats. authorizes district boards, with the approval of the System President, to establish and charge fees for vocational-adult seminars and workshops. Such fees are to be in addition to the program fee required. Such fees may not exceed the full cost of the seminar / workshop less the fee required.

The process for requesting approval of these fees is outlined in the [Supplemental Vocational-Adult Seminar / Workshop Fees](#) section.

Students are to be reported using program fee code 42 - Vocational Adult Seminar / Workshop Fees and the revenue is to be reported under UFFAS revenue classification 4585 - Supplemental Vocational-Adult Seminar / Workshop Fees.

Professional Development Seminar / Workshop Fees

Section 38.24(1s)(b), Wis. Stats. authorizes district boards to establish and charge a fee for certain short-term Vocational-Adult professional development courses. This provision authorizes districts to charge a professional development seminar / workshop fee in addition to the applicable program and material fee amounts for Vocational-Adult professional development seminars or workshops lasting no longer than 24 hours of instruction offered to individuals employed in a related field. The additional fee does not require System President approval prior to offering the seminar / workshop.

Students are to be reported using program fee code 43 - Professional Development Seminar / Workshop Fees and the revenue is to be reported under UFFAS revenue classification 4588 - Professional Development Seminar / Workshop Fees. This reporting shall satisfy the annual district board reporting requirement established in s. 38.24(1s)(b) Wis. Stats.

Note: For courses where the Professional Development S/W Fee is equal to or exceeds the out-of-state tuition rate for the year, out-of-state students are exempt from out-of-state tuition.

The WTCS district coordinators and System Office staff have agreed to establish a state-wide uniform professional-development seminar/workshop fee for the 0.1 credit Responsible Beverage Server courses. The professional development fee for 2020-21 has been set at \$6.61. The total fee charged for 2020-21 Responsible Beverage Server courses is \$25.00 - composed of the following three statutorily-authorized components:

\$13.89	Program Fee
6.61	Professional Development S/W Fee
<u>4.50</u>	Material Fee
<u>\$25.00</u>	Total Fee

Mandated Training Course Fees

Section 38.24(1s)(c), Wis. Stats. authorizes district boards, with the approval of the System President, to establish and charge fees for mandated training courses. This statute allows districts to submit for approval an additional fee for mandated training courses up to full cost (as defined by the Contract Reporting System) less the program and material fee amounts. The additional fee is restricted to those specialized vocational-adult courses offered for the purpose of upgrading employed individuals beyond entry level skill standards to allow them to maintain licensure or certification in their field of employment where the training requirements are mandated by federal regulation, state statute, administrative rule, or professional organization. Unlike the short term professional development seminar / workshops, the mandated training courses would not be limited to a 24-hour duration.

Districts are required to seek prior annual approval from the System President for the additional fee by submitting a request identifying the course, target audience, and specific mandate that qualifies the course offering for the additional fee. This information is to be emailed Anna Richter (608-267-2485) at anna.richter@wtcsystem.edu. Once approved, districts are allowed to charge the additional mandated training fee throughout the fiscal year of the approval.

While not specifically identified in the statutory language, mandated training targeted to public safety personnel, such as EMT Basic Refresher courses to EMTs, Fire Safety courses to firefighters, and specific courses for police officers have been administratively exempted from this statutory provision, since mandated training courses for these students is clearly in the public interest and should not be subject to an additional fee. This additional fee is also not intended for general requirements for professional development, such as the requirement by some professions that employees take 'X' number of CEUs per year in subject areas related to their field, but will be allowed only for specific competency or course mandates of the particular field.

Students are reported using Program Fee Code 44 - Mandated Training Course Fees and the revenue is reported under UFFAS revenue classification 4589 - Mandated Training Course Fees.

Student Project Fees

Material fees established under s. 38.24(1)(c), Wis. Stats. are intended to cover the cost of consumable, tangible items which are used by students and instructors in the instructional process (class and office) and printing nominal amounts of handouts which supplement rather than supplant textbooks and workbooks. Material fees cover the cost of supplies required by the curriculum (there is an expectation that students in the same course offering will use approximately the same quantity of supplies).

There are situations where individual students or groups of students use non-standard types and/or amounts of supplies over and above the standard supplies required by the curriculum. When these additional supplies result in significant additional cost, the students may be charged a student project fee to recover the additional cost.

- Individual student projects – in some courses, each student selects a unique project, and the cost of the associated supplies depends on the project selected. There is a significant variance in the cost of the supplies from project to project, and the student owns the item produced by the project. An example is a woodworking course where one student elects to construct a simple bookcase out of relatively inexpensive soft wood and another student elects to construct an armoire of more expensive hardwoods.

Each student can be charged a student project fee sufficient to recover the cost of supplies associated with the selected project. The student project fee charged to each student must be based on the supply costs of that student's project, and the student project fee must vary from student to student. Uniform student project fees cannot be charged.

Individual student project fees may only be charged when:

- each student selects a unique project,
 - the supplies required for each project are dependent on the project selected,
 - the associated supply costs varied significantly among the projects, and
 - each student owns the item produced by their project
- Group projects – in some courses, groups of students attending the same section of a course or all students enrolled in each section of a course select a unique project, the cost of the associated supplies depends on the project selected, there is a significant variance in the cost of the supplies from project-to-project and the group owns the item produced by the project. An example is a cooking course where the students in each section select a final menu.

Each student can be charged a student project fee sufficient to recover the cost of supplies associated with the selected project. The student project fee charged to each student must be based on the supply costs of that group's project and the student project fee must vary from group to group. Uniform student project fees applicable to all groups/sections cannot be charged.

Group student project fees may only be charged when:

- each group selects a unique project,
 - the supplies required for each project are dependent on the project selected,
 - the associated supply costs varied significantly among the projects, and
 - each group owns the item produced by their project (in the case of cooking classes, this requirement is met even if the student's in the group consume the food during the class)
-
- Individual Student Training Needs – some students need to use more supplies than the standard quantity required by the curriculum in order to master the course skills. Other students acquire the course skills using the standard quantity but elect to use additional supplies. An example is a police recruit school firearms class in which each student is required by the Department of Justice – Training & Standards Bureau to fire a specified number of pistol rounds. Some students may need to fire more than the specified number to achieve the required proficiency. Other students may achieve the required proficiency with the specified number but chose to fire additional rounds for personal reasons.

Both when students need to and when students elect to use more than the standard quantity of supplies, a student project fee can be charged to recover the cost of the additional supplies if the additional cost is significant. The student project fee charged to each student must be based on the cost of the additional supplies consumed by that student, and the student project fee must vary from student to student. Uniform student project fees cannot be charged.

Student project fees are in addition to the statutorily-required material fees and are to be recorded in revenue classification 4584 Student Project Fees.

FEES SET BY OUTSIDE AUTHORITIES

The Wisconsin Technical College System Board (WTCSB) recognizes that there are situations where fees may be established by an outside authority in lieu of program fees. Currently, the outside authority fees recognized by WTCSB are the fees established by the Wisconsin Group Dynamics Advisory Council for Instructional Area 818 Group Dynamics and Multiple Offender courses and fees established by the Motorcycle Safety Advisory Council (MoSAC) for Instructional Area 816 Basic Rider and Experienced Rider motorcycle training courses.

Exceptional fees have not been authorized for the Instructional Area 812 Traffic Safety course. Therefore, standard program and material fees apply to this course. The FY 2020-21 fees for a 0.40 credit Traffic Safety course are \$55.56 program fee, \$4.50 material fee and \$20.00 uniform processing fee - totaling \$80.06.

Group Dynamics / Multiple Offender/Failure to Yield

The System Office, WisDOT and the Wisconsin Group Dynamics Advisory Council jointly establish the fees for these courses. These outside authority fees are in lieu of program fees but do not include material fees of \$4.50, which must also be charged. The fee established for the Group Dynamics courses applies to all offerings regardless of the credit value of the course offering and is always evenly divisible by \$5.00. The fees for 2020-21 Group Dynamics courses shall be \$200.00 plus a \$4.50 material fee - regardless of the credit value of the course offering.

The Group Dynamics fee automatically becomes the fee for 0.60 credit Multiple Offender courses. Fees for Multiple Offender courses offered for other than 0.60 credits are computed based on the rate established for the 0.60 credit course (rounded to the nearest \$5.00). As with Group Dynamics course offerings, a \$4.50 material fee (Material Fee Category 00) must be charged for all Multiple Offender course offerings. The 2020-21 Multiple Offender fee shall be determined from the following table based on the credit value of the course offering plus a \$4.50 material fee - regardless of the credit value of the course offering.

<u>Credits</u>	<u>2020-21 Course Fee</u>
0.60	\$200.00
0.65	215.00
0.70	235.00
0.75	250.00
0.80	265.00
0.85	285.00
0.90	300.00
0.95	315.00
1.00	335.00
1.05	350.00
1.10	365.00
1.15	385.00
1.20	400.00

The Group Dynamics fee is prorated for the 0.10 credit Failure to Yield course (rounded to the nearest \$5.00). As with Group Dynamics course offerings, a \$4.50 material fee (Material Fee Category 00) must

be charged. For 2020-21, the fee shall be \$35.00. Total student fee calculation is \$35 course fee, \$4.50 material fee and \$20.00 processing fee for a total student fee of \$59.50

For accounting purposes, the course fees are to be reported under UFFAS revenue classification 4540 (refunds under classification 4541) and the Material Fees are to be recorded in the regular Material Fee accounts.

The System Office, WisDOT and the Wisconsin Group Dynamics Advisory Council have also jointly established the following FY 2019-30 uniform processing fees for these courses and Traffic Safety courses. Processing fees are charged to recover the costs resulting from the unique record keeping and judicial court reporting requirements associated with these courses. These processing fees are to be reported under UFFAS revenue classification 4573.

Group Dynamics (IA 818)	\$60.00
Multiple Offender (IA 818)	\$90.50
Failure to Yield (IA 812)	\$20.00
Traffic Safety (IA 812)	\$20.00

Motorcycle Training – Effective for Fiscal Year 2020-21

The System Office and the Wisconsin Department of Transportation (WisDOT) jointly establish the fees for these courses. These outside authority fees are in lieu of program fees but do not include material fees, which must also be charged.

The following table contains the fees that are to be charged for calendar year 2021 motorcycle courses. Please note that the table contains fee information for all courses proposed by WisDOT.

COURSE	CREDITS	COURSE FEE	MATERIAL FEE	TOTAL FEES
Introductory Motorcycle Experience (IME)	0.05	\$31.79	\$4.50	\$36.34
Basic Rider 1	0.4	\$254.35	\$7.00	\$261.75
3-Wheel Basic Rider-College Motorcycle	0.4	\$254.35	\$7.00	\$261.75
3-Wheel Basic Rider-Student Motorcycle	0.4	\$211.26	\$7.00	\$218.66
Experienced Rider	0.15	\$95.38	\$4.50	\$100.03
Basic Rider 2	0.2	\$127.17	\$4.50	\$131.87
Returning Rider Basic	0.2	\$127.17	\$4.50	\$131.87
Advanced Rider	0.2	\$127.17	\$4.50	\$131.87
Ultimate Bike-Bonding Experience	0.2	\$127.17	\$4.50	\$131.87

The course fee is composed of the following components:

Course Fees - College Provided Motorcycles

Number of Credits	Operational Direct	Operational Indirect	Range Capital	Range Maintenance	Motorcycle Fee	Course Fee
1.0 Credit	\$344.56	\$114.86	\$36.44	\$32.30	\$107.71	\$635.87
0.40 Credit	\$137.83	\$45.94	\$14.57	\$12.92	\$43.09	\$254.35
0.20 Credit	\$68.91	\$22.97	\$7.29	\$6.46	\$21.54	\$127.17
0.15 Credit	\$51.68	\$17.23	\$5.47	\$4.85	\$16.15	\$95.38
0.05 Credit	\$17.23	\$5.74	\$1.82	\$1.61	\$5.39	\$31.79

Course Fees - Student Provided Motorcycles

Number of Credits	Operational Direct	Operational Indirect	Range Capital	Range Maintenance	Course Fee
1.0 Credit	\$344.56	\$114.86	\$36.44	\$32.30	\$528.16
0.40 Credit	\$137.83	\$45.94	\$14.57	\$12.92	\$211.26
0.20 Credit	\$68.91	\$22.97	\$7.29	\$6.46	\$105.63
0.15 Credit	\$51.68	\$17.23	\$5.47	\$4.85	\$79.23
0.05 Credit	\$17.23	\$5.74	\$1.82	\$1.61	\$26.40

Materials Fee

Number of Credits	Materials Fee
1.0 Credit	\$17.50
0.40 Credit	\$7.00
0.20 Credit	\$4.50
0.15 Credit	\$4.50
0.05 Credit	\$4.50

For accounting purposes, districts have two options:

- 1) record the entire amount from the Course Fee column in the General Fund or Special Revenue Fund under revenue classification 4540 (refunds under classification 4541), or
- 2) record the operational component (direct and indirect) in the General Fund or Special Revenue Fund and the capital component (range capital, range maintenance, and motorcycles) in the Capital Projects Fund. If this option is used, only the Operational portion of the Course Fee amount from the

table above is to be recorded in revenue classification 4540 in the General Fund or Special Revenue Fund. The capital portion is to be recorded in classification 4799 in the Capital Projects Fund.

Full-Cost Recovery Background and Implementation -

In late 2005, the system office reached an agreement with the Wisconsin Department of Transportation (WisDOT) and the Motorcycle Safety Advisory Council (MoSAC) to establish, net of WisDOT grant funds available to the colleges, a process to establish full-cost recovery tuition rates for basic and experienced motorcycle rider courses.

The System Office conducted a comprehensive base-line study of district actual FY 2004-05 costs. Based on the results of the study, the system office, WisDOT and MoSAC agreed to phase in full-cost recovery rates over a three year period – 2006-07 through 2008-09. It was also agreed to index annual increases based on the percentage increase in the postsecondary/ vocational adult program fee rate.

The full-cost-recovery rate calculations include both actual operational costs and a capital component. Capital costs included are training range maintenance (resurfacing, striping, etc.), new range development and motorcycle replacement. These capital costs were historically covered through WisDOT grants but funding shortages have resulted in WisDOT limiting grants to direct training costs.

For rate setting purposes, range maintenance costs are amortized over a 3-year period, range development costs are amortized over a 10-year period and motorcycle replacement costs are based on a \$3,000 per cycle cost and a 5-year fleet replacement schedule.

OUT-OF-STATE TUITION

State statutes specify that course enrollees who are not residents of Wisconsin are to be charged uniform out-of-state tuition for Collegiate Transfer courses and for Postsecondary / Vocational-Adult courses. This tuition is to be charged in addition to [program fees](#).

Annually, the Wisconsin Technical College System Board (WTCSB) establishes [out-of-state tuition rates](#) for the forthcoming year. These rates become effective with summer session course offerings.

Reciprocal Agreements

The State Board may enter into reciprocal agreements with other states or out-of-state educational institutions which waive out-of-state tuition.

Midwest Student Exchange Program (MSEP)

The State of Wisconsin is a member of the Midwest Student Exchange Program. Districts which elect to participate in this program agree to charge alternate out-of-state tuition rates equal to 50% of the associate degree and collegiate transfer program fee rates established for the fiscal year. All three of the following conditions must be met for the alternate rate to apply:

- Student is a resident of a state which is a member of MSEP. Note that although Minnesota is a member state, the statewide reciprocity agreement already exempts Minnesota residents from all out-of-state tuition so alternate rates under the MSEP program will not apply to Minnesota residents. The same applies to districts which have school to school reciprocity agreements.
- Student is accepted into an associate degree or collegiate transfer program designed by the district as eligible for MSEP.
- Course is at the associate degree (aid code 10) or collegiate transfer (aid code 20) level.

Enrollments charged this alternate rate are to be reported with Program Fee Code 89 in the Client Reporting System. The alternate out-of-state tuition revenue is to be recorded in the same UFFAS accounts as regular out-of-state tuition. For more information see Appendix B.

Qualifying Veterans/Spouses/Child

Out-of-State tuition is waived for eligible individuals under s.38.24(3m), Wis. Stats., and the Veterans Access, Choice and Accountability Act. Out-of-state tuition is waived under the following circumstances:

- A veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the state in which the institution is located (regardless of residence status for tuition purposes) and enrolls in the institution within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of residence status for tuition purposes) and enrolls in the institution within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.

- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the state in which the institution is located (regardless residence status for tuition purposes).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of residence status for tuition purposes) and the transferor is a member of the uniformed service who is serving on active duty.

Out-of-State Tuition Remission

The System President may authorize a district board or its delegate to remit out-of-state tuition to needy and worthy students. Refer to [Administrative Bulletin 04-02](#) for information regarding these remissions and the procedures for requesting authorization from the System President. Requests are to be submitted via email to Michelle Rudman at the System Office.

The System President may authorize a district board or its delegate to remit out-of-state tuition to students enrolled under exchange agreements with foreign educational institutions. Refer to [Administrative Bulletin 04-03](#) for information regarding these remissions and the procedures for requesting authorization from the System President. Requests are to be submitted via email to Michelle Rudman at the System Office.

Needy and worthy and exchange agreement remissions do not apply to courses offered under s. 38.14(3) Wis. Stats. contracts (Program Fee Code 32) or delivered by alternate methods of instruction for which the system president has authorized an [alternate out-of-state distance education fee](#).

Section 38.24(3)(b), Wis. Stats. Contracts

In lieu of out-of-state tuition, the System President may authorize a district board to charge students, who are not residents of Wisconsin and who are enrolled under an s. 38.14(3)(a), Wis. Stats., contract with a federal agency, a fee equal to the district's direct cost per full-time equivalent student for the program(s) in which they are enrolled plus an amount equal to the district's indirect costs per full-time equivalent student. Contact [Anna Richter](#) for the procedure to request authority from the System President to charge this alternate fee.

Out-of-State Distance Education Fees

Section 38.24(3)(f), Wis. Stats. authorizes district boards, with the approval of the System President, to establish and charge non-resident students a fee which is less than out-of-state tuition for distance education courses. This fee is in lieu of Out-of-State Tuition. If the district board has not received authorization from the System President for an Out-of-State Distance Education Fee, non-residents enrolled in distance education courses shall be charged Out-of-State Tuition at the rate established by the WTCS Board.

Distance education means instruction that takes place, by means of tele-communications or other means of communication, including cable, instructional television fixed service, microwave, radio, satellite, computer, telephone or television. It is limited to any instructional setting where the instructor

and student are not participating from the same WTCS district campus, including video / audio tapes and correspondence.

Requests for alternate rates may be for \$0 per credit or any amount up to the per-credit WTCS Board established Out of State Tuition rate applicable to the course. Also, requests for multiple alternate rates may be submitted. Alternate out of state distance education fees are to be charged in addition to the program and material fees applicable to the course and, for online courses, the \$10.00 per credit online course fee.

District boards are to request authorization via email from the System President (attention [Anna Richter](#)). Requests may be submitted annually for a rate or rates applicable to a specific fiscal year. Alternatively, requests may be submitted for a standing rate or rates that will remain in effect until the district board submits a request for a rate modification or revocation of the authorization. Requests shall be for a per credit amount, and will identify which out-of-state distance education courses / enrollments to which the alternate rate will apply. In lieu of specific course numbers, the request may identify the conditions under which it will be charged (e.g., all distance education courses, internet offered courses, business division courses). Reciprocity agreements are to be honored in relation to these fees. Revenue classifications 4520 Collegiate Transfer Distance Education Out-of-State Tuition and 4521 Postsecondary / Vocational Adult / Non-Postsecondary Distance Education Out-of-State Tuition will be used to record these fees. A separate Program Fee Code will not be established for these fees so code 83 is to be used.

Costs associated with distance education course offerings shall be aidable. Distance education FTEs (except for FTEs from Community Services courses which are not aidable) shall be used in all cost allocation/state aid computations except for the equalization index, which shall be treated as follows:

- FTEs resulting from enrollments by district residents in distance education courses shall be included in the equalization index computations.
- FTEs resulting from enrollments by residents of other WTCS districts in distance education courses shall be included in the equalization index computations.
- In all cases, FTEs resulting from enrollments by out-of-state residents in distance education courses shall not be included in the equalization index computations. Residency shall be determined by the legal residence reported to the state office under the District of Residence Code in the Client Reporting System, not by the location in which the course was taken.

Apprentices

Enrollees who are registered as apprentices with the Department of Workforce Development and enrolled in apprentice-related technical instruction courses qualify for resident program and material fee rates based on their place of employment, as per TCS 10.03(2)(b), Wisconsin Administrative Code.

MATERIAL FEES

Fees for instructional materials consumed by students and instructors are required by s. 38.24(1)(c), Wis. Stats. These material fees are to be charged to all students on a uniform basis unless exempted by state statute, administrative code or State Board action. The specific fee to be charged for each individual enrollment shall be based on the material fee category assignment of the instructional area from the latest Instructional Area List (report [INS310](#)) and the corresponding rate, unless the course is approved for all "A" hours (lecture/theory), all "D" hours (Simulated/Actual Occupational Experience), all "E" hours (on-the-job experience), or a combination of all "A", "D" and "E" hours (no "B" or "C" hours) - in which case the material fee category shall be 00. Fees are to be charged proportionate to the credit value of the course (with a minimum charge of \$4.50), except for material fee category 00 which requires a \$4.50 fee regardless of the credit value of the course.

To determine the specific fee to be charged for an enrollment, determine the material fee category for the course approved by the System Office or refer to the latest Instructional Area List for the fiscal year the course is offered (INS310) which can be access in the WTCS Portal.

- If the course is approved for all "A" hours, all "D" hours, all "E" hours, or all "A", "D" and "E" hours, the material fee category is 00 regardless of the material fee category assigned to the instructional area.
- If the material fee category is 00, the material fee shall be \$4.50 regardless of the credit value of the course.
- If the material fee category is 01 20 and the enrollment is for 1, 2, 3, 4 or 5 credits, look at the corresponding cell on the [Material Fee Rates schedule](#) to determine the fee.
- If the material fee category is 01 20 and the enrollment is for any value other than 1, 2, 3, 4 or 5 credits, multiply the Per Credit rate for the corresponding material fee category from the Material Fee Rates schedule times the credit value of the course (rounding to \$0.01) to determine the fee.

[Program and Material Fees for Unique Programs / Students](#) identifies those programs and students who are exempt from program fees and/or material fees. State statutes specify that course enrollees are to be charged uniform material fees for all courses. The only exceptions to this requirement are:

- graduates lacking entry level skills
- graduates not employed in their occupational field
- courses offered under s. 118.15, Wis. Stats.
- enrollees in courses funded on a class-size basis with certain federal or state funds – this exemption only applies if the federal or state funding is equal to or greater than the amount that would have been collected in program fees and material fees. If the funding is less, course enrollees must pay uniform material fees.
- enrollees in courses offered under an ss. 38.14(3) or 38.14(12), Wis. Stats. contract – this exemption only applies if the contract revenue is equal to or greater than the amount that

would have been collected in program fees and material fees. If the contract revenue is less, the System Office will treat the related expenditures as non-aidable.

Annually, [material fee rates](#) are established for the forthcoming year. These rates become effective with summer session offerings.

OTHER STUDENT FEES

Student Activity and Incidental Fees

Section 38.14(9), Wis. Stats. authorizes district boards to establish student activity and incidental fees to fund, in whole or part, the cost of activities or services offered as support services for instruction.

Section 38.145, Wis. Stats. provides that students, in consultation with the college president and subject to the final confirmation of the district board, have the responsibility for the disposition of activity and incidental fees.

District student government organizations have a primary role in establishing the annual budget for the disposition of activity and incidental fees. Such budgets are established in consultation with the district president and must be confirmed by the district board. However, only the district board has the authority to establish these fees. Therefore, all funds which result from these fees are to be deposited in the district accounts and are subject to all rules, regulations and procedures related to district funds. Unexpended student activity and incidental fees at the end of each fiscal year remain subject to s. 38.145 Wis. Stats. in the following year.

Examples of activities for which these fees may be established include:

- Program activities
 - payments to performers, speakers and entertainers
 - rental of facilities, movies and videotapes
 - advertising and promotion of student activities
 - food and refreshments served at events
 - security and maintenance personnel
 - rental, repair and purchase of equipment and supplies
- Student mass media (newspaper, magazine, radio station, yearbook and other media directed toward the student body)
- Uniform, equipment, transportation, lodging, registration, and meals for athletic teams and cheerleaders
- Student organizations
- Student government
- Salaries and honorariums for student activity work
- Student health services
- Facilities (special debt service payments and other facilities related commitments)
- Decorations and awards for officially recognized student functions and activities
- Sales tax payments to the Wisconsin Department of Revenue

Parking Fees and Fines

Section 38.14(13), Wis. Stats. authorizes district boards to establish parking fees and fines.

Parking fees and fines may be established by districts to fund, in whole or in part, parking-related costs such as:

- Construction of parking lots and ramps
- Maintenance of parking lots and ramps
- Enforcement of Parking Regulations
 - Permits
 - Lot/ramp monitoring for unauthorized parking

- Safety and Security in parking areas
 - Electronic/security personnel monitoring
 - Call boxes/emergency buttons

Application Fee

The Wisconsin Technical College System has adopted a standard application form and \$30.00 application fee for all students applying for acceptance into a program at a college. Since the application fee is not a statutorily required fee, an individual college has the authority to waive this fee at their discretion.

Apprentices registered with the Wisconsin Department of Workforce Development – Bureau of Apprenticeship Standards and attending a WTCS college for their (paid) related instruction (PRI) are exempt from the \$30.00 application fee. See Testing Fees for tests required as part of the application process for apprenticeship programs.

Testing Fees

Testing fees may be charged except when the test is used to:

- determine a student's course grade
- evaluate a student's progress in or completion of a course or academic program
- meet an administrative requirement such as Technical Skill Assessment (TSA) or accreditation (institutional or program).

Examples of allowable mandatory testing fees include:

- admissions skills assessment such as ACT, SAT, Accuplacer, Asset or Compass
- apprenticeship program admissions assessment

Testing fees may be charged when the test is taken at the student's option for employment or personal purposes. Examples include:

- certification exams which students elect to take for employment purposes (e.g., Microsoft IT, American Welding Society AWS, Automotive Service Excellence – ASE)
- Advanced placement/test-out/challenge exams for advanced standing
- GED/HSED exams
- job placement assessment exams

PROGRAM AND MATERIAL FEE GUIDELINES FOR COMPULSORY EDUCATION AGE STUDENTS

<u>Type of Student</u>	<u>Statute</u>	<u>Program Fees</u>	<u>Material Fees</u>	<u>FTEs</u>
Standard Enrollment	38.22(1) and (1s)	Yes	Yes	Yes
Contract for Services	38.14(3)	No ⁶ (32)	No ⁵	Yes
Compulsory at Risk	118.15(1)(b)	No ⁷ (33)	No ⁶	Yes
Compulsory in Lieu for HSED or Graduation	118.15(1)(c)1 or 118.15(1)(c)2	No ⁶	Yes ⁶	
Compulsory-Previously Incarcerated	118.15(1)(cm)3	No (07)	Yes	Yes
Start College Now	38.12(14)	Yes	Yes	Yes
Advanced Standing Credit from Tech Prep	118.34	No (00)	No	No
Recognized Credit from Tech Prep	118.34	No (00)	No	No
Youth Apprenticeship Contract	38.14(3)(am)	No ⁸ (32)	No ⁸	Yes
Advanced Standing Credit from Youth Apprenticeship	101.265	No (00)	No	No
Recognized Credit from Youth Apprenticeship	101.265	No (00)	No	No
Course Options	118.52	No ⁹ (35)	Yes	Yes

In the Program Fees column, each No is accompanied by the appropriate Program Fee Code in parentheses.

⁶ Contract Revenue at least equal to statutory Program and Material Fees must be charged.

⁷ 118.15 Contract Revenue must be charged per the hourly rate agreement between WTCSB and DPI.

⁸ Amount equal to or less than WTCS District's direct instructional costs.

¹⁰ Class-size basis means the grant reimburses course costs (such as instructor salary and fringes) vs. slotter funding where the grant pays course fees such as program fees and material fees.

STUDENT FEE REFUNDS

[TCS 10.08](#), Wis. Admin. Code, establishes the requirements for district policies and procedures related to student fee refunds. All references to student fees in this chapter shall mean applicable program fees, material fees, out-of-state tuition, online course fees and any fees established in lieu of these fees. These refund requirements do not apply to incidental fees, activity fees or additional course fees (with the exception of online course fees).

100% Refunds

If the district cancels a course, 100% of student fees shall be refunded.

If a student applies for a refund before the first class meeting which the student is scheduled to attend, 100% of student fees shall be refunded. However, some discretion may be applied when the refund application is made the day the student is first scheduled to attend the class. If taken literally, district staff processing the refund application would be required to compare the time the refund application was made to the time each dropped course started. Districts may adopt policies and procedures which treat all refund requests received on a particular day as having been received at a specified time - for example 12:01 a.m. or 11:59 p.m. This latitude is not meant to prohibit or discourage districts from adopting policies and procedures which implement the strictest interpretation of this requirement.

A student who drops a course before or at the time 10% of the course's potential hours of instruction have been completed and adds another course on the same day shall receive a 100% credit for all applicable student fees for the dropped course. This credit shall be applied to the fees applicable to the added course. If the credit exceeds the fees applicable to the added course, the excess amount shall be refunded to the student. If the credit is less than the fees applicable to the added course, the shortfall shall be charged to the student. Districts may also adopt extenuating circumstance policies and procedures which allow for 100% credits when a course is added on a day subsequent to the day a course is dropped.

80% Refunds

80% of all applicable student fees are to be refunded if application for refund is made before or at the time 10% of the course's potential hours of instruction have been completed.

60% Refunds

60% of all applicable student fees are to be refunded if the application for refund is made after 10% but before more than 20% of the course's potential hours of instruction have been completed.

0% Refunds

No refund is to be made if the application for refund is made after 20% of the course's potential hours of instruction have been completed.

Extenuating Circumstances

Districts may adopt policies and procedures that allow for refunds in excess of the above standards (limited to 100%) for drops that result from extenuating circumstances resulting in unforeseen student hardship. Such refunds are at each district's discretion.

Active Duty / Service Refunds

Section [38.12 \(13\)](#) Wis. Stats. specifies:

If a student who is a member of a national guard or a member of a reserve unit of the U.S. armed forces withdraws from school after September 11, 2001, because he or she is called into state active duty or into active service with the U.S. armed forces for at least 30 days, the district board shall reenroll the student beginning in the semester in which he or she is discharged, demobilized, or deactivated from active duty or the next succeeding semester, whichever the student prefers, shall give the student the same priority in registering for courses that the student would have had if he or she had registered for courses at the beginning of the registration period, and, at the student's request, do one of the following for all courses from which the student had to withdraw:

- (a) Reimburse the student all tuition and fees paid for all the courses.
- (b) Grant the student an incomplete in all the courses and permit the student to complete the courses, within 6 months after leaving state service or active service, without paying additional tuition or fees.

100% of student fees shall be refunded if a student meets the criteria established under s. 38.12 (13) and elects the refund option.

Refund Processing Charges

Districts may establish a charge to defray costs of processing refunds. Such charges may be deducted from the refund otherwise due but should not exceed the refund amount.

Appeals

Each district shall adopt a procedure for students to appeal refund decisions.

SUPPLEMENTAL VOCATIONAL-ADULT SEMINAR / WORKSHOP FEES**Introduction**

Section 38.14(9), Wis. Stats. states:

"Activity, incidental and vocational-adult seminar and workshop fees. The district board may establish student activity and incidental fees to fund, in whole or in part, the cost of services and activities offered as support services for regular instruction. **With the approval of the state director, the district board may establish fees for vocational-adult seminars and workshops, not to exceed the full cost of the seminar or workshop less the fee charged under s. 38.24(1m).**"

Therefore, districts may request approval of Supplemental Vocational-Adult Seminar / Workshop Fees for Vocational-Adult Seminar / Workshop offerings. Administratively, the System Office has limited approval of these fees to seminar / workshop offerings which contain state of the art / cutting edge curriculum not found in traditional courses or have add-on expenses. Curriculum containing basic, traditionally taught occupational skills content will not be approved - e.g., WordPerfect, Care of the Terminal Patient, and Accounting for Small Business. However, a seminar on unreleased or newly released software which is intended for and advertised only to owners of small business to assist them in the decision of whether to upgrade from an older version of the software or change from another software package and requiring the use of an external consultant who has knowledge not available from district staff would be approved, subject to meeting the cost and fee criteria. The "state of the art / cutting edge" requirement does not apply to occupational offerings which have add-on downlink and/or external, high cost speaker expense. In either case, approvable offerings must be oriented toward employed individuals and may not be advertised to the general public.

All requests for approval of such fees or questions related to such fees are to be submitted on the [Supplemental Vocational-Adult Seminar / Workshop Fee Request form](#) to [Anna Richter](#).

Approval of such requests will be contingent on the offering and the requested fees meeting the following tests:

1. Does the projected seminar / workshop salary and fringe or equivalent delivery cost exceed 125% of district's average salary and fringe benefits for aid code 47 (Vocational-Adult) offerings? The average salaries and fringes will be based on the last available actual data increased by the All Urban Index CPI for the intervening years. This test ensures that the offering is high cost by requiring that the cost per course hour of the offering exceeds the district's average salary / fringe cost per contact hour by more than 25%.
2. Does the requested Supplemental Vocational-Adult Seminar / Workshop Fee equal or exceed the greater of \$10.00 or 25% of Standard Seminar / Workshop Program Fee? This test ensures that the requested additional fee is a material amount.
3. Is the sum of the requested Supplemental Vocational-Adult Seminar / Workshop Fee and the Standard program Fee equal to or less than projected Seminar / Workshop Cost Per Enrollee? This test ensures that the total cost per enrollment is not exceeded by the program fee plus the supplemental fee. The statute authorizing the supplemental fee prohibits charging an amount that exceeds the cost. In most cases, districts will be able to identify the cost of the offering with some accuracy. However, the Projected Enrollment may be very difficult to determine. If a district requests a supplemental fee which equals or is very close to the difference between the cost per

enrollment and the program fee and actual enrollment exceeds the projected enrollment, there is a possibility that the district will make a statutorily prohibited "profit" on the offering. The System Office will annually compare Projected Enrollment data to actual enrollments reported in the Student FTE Information System.

4. Approval is limited to offerings of 24 or fewer hours over a period of no more than three consecutive days, except for offerings which extend beyond three consecutive days due to special circumstances - e.g., a satellite downlink on consecutive Fridays. However, if you feel that you can justify an offering which extends beyond three consecutive days as eligible for a supplemental fee, you may attach a statement of such justification to the fee request form.
5. Approval is limited to seminars and workshops which have add-on expenses - expenses of a nature above and beyond those incurred in traditional course offerings. Examples of add-on expenses include, but are not limited to, downlinking fees for satellite broadcasts and speaker's fees for individuals who command exceptional rates based on special expertise.

Instructional situations requiring high staff-to-student ratios do not constitute an add-on expense. Also, the use of salaried instructors rather than call-staff does not, in and of itself, constitute an add-on expense. The use of salaried staff as an add-on expense must be justified by special expertise required by the seminar / workshop content. Such expertise must be unavailable from call-staff and the offering must be outside of the salaried instructors' normal teaching areas.

6. Approval is limited to offerings approved for type "A," type "B," or a combination of types "A" and "B" hours.
7. Advertising is limited to the target audience, not the general public. Examples are brochures mailed to specific companies or positions within specific types of companies, ads in trade journals, and hand-outs at professional meets.

The cost of advertising may not be included as an expense for the purpose of determining if the offering meets cost criteria, since advertising is not a direct instructional expense.

Generally, a seminar is a learning experience where the participants share their knowledge and experience in a particular area or field with the guidance of a facilitator and a workshop is a learning experience where presenters deliver content in conjunction with attendees' participation.

All requests for these fees are to be submitted to [Anna Richter](#) on the appropriate [Supplemental Vocational-Adult Seminar / Workshop Fee Request form](#) prior to the seminar / workshop offering.

SUPPLEMENTAL VOCATIONAL-ADULT SEMINAR / WORKSHOP FEE REQUEST FORM

District _____ Date _____

Course Name _____

Course Number _____

(include aid code and section number(s) - if approval is requested for all sections, indicate "all")

Course Hours _____ Course Credits _____ Projected Enrollment _____

Fiscal Year _____ Supplemental Fee per Enrollee \$ _____

(Do not include amounts for enterprise activities)

A. Projected Salary / Fringe or Equivalent Delivery Cost \$ _____

(enter detail - speaker fee, staff instructor, downlink, etc.)

B. Projected Cost per Course Hour (A ÷ Course Hours) \$ _____

C. High Cost Threshold \$ _____

(B must exceed C for request to be approved)

D. Projected Total Course Cost (A x Indirect Cost Factor) \$ _____

E. Projected Cost per Enrollee (D ÷ Projected Enrollment) \$ _____

F. Standard Program Fee (Course Credit x Program Fee Rate) \$ _____

G. Total Fee per Enrollee (F ÷ Supplemental Fee per Enrollee) \$ _____

(G must = or be less than E for request to be approved)

H. Minimum Supplemental Fee. (Multiply F by 25%) \$ _____

(enter \$10.00 if 25% of F is less than \$10.00)

If the Seminar / Workshop is scheduled to last more than three consecutive days, attach an explanation of why the offering is a seminar / workshop.

District Contact _____ Phone Number _____

System Office Approval _____ Approval Date _____

INSTRUCTIONS

Demographic Data Section

District	Enter name of district.
Date	Enter date that the form is submitted to the System Office.
Course Name	Enter the System Office approved number the course will be offered under. Include the aid code and specify the section(s) for which the supplemental fee is requested. If the fee is to be used for all sections of the course during the year, enter "all."
Course Hours	Enter the number of hours for which the course will be offered.
Course Credit	Based on the PHI, enter the credit value for which the course will be offered.
Projected Enrollment	Enter your best estimate of the number of people who will enroll in the course. If the request is for multiple sections, enter the average for the sections.
Fiscal Year	Enter the year for which the request is made.
Supplemental Fee per Enrollee	Enter the supplemental fee that you are requesting approval to charge each enrollee <u>in addition to</u> standard program and material fees. This fee is <u>not</u> to include any enterprise activities or other non-instructional costs.

Add-On Expense High Cost Threshold Section

- A. Enter the cost of the add-on expense, including instructor salaries, wages and fringe benefits; the speaker fee and related travel; downlink fee; or other equivalent delivery cost. This is the amount which will be compared to the average salary, wage and fringe benefit cost for all aid code 47 courses which the district offers. Round to the nearest dollar. Also, enter detail of the add-on expense (e.g., external speaker fee, downlink, etc.) and associated cost for each.

Districts may combine multiple sections of the same offering and average the cost information, as long as the combined sections are of a similar nature in cost. General categories of cost which must be submitted on separate forms are downlinking fees, external speaker fees or salaries and wages. Sections involving salaries and wages may be combined on a single form when the hourly pay rates (including fringe benefits) are not substantially different. As a rule of thumb, the System Office considers pay rates that differ by more than 33% to be substantially different. **Requests based on situations where the high cost results from multiple instructors will not be approved.**

All equivalent delivery costs related to a section are to be reported. Therefore, if you incur a downlink fee and a speaker fee for the same section, they are both to be reported on line A.

- B. Compute the projected cost per Course Hour by dividing the amount on line A by the Course Hours in the Demographic Section. Round to the nearest dollar.

Student Fees

- C. Enter the High Cost Threshold for your district. To obtain your district's threshold, contact [Anna Richter](#). This amount must be less than the amount on line B for the request to be approved.

Minimum / Maximum Supplemental Fee Section

- D. Compute the Projected Total Course Cost by multiplying the amount on line A times the Indirect Cost Factor for your district. Generally, you will use the On Campus rate but the Off Campus rate is available if the need arises. Round to the nearest dollar. NOTE: The Indirect Cost Factors are provided as percentages computed to two decimal places. If the factor is 167.25, the computation would be the amount on line A times 1.6725.
- E. Compute the Projected Cost per Enrollee by dividing the amount on line D by the Projected Enrollment from the Demographic Section. Round to the nearest dollar.
- F. Enter the Program Fee.
- G. Compute the Total Fee per Enrollee by adding the Supplemental Fee per Enrollee from the Demographic Section to the amount on line F. This amount must be equal to or less than the amount on line E for the request to be approved.
- H. Compute the Minimum Supplemental Fee. Multiply line F by 25%. Enter the result on the line unless the result is less than \$10.00. If the result is less than \$10.00, enter \$10.00 on the line. The requested supplemental fee per enrollee must be equal to or exceed the amount on this line. This test ensures that only material supplemental fees are submitted for approval.

Consecutive Days Section

Generally, seminars and workshops last three or less consecutive days. This section requires that you attach an explanation of why the offering is a seminar or a workshop if the seminar / workshop is scheduled to last more than three consecutive days.

Contact / Approval Section

District Contact	Enter the name of the district staff member to be contacted if there are questions regarding the supplemental fee request.
Phone Number	Enter the phone number of the district contact.
WTCSB Approval	Leave blank. If the request is approved, System Office staff will complete and return a copy of the form to the District Contact.
Approval Date	Leave blank. If the request is approved, System Office staff will enter the approval date.

PROGRAM FEE / OUT-OF-STATE TUITION RATES - FY 2020-21**Per Credit Charges**

	<u>Collegiate Transfer</u>	<u>Postsecondary & Vocational Adult</u>
Program Fee (Resident)	\$187.85	\$138.90
Out-of-State Tuition	93.93	69.45
Total Out-of-State	\$281.76	\$208.35

FRACTIONAL POSTSECONDARY AND VOCATIONAL ADULT FEES

<u>Credit</u>	<u>Program Fee</u>	<u>Vocational Adult PHI's</u>
0.05	6.95	1-2
0.10	13.89	3-4
0.15	20.84	5-6
0.20	27.78	7-8
0.25	34.73	9-10
0.30	41.67	11-12
0.35	48.62	13-14
0.40	55.56	15-16
0.45	62.51	17-18
0.50	69.45	19-20
0.55	76.40	21-22
0.60	83.34	23-24
0.65	90.29	25-26
0.70	97.23	27-28
0.75	104.18	29-30
0.80	111.12	31-32
0.85	118.07	33-34
0.90	125.01	35-36
0.95	131.96	37-38
1.00	138.90	39-40

Additional information on Program Fees can be found in Administrative Bulletin AB 20-02.

MATERIAL FEE RATES - FY 2020-21

<u>Category</u>	<u>Per Credit</u>	<u>1 Credit</u>	<u>2 Credits</u>	<u>3 Credits</u>	<u>4 Credits</u>	<u>5 Credits</u>
0	4.50	4.50	4.50	4.50	4.50	4.50
1	3.50	4.50	7.00	10.50	14.00	17.50
2	7.00	7.00	14.00	21.00	28.00	35.00
3	10.50	10.50	21.00	31.50	42.00	52.50
4	14.00	14.00	28.00	42.00	56.00	70.00
5	17.50	17.50	35.00	52.50	70.00	87.50
6	21.00	21.00	42.00	63.00	84.00	105.00
7	24.50	24.50	49.00	73.50	98.00	122.50
8	28.00	28.00	56.00	84.00	112.00	140.00
9	31.50	31.50	63.00	94.50	126.00	157.50
10	35.00	35.00	70.00	105.00	140.00	175.00
11	38.50	38.50	77.00	115.50	154.00	192.50
12	42.00	42.00	84.00	126.00	168.00	210.00
13	45.50	45.50	91.00	136.50	182.00	227.50
14	49.00	49.00	98.00	147.00	196.00	245.00
15	52.50	52.50	105.00	157.50	210.00	262.50
16	56.00	56.00	112.00	168.00	224.00	280.00
17	59.50	59.50	119.00	178.50	238.00	297.50
18	63.00	63.00	126.00	189.00	252.00	315.00
19	66.50	66.50	133.00	199.50	266.00	332.50
20	70.00	70.00	140.00	210.00	280.00	350.00

NOTE: The minimum fee that is to be charged for any non-exempt enrollment is \$4.50, regardless of the credit value.

Those courses which are pure theory and/or lecture (A hours) and/or simulated/actual occupational experience (D hours) and/or on-the-job experience (E hours) in nature will be coded material fee category 00. When a course is partially theory/lecture, and/or occupational experience and/or on-the-job and partially lab (B hours) and/or shop (C hours), the appropriate material fee category, as indicated in the latest Instructional Area List for Fiscal Year 20xx (report INS310), applies to the entire course. This listing is available on-line at:

<https://apps.wtcsystem.edu/wtcs-web/>.

Other than material fee category 00, fees are to be calculated by multiplying the respective Per Credit value times the credits for which the student enrolled. For example, a 1.50 credit enrollment with a material fee category of 04 would be charged 1.50 x \$14.00 or \$21.00 (rounded to \$0.01 - minimum of \$4.50).

Additional information on material fees can be found in Administrative Bulletin AB 20-01.

PROGRAM AND MATERIAL FEES FOR UNIQUE PROGRAMS / STUDENTS

<u>Unique Program or Type of Student</u>	<u>Program Fees?</u>	<u>Material Fees?</u>	<u>Out-of-State Tuition</u>
Vocational Adult Age 62 and Over (a)	No	Yes	Yes
Adult High School (a)	No	Yes	Yes
Basic Education (a)	No	Yes	Yes
English as a Second Language (a)	No	Yes	Yes
Previously Incarcerated Juveniles (a)	No	Yes	Yes
Course Audit Age 60 and Over (a)	No	Yes	N/A
Graduate Lacking Entry Level Skills (b)	No	No	Yes
Graduate Not Employed in Occupational Field (b)	No	No	Yes
Class-Size Grant Funded Courses (c)	No	No	Varies
Contract Funded Courses (d)	No	No	N/A
Start College Now (e)	Yes	Yes	Yes

- (a) These categories are statutorily exempt from Program Fees but not from Material Fees or out-of-state tuition. Non-residents are not eligible for the Course Audit exemption.
- (b) These categories are statutorily exempt from Program Fees and Material Fees.
- (c) Any course funded on a class-size basis¹⁰ with eligible federal or state grant program funds may apply for an exemption from Program and Material Fees if the grant funding is equal to or greater than the amount of statutory course fees (Program Fees, Material Fees and Out-of-State Tuition) that would have been collected if the course was not exempt under this provision. Refer to the list of grant programs in Table H for grants approved as eligible for this exemption.

If a grant is approved as eligible for the exemption and funding equals or exceeds what would have been collected in Program and Material Fees but not Out-of-State Tuition, students are exempt from Program and Material Fees but Out-of-State Tuition must be charged to non-resident students. All course fees must be collected from enrollees if grant funding is less than the amount of statutory fees (Program Fees, Material Fees, and Out-of-State Tuition) that would have been collected if the grant funded course was not exempt from course fees under this provision.

Refer to Table H Grant Programs Eligible for Course Fee Exemption in this manual for a list of grant programs eligible for this exemption. This table is available at [http://mywtcs.wtcsystem.edu/data-systems-grp/data-system-manuals/client-reporting-system/documents/client-reporting-code-tables/cli-table-h-\(pdf\)](http://mywtcs.wtcsystem.edu/data-systems-grp/data-system-manuals/client-reporting-system/documents/client-reporting-code-tables/cli-table-h-(pdf)).

- (d) Any course offered under a ss. 38.14(3) or 38.14(12) Wis. Stats. contract is exempt if the contract funding is equal to or greater than the amount of statutory course fees (Program Fees and Material Fees) that would have been collected if the course was not exempt under this provision. Out-of-State Tuition does not apply since contracts are with an entity rather than individual students. Expenditures net of contract revenue will be ineligible for state aid if a contract's revenue

¹⁰ Class-size basis means the grant reimburses course costs (such as instructor salary and fringes) vs. slotter funding where the grant pays course fees such as program fees and material fees.

is less than the amount of statutory course fees that would have been collected if the contract course was not exempt from course fees under this provision.

Any course offered under a s. 118.15 Wis. Stats. contract is exempt, regardless of whether or not the contract funding is equal to or greater than the amount of statutory course fees (Program Fees and Material Fees) that would have been collected if the course was not exempt under this provision.

- (e) Enrollments under Start College Now under s.38.12(14), Wis. Stats., are not exempt from Program Fees or Material Fees, but frequently the associated high school district is statutorily required to pay the fees for the student.

PROGRAM FEE CODES AND EXEMPTIONS

Program fees and material fees established by the WTCS board are to be charged for all course enrollments unless the enroller or course is exempt. Also, out-of-state tuition is to be charged for enrollers who are not Wisconsin residents unless the enroller or course is exempt. The Program Fee Code data element is used to report fee exemptions. At least one and up to three Program Fee Codes are reported on each Course Record. If the student is not charged the applicable program fees, material fees and/or out-of-state tuition the applicable program fee code(s) must be reported.

In the following grid, the exemption status of each Program Fee Code is identified for program fees, material fees and out-of-state tuition. An “E” in a column means that the enrollment is exempt for that fee type, a “V” indicates that the enrollment may be exempt depending on circumstances. A blank indicates that fees were charged.

Code	Program Fee	Material Fee	Out-of State	Code	Program Fee	Material Fee	Out-of State
00	E	E		43			V
01	E			44			
02	E			51			
03	E			53			
04	E			54			
05	E	E		59			
06	E	E		5A			
07	E			5B			
08	E			5C			
09	E	E	E	5D			
0A	E	E		5E			
0B	E	E		62			
0C	E	E		69			
0D	E	E		71			
0E	E	E		72			
11	V	V		73			
12	V	V		74			
13	V	V		75			
14	V	V		79			
19	V	V		81			E
23	V	V		83			
28	V	V		82			E
29	V	V		84			E
31	E		E	85			E
32	E	E	E	86			E
33	E	E	E	87			E
34	E	E	E	88			E
35	E			89			
41				99			
42							

FINANCIAL AID FOR STUDENTS IN COLLABORATIVE PROGRAMS

Special procedures must be followed regarding financial aids when students enroll in collaboratively offer programs. Under collaborative program agreements, the district holding State Board approval to offer a program is the primary district while the districts collaboratively offering the program are the cooperating districts. Students participating in a collaborative program enroll in courses at two districts but only submit a financial aid application to the primary district. Financial aid is applied to fees and other charges at the primary district and a check is issued to the student for other educational related expenses, including fees and other charges at the cooperating district.

If the cooperating district has a tuition payment deadline that occurs before funds are disbursed at the primary district, the cooperating district is to defer fees for financial aid eligible students until aid is disbursed by the primary district.

Additional information regarding collaborative programs is available in [section 3.60](#) of the Educational Services Manual.

(Approved by ASC 8-11-2005)

CLIENT REPORTING ERROR MESSAGES

Record type abbreviation (ex. S1, S2, ALL, etc.), data element field position numbers (ex. 1-2, etc.), and data element names (ex. *Record Identifier*, etc.) indicate which fields in which records are being edited. All these fields will be marked on the error reports produced by the Client editor and posted in the WTCS Portal. All error reports will include the error number and the records and positions on the record(s) with the error.

For errors that occur on one record, the positions in error will be highlighted. For errors involving multiple records, the data elements in question are bolded and underlined.

The record referenced in the edits appear below.

- ALL - All record types
- S1 - Client-Demographic Record (S1) data fields
- S2 - Client Grant Demographic Record (S2) data fields
- S3 - Course Record (S3) data fields
- S4 - Grant Activity Record (S4) data fields
- S5 - Client Extended Demographic Record (S5)
- S6 - Course/Staff Matching Record (S6)
- S7 - Basic Education Testing Levels Record (S7)
- S8 - Post 911 Veterans Benefits Record (S8)
- S9 - Client Program/Certificate Record (S9)

Error Message/Corrective Action

001 INVALID RECORD

This error message is generated when a record is submitted in a format that cannot be recognized by the editor. Review the record and correct invalid codes or remove the record. These records were formerly stored in the NotEdit.xls file.

003 INVALID DISTRICT ID

This error message is generated when a record is submitted with a non-numeric *District Student ID*.

All | 9-17 District Student ID

Review the highlighted fields on the error report and make the appropriate changes to the District Student ID.

004 DISTRICT ID MATCHES SSN

This error message is generated when a client's *District Student ID* matches what appears to be a valid *Social Security Number* on the S5 Record. Currently, this edit considers any *Social Security Number* starting with 8XX, 9XX, or 000 to not be valid. This edit is necessary to prevent *Social Security Number* from being used in reports as the *District Student ID*.

S5 | 9-17 *District Student ID*
S5 | 92-100 *Social Security Number*

Review the highlighted fields on the error report and make the appropriate changes to the *District Student ID* and/or *Social Security Number*.

005 MISSING S1/S2/S5 RECORD

This error message is generated when there is a missing S1, S2, or S5 record for a client based on the *District Student ID*. All three records are required for every client submitted.

S1-S2-S5 | 9-17 *District Student ID*

Review the highlighted fields on the error reports to determine which record is missing and add it to the client's records or remove the client.

006 MISSING S3/S4 RECORD

This error message is generated when there is no S3 or S4 record submitted for a client based on the *District Student ID* and the client is not either being reported as a *Program Graduate* or being reported with a *Technical Skills Attainment Assessment* on the S9 record. If a client is not being reported solely as a graduate or with a *Technical Skills Attainment Assessment*, the client must be either enrolled in at least one course or being served in a grant to be reportable in Client Reporting.

S3-S4-S9 | 9-17 *District Student ID*
S9 | 24 *Program Graduate*
S9 | 25 *Technical Skills Attainment Assessment*

Review the highlighted fields on the error reports to determine which record is missing and add it to the client's records or remove the client.

007 CLIENT LAST NAME MISSING

The *Client Last Name* is a required field (it cannot be blank).

S5 | 18-43 *Client Last Name*

This is a 26 character field.

009 CLIENT FIRST NAME MISSING

The *Client First Name* is a required field (it cannot be blank).

S5 | 57-71 *Client First Name*

This is a 15 position field.

010 INV BIRTH DATE

The *Birth Date* must be a valid date with a four digit year and must be prior to June 1 of the beginning of the fiscal year being reported and after January 1, 1885.

S5 | 73-74 *Month*

S5 | 75 /

S5 | 76-77 *Day*

S5 | 78 /

S5 | 79-82 *Year (Note: This is a 4 digit field)*

Or

S5 | 73-74 *Month*

S5 | 75-76 *Day*

S5 | 77-80 *Year (Note: This is a 4 digit field)*

Change the *Birth Date* to a valid date. Leave blank if unknown.

012 WARN-AGE < 10

Verify that the *Birth Date* is correct in indicating that the client is less than 10 years old.

S5 | 73-74 *Month*

S5 | 75 /

S5 | 76-77 *Day*

S5 | 78 /

S5 | 79-82 *Year (Note: This is a 4 digit field)*

Or

S5 | 73-74 *Month*

S5 | 75-76 *Day*

S5 | 77-80 *Year (Note: This is a 4 digit field)*

013 WARNING: MISSING DATE OF BIRTH MAY DISQUALIFY FOR FEDERAL REPORTING

Enter a valid *Birth Date* with a four digit year. This must be prior to current date and after January 1, 1885. Leave blank if unknown. Without a valid *Birth Date*, we can't satisfy federal data reporting requirements.

S5 | 73-74 *Month*

S5 | 75 /

S5 | 76-77 *Day*

S5 | 78 /

S5 / 79-82 Year (Note: This is a 4 digit field)
Or
S5 / 73-74 Month
S5 / 75-76 Day
S5 / 77-80 Year (Note: This is a 4 digit field)

015 INV SEX CODE

Change the *Sex Code* to a valid value.

S5 / 83 Sex Code

- 1 = Male
- 2 = Female
- 9 = Client refused to provide

016 INV VETERAN CODE

Change the *Veteran Code* to a valid value.

S1 / 20 Veteran Code

- 1 = Yes – Receiving Benefits
- 2 = Yes – Self Reporting, Not Receiving Benefits
- 3 = No/Not Reported

017 INV FIRST GEN STUDENT

Change the *First Generation Student* to a valid value.

S1 / 21 First Generation Student

- 0 = None
- 1 = High School Diploma/HSED/GED
- 2 = Associate Degree/Technical Diploma/Technical Certificate
- 3 = Bachelor's Degree (4 Year)
- 4 = Master's Degree/Doctorate Degree (More than 4 Years)
- 9 = Not Reported

020 INV SINGLE PARENT

Change the *Single Parent* code to a valid value.

S1 / 45 Single Parent

- 1 = Yes
- 2 = No

9 = Client refused to provide

025 INV DISP HOME CODE

Enter a valid value for the *Displaced Homemaker* code.

S1 / 46 Displaced Homemaker

1 = Yes

2 = No

9 = Client refused to provide

030 INV ETHNIC CATEGORY

Enter a valid *Ethnic Code/Race* for all of the following:

S5 / 84-89 Ethnic Category

S5 / 84 Ethnic Code- Hispanic

S5 / 85 Race-American Indian or Alaskan Native

S5 / 86 Race-Asian

S5 / 87 Race-Black

S5 / 88 Race-White

S5 / 89 Race-Native Hawaiian or Other Pacific Islander

1 = Yes

2 = No

Note: Code 'Yes' for all codes that apply and 'No' for all that do not.

Reporting a '1' in field 84 will result in the client being classified as Hispanic regardless of whether a '1' is reported in any other field 85-89.

Reporting more than one code in fields 85-89 will result in the client being classified as Multi-Ethnic if there is not a '1' in field 84.

If positions 84 through 89 are all Code 2, the Client will be classified as Unknown for Ethnic Code or Race.

If positions 84 through 89 are all blank, it will result in an edit error.

035 INV HOME RESIDENCE CODE

Enter a valid *Home Residence Code* composed of a two digit valid *County Code*, and a three digit *Municipality Code*.

S1 / 48-52 Home Residence Code

S1 / 48-49 County Code

S1 / 50-52 Municipality Code

See the Client Reporting Users' Guide for a current list of valid *County/Municipality Codes*. If the *County Code* is 00 or 99, any numeric value will be accepted for municipality. However, the System Office recommends the use of 00000 for unknown and 99999 for out-of-state *Home Residence Code*.

040 INV DIST OF RESIDENCE

This data element is required only for clients in Collegiate Transfer or postsecondary courses. Leave blank if not required.

S1 / 53-54 WTCS District of Residence

Change the *WTCS District of Residence* to a valid *District Number* or 98 or 99. Enter *WTCS District Number* corresponding to client's home address. Enter 98 if the client's *Home Residence Code* is outside Wisconsin, but in the USA. Enter 99 if *Home Residence Code* is a foreign country.

New MSEP alpha state codes have been added to the list of valid codes

<u>Number</u>	<u>Name</u>
01	Chippewa Valley
02	Western
03	Southwest
04	Madison
05	Blackhawk
06	Gateway
08	Waukesha
09	Milwaukee
10	Moraine Park
11	Lakeshore
12	Fox Valley
13	Northeast
14	Mid-State
15	Northcentral
16	Nicolet
17	Indianhead
98	In the USA but not in Wisconsin and not MSEP
99	Foreign Country
KS	Kansas
MI	Michigan
MO	Missouri
NE	Nebraska
ND	North Dakota

045 INV LEP CODE

Enter a valid *Limited English Proficiency* code.

S1 / 55 Limited English Proficiency

1 = Yes

2 = No

050 INV WORK STATUS

Enter a valid *Work Status at Enrollment* code that represents the client's primary work status at time of enrollment.

S1 / 56-57 Work Status at Enrollment

01 = Employed, full-time

02 = Employed, part-time

03 = Underemployed

04 = Unemployed, seeking

05 = Not in labor market

06 = Dislocated worker

99 = Client refused to provide

055 INV HIGHEST GRADE COMP

The *Highest Grade Completed at Enrollment* code must be a valid code from the list below.

S1 / 58-59 Highest Grade Completed at Enrollment

00 = Did not attend school

01 = First grade

02 = Second grade

03 = Third grade

04 = Fourth grade

05 = Fifth grade

06 = Sixth grade

07 = Seventh grade

08 = Eighth grade

09 = Ninth grade

10 = Tenth grade

11 = Eleventh grade

12 = Twelfth grade

96 = Above 12th Grade

98 = No equivalent grade level available

99 = Unknown/Client refused to provide

Enter a valid *Highest Grade Completed at Enrollment* code.

056 INV HIGHEST CREDENTIAL RECEIVED*S1 / 65-66 Highest Credential Received at Enrollment*

The *Highest Credential Received at Enrollment* code must be a valid code from the list below.

- 01 = No Credential
- 02 = GED
- 03 = HSED
- 04 = High School Diploma
- 05 = Some College (postsecondary credit, including Advanced Technical Certificates)
- 06 = Short Term Diploma (state approved diplomas of less than one year)
- 07 = 1 Year Diploma
- 08 = 2 Year Diploma (including Apprenticeship)
- 09 = Associate Degree
- 10 = Associate Degree Plus Additional Credential
- 11 = Baccalaureate
- 12 = More than Baccalaureate
- 99 = Unknown/Client Refused to Provide

Enter a valid *Highest Credential Received at Enrollment* code.

060 INV ACAD DISADVANTAGED

Enter a valid *Academically Disadvantaged* code.

S1 / 60 Academically Disadvantaged

- 1 = Yes
- 2 = No

065 INV ECON DISADVANTAGED

Enter a valid *Economically Disadvantaged* code.

S1 / 61 Economically Disadvantaged

- 1 = Yes
- 2 = No
- 9 = Client refused to provide

070 INV DISABLED CODE

Enter the valid code representing the client's primary disability. Enter 98 if the client has indicated he/she is disabled, but has not specified a primary disability. Enter 99 if the client is not disabled.

S1 / 62-63 Person with Disability

- 01 = Deaf
- 02 = Deaf-Blind
- 03 = Hard of Hearing

04 = Mentally Handicapped
 05 = Multi Handicapped
 06 = Orthopedically Impaired
 07 = Other Health Impaired
 08 = Seriously Emotionally Disturbed
 09 = Specific Learning Disability
 10 = Speech or Language Impaired
 11 = Visually Impaired
 12 = Autism
 13 = Traumatic Brain Injury
 98 = Disabled (primary disability not identified)
 99 = Not Disabled

071 DUP S1/S2/OR S5 RECORD

This error message is generated when multiple S1, S2, or S5 records are reported with an identical *District Student ID*.

S1-S2-S5/ 9-17 District Student ID

Please review the highlighted fields on the error report to determine the type of record that is duplicated and remove the record.

072 DUP S3 RECORD

This error message is generated when an individual S3 record is reported with an identical *District Student ID*, *Course Enrollment Date*, *Course Offering Number*, *Course Section Number*, *Location Code*, and *Recognized Credit Code* as another S3 record.

S3 / 9-17 District Student ID

S3 / 24-31 Course Offering Number

S3 / 35-36 Course Offering Number

S3 / 47-51 Course Section Number

S3 / 35-36 Location Code

S3 / 65-66 Recognized Credit Code

S3 / 77-78 Semester

Please review the highlighted fields on the error reports to determine what data is duplicated or remove the duplicate record.

073 DUP S4 RECORD

This error message is generated when an individual S4 record is reported with an *Appropriation Number* other than 146 (AEFL) and an identical *District Student ID*, and *System Office Grant Number* as another S4 record. S4 records with a *System Office Grant Number* that includes an *Appropriation Number* of 146 will receive this error only if they are reported with the same *District Student ID*, *System Office Grant Number*,

Grant Entry Date and *Grant Exit Date* since multiple S4 records for AEFL clients are allowed provided they are reported with a different *Grant Entry Date* and *Grant Exit Date*.

S4 9-17	<i>District Student ID</i>
S4 18-28	<i>System Office Grant Number</i>
S4 67-76	<i>Grant Entry Date</i>
S4 83-92	<i>Grant Exit Date</i>

Please review the highlighted fields on the error reports to determine what data is duplicated or remove the duplicate record.

074 DUP S7 RECORD

This error message is generated when an individual S7 record is reported with an identical *District Student ID*, *Test Topic*, and *Test Date* as another S7 record.

S7 9-17	<i>District Student ID</i>
S7 20-27	<i>Test Date</i>
S7 30-31	<i>Test Topic</i>

Please review the highlighted fields on the error reports to determine what data is duplicated or remove the duplicate record.

079 DUP S8 RECORD

This error message is generated when an individual S8 record is reported with an identical *District Student ID* and *Semester* as another S8 record.

S8 9-17	<i>District Student ID</i>
S8 18-19	<i>Semester</i>

Please review the highlighted fields on the error reports to determine what data is duplicated or remove the duplicate record.

081 DUP S9 RECORD

This error message is generated when an individual S9 record is reported with an identical *District Student ID* and *Program Number* as another S9 record.

S9 9-17	<i>District Student ID</i>
S9 18-24	<i>Program Number</i>

Please review the highlighted fields on the error reports to determine what data is duplicated or remove the duplicate record.

082 DUP S6 RECORD

This error message is generated when an individual S6 record is reported with an identical *District Staff ID, Course Offering Number, Section Number, Location Code, Semester, and No Matching FTE Code* as another S6 record

S3 | 9-17 *District Staff ID*
 S3 | 18-25 *Course Offering Number*
 S3 | 26-30 *Course Section Number*
 S3 | 31-32 *Location Code*
 S3 | 33-34 *Semester*
 S3 | 35-36 *No Matching FTE Code*

Review the highlighted fields on the error reports to determine what data is duplicated or remove the duplicate record.

096 INV HIGH SCHOOL

Enter a valid eight digit high school code from the list of codes supplied in the Client Reporting System Users' Guide. Note that 99999999 is the code for unknown high school.

S1 | 88-95 *High School Attended*

This is the most recent *High School Attended* by the student. It is required for all students.

097 INV GRAD YEAR

Enter a valid four digit year (Example 2001).

S1 | 96-99 *Year of High School Graduation*

This field must be the four digit school academic year that the student graduated from high school. This is required for all students. If a student has not yet graduated from high school, use the anticipated year of graduation or XXXX. If the graduation date is unknown, report XXXX in this field. If the student is a high school dropout or has never attended high school, enter XXXX. This error message is also generated if the *Year of High School Graduation* is older than 100 years from the current date. *Year of High School Graduation* also cannot be more than 8 years after the current *Fiscal Year* being reported. For example, for FY 2011-12 reporting, the *Year of High School Graduation* cannot be beyond 2020.

098 INV INCARCERATED

Enter a valid code for this data element.

S1 | 100 *Incarcerated*

1 = Yes
2 = No

Refer to the Client Reporting Users' Guide for a complete definition and directions for determining this data element. This data element should be determined from district records rather than asking the client. Since this data element is determined from district records, blank is not a valid value. All clients should be coded as 2 = No unless the district has definite information that the client is Incarcerated.

100 INV LONG-TERM UNEMPLOYED

The *Long-Term Unemployed* field being reported is not a valid code. This field cannot be left blank.

S2 | 45 Long-Term Unemployed

1 = Yes
2 = No
9 = Did not self-identify

Enter a valid code *Long-Term Unemployed* code.

101 INV EXHAUSTING TANF

The *Exhausting TANF* field being reported is not a valid code. This field cannot be left blank.

S2 | 46 Exhausting TANF

1 = Yes
2 = No
9 = Not Applicable

Enter a valid code *Exhausting TANF* code.

102 INV FOSTER CARE YOUTH

The *Foster Care Youth* field being reported is not a valid code. This field cannot be left blank.

S2 | 47 Foster Care Youth

1 = Yes
2 = No
9 = Did not self-identify

Enter a valid code *Foster Care Youth* code.

103 INV HOMELESS/RUNAWAY

The *Homeless Individual, Children, Youth or Runaway Youth* field being reported is not a valid code. This field cannot be left blank.

S2 / 48 Homeless Individual, Children, Youth or Runaway Youth

- 1 = Yes
- 2 = No
- 9 = Did not self-identify

Enter a valid code *Homeless Individual, Children, Youth or Runaway Youth* code.

104 INV EX-OFFENDER

The *Ex-Offender* field being reported is not a valid code. This field cannot be left blank.

S2 / 49 Ex-Offender

- 1 = Yes
- 2 = No
- 9 = Did not self-identify

Enter a valid code *Ex-Offender* code.

105 INV LOW INCOME

The *Low Income* field being reported is not a valid code. This field cannot be left blank.

S2 / 50 Low Income

- 1 = Yes
- 2 = No
- 9 = Did not self-identify

Enter a valid code *Low Income* code.

106 INV MIGRANT/SEASONAL WORKER

The *Migrant and Seasonal Farm Worker* field being reported is not a valid code. This field cannot be left blank.

S2 / 51 Migrant and Seasonal Farm Worker

- 0 = No
- 1 = Seasonal Farmworker
- 2 = Migrant and Seasonal Farmworker
- 3 = Dependent of a Seasonal or Migrant Farmworker
- 9 = Did not self-identify

Enter a valid code *Migrant and Seasonal Farm Worker* code.

115 INV ECON INDICATORS

Enter a maximum of four choices from the valid list of *Economic Indicator Codes*.

S2 / 20-27 *Economic Indicator Codes*

The following is a list of valid values for *Economic Indicator Codes*. A maximum of 4 choices can be entered. Leave unused codes blank. Leave all codes blank if not economically disadvantaged. Do not enter the same code more than once.

01 = W2/TANF (Temporary Assistance to Needy Families)
 03 = DVR
 04 = Income at or below the poverty level
 05 = Tribal General Assistance
 98 = Need-based student financial assistance
 99 = Other need-based, financial assistance

120 WARN-DUP ECON INDICATORS

Enter each different *Economic Indicator Code* only once.

S2 / 20-27 *Economic Indicator Codes*

01 = TANF (Temporary Assistance to Needy Families)
 03 = DVR
 04 = Income at or below the poverty level
 05 = Tribal General Assistance
 98 = Need-based student financial assistance
 99 = Other need-based, financial assistance

162 INVALID PRE-TEST DATE

Enter a valid pre-test *Test Date*. The date must be in the format MMDDYYYY. The date must be within the valid range for pre-tests (the test for a given *Test Topic* with the earliest *Test Date*).

S7 / 20-27 *Test Date*
 S7 / 30-31 *Test Topic*

There is a valid 18 month range for a given *Test Topic* for the earliest *Test Date* (the pre-test) (January 1, 2009 - June 30, 2010 for FY09-10).

All *Test Dates* must be earlier than the date of the Client Reporting edit run being processed.

163 INVALID SUB-TEST DATE

Enter a valid subsequent *Test Date*. The date must be in the format MMDDYYYY. The date must be within the valid range for subsequent tests (the test for a given *Test Topic* that does NOT have the earliest *Test Date*).

S7 | 20-27 Test Date
S7 | 30-31 Test Topic

There is a valid 14 month range for a given *Test Topic* for subsequent *Test Dates* (for example, May 1, 2009 - June 30, 2010 is valid for FY 09-10).

All *Test Dates* must be earlier than the date of the Client Reporting edit run being processed.

165 INVALID TEST TOPIC

Enter a valid *Test Topic*.

S7 | 30-31 Test Topic

The *Test Topic* must be one of the valid values below.

Test Topics for TABE tests

03 = Reading
 04 = Language
 06 = Math

Test Topics for CASAS GOALS tests

20= Reading GOALS
 21= Math GOALS

Test Topics for BEST Literacy, BEST Plus & TABE CLAS-E, CASAS Work Life Series and CASAS Reading for Citizenship

11 = Speaking, Listening (combined score)
 12 = Reading, Writing (combined score)
 13 = Speaking
 14 = Listening
 15 = Reading
 16 = Writing

166 INVALID TEST NAME

Enter a valid *Test Name*.

S 7 / 20-27 Test Date
S7 | 32-34 Test Name

The *Test Name* must be one of the valid values below.

030 = TABE-CLAS-E-A1 (ELL, System Office prior approval required)
031 = TABE-CLAS-E-B1 (ELL, System Office prior approval required)
032 = TABE-CLAS-E-A2 (ELL, System Office prior approval required)
033 = TABE-CLAS-E-B2 (ELL, System Office prior approval required)
034 = TABE-CLAS-E-A3 (ELL, System Office prior approval required)
035 = TABE-CLAS-E-B3 (ELL, System Office prior approval required)
036 = TABE-CLAS-E-A4 (ELL, System Office prior approval required)
037 = TABE-CLAS-E-B4 (ELL, System Office prior approval required)
330 = TABE-CLAS-E-C1 (ELL, System Office prior approval required)
331 = TABE-CLAS-E-D1 (ELL, System Office prior approval required)
332 = TABE-CLAS-E-C2 (ELL, System Office prior approval required)
333 = TABE-CLAS-E-D2 (ELL, System Office prior approval required)
334 = TABE-CLAS-E-C3 (ELL, System Office prior approval required)
335 = TABE-CLAS-E-D3 (ELL, System Office prior approval required)
336 = TABE-CLAS-E-C4 (ELL, System Office prior approval required)
337 = TABE-CLAS-E-D4 (ELL, System Office prior approval required)

040 = BEST-Literacy-B
041 = BEST-Literacy-C
042 = BEST-Literacy-D
043 = BEST-Plus

050 = CASAS LW Form-81
051 = CASAS LW Form-82
052 = CASAS LW Form-81X
053 = CASAS LW Form-82X
054 = CASAS LW Form-83
055 = CASAS LW Form -84
056 = CASAS LW Form -85
057 = CASAS LW Form -86
058 = CASAS LW Form -185
059 = CASAS LW Form -186
060 = CASAS LW Form -187
061 = CASAS LW Form -188

062 = CASAS LW Form -981
063 = CASAS LW Form -982
064 = CASAS LW Form -983
065 = CASAS LW Form -984
066 = CASAS LW Form -985
067 = CASAS LW Form -986

070 = CASAS RC Form -951
071 = CASAS RC Form -952
072 = CASAS RC Form -951X
073 = CASAS RC Form -952X

120 = CASAS GOALS Form -901
 121 = CASAS GOALS Form -902
 122 = CASAS GOALS Form -903
 123 = CASAS GOALS Form -904
 124 = CASAS GOALS Form -905
 125 = CASAS GOALS Form -906
 126 = CASAS GOALS Form -907
 127 = CASAS GOALS Form -908

128 = CASAS GOALS Form -913
 129 = CASAS GOALS Form -914
 130 = CASAS GOALS Form -917
 131 = CASAS GOALS Form -918

101 = TABE-L-11
 102 = TABE-L-12
 103 = TABE-E-11
 104 = TABE-E-12
 105 = TABE-M-11
 106 = TABE-M-12
 107 = TABE-D-11
 108 = TABE-D-12
 109 = TABE-A-11
 110 = TABE-A-12

900 = Instructor-Judgment

169 INVALID SCALE SCORE

Enter a valid 3 digit numeric *Scale Score* from the appropriate test scoring table. If *Scale Score* is less than 100, fill the field with leading zeros.

S7 | 40-42 Scale Score

Enter a valid 3 digit numeric *Scale Score* from the appropriate test scoring table. If *Test Name* is Instructor Judgment (900), the *Scale Score* must be blank.

170 INV COMPLETED ELL

Enter a valid value of Y or N for *Completed ELL*.

S7 | 43 Completed ELL

Valid values for *Completed ELL* are:

Y = Yes
 N = No

A value other than Y or N was found in *Completed ELL*.

171 INC ELL LEVEL/COMPLETED

A *NRS Level* other than 6 was found on an S7 record with a Y in *Completed ELL*. Check the *NRS Level* to confirm it is correct (if not, fix the code). If the level is correct, change the *Completed ELL* to a value N because the level is not high enough to be a completion.

S7 / 39 *NRS Level*
S7 / 43 *Completed ELL*

Valid values for Completed ELL are:

Y = Yes
N = No

If a Y is entered for Completed ELL, the value of NRS Level must be 6 = Advanced ELL Literacy.

172 ALERT-INVALID TABE TEST

Enter a valid test name.

S7 / 20-27 *Test Date*
S7 / 32-34 *Test Name*

This alert is generated when an S7 record is reported with a test date after June 30, 2018 and one of the following test names:

001 = TABE-L-09-Complete-Battery (There is no TABE-09-L-Survey)
002 = TABE-L-10-Complete-Battery (There is no TABE-10-L-Survey)
003 = TABE-E-09-Complete-Battery
004 = TABE-E-09-Survey
005 = TABE-E-10-Complete-Battery
006 = TABE-E-10-Survey
007 = TABE-M-09-Complete-Battery
008 = TABE-M-09-Survey
009 = TABE-M-10-Complete-Battery
010 = TABE-M-10-Survey
011 = TABE-D-09-Complete-Battery
012 = TABE-D-09-Survey
013 = TABE-D-10-Complete-Battery
014 = TABE-D-10-Survey
015 = TABE-A-09-Complete-Battery
016 = TABE-A-09-Survey
017 = TABE-A-10-Complete-Battery
018 = TABE-A-10-Survey

173 INVALID NRS LEVEL

Enter a valid NRS Level from the appropriate test scoring table. An NRS Level must be entered on all S7 records using TABE 11/12, CASAS, TABE CLAS-E, BEST and BEST Plus.

S7/ 39 NRS Level

174 INC SCORE/NRS LEVEL

Review the *Scale Score* tables in the Client User's guide and resolve the incompatibility.

S7 / 30-31 *Test Topic*
 S7 / 32-34 *Test Name*
 S7 / 39 *NRS Level*
 S7 / 40-42 *Scale Score*

The Client Reporting editor does a cross check between scale scores and NRS level values for both ABE and ELL. These values for each *Test Topic/Test Name* can be found in Table G. This message indicates the test record with the error is for an ABE or ELL test.

When the *Test Name* is Instructor Judgment (900), the Scale Score must be blank or zero.

176 ALERT-INCOMPATIBLE TEST TOPICS

The problem is S7 Test records for a given client contain incompatible *Test Topics*. Review all S7 test records for this client and resolve the incompatibility if the errors are in data entry. If the tests were actually administered using incompatible *Test Topics*, the incompatible tests are not reportable. However, there may be other tests for the client that are reportable.

S7 / 30-31 *Test Topic*

If *Test Topics* 13 or 14 are reported, there cannot be a subsequent test using *Test Topic* 11. The reverse is also true. If *Test Topic* 11 is reported, there cannot be a subsequent test using *Test Topics* 13 or 14.

If *Test Topics* 15 or 16 are reported, there cannot be a subsequent test using *Test Topic* 12. The reverse is also true. If *Test Topic* 12 is reported, there cannot be a subsequent test using *Test Topics* 15 or 16.

Test Topic valid values below

Valid *Test Topics*

Test Topics for TABE tests

03 = Reading

04 = Language

06 = Math Composite

Test Topics for CASAS GOALS tests

20= Reading GOALS

21= Math GOALS

Test Topics for BEST Literacy, BEST Plus, TABE CLAS-E, CASAS Work Life Series and CASAS Reading for Citizenship

11 = Speaking, Listening (combined score)

12 = Reading, Writing (combined score)

13 = Speaking

14 = Listening

15 = Reading

16 = Writing

177 NO WRITTEN PRE-TEST

Insure that this S7 test record is the earliest *Test Date* for the fiscal year. There may be a missing test record. If this is the earliest test, change the *Test Name* to some other valid value than 900 – Instructor Judgment.

S7 / 20-27 *Test Date*

S7 / 32-34 *Test Name*

The earliest *Test Date* (pre-test) must be *Test Name* other than 900 – Instructor Judgment because it must be an actual test. Since we are trying to show actual test measured student gain, the federal government doesn't allow us to report instructor judgment for the pre-test.

178 ALERT-FORMS MUST ALTERNATE

In a series of client *Test Dates* for a given *Test Topic* and test level, the *Test Names* used must alternate forms to insure that student doesn't get the same questions each time they take the test. Administering the same test will only be considered valid if a six month period has lapsed between tests. Review all S7 test records for this client and resolve the incompatibility if the errors are in data entry. If the tests were actually administered without using alternating forms, these test records may be reported, however, they will not be used to measure gain. In these cases, an "alert" will be issued, meaning the data is in error (the district administered the incorrect test), but there is no corrective action possible.

S7 / 20-27 *Test Date*

S7 / 30-31 *Test Topic*

S7 / 32-34 *Test Name*

For a given *Test Topic* for a client, test forms must alternate unless the test level has changed, a six month period has lapsed between tests, or Instructor Judgment is used. Test forms are part of the *Test Name*. For example *Test Name* TABE-E-11 must alternate with *Test Name* TABE-E-12.

This edit is bypassed for *Test Name* 043 (Best Plus).

179 WARN: MISSING S7 FOR GRANT

The System Office *Grant Number(s)* reported for this client indicate they were served by an AEFL grant, but testing level S7 records have not been submitted. Investigate the client's records to see if test records are available, if so, submit them.

S4 | 23-25 Appropriation Number
S4 | 26-28 Fiscal Grant Number

The warning will be generated if no S7 records are reported for the grants with *Appropriation Number/Fiscal Grant Number* below:

- 146-xxx Adult Education and Family Literacy - comprehensive & institutionalized individuals
- 149-xxx Adult Education and Family Literacy - Outreach & Institutionalized individuals

This does not include AEFL grants 146-13x & 149-13x. These are AEFL - state leadership grants and should not get this warning.

181 WARN: TEST LEVEL DROP >= 1

It is possible, but unlikely that a client will be given an easier test after being given a harder test. Investigate the client's test records to check for data entry errors. Note that this warning message will be attached to the latest S7 test record for this client for the affected Test Name within a given Test Topic.

S7 | 20-27 Test Date
S7 | 30-31 Test Topic
S7 | 32-34 Test Name

A warning will be issued if there is a drop in rigor of 1 or more testing levels between the first and last tests submitted as indicated by the *Test Dates* associated with the *Test Names* within a given *Test Topic* (ex. TABE M to TABE E).

182 WARN: NO SUBSEQUENT TESTS

Investigate all test records for this client to determine if subsequent test records need to be entered. If there are no subsequent tests, the student has made no gains and probably received no services and will not be included in the federal reports. It is possible, but unlikely that a client was given only one test for each *Test Topic*. This warning will be attached to all the S7 records for this client.

S2 77-86 Student Goals at Entry (Codes 1 -5)
S4 23-25 Appropriation Number
S4 26-28 Fiscal Grant Number
S7 | 20-27 Test Date
S7 | 30-31 Test Topic

If the *Appropriation Number/Fiscal Grant Number* combination is 146xxx, 149xxx and one of their *Basic Education Student Goals at Entry* is 07 (Improve Academic/Literacy Skills), then there should be at least one subsequent test. It is possible, but unlikely that a client was given only one test for each *Test Topic*. If this is the case, it usually means that the client was given a series of pre-tests and then received no services so no additional tests were given. However, it is very possible that a client was given a battery of pre-tests and then only given instruction in one or more *Test Topics*. This warning will only be issued if there appear to be only pre-tests and no subsequent tests. This warning is to be expected early in the year, but must be investigated prior to closing the file.

183 **WARN-INC LEP/ ELL TEST**

Inspect the client's records and verify the client is limited English proficient. If so, make sure that all applicable AEFL testing records (S7) have been submitted. This message is a warning because certain types of ELL tests (like citizenship) are not reportable in Client Reporting, but this is a small minority.

S1 | 55 *Limited English Proficiency*
 S7 20-27 *Test Date*
 S7 30-31 *Test Topic*

If the client is receiving English Language Learning services, *Limited English Proficiency* must be 1 (yes) and at least one ELL test should be submitted on an S7 record. This warning is issued when there are no ELL (BEST, TABE CLAS-E or CASAS) test records among those submitted for the client, but the client has a 1 (Yes) in *Limited English Proficiency*.

184 **WARN - INC CRS/LEP/ELL TEST**

Inspect the client's records and verify the client is limited English proficient. If so, make sure that all applicable AEFL testing records (S7) have been submitted. This message is only issued for clients enrolled in a course with a *Course Instructional Area* of 861.

S1 55 *Limited English Proficiency*
 S3 | 26-28 *Instructional Area*
 S7 20-27 *Test Date*
 S7 30-31 *Test Topic*

If the client is enrolled in a course with Instructional Area 861, *Limited English Proficiency* must be 1 (yes) and at least one ELL test should be submitted on an S7 record. This error is issued when there are no ELL (BEST, TABE CLAS-E or CASAS) test records among those submitted for the client, but the client is enrolled in an 861 course.

This warning will not be issued if the *Course Sequence Number* portion of the *Course Offering Number* is 798 or 799 or if the *Program Fee Code* is 32, 33 or 34 indicating a contract.

185 INV TYPE OF FACILITY

Enter a valid *Type of Facility* code. If not in basic education, leave blank.

S2 / 52-53 Type of Facility

- 01 = State/local institutions for Person with Disabilities
- 02 = Elementary School
- 03 = Junior/secondary School
- 04 = College/ Technical college
- 05 = Learning center
- 06 = State/Federal Prison
- 07 = Hospital
- 08 = Work site
- 09 = Library
- 10 = Home
- 11 = Community based organization
- 12 = Homeless Shelter
- 13 = Job Center
- 14 = Faith Based Organization
- 15 = County Jail
- 16 = Detention Center
- 17 = Halfway House
- 18 = On Parole
- 99 = Other locations

186 INVALID EXCLUSION

Enter a valid value for *Exclusions*.

S2 / 28 Exclusions

Valid values for *Exclusions* are:

- 1=Incarcerated
- 2=Medical Treatment
- 3=Deceased
- 4=Reserve Military Active Duty

190 MULTIPLE PRE-TESTS

There can only be one *S7* record per *Test Topic* that has a date before the start of the fiscal year. Since this one record will always be the earliest test date, it will be considered the pre-test used to measure gain. Inspect the client's *S7* records for this *Test Topic* and verify which *Test Date* is the one that will be used to measure client gains. Delete the tests that will not be used and re-submit the clients records.

S7 / 20-27 Test Date

S7 / 30-31 Test Topic

Normally, accepted test results for measuring gains would be from tests given within the fiscal year (which starts July 1) with the earliest test being considered the pre-test. But the testing policy allows the last test from a previous fiscal year to be used as the pre-test for the current fiscal year.

Valid Test Topics

Test Topics for TABE tests

- 03 = Reading
- 04 = Language
- 06 = Math Composite

Test Topics for CASAS GOALS tests

- 20= Reading GOALS
- 21= Math GOALS

Test Topics for BEST Literacy, BEST Plus, TABE CLAS-E, CASAS Work Life Series and CASAS Reading for Citizenship

- 11 = Speaking, Listening (combined score)
- 12 = Reading, Writing (combined score)
- 13 = Speaking
- 14 = Listening
- 15 = Reading
- 16 = Writing

220 INV BEG HOURS OF SERVICE

Enter a valid numeric value for *Beginning Hours of Service*. Fill in leading positions with zeros if necessary, or leave the entire field blank or zero.

S2 / 63-66 Beginning Hours of Service

The format of this field is 9999 with no decimal point.

This represents grade level 00.1-05.9 (ABE NRS levels 1-3).

For ELL Clients, ELL Levels 1 and 2 (Beginning ELL Literacy and Low Beginning ELL) in any of the ELL testing levels at entry data elements represent *Beginning Hours of Service*.

225 INV INT HOURS OF SERVICE

Enter a valid numeric value for *Intermediate Hours of Service*. Fill in leading positions with zeros if necessary, or leave the entire field blank or zero.

S2 / 67-70 Intermediate Hours of Service

The format of this field is 9999 with no decimal point

This represents grade level 06.0-08.9 (ABE NRS level 4).

For ELL Clients, ELL Levels 3 and 4 (Low Intermediate ELL and High Intermediate ELL) in any of the ELL testing levels at entry data elements represent *Intermediate Hours of Service*.

This must be all numeric or blank.

230 INV ADV HOURS OF SERVICE

Enter a valid numeric value for *Advanced Hours of Service*. Fill in leading positions with zeros if necessary, or leave the entire field blank or zero.

S2 | 71-74 Advanced Hours of Service

The format of this field is 9999 with no decimal point

This represents grade level 09.0-12.9 (ABE NRS levels 5 and 6).

For ELL Clients, ELL Levels 5 and 6 (Low Advanced ELL and High Advanced ELL) in any of the ELL testing levels at entry data elements represent *Advanced Hours of Service*.

This must be all numeric or blank.

245 INV STUDENT GOAL

Enter one or more values from the list of valid student goals.

S2 | 77-86 Student Goals at Entry (Codes 1 -5)

Leave blank if not applicable or not reported. Report the student goal(s) for the academic year during which the student is receiving services through a Basic Education grant listed below. This goal should be realistically achievable by the student within the academic year. Do not report long-range goals or goals that will take more than one academic year to achieve.

Code as:

- 01 = Obtain Full or Part Time Paid Employment**
- 02 = Upgrade Skills to Enable Retention of Current Job**
- 03 = Improve Current Job Pay Status or Responsibility Level
- 04 = Obtain a High School Diploma**
- 05 = Obtain a GED or HSED**
- 06 = Enter Postsecondary Education**
- 07 = Improve Academic / Literacy Skills**
- 08 = Complete Postsecondary Course
- 09 = Obtain citizenship**
- 10 = Achieve Work-based Learner Goal
- 11 = Involvement in Family Literacy
- 12 = Complete Course in Career Education/Job Skills (1 credit or more)
- 13 = Complete Course in Computer Basics (1 credit or more)

14 = Complete ELL Civics Course

Only those codes in **bold** will be used by the System Office starting in FY 06-07. Optionally, districts may choose to use any of the goal codes.

A System Office grant number with an *Appropriation Number* of 146 or 149 indicate basic education grant services.

249 DUP STUDENT GOALS

Correct the duplication. If there are multiple goals, enter up to 5 different choices from the list of *Basic Education Student Goals at Entry*. Do not enter the same code more than once.

S2 | 77-86 Basic Education Student Goals at Entry (Codes 1 -5)

- 01 = **Obtain Full or Part Time Paid Employment**
- 02 = **Upgrade Skills to Enable Retention of Current Job**
- 03 = Improve Current Job Pay Status or Responsibility Level
- 04 = **Obtain a High School Diploma**
- 05 = **Obtain a GED or HSED**
- 06 = **Enter Postsecondary Education**
- 07 = **Improve Academic / Literacy Skills**
- 08 = Complete Postsecondary Course
- 09 = **Obtain citizenship**
- 10 = Achieve Work-based Learner Goal
- 11 = Involvement in Family Literacy
- 12 = Complete Course in Career Education/Job Skills (1 credit or more)
- 13 = Complete Course in Computer Basics (1 credit or more)
- 14 = Complete ELL Civics Course

Only those codes in **bold** will be used by the System Office starting in FY 06-07. Optionally, districts may choose to use any of the goal codes.

A System Office grant number with an *Appropriation Number* of 146 or 149 indicate basic education grant services.

317 INC BIRTH YR/H.S. GRAD YR

Review the *Birth Date* and *Year of High School Graduation* and correct the discrepancy.

S5 | 79-82 Birth Date Year (Note: This is a 4 digit field)

S1 | 96-99 Year of High School Graduation

A reasonableness check is done between the client *Birth Date* year and the *Year of High School Graduation*. The assumption is made that the client must be at least 10 years old when they graduated from high school.

Here are the rules:

- The birth year is subtracted from the graduation year.
- If the result is smaller than 10, the error is flagged.

The edit is not applied if:

- birth year is unreported, or
- graduation year is "XXXX"

318 WARN-INC BIRTH YR/H.S. GRAD

Review the *Birth Date* and the *Year of High School Graduation* for a possible coding error and correct if necessary.

<i>S5 79-82</i>	<i>Birth Date Year (Note: This is a 4 digit field)</i>
<i>S1 65-66</i>	<i>Highest Credential Received at Enrollment</i>
<i>S1 88-95</i>	<i>High School Attended</i>
<i>S1 96-99</i>	<i>Year of High School Graduation</i>

This edit is bypassed if the age or *Year of High School Graduation* is XXXX - Unknown. It is also bypassed if the client is older than 25 and the *Year of High School Graduation* is greater than 25 years past. It is bypassed if the *Highest Credential Received at Enrollment* code is 02 (GED) or 03 (HSED).

An additional detailed, reasonableness check is done between the client *Birth Date* year and the *Year of High School Graduation*. Based on demographic studies at the System Office, almost all students graduate within a three year "window" that is defined as either one year plus or minus the person's expected high school graduation year based on their date of birth. For example, a student born in January of 1986 is normally expected to be part of the class of the year 2004.

Demographic studies show there is a greater than 85% probability that that student will graduate in 2003, 2004 or 2005. Therefore a warning will be issued if a calculation based on date of birth produces an expected *Year of High School Graduation* that is outside of this three year window.

For clients born in January through August, the birth year is subtracted from the *Year of High School Graduation*. If the result is not 17, 18 or 19 the warning is generated. For clients born from September through December, one year is added to the birth year before the above comparison is made. This puts the clients born in these months in the same year as clients born in January.

319 WARN-PROBABLE MISSING GRAD

Review the *Year of High School Graduation* on the demographic record. Change the XXXX (Unknown) code to a valid *Year of High School Graduation* if appropriate.

<i>S5 79-82</i>	<i>Birth Date</i>
<i>S1 58-59</i>	<i>Highest Grade Completed at Enrollment</i>
<i>S1 65-66</i>	<i>Highest Credential Received at Enrollment</i>
<i>S1 88-95</i>	<i>High School Attended</i>
<i>S1 96-99</i>	<i>Year of High School Graduation</i>
<i>S3 41-46</i>	<i>Program Fee Codes</i>
<i>S3 65-66</i>	<i>Recognized Credit Code</i>

The *Year of High School Graduation* was coded as XXXX (Unknown), but the *Birth Date* indicates the client is likely a recent high school graduate. This edit is bypassed if the *Highest Grade Completed at Enrollment* is less than 12 or equal to 98. This edit is also bypassed if the *High School Attended* is 99999994 (Foreign School), 99999996 (Home School), or 99999998 (Out of State), and *Year of High School Graduation* should be either of the calendar years within the current *Fiscal Year*. This edit is also bypassed if the *Recognized Credit Code* or the *Program Fee Codes* indicates the client received services to high school students.

321 WARN-PREV REPORTED HS GRAD

Corrective action: Verify the *Year of High School Graduation* and *Program Fee Codes* and/or the *Recognized Credit Codes*. It is possible that the student was erroneously reported as a high school graduate in a previous year. It is also possible the current S1 record's *Year of High School Graduation* is wrong.

<i>S1 96-99</i>	<i>Year of High School Graduation</i>
<i>S3 41-46</i>	<i>Program Fee Codes</i>
<i>S3 65-66</i>	<i>Recognized Credit Codes</i>

This edit is flagged for clients who appear to be receiving services for high school students (as indicated by *Program Fee Codes* and/or *Recognized Credit Codes*) but who were reported as high school graduates in previous years. The specific edit looks for clients taking a course with *Program Fee Codes* 33, 34, 73, 74 or with *Recognized Credit Codes* 8A, 8B, or 9x (indicative of services to high school students) and who were reported as a high school graduate in any of the three previous year's client master files. For FY 2009-2010, this means anyone reported in the 2007, 2008 or 2009 client master files as having graduated from high school.

324 WARN-EXCESSIVE 9D CREDITS

Corrective action: Verify the *Year of High School Graduation* and *Program Fee Codes* and/or the *Recognized Credit Codes*. It is possible that the student was erroneously reported as a high school graduate in a previous year. It is also possible the *Year of High School Graduation* is wrong.

<i>S1 96-99</i>	<i>Year of High School Graduation</i>
<i>S3 37-40</i>	<i>Credits</i>
<i>S3 65-66</i>	<i>Recognized Credit Codes</i>

This edit adds up all the *Credits* on all course records with a 9D *Recognized Credit Code* for a given client, and flags this warning if 18 or more *Credits* are found. The goal is to prevent full-time open enrollment clients from showing up as high school students.

325 INC HOME RES/DIST OF RES

Determine which data element is in error and correct it.

S1 | 48-52 *Home Residence Code*
S1 | 53-54 *WTCS District of Residence*

This edit is done only if *WTCS District of Residence* is not blank. Refer to the county-municipality table (in the users' guide) for the valid *WTCS District of Residence* codes for each municipality. If the *WTCS District of Residence* is 98 (outside Wisconsin), 99 (foreign country) or any of the MSEP state codes, the *County Code* must be 99 (the client's *Home Residence Code* is out-of-state). If the *Municipality Code* is "000", then the *WTCS District of Residence* must be your *WTCS District Number*.

328 INC CRS AID CD/DIST OF RES

Enter a valid *WTCS District of Residence*.

S1 | 53-54 *WTCS District of Residence*
S3 | 24-25 *Aid Code*

A valid *WTCS District of Residence* is required for clients enrolled in Collegiate Transfer or postsecondary courses.

336 INC ECONOMIC DISADV DATA

Verify the *Economically Disadvantaged* data.

S1 | 61 *Economically Disadvantaged*
S2 | 20-27 *Economic Indicator Codes*

If there is an *Economic Indicator Codes* 04 (income at or below poverty level), 98 (Need-based student financial assistance) or 99 = Other Need-based financial assistance, then *Economically Disadvantaged Code* must be 1 (yes).

340 INC PROGRAM/GRAD STATUS

Either enter the *Program Number* or remove the *Graduate of Program*.

S9 | 18-24 *Program Number*
S9 | 30 *Graduate of Program*

If *Graduate of Program* is not blank, the *Program Number* must not be blank.

If the *Program Number* is not blank, the *Graduate of Program* must be 1 or 2, unless the *Program Number* begins with a '61' designating a Pathways Certificate. For Pathways Certificates the *Graduate of Program* field must be blank.

This error is also issued for any program numbers that cannot have graduates. At this writing this includes 10-800-x and 50-499-9.

360 WARN-INC PGM/INST CRED ACCEPTED

Submit an S9 Record with the appropriate *Program Number*.

S9 | 18-24 *Program Number*
S3 | 69-72 *Institution Transferring Credit*

If the *Institution Transferring Credit* was coded on any Client Course Record, the client should have been accepted into a program. This was formerly a hard error, but since it is not unusual for students to transfer credits prior to being formally accepted into a program, it was changed to a warning.

371 INC PGM FEE/HS CODE

Enter the *High School Attended* code.

S1 | 88-95 *High School Attended*
S3 | 41-46 *Program Fee Codes*

If one of the Program Fee Codes is 33, 34, 73 or 74, the *High School Attended* must be a valid Wisconsin public high school. These *Program Fee Codes* are indicative of services to high school students. Also, *High School Attended* cannot be 99999994 through 99999999.

372 INC REC CRED/HS CODE

Enter the *High School Attended* code.

S1 | 58-59 *Highest Grade Completed at Enrollment*
S1 | 88-95 *High School Attended*
S3 | 65-66 *Recognized Credit Code*
S3 | 66 *Statutory Authority*

If the Recognized Credit Code indicates the student should be in high school, the High School Attended cannot be 9999-9994 (Foreign School), 9999-9995 (HSED), 9999-9997 (GED) or 9999-9999 (Unknown).

This edit is bypassed if the Highest Grade Completed at Enrollment is less than 09 or the student is between age 0 and age 12 on June 1.

This edit is bypassed if the Aid Code for the course is 42, 47, 60, 73, 74, 75, 76, 77, or 78

373 WARN-INC PGM FEE/HI GRADE

Correct the *Highest Grade Completed at Enrollment* code.

S1 | 58-59 *Highest Grade Completed at Enrollment*
S3 | 41-46 *Program Fee Codes*

This warning is issued if one of the *Program Fee Codes* is 33, 34, 73 or 74 and the *Highest Grade Completed at Enrollment* is "12" or "96". These *Program Fee Codes* are indicative of services to high school students.

376 INC PGM FEE/HI GRADE

This error is issued if one of the *Program Fee Codes* is 33, 34 and the *Highest Grade Completed at Enrollment* is less than "08" or greater than "11" or the *Program Fee Code* is 73 or 74 and the *Highest Grade Completed at Enrollment* is not "10" or "11" since Start College Now students, by statute, must be in 11th or 12th grade.

S1 | 58-59 *Highest Grade Completed at Enrollment*
S3 | 41-46 *Program Fee Codes*

Correct the *Highest Grade Completed at Enrollment* code or change the *Program Fee Code*.

377 INC PGM FEE/HS GRAD

Enter the correct *Year of High School Graduation*.

S1 | 5-8 *Fiscal Year*
S1 | 96-99 *Year of High School Graduation*

S3 | 41-46 *Program Fee Codes*

If one of the *Program Fee Codes* is 33, 34, 73 or 74 the *Year of High School Graduation* must be known or XXXX and it must be greater than or equal to the current *Fiscal Year*. These *Program Fee Codes* are indicative of services to high school students.

If the *Year of High School Graduation* minus the *Fiscal Year* is greater than 5, this error is also issued.

378 INC REC CRED/HS GRAD

Correct the *Year of High School Graduation*.

S1 5-8 *Fiscal Year*
S1 58-59 *Highest Grade Completed at Enrollment*
S1 96-99 *Year of High School Graduation*

S3 / 65-66 Recognized Credit Codes
S3 / 66 Statutory Authority

If the *Recognized Credit Code* indicates services to high school students, the *Year of High School Graduation* must be known or XXXX and it must be greater than or equal to the current *Fiscal Year*. Codes 8A, 9C, 9D, 9G, 9H, and 9K are indicative of services to high school students.

If the *Year of High School Graduation* minus the *Fiscal Year* is greater than 5, this error is also issued.

This edit does not apply to codes 8B and 9B as the Youth Apprenticeship program can be completed after high school graduation. This edit also does not apply to codes 9D or 9H since high schools may continue to provide services seniors after the May/June graduation date.

379 INC REC CRED/HI GRADE

Correct the *Highest Grade Completed at Enrollment* code.

S1 / 58-59 Highest Grade Completed at Enrollment
S3 / 65-66 Recognized Credit Code
S3 / 66 Statutory Authority

If the *Recognized Credit Code* indicates services to high school students, the *Highest Grade Completed at Enrollment* must be in the 08 to 11 range reflecting the client is still in high school.

For *Recognized Credit Codes* 8A, 9C, 9G, and 9K the *Highest Grade Completed* must be between 07 and 11.

For *Recognized Credit Codes* 1A and 1B, the *Highest Grade Completed at Enrollment* must be 11 or greater.

For *Recognized Credit Code* 9D and 9H, the *Highest Grade Completed at Enrollment* must be less than or equal to 12, or 98 or 99.

This edit does not apply to codes 8B and 9B as the Youth Apprenticeship program can be completed after high school graduation.

380 INC HI CREDENTIAL/HI GRADE

If the *Highest Credential Received at Enrollment* is '06' through '12', then the *Highest Grade Completed at Enrollment* must be '96', '98', or '99'.

If the *Highest Credential Received at Enrollment* is '05', then the *Highest Grade Completed at Enrollment* must be '08' through '12', '96', '98', or '99'.

If the *Highest Credential Received at Enrollment* is '04', then the *Highest Grade Completed at Enrollment* must be '12', '98', or '99'.

If the *Highest Credential Received at Enrollment* is '02' or '03', then the *Highest Grade Completed at Enrollment* must be '12'.

If the *Highest Credential Received at Enrollment* is '01', then the *Highest Grade Completed at Enrollment* must be less than '12', '98', or '99'.

S1 | 58-59 *Highest Grade Completed at Enrollment*
S1 | 65-66 *Highest Credential Received at Enrollment*

Correct the *Highest Grade Completed at Enrollment* or *Highest Credential Received at Enrollment* code.

383 INC ACE ID/RECOGNIZED CREDIT CODE

A S3 record with a non-blank ACE ID field must have a recognized credit code of 4M.

S3 / 65-66 *Recognized Credit Code*
S3 / 79-89 *ACE ID*

384 INVALID ACE ID

This data element must be 11 alpha/numeric characters. If the ACE ID is not 11 characters, enter enough leading zeros to make it 11 characters. Do not enter dashes.

S3 / 79-89 *ACE ID*

425 INC GRANT/WORK STATUS

If the *Appropriation Number* is 930 (TAACCCT – Interface), then the *Work Status at Enrollment* field cannot be '99' – Client Refused to Provide.

S1 | 56-57 *Work Status at Enrollment*
S4 | 23-25 *Appropriation Number*

Review the client's records. If they are being served in a grant with a 930 Appropriation Number, a valid Work Status at Enrollment code must be reported. If not, then remove the S4 – Grant Activity Record with the 930 Appropriation Number.

433 BSE GRANT/FACILITY BLANK

Review the grant activity. If correct, submit a valid *Type of Facility* code.

S2 | 52-53 Type of Facility
S4 | 23-25 Appropriation Number
S4 | 26-28 Fiscal Grant Number

Valid values for *Type of Facility*:

01 = State/Local institutions for Person with Disabilities
 02 = Elementary School
 03 = Junior/secondary School
 04 = College/Technical College
 05 = Learning center
 06 = State/Federal Prison
 07 = Hospital
 08 = Work site
 09 = Library
 10 = Home
 11 = Community-based organization
 12 = Homeless Shelter
 13 = Job Center
 14 = Faith Based Organization
 15 = County Jail
 16 = Detention Center
 17 = Halfway House
 99 = Other locations

A System Office *Grant Number* with an *Appropriation Number* of 146 or 149 indicate basic education services. This error will be issued if the *Type of Facility* element on the demographic record is blank.

435 INC FACILITY/INCARCERATED

Review both data elements and correct the discrepancy.

S2 | 52-53 Type of Facility
S1 | 100 Incarcerated
S4 | 23-25 Appropriation Number
S4 | 26-28 Fiscal Grant Number

Valid values for *Type of Facility*:

01 = State/Local institutions for Person with Disabilities
 02 = Elementary School
 03 = Junior/secondary School
 04 = College/Technical College
 05 = Learning center
 06 = State/Federal Prison
 07 = Hospital
 08 = Work site
 09 = Library

- 10 = Home
- 11 = Community-based organization
- 12 = Homeless Shelter
- 13 = Job Center
- 14 = Faith Based Organization
- 15 = County Jail
- 16 = Detention Center
- 17 = Halfway House
- 18 = On Parole
- 99 = Other locations

If the client is enrolled in a grant with an *Appropriation Number*, *Fiscal Grant Number* 14611X or 14911X and the *Type of Facility* is 06, 15, 16, 17. Or 18 (correctional institution), then *Incarcerated* must be 1. If *Incarcerated* is 1, then the *Type of Facility* must be 06, 15, 16, 17, or 18.

436 INC GRANT/INCARCERATED

Review the System Office *Grant Number*. If it is correct, change *Incarcerated* to 1.

- S1 | 100 Incarcerated*
- S4 | 23-25 Appropriation Number*
- S4 | 26-28 Fiscal Grant Number*

If the client is enrolled in a grant with an *Appropriation Number*, *Fiscal Grant Number* 14611X or 14911X, then *Incarcerated* must be 1.

442 INC GRAD YEAR/HIGH GRADE

This edit is a reasonableness check between *Year of High School Graduation* and *Highest Grade Completed at Enrollment*. Review the *Year of High School Graduation* and the *Highest Grade Completed at Enrollment* and resolve the incompatibility.

- S1 | 58-59 Highest Grade Completed at Enrollment*
- S1 | 88-95 High School Attended*
- S1 | 96-99 Year of High School Graduation*

Edit is skipped if *Year of High School Graduation* is not numeric.

If *High School Attended* = 99999994 (Foreign School) or 99999998 (out of state) and *Year of High School Graduation* is current year or previous year and *Highest Grade Completed at Enrollment* is '00' through '11' or 98 (no grade available) or 99 (client refused to provide), the edit is skipped. This is an exemption added last year and should be retained.

If *Year of High School Graduation* is XXXX - Unknown, and *Highest Grade Completed at Enrollment* is '00' through '11' the edit is skipped.

Otherwise, the *Year of High School Graduation* is subtracted from the *Fiscal Year*.

If the result is 0 (graduated in current year), the *Highest Grade Completed at Enrollment* must be '12' or less.

If the result is > 0 (graduated in previous year or before), the *Highest Grade Completed at Enrollment* must be '12', '96', '98', or '99'.

If the result is –1 (will graduate next year), the *Highest Grade Completed at Enrollment* must be '09', '10', or '11'.

If the result is –2 (will graduate next year), the *Highest Grade Completed at Enrollment* must be '08', '09' or '10'.

If the result is –3 (will graduate next year), the *Highest Grade Completed at Enrollment* must be '07', '08', or '09'.

If the result is less than –3 the *Highest Grade Completed at Enrollment* must be '0' to '08'.

446 INC TRAIN OUTCOME/ HI CREDENTIAL

Review the *Training Outcome* codes on the grant activity records and the *Highest Credential Received at Enrollment* codes on the S1 demographic record. Change data elements if necessary to correct the possible incompatibility.

S1 | 65-66 *Highest Credential Received at Enrollment*
S4 | 61-66 *Training Outcome Codes*

If there is a *Training Outcome Code* of 07 (Obtained GED) then the *Highest Credential Received at Enrollment* must be '01' or '99'. If there is a *Training Outcome Code* of 08 (Obtained HSED) then the *Highest Credential Received at Enrollment* must be '01', '02', or '99'.

450 BSE GRANT/HOURS MISSING

Enter a value in at least one of the *Beginning, Intermediate, or Advanced Hours of Service*, because this is a basic education client.

S2 | 63-66 *Beginning Hours of Service*
S2 | 67-70 *Intermediate Hours of Service*
S2 | 71-74 *Advanced Hours of Service*
S4 | 23-25 *Appropriation Number*
S4 | 26-28 *Fiscal Grant Number*

If a basic education grant record (appropriation 146 or 149) is submitted there must be a minimum of 2 hours of service for the total of beginning, intermediate and advanced hours.

451 BSE COURSE/HOURS MISSING

Enter a value in at least one of the *Beginning*, *Intermediate*, or *Advanced Hours of Service*, as this is a basic education client. This edit only applies if the client is being served through a basic education grant and reported with a S4 – Grant Activity Record with an Appropriation Number of 146 or 149. This edit is bypassed if no S4 is reported with these Appropriation Numbers.

S2 63-66	<i>Beginning Hours of Service</i>
S2 67-70	<i>Intermediate Hours of Service</i>
S2 71-74	<i>Advanced Hours of Service</i>
S3 24-25	<i>Aid Code</i>
S4 23-25	<i>Appropriation Number</i>
S4 26-28	<i>Fiscal Grant Number</i>

A course record with *Aid Code* 73-76 (excluding HIP and VIP - Aid Code 75 with Instructional Areas 871 and 872), indicates a basic education service. For records that represent basic education activity, the total of the *Beginning*, *Intermediate* and *Advanced Hours of Service* must be at least 2.

452 INC HRS SERVICE/HRS ATTEND

Review the sum of the *Beginning*, *Intermediate* and *Advanced Hours of Service* data elements against the total basic hours of attendance for all basic education courses the client has taken. The client must have had at least as many hours of service as hours of attendance in class time. This edit only applies if the client is being served through a basic education grant and reported with a S4 – Grant Activity Record with an Appropriation Number of 146 or 149. This edit is bypassed if no S4 is reported with these Appropriation Numbers.

S2 63-66	<i>Beginning Hours of Service</i>
S2 67-70	<i>Intermediate Hours of Service</i>
S2 71-74	<i>Advanced Hours of Service</i>
S3 61-64	<i>Basic Skills Hours of Attendance</i>
S4 23-25	<i>Appropriation Number</i>
S4 26-28	<i>Fiscal Grant Number</i>

If *Basic Skills Hours of Attendance* have been entered on one or more course records, the total of *Beginning*, *Intermediate* and *Advanced Hours of Service* must be equal to or greater than the total of all *Basic Skills Hours of Attendance* entered on all basic education courses for that client.

453 INC HRS SERVICE/HRS FOR PERIOD

If *Hours of Service for the Period* have been entered on one or more S4 records, the total of *Beginning*, *Intermediate* and *Advanced Hours of Service* reported on the S2 record must be equal to or greater than the total of all *Hours of Service for the Period* entered on all S4 records. This edit only applies to S4 records reported with an *Appropriation Number* of 146 (AEFL).

<i>S2 63-66</i>	<i>Beginning Hours of Service</i>
<i>S2 67-70</i>	<i>Intermediate Hours of Service</i>
<i>S2 71-74</i>	<i>Advanced Hours of Service</i>
<i>S4 23-25</i>	<i>Appropriation Number</i>
<i>S4 29-32</i>	<i>Hours of Service for the Period</i>

Review the sum of the *Beginning*, *Intermediate* and *Advanced Hours of Service* data elements against the total *Hours of Service for the Period* for all S4 records reported with an *Appropriation Number* of 146. The client must have had at least as many total hours of service on the S2 record as the total hours of service for each period of service reported on the S4 records.

455 INVALID STAFF ID

The *District Staff ID* on the S6 – Course/Staff Matching Record is either blank or not the required 9 characters in length.

S6 | 9-17 District Staff ID

Review the *District Staff ID* and change to a valid code.

456 INVALID SECTION NUMBER – S6

The Section Number being reported on the S6 Record is not between 3 and 5 characters.

S6 | 26-30 Section Number

Review the record and correct the *Section Number*.

457 INVALID LOCATION CODE – S6

The *Location Code* being reported on the S6 Record is not a valid *Location Code* for the district.

S6 | 31-32 Location Code

Review the record and submit a valid *Location Code*.

458 INVALID SEMESTER – S6

The *Semester* being reported on the S6 Record is not a valid *Semester* for the district.

S6 | 33-34 Semester

Review the record and submit a valid *Semester*.

459 INVALID NO MATCHING FTE CODE

The *No Matching FTE Code* being reported on the S6 Record is not blank or 01-04.

S6 / 35-36 No Matching FTE Code

Review the record and submit a valid or blank *No Matching FTE Code*.

460 INC COURSE NUMBER/NO MATCHING FTE CODE 01

The *Course Offering Number* being reported on an S6 Record is not an approved course in the WTCS Course Approval file and there is not a *No Matching FTE Code* of 01 - Course Not Approved being reported.

S6 / 18-25 Course Offering Number
S6 / 35-36 No Matching FTE Code

Review the *Course Offering Number* being reported and, if the course is not an approved course, add *No Matching FTE Code* 01 to the record. If the course is approved, change the *Course Offering Number* to match the approved course.

461 INC COURSE NUMBER/NO MATCHING FTE CODE 02, 03, 04

The *Course Offering Number*, *Section Number*, *Location Code*, and *Semester* is being reported on an S6 Record with a *No Matching FTE Code* of 02 - Course Cancelled/Discontinued, 03 – FTEs Reported in Previous Year, or 04 – FTEs Reported in Subsequent Year, however the *Course Offering Number*, *Section Number*, *Location Code*, and *Semester* were found in the district's Client Reporting submission.

S6 / 18-25 Course Offering Number
S6 / 26-30 Section Number
S6 / 31-32 Location Code
S6 / 33-34 Semester
S6 / 35-36 No Matching FTE Code

No Matching FTE Code 02, 03, or 04 are only submitted for courses that are not reported in Client Reporting. Review the *Course Offering Number*, *Section Number*, *Location Code*, and *Semester* for accuracy and make the appropriate change or remove the *No Matching FTE Code* 02, 03, or 04.

462 NO MATCHING STAFF

A *Course Offering Number*, *Section Number*, *Location Code*, *Semester*, and *Recognized Credit Code* of 8A, 8B, 9X, or Blank is being reported on at least one S3 Record and no S6 Record is being reported with the same *Course Offering Number*, *Section Number*, *Location Code*, and *Semester*.

S3-S6 / 18-25 Course Offering Number
S6 / 26-30 Section Number
S3 / 47-51 Section Number
S6 / 31-32 Location Code
S3 / 35-36 Location Code
S6 / 33-34 Semester

S3 / 65-66 Recognized Credit Code
S3 / 77-78 Semester
S6 / 35-36 No Matching FTE Code

Review the mismatch and either submit an S6 Record with the *Course Offering Number*, *Section Number*, *Location Code*, and *Semester* or remove all S3 records with the *Course Offering Number*, *Section Number*, *Location Code*, *Semester*, and *Recognized Credit Code* of 8A, 8B, 9X, or Blank on the error report.

Note: The S3 – Course Records will still be accepted into the file.

463 NO MATCHING COURSE

A *Course Offering Number*, *Section Number*, *Location Code*, and *Semester* is being reported on at least one S6 Record and no S3 Record is being reported with the same *Course Offering Number*, *Section Number*, *Location Code*, and *Semester*.

S3-S6 / 18-25 Course Offering Number
S6 / 26-30 Section Number
S3 / 47-51 Section Number
S6 / 31-32 Location Code
S3 / 35-36 Location Code
S6 / 33-34 Semester
S3 / 77-78 Semester
S6 / 35-36 No Matching FTE Code

Review the mismatch and either submit the student S3 Records with the *Course Offering Number*, *Section Number*, *Location Code*, and *Semester* or remove all S6 records with the *Course Offering Number*, *Section Number*, *Location Code*, and *Semester* on the error report.

505 INV COURSE ENROLL DATE

Change to all numeric.

Verify that enrollment is reported in correct year. If not, correct year reported. If course was not offered in current *Fiscal Year* (June 1 - May 31), do not resubmit.

S3 / 18-23 Course Enrollment Date

The format is mmyyyy. Where mm = month and yyyy is a four digit year. (Example: 092016).

Exception: Colleges are allowed to report courses that start in May of the previous fiscal year as summer courses for the current fiscal year. For example, a course that starts on May 15, 2008 and finishes after May 31, 2008 may be submitted as a summer session course (Term = '01') in fiscal year 2009 Client Reporting System submissions.

510 CRS PENDING - NOT APPROVED

This error is generated when a course has been submitted and accepted into the course file and is awaiting approval from the education director. No action is required by district staff for this error.

S3 / 24-31 Course Number
S3 / 24-25 Aid Code
S3 / 26-28 Instructional Area Number
S3 / 29-31 Course Sequence Number

511 CRS WAITING FOR CURRICULUM

The course is on file at the System Office, but is waiting for a Program Curriculum submission. Courses with Aid Codes 10, 30, 31, 32 and 50 must be part of a Program Curriculum unless they are submitted in Course Approval with a Curriculum Exception Code. This edit is bypassed if there is a *Recognized Credit Code* of 2J through 6J reported on the Course Record.

S3 / 24-31 Course Number
S3 / 24-25 Aid Code
S3 / 26-28 Instructional Area Number
S3 / 29-31 Course Sequence Number
S3 / 65-66 Recognized Credit Code

District course/curriculum staff should contact the WTCS education director responsible for approving the program for guidance on next steps.

512 INV WTCS COURSE NUMBER

Change *Course Number* to the correct numeric code.

S3 / 24-31 Course Number
S3 / 24-25 Aid Code
S3 / 26-28 Instructional Area Number
S3 / 29-31 Course Sequence Number

Course Number can only contain numeric characters.

This error will also be produced if the course number does not have a valid *Instructional Area Number*.

515 CRS DISAPPROVED

This error is generated when a course has been specifically disapproved by the WTCS education director assigned to the course.

S3 / 24-31 Course Number
S3 / 24-25 Aid Code
S3 / 26-28 Instructional Area Number
S3 / 29-31 Course Sequence Number

Contact the education director assigned to the course to determine the reason for disapproval, or consult the System Office on-line course inquiry which will display reason for disapproval. If course is not approvable, either wait 60 days from the date of disapproval (and the disapproved course will drop from the pending file) or submit a new approvable course record for education director action. If a previously approved version of the course exists, and the disapproved version should be deleted, submit a course transaction equivalent to the approved version. The course system will then delete the disapproved pending version without requiring further consultant action.

520 CRS MISSING

This error is generated when the course does not appear in the WTCS course file.

S3 / 24-31 Course Number
S3 / 26-28 Instructional Area Number
S3 / 29-31 Course Sequence Number
S3 / 65-66 Recognized Credit Code

Submit a course record for approval prior to the course submission deadline for the fiscal year being reported. Course records submitted after the deadline will not be processed.

This edit is bypassed if the *Instructional Area Number* is valid, the *Course Sequence Number* is 99x and the *Recognized Credit Code* is 1B, 2F, 2J, 2M, 4J or 4M.

525 COURSE SECTION INVALID

Enter a Course Section Number. It may contain either alphabetic or numeric characters.

S3 / 47-51 Course Section Number - 5 character (Required as of January 1, 2013)

The *Course Section Number* creates a unique *Course Offering Number*. It may contain alphabetic or numeric characters. A different section number must be provided for a student who attends duplicate course offerings with the same enrollment date at the same location. This item cannot contain any blanks unless the record contains a *Recognized Credit Code* other than 8A or 8B. *Recognized Credit Code* 8A and 8B must include a *Course Section Number*.

530 INV LOCATION CODE

Enter a valid *Location Code* for your district.

S3 / 35-36 Location Code

The *Location Code* represents the locations of the courses within the districts. This field may be left blank if the *Program Fee Code* is '00' – Recognized Credit – Non FTE Generating.

535 INV CREDITS

Enter a valid credit value.

S3 / 37-40 *Credits*
 S3 / 29-31 *Course Sequence Number*
 S3 / 65-66 *Recognized Credit Code*

Format = 99V99

The *Credits* are the number of *Credits* assigned to the course on the course approval and program curriculum records, and the number of *Credits* earned by a student attending a course on the FTE and client reporting record.

Since districts are required to report Basic Education (Aid Code 7X) with zero credits if the numbers of hours is not sufficient for reporting credits, zero is considered a valid credit value for this edit.

This edit is bypassed if the *Course Sequence Number* is 99x and the *Recognized Credit Code* is 2F, 2J, or 4J.

536 CREDITS DOES NOT EQUAL COURSE CREDITS

Enter a valid credit value.

S3 / 37-40 *Credits*

The credit value must be equal to the approved credit value in the Course Approval System for courses with the following:

- Aid code 10, 20, 30, 31, 32 or 50
AND
- Recognized credit code 8A, 8B, 9B, 9C, 9D, 9G, 9H, 9K or blank
AND
- Non-standard delivery code 01, 02, 04, 05, 06, 21, 23, 24, 25 or blank

The credit value must be equal to or less than the approved credit value in the Course Approval System for courses with the following:

- Aid code 10, 20, 30, 31, 32 or 50
AND
- Recognized credit code 1A, 1B, 1E, 2F, 2M, 3J, 4J, 4M, 5J, 5M or 6J

The credit value must be equal to or less than the approved credit value in the Course Approval System for courses with aid codes 42, 47, 60, 73, 74, 75, 76, 77 or 78.

The credit value on the S3 record must be equal to or less than the approved credit value in the Course Approval System for courses with the following:

- Aid code 10, 20, 30, 31, 32 or 50
AND
- Non-standard delivery code 07

Since districts are allowed to accept transfer courses from other postsecondary institutions for credit value greater than the approved credit value, this edit will be bypassed if the *Recognized Credit Code* is 2J – Postsecondary Transfer Credit/Non-Compulsory Education.

537 ALERT-INV SYST COURSE CRED.

The course being reported is on the System-wide Course List and is not being reported for the required credit value. All system-wide course are required to be offered for the approved value.

S3 / 24-31 *Course Number*
S3 / 37-40 *Credits*

Review the credits being reported and, if appropriate, enter the credit value equal to the number of approved system wide course credits. If the course was offered for a value other than the system-wide value, report the credit value for which it was offered. This alert will be generated and the record will be accepted. The district should also take the necessary steps to assure the course is offered for the correct credit value in the future.

The list of all system-wide courses can be found at:

<http://mywtcs.wtcsystem.edu/wtcsinternal/cmsspages/getdocumentfile.aspx?nodeguid=5b2a9ba5-9a5d-45da-95bf-f69c14f7a969> These courses must be offered for exactly the number of credits approved on the course file.

There are additional course numbers that are not general education but are also system wide courses. This list can be found

at: <http://mywtcs.wtcsystem.edu/wtcsinternal/cmsspages/getdocumentfile.aspx?nodeguid=9d95a3d5-19ad-48ce-b549-eeda7c9eb770>. They also must have exactly the same number of credits system wide.

538 WARNING-REVIEW FIRE SERVICE COURSE CREDIT

Review the course to make sure it was not used for firefighter certification.

S3 / 24-31 *Course Number*
S3 / 37-40 *Credits*

The course reported is a Fire Service course in instructional area 503, has an aid code of 47 or 42, and is not being reported for the approved credit value in the Course Approval System. Review this course to make sure the course was not used for firefighter certification as no modification to those courses is permitted. For a list of firefighter certification courses, see Table F.

540 INV PROGRAM FEE CODES

Enter a minimum of 1 or a maximum of 3 valid Program Fee Codes.

S3 | 41-46 Program Fee Codes

Codes must be reported in conjunction with an authorized *Aid Code*.

545 DUP PROGRAM FEE CODES

Enter each *Program Fee Code* only once.

S3 | 41-46 Program Fee Codes

565 INV COURSE COMPLETION

Enter a valid *Course Completion Status*. Blank is not a valid value.

S3 | 59-60 Course Completion Status

- 01 = Pass
- 02 = Fail
- 03 = Incomplete
- 04 = Withdrew
- 05 = Audit
- 06 = Completed Basic Education Course
- 07 = Continuing in Basic Education Course
- 08 = Course in Progress
- 09 = Missing Grade
- 99 = Not applicable

Report the achievement level of the student at time of reporting.

566 INC AID/RCC/COURSE GRADE

Resolve the incompatibility between the *Aid Code*, *Recognized Credit Code* and the *Course Grade*. Usually this error means the *Course Grade* is missing or invalid.

S3 | 24-25 Aid Code (Course Offering Number)

S3 | 57-58 Course Grade

S3 | 59-60 Course Completion Status

S3 | 65-66 Recognized Credit Code

Course Grade Code valid values and numbers the system office converts grade to:

Course Grade	Computed internally by WTCS for numeric summary to:
A	4.00
A-	3.67

AB	3.50
B+	3.33
B	3.00
B-	2.67
BC	2.50
C+	2.33
C	2.00
C-	1.67
CD	1.50
D+	1.33
D	1.00
D-	0.67
DF	0.50
F	0.00
PP (Pass for pass/fail)	Blank
FF (Fail for pass/fail)	Blank
Blank (if not applicable)	N/A

For courses with *Aid Code* 10, 20, 30, 31, 32 or 50 a valid *Course Grade* is required unless the *Recognized Credit Code* indicates it is not an FTE generating course. This edit is bypassed if the first character of *Recognized Credit Code* is NOT a blank or a 9. This cross check edit (but not the edit for invalid codes) is also bypassed if the *Course Completion Status* is 05 (Audit).

567 INVALID COURSE GRADE

The *Course Grade* must be a valid grade. Enter a valid grade.

S3/57-58 *Course Grade*

Valid *Course Grades* are:

Course Grade
A
A-
AB
B+
B
B-
BC
C+
C
C-
CD
D+
D
D-

DF
F
PP (Pass for pass/fail)
FF (Fail for pass/fail)
Blank (if not applicable)

568 INC COMPLETION/GRADE

The *Course Completion Status* and *Course Grade* are incompatible. Correct one or the other. See the attached grid for valid combinations. For courses with *Aid Code* 10, 20, 30, 31, 32 or 50 a valid *Course Grade* and *Course Completion Status* combination is required.

S3 / 24-25 *Aid Code (Course Offering Number)*

S3 / 57-58 *Course Grade*

S3 / 59-60 *Course Completion Status*

Reasonableness edits between *Course Grade* and *Course Completion Status* combinations based on the table below are applied to all S3 records. An "X" in the table indicates an invalid combination. For *Aid Codes* 10, 20, 30, 31, 32 and 50, an invalid combination generates error 568. For other *Aid Codes*, warning 569 is generated.

<i>Course Completion Status</i>										
	pass	fail	inc	withd	audit	BSC	Bcont	in prog	miss	n/a
Crs Grade	01	02	03	04	05	06	07	08	09	99
A		X							X	
AB		X							X	
B		X							X	
BC		X							X	
C		X							X	
CD		X							X	
D									X	
DF									X	
F	X								X	
PP		X								
FF	X								X	
Blank										

This edit is bypassed if the *Course Completion Status* is 05 (Audit).

569 WARNING-INC COMPLETION/GRADE

The *Course Completion Status* and *Course Grade* are incompatible. Correct one or the other. See the attached grid for valid combinations. For courses with *Aid Code* other

than 10, 20, 30, 31, 32 or 50 an invalid *Course Grade* and *Course Completion Status* combination generates a warning. Correct the *Course Grade* to eliminate the warning.

S3 / 24-25 *Aid Code (Course Offering Number)*

S3 / 57-58 *Course Grade*

S3 / 59-60 *Course Completion Status*

Reasonableness edits between *Course Grade* and *Course Completion Status* combinations based on the table below are applied to all S3 records. An “X” in the table indicates an invalid combination. For *Aid Codes* 10, 20, 30, 31, 32 and 50, an invalid combination generates error 568. For other *Aid Codes*, warning 569 is generated.

<i>Course Completion Status</i>										
	pass	fail	inc	withd	audit	BSC	Bcont	in prog	miss	n/a
Crs Grade	01	02	03	04	05	06	07	08	09	99
A		X							X	
AB		X							X	
B		X							X	
BC		X							X	
C		X							X	
CD		X							X	
D									X	
DF									X	
F	X								X	
PP		X								
FF	X								X	
Blank										

This edit is bypassed if the *Course Completion Status* is 05 (Audit).

570 INV BSE ATTENDANCE HOURS

Enter a valid, non-zero *Basic Skills Hours of Attendance* for all basic education courses, (*Aid Code* 7x except HIP and VIP - *Aid Code* 75 and *Instructional Areas* 871 and 872). Enter 0000 or blanks for non-basic education courses and HIP/VIP.

S3 / 61-64 *Basic Skills Hours of Attendance*

575 INV RECOGNIZED CREDIT CODE

Enter a valid Recognized Credit Code for a course if applicable. For non-program courses leave this data element blank.

S3 / 65-66 *Recognized Credit Code*

Current valid sub-element combinations are:

- 1A = High School Course Credit - Articulated High School Course
- 1B = High School Course Credit /Youth Apprenticeship
- 1E = High School Course Credit/Other Advanced High School Course Work
- 2F = Postsecondary Transfer Credit/Technical Studies Journey Worker Credit
- 2J = Postsecondary Transfer Credit/Non-Compulsory Education
- 2M= Postsecondary Transfer Credit/Military Education
- 3J = Assessment-District or Systemwide Developed /Non-Compulsory Education
- 4J = Experiential Learning/Non-Compulsory Education
- 4M= Experiential Learning/Military Training
- 5J = Exam-National Standard/Non-Compulsory Education
- 5M= Exam-National Standard/Military
- 6J = Advanced Placement Exam/Non-Compulsory Education
- 8A = Transcribed Credit - Articulated High School Course
- 8B = Transcribed Credit - Youth Apprenticeship
- 9B = Institutional Credits/Youth Apprenticeship
- 9C = Institutional Credits/Start College Now
- 9D = Institutional Credits (FTE)/Standard Enrollment
- 9G = Institutional Credits/118.15 (Compulsory Ed)
- 9H = Institutional Credits (FTE)/38-14(3) Contract
- 9K = Institutional Credits/Course Options

577 INV NONSTANDARD DELIVERY

Enter a valid *Nonstandard Delivery Code* if applicable. If not applicable leave this data element blank.

S3 / 67-68 *Nonstandard Delivery Code*

- 01 = Open Broadcast or Open Cable (telecourses)
- 02 = Internet/PC Dialup
- 04= Online Course
- 05= Hybrid Course
- 06= Blended Course
- 07= Competency-Based Education (CBE)
- 21 = Interactive Television (ITV)
- 23 = Satellite Video Conferences
- 24 = Audio Courses
- 25 = Print-Based Correspondence Courses

This is a two digit code that indicates this course section was delivered by one of the following alternate methods of instruction. Leave this data element blank for courses delivered with traditional methods.

579 INV INST. TRANSFERRING

Enter a valid *Institution Transferring Credit* code from the table in the Users' Guide. Leave blank if not applicable.

S3 / 69-72 Institution Transferring Credit

581 INV LOCATION OF LEARNING

Enter a valid *Location of Learning Code* if the course also has a *Nonstandard Delivery Code* or if the *Location Code* is 74-Study Abroad. If *Location of Learning* is not applicable, leave blank.

S3 / 73-76 Location of Learning Code

This is a four-digit number used to identify where the student is receiving instruction. This code is applicable only for courses that have a *Nonstandard Delivery Code* or a *Location Code* 74-Study Abroad. Leave the *Location of Learning Code* blank if it is not applicable.

If the location of learning is in Wisconsin, the first two digits are the *District Number* in which the student is receiving the instruction. If the student is not receiving instruction in Wisconsin but within the United States the first two digits must be a state code from Table J. If the district is known, the second two digits of the *Location of Learning Code* are the standard location codes used by the individual districts. See the existing *Location Code* Tables in the Client Code Tables section. The last two digits of *Location of Learning Code* must be 99 if unknown.

If the *Location Code* is 74-Study Abroad the *Location of Learning* code must identify the country of study. The first three digits of the *Location of Learning* code must be a foreign country code from Table J. The last digit must be a 9. If the country of study is unknown, enter code "9999."

585 INC SEMESTER/CRS ENR DATE

Enter a valid value for *Semester*. Verify that the *Semester* value is not incompatible with the *Course Enrollment Date*.

S3 / 18-23 Course Enrollment Date

S3 / 77-78 Semester

01 = Summer Semester
02 = Fall Semester
03 = Spring Semester
Blank = will be computed

If anything other than blank, 01, 02 or 03 is submitted for *Semester*, this error is flagged.

This error also checks to see that if the *Course Enrollment Date* month is compatible with the *Semester* code.

If *Course Enrollment Date Month* is 05 AND *Course Enrollment Date Year* is the previous *Fiscal Year* the *Semester* must be 01.

If *Course Enrollment Date Month* is 05 AND *Course Enrollment Date Year* is the current *Fiscal Year* the *Semester* must be 03.

If *Course Enrollment Date Month* is 06 or 07, *Semester* must be 01.

If *Course Enrollment Date Month* is 08, *Semester* must be 01 or 02.

If *Course Enrollment Date Month* is 09, 10, 11 *Semester* must be 02.

If *Course Enrollment Date Month* is 01 or 12, *Semester* must be 02 or 03.

If *Course Enrollment Date Month* is 02, 03, 04 *Semester* must be 03.

The *Semester* will be computed based on the month in *Course Enrollment Date* if a blank *Semester* is submitted. Computation is done as follows:

'05' (May) and *Course Enrollment Date Year* is the previous *Fiscal Year* = *Semester* '01'

'06' (June) or '07' (July) = *Semester* '01'

'08' (August) through '12' (December) = *Semester* '02'

'01' (January) through '05' (May) = *Semester* '03'

593 INVALID WAT GRANT NUMBER

If one of the *Program Fee Codes* is 28 WAT (Workforce Advancement Training), a valid *WAT Grant Number* (*Appropriation Number* 124, *Fiscal Grant Number* 17X) must be entered on the S3 record or a S4 grant record must be submitted. The 'X' in the *Fiscal Grant Number* must be the *Fiscal Year* being reported or the previous *Fiscal Year*.

S3 | 41-46 *Program Fee Codes*
S3 | 90-100 *WAT Grant Number*

Or

S4 | 18-28 *System Office Grant Number*

Review the record to see if *Program Fee Code* 28 is valid. If not, use a different *Program Fee Code*. If 28 is valid, enter a valid *WAT Grant Number* (*Appropriation Number* 124, *Fiscal Grant Number* 17X) or submit a valid *WAT Grant Number* on an S4 record.

594 MISSING WAT FEE CODE 28

A *WAT Grant Number* has been supplied, but there is no *Program Fee Code* 28. Review the S4 record to see if a *WAT Grant Number* has been entered. If so, enter a *Program Fee Code* 28. Alternatively, review the S3 record to see if the *WAT Grant Number* is valid. If not, remove it. If the *WAT Grant Number* is valid, enter a *Program Fee Code* 28.

S3 / 41-46 *Program Fee Codes*
 S3 / 90-100 *WAT Grant Number*

Or

S4 / 18-28 *System Office Grant Number*

If one of the *Program Fee Codes* is 28 WAT (Workforce Advancement Training), a valid *WAT Grant Number* must be entered on the S3 record or a S4 grant record must be submitted for appropriation 124-17X in the System Office Grant Number. This information is used to identify grant enrollment data before the file closes.

622 **INC AGE/PGM FEE CODE**

Correct the *Birth Date*, or use a different *Program Fee Code*. This methodology is used in lieu of comparing the month and year of the course enrollment against the *Birth Date*. This is a statutory requirement.

S5 / 73-82 *Birth Date*
 S3 / 41-46 *Program Fee Codes*

If one of the *Program Fee Codes* is 01 (students age 62 or over), the client's age at the beginning of the year (June 1) must be 61 or greater.

If one of the *Program Fee Codes* is 08 (Course Audit Age 60 and Over), the client's age at the beginning of the year (June 1) must be 59 or greater.

Note that 622 and 623 are different errors even though the wording is the same. They check for different age related problems for different *Program Fee Codes*.

623 **INC AGE/PROGRAM FEE CODE**

Correct the *Birth Date*, or change the *Program Fee Code*. Unknown age is acceptable only because the enrollment may be court-ordered.

S5 / 73-82 *Birth Date*
 S3 / 41-46 *Program Fee Codes*

If one of the *Program Fee Codes* is 07 (Previously Incarcerated Juvenile), the clients age must compute to less than 21 at the beginning of the fiscal reporting year (June 1), or the *Birth Date* may be blank (unknown).

The 07 *Program Fee Code* cannot be applicable for anyone 21 or older at beginning of the Fiscal Year.

If one of the *Program Fee Codes* is 41 (Juvenile Alcohol and Other Drug Abuse), the age of the client at the beginning of the fiscal year (June 1) must compute < 21 or the *Birth Date* may be blank (unknown).

The 41 *Program Fee Code* cannot be applicable for anyone over the age of 21 at the beginning of the fiscal year.

Note that 622 and 623 are different errors even though the wording is the same. They check for different age related problems for different *Program Fee Codes*.

624 WARN-INC AGE/PGM FEE CODE

Correct the *Birth Date* or change the *Program Fee Code*. This is a warning only.

S5 / 73-82 *Birth Date*
S3 / 41-46 *Program Fee Codes*

If one of the *Program Fee Codes* is:

33 - 118.15
34 - 118.15
73 - Start College Now
74 - Start College Now

the client's age should compute to less than 21 at the beginning of the reporting year (June 1).

625 INC AID CODE/PFC

Enter the required *Program Fee Code* for the aid code.

S3 / 24-25 *Aid Code*
S3 / 26-28 *Instructional Area Number*
S3 / 41-46 *Program Fee Codes*

All courses with *Aid Codes* 76, 77, and 78 must be coded with *Program Fee Code* 02 (Adult Secondary Education).

All courses with *Aid Codes* 73 and 74 (Adult Basic Education) must be coded with *Program Fee Code* 03 (Adult Basic Education).

All ELL courses (*Aid Code/Instructional Area Number* combination 75-861) must be coded with *Program Fee Code* 04 (ELL).

626 INC H S/GRAD YR/FEE CODE

Make sure the client is actually still in high school.

Enter the appropriate *High School Attended Code*, or change the *Program Fee Codes*.

S1 / 5-8 *Fiscal year*
S1 / 65-66 *Highest Credential Received at Enrollment*
S1 / 88-95 *High School Attended*

S1 | 96-99 *Year of High School Graduation*
 S3 | 41-46 *Program Fee Codes*

Program Fee Codes:

- 33 - At Risk s. 118.15(1)(b) Wis. Stats.
- 34 - Diploma or HSED s. 118.15(1)(c) Wis. Stats.
- 35 - Course Options
- 73 - Start College Now School District Paid
- 74 - Start College Now Student Paid

The above 4 *Program Fee Codes* indicate services to high school students. The *High School Attended* and *Year of High School Graduation* should be available. This means *High School Attended* cannot be 99999994, 99999998 or 99999999 and *Year of High School Graduation* should be the current year or a subsequent year or XXXX.

628 **INC 8X PROGRAM FEE CODES**

8x *Program Fee Codes* do not capture who paid the fee. Enter another valid *Program Fee Code*.

S3 | 41-46 *Program Fee Codes*
 S3 | 67-68 *Nonstandard Delivery Code*

If one of the *Program Fee Codes* is 8x (out-of-state) then the course record:

- Must have another fee code in the range 01-29, 51-72, or 99;
- May not have another 8x code;
- May have 41-44, but not as the only other code;
- May not have 32, 33, 34, 35, 73 or 74;
- May not have Non-standard Delivery Code of 04

630 **INC PROGRAM FEE CODES**

Delete one of the incompatible *Program Fee Codes*.

S3 | 41-46 *Program Fee Codes*

Program Fee Code 32 (38.14(3) class size contract), cannot co-exist on the same course record with *Program Fee Code* 33 or 34 (118.15(1) contracts) or 35 (Course Options).

Note that 630 and 632 are different errors even though the wording is the same. They check for different incompatibilities between different *Program Fee Codes*.

632 **INC PROGRAM FEE CODES**

Add second valid *Program Fee Code*.

S3 | 41-46 *Program Fee Codes*

If one of the *Program Fee Codes* is:

- 41 - AODA
- 42 - Voc Adult Seminar/Workshop
- 43 - Prof. Develop.
- 44 - Mandated Training

then another *Program Fee Code* in the range 01, 0A-0D, 5A-5E, 51-72, 79 or 99 must also be coded. *Program Fee Codes* 73 and 74 may not be used. *Program Fee Codes* 41, 42, 43 and 44 are surcharge fee codes. The primary payer of the program fee must also be coded.

If more than one of the *Program Fee Codes* 0A, 0B, 0C, 0D, or 5A through 5E are reported, this error results. These codes are mutually exclusive.

If *Program Fee Codes* 0A, 0B, 0C, 0D are reported along with any of the 8x fee codes, this error results. These codes are mutually exclusive.

Note that 630 and 632 are different errors even though the wording is the same. They check for different incompatibilities between different *Program Fee Codes*.

634 INC EXEMPT/ PAID FEE CODES

Determine if fees were collected and code the appropriate *Program Fee Codes*.

S3 | 41-46 Program Fee Codes

Program Fee Codes identify

- whether or not program fees, material fees and, for non-resident students, out-of-state tuition were paid
- if fees were not paid, why they were exempt
- if fees were paid, who paid them
- if additional statutory fees in addition to program fees, material fees, and tuition were paid

At least one and up to three 2 digit program fee codes are reported on each Client Course Record (S3). The purpose of this edit 634 is to ensure that multiple codes are reported when required and when multiple codes are reported on a single record that they are compatible, e.g. a fee payment code is not reported with a code which indicates that no fees were applicable.

Fees Not Paid Codes

Recognized Credit

00 - This code indicates that the student received credit for the course without enrolling in it at the reporting technical college, e.g. transcribed credit. Program fees, material fees and out of state tuition do not apply. All *Program Fee Codes*

other than code 32 s. 38.14(3) contracts are incompatible with this code. Code 32 is allowed since some of these contracts result in transcribed credits.

Statutory Exemptions – Program & Material Fees

05 06 07 - These codes indicate that the course is statutorily exempt from program and material fees. They cannot be reported in conjunction with any fees paid code other than 8x for out of state tuition when applicable.

Statutory Exemptions – Other

01 02 03 04 07 08 – These codes indicate that the student is statutorily exempt from program fees but not material fees. A second code must be reported regarding material fees.

09 – Code 09 indicates the enrollment is statutorily exempt from program fees and material fees for a specific credit value. If the course is offered for a greater credit value program and material fees are charged for the excess credit and a second code must be reported.

WI GI Bill

0A 0B 0C 0D (0E converted to 0A upon receipt) – These codes indicate that the student is statutorily exempt from program fees and material fees, net of any fees paid by the Post 911 GI Bill (codes 5A 5B 5C 5D 5E). Note: all other exemptions are to be applied before this exemption, e.g. s. 38.14(3) contract or class-size grant funded courses.

Grant Funded - Class-Size

10 – 29 – These codes indicate that the course was grant funded on a class-size basis and therefore exempt from program and material fees.

Fees Set by Other Process

31 35 – This code indicates that a fee set by an outside authority is charged in lieu of the statutory program fee but statutory material fees are charged.

Program Fee Code 35 – Course Options must be reported with *Program Fee Code 79* – Other Sponsor to signify that high school is responsible for the material fees.

32 33 34 – These codes indicates that a fee set by an alternate process is charged in lieu of the statutory program and material fees. These codes cannot be reported in conjunction with 50 or higher or any of the 8x Non-Resident codes.

Fees Paid Codes

Additional Fees

4x – These codes indicate that other statutorily authorized fees (in addition to applicable program and material fees) were charged.

Post 911 GI Bill

5A 5B 5C 5D (5E converted to 5A upon receipt) – These codes indicate that program and material fees were paid in part or in whole by the Post 911 GI Bill program.

Post 911 GI Bill and WI GI Bill

5A 5B 5C 5D (5E converted to 5A upon receipt) – If a Course Record (S3) includes both a code in the 5A-5D range (Post 911 GI Bill) and a code in the 0A-0D range (WI GI Bill) there can be no other codes other than in the 8x range since part of the program and material fees were paid by the Post 911 program and the entire remaining amount was remitted under the WI GI Bill program.

Grant Funded – Slotters

50 – 69 except 64 – these codes indicate that program and material fees were paid by a grant program. Code 64 Farm Training indicates that only program fees were paid by the grant program and a second code must be reported regarding material fees.

Other Sponsors

7x – these codes indicate that applicable program and/or material fees were paid by the student or some other entity/organization. They cannot be reported in conjunction with codes indicating an exemption from program and material fees.

Non-Resident

8x – these codes must be reported for any student reported with a WTCS District of Resident other than 01 – 17 in addition to the code(s) related to program and material fees.

Self-Paid

Report Program Fee code 99 when a student pays or was liable to pay program and/or material fees.

636 ALERT-INC FEE /WTCS DIST RESID.

Correct Program Fee Code or WTCS District of Residence Code.

S1 / 53-54 *WTCS District of Residence Code*
 S3 / 41-46 *Program Fee Codes*

If *Program Fee Code* is 8x (out of state tuition), the *WTCS District of Residence Code* should be Out-of-State (98 or 99).

Note: for Some students *District of Residence* changes from non-Wisconsin resident to Wisconsin resident or Wisconsin resident to non-Wisconsin resident during an academic year, resulting in courses taken under both residency statuses. This is a relatively rare occurrence, but all instances of error 636 must be investigated to correct actual errors. Instances where the data is correct but error 636 occurs do not require correction and the record will be accepted.

638 **INC FEE /AEFL GRANT**

Submit a valid grant activity record with *Appropriation Number* 146, or change the *Program Fee Code*.

S3 / 24-25 *Aid Code*
 S3 / 41-46 *Program Fee Code*
 S4 / 23-25 *Appropriation Number*

Program Fee Code 12 (Adult Ed Act) must have an accompanying S4 Grant Activity record with an *Appropriation Number* 146.

Note: If the student's enrollment is not grant funded and *Program Fee Code* 12 is removed from the record, the exemption for material fees would no longer apply and the appropriate *Program Fee Code* must be added identifying who is responsible for paying the student's material fees.

This edit does not apply to Basic Skills courses *Aid Code* (7x) with no credits, since there may not be enough hours (2) to generate a grant activity record.

This edit will also be bypassed for courses where the enrollment date is prior to July of the fiscal year being reported since enrollments prior to July may be funded by previous fiscal year grants.

639 **INC FEE /PERKINS GRANT**

Submit a valid grant activity record with a suitable *Appropriation Number* (150), or change the *Program Fee Code*.

S3 / 24-25 *Aid Code*
 S3 / 41-46 *Program Fee Codes*
 S4 / 23-25 *Appropriation Number*

Program Fee Codes 11 and 51 (Perkins) must have an accompanying S4 Grant Activity record with an *Appropriation Number* 150 grant.

Note: If the student's enrollment is not grant funded and *Program Fee Code* 11 or 51 is removed from the record, the exemption for material fees would no longer apply and the appropriate *Program Fee Code* must be added identifying who is responsible for paying the student's material fees

This edit does not apply to Basic Skills courses *Aid Code* (7x) with no credits, since there may not be enough hours (2) to generate a grant activity record.

This edit will also be bypassed for courses where the enrollment date is prior to July of the fiscal year being reported since enrollments prior to July may be funded by previous fiscal year grants

640 INC PROGRAM FEE/AID CODE

Change the *Program Fee Code(s)* to codes authorized for use in conjunction with the *Aid Code* and/or the *Instructional Area* of the course.

S3 | 24-25 *Aid Code*
 S3 | 26-28 *Instructional Area Number*
 S3 | 41-46 *Program Fee Codes*

Program Fee Codes are only valid for certain course number *Aid Codes* and *Instructional Areas*. The valid usages are shown in the table of valid *Program Fee Codes* and *Aid Code* combinations at the end of the S3 client course record.

641 ALERT - INC PROGRAM FEE 43/AID CODE 42

This alert is issued if a Professional Development Seminar (*Program Fee Code* 43) is offered with a course *Aid Code* of 42 (General Adult).

S3 | 24-25 *Aid Code*
 S3 | 41-46 *Program Fee Codes*

Professional Development Seminars are, by law, restricted to Vocational-Adult offerings and are intended to be occupational in nature and should be only run under *Aid Code* 47 – Occupational Adult. Since *Aid Code* 42 – General Adult is also in the Vocational-Adult area, it is technically allowable to use *Aid Code* 42 for these offerings; however, *Aid Code* 42 courses should not be used since they are not occupational in nature. Please review the *Aid Code* and *Program Fee Code* and change as appropriate. The record will be accepted, but steps should be taken to restrict these seminars to *Aid Code* 47 offerings in the future.

642 WARN-INC FEE CODE/DISABILITY CODE

Change the *Program Fee Code* or add a disability code. This is a warning only.

S1 | 62-63 *Person with a Disability*
 S3 | 41-46 *Program Fee Codes*

Program Fee Code 14 or 54 (Division of Voc. Rehab.) should accompany a Person with a Disability code, however, since DVR now sends funds directly to students who register directly, it is not always possible to obtain the specific disability from the student.

644 WARN-INC AGE/REC CREDIT

If the *Birth Date* reported is in error, enter a valid *Birth Date* that computes to age 18-20 on June 1 of the reported *Fiscal Year*.

S5 | 73-82 *Birth Date*
 S3 | 65-66 *Recognized Credit Code*
 S3 | 65 *Type of Credit*

If the *Type of Credit* portion of the *Recognized Credit Code* is 8 or 9 (credits taken by high school students) then the client's age should compute to <21 at the beginning of the reporting year (June 1).

Note: Warning 644 and error 646 are related. Warning 644 is issued for students aged 18, 19 or 20, but hard error 646 is issued for students age 21 or older.

646 INC AGE/REC CREDIT

If the *Birth Date* is correct, change or remove the *Recognized Credit Code*.

S5 | 5-8 *Fiscal Year*
 S5 | 73-82 *Birth Date*
 S3 | 65 *Type of Credit*

This error occurs for clients whose age on June 1 of the *Fiscal Year* is greater than 20 or unknown, and who have a *Type of Credit* (1st character of the *Recognized Credit Code*) of 8 or 9.

Clients who are 21 or older are normally not in High School.

Note: Warning 644 and error 646 are related. Warning 644 is issued for students aged 18, 19 or 20, but hard error 646 is issued for students age 21 or older.

648 INC AGE/REC CREDIT/GRAD YR

If the age is correct, enter the missing *Recognized Credit Code*. Every client in this age range should have a *Recognized Credit Code* on every course record.

S5 | 5-8 *Fiscal Year*
 S5 | 73-82 *Birth Date*
 S1 | 96-99 *Year of High School Graduation*
 S3 | 65-66 *Recognized Credit Code*

- If the client was older than 17 on August 31 of the fiscal year being reported, or if the age is unknown, the edit is skipped unless the *Year of High School Graduation* is greater than the *Fiscal Year* being reported.
- If the *Recognized Credit Code* is not blank, the edit is skipped.
- If the *Year of High School Graduation* is equal to or less than the current *Fiscal Year*, then the client already graduated and is not subject to compulsory education, so the edit is skipped. (If *Year of High School Graduation* is XXXX this edit is not skipped).
- If the *Year of High School Graduation* is equal to the current *Fiscal Year* and the *Recognized Credit Code* is blank, the presumption is made that the client graduated in mid-semester and is therefore not subject to compulsory education, and so the edit is skipped.
- What remains are 17 year old and younger clients who are subject to compulsory ed. these clients must have a non-blank *Recognized Credit Code* (9D if no other code applied), since that's the whole reason for the 8x and 9x codes—tracking activity by otherwise impossible to identify high school students.

650 PROGRAM NUMBER REQUIRED

Enter a valid apprenticeship program number.

S9 | 18-24 *Program Number*
S3 | 24-25 *Aid Code (Course Number)*

If the student is enrolled in an Apprenticeship course (Aid Code 50), then the student must be enrolled in an Apprenticeship program.

656 INC ST CLG NOW/PRIVATE SCH

Start College Now cannot be used in private high schools. Either remove the Start College Now indicators in the *Program Fee Code* and/or *Recognized Credit Code*, or change the *High School Attended* code to a public high school.

S1 | 88-95 *High School Attended*
S3 | 41-46 *Program Fee Codes*
S3 | 65-66 *Recognized Credit Code*

The *High School Attended Code* indicates a private high school. In addition, either the *Program Fee Codes* '73' or '74' and/or a *Recognized Credit Code* of '9C' were entered. These codes indicate the use of Start College Now. Current law does not allow private high schools to participate in Start College Now.

658 INC MSEP 89 COURSE/PROGRAM

Make sure student is a program student in an *Aid Code* 10 or 20 Program and enrolled in *Aid Code* 10 or 20 courses.

S1 | 64-65 Aid Code (First Program Number)
S1 | 71-72 Aid Code (Second Program Number)
S3 | 24-25 Aid Code (Course Number)
S3 | 41-46 Program Fee Codes

A *Program Fee Code* of 89 was entered. The student must be enrolled in an *Aid Code* 10 or 20 Program and the 89 *Program Fee Code* must be on an *Aid Code* 10 or 20 course.

659 INC MSEP FEE/DIST OF RES.

Change either the *District of Residence* or the *Program Fee Code* 89.

S1 | 53-54 WTCS District of Residence
S3 | 41-46 Program Fee Codes

If the *Program Fee Code* is 89 (indicating a Midwest Student Exchange Program (MSEP) enrollment, then the *District of Residence* must be IL, IN, KS, MI, MO, NE, ND, OH.

661 INC AID CODE/REC CREDIT CD

Review the *Aid Code* from the *Course Offering Number* and the *Recognized Credit Code* and resolve the incompatibility.

S9 | 18-24 Program Number

S3 | 24-25 Aid Code (Course Offering Number)
S3 | 65-66 Recognized Credit Code

This edit is skipped if *Recognized Credit Code* is blank. The *Recognized Credit Code* is primarily intended to be used with program courses (course *Aid Codes* 10, 20, 30, 31, 32 and 50). However, there are a number of *Recognized Credit Codes* that allow *Aid Code* 47 courses to be reported provided the student is also reported as being in a 30-543-1 or 50-XXX-X *Program Number* on the S9 Program/Certificate Record. If you receive this error for an *Aid Code* 47 course on the S3 Course Record and no S9 record appears on the edit report, you must submit an S9 record with a valid 30-543-1 or 50-XXX-X *Program Number* or remove the Course Record. A Compulsory Education *Recognized Credit Codes* may also be reported with *Aid Code* 7X. See the table “Valid Combination for First and Second Digits *Recognized Credit Code* Data Element” at the end of this section for detailed information.

662 INC CRS SECTION/REC CREDIT

Review the *Recognized Credit Code* and if it is valid, correct the *Course Section Number* portion of the *Course Number*.

S3 / 47-51 Course Section Number - 5 character
S3 / 65-66 Recognized Credit Code

When a *Recognized Credit Code* is used on a course record, the *Course Section Number* must be blank if *Type of Credit* portion of the *Recognized Credit Code* is 1-7.

If the *Type of Credit* portion of the *Recognized Credit Code* is 8 or 9, there must be a non-blank *Course Section Number*.

663 INC PROGRAM FEE/ REC CREDIT

Review the *Program Fee Code* and the *Recognized Credit Code* and resolve the incompatibility.

S3 / 41-46 Program Fee Codes
S3 / 65-66 Recognized Credit Code
S3 / 65 Type of Credit
S3 / 66 Statutory Authority

Only *Program Fee Code* 00 is valid for courses with a *Recognized Credit Code*, if *Type of Credit* is 1 through 8. *Program Fee Code* 00 cannot be used on courses that do not have a *Recognized Credit Code*. See table of *Client Program Fee Codes/Recognized Credit Codes* and *Client Recognized Credit Codes/Fee Codes* at the end of this edit section for the list of valid code values used in Edits 663 and 669.

664 WARN-INC PGM/REC CREDIT

If the *Recognized Credit Code* is correct enter a valid, approved *Program Number* in the *Program Number* on the Client Program/Certificate record.

S9/ 18-24 Program Number
S3 / 65-66 Recognized Credit Code

If there is a *Recognized Credit Code* of 1A or 1B on a course record, there should also be a valid *Program Number* because the student should be enrolled in a program.

665 INC CRS COMPLET/REC CREDIT

Review the *Course Completion Status* and the *Recognized Credit Code* and resolve the incompatibility.

S3 / 59-60 Course Completion Status
S3 / 65-66 Recognized Credit Code

For courses with a *Recognized Credit Code*, the *Course Completion Status* must be 99 (not applicable) if the *Type of Credit* portion of the *Recognized Credit Code* is 1-7.

Except for courses with *Aid Codes* 42, 47, and 60, the *Course Completion Status* must not be 99 if the *Type of Credit* portion of the *Recognized Credit Code* is 9.

667 INC DISTRICT/ INST TRANSFERRING CRED

Review the *Institution Transferring Credit* code against the table of institutions in the client code tables and change it to a valid code or leave it blank if not applicable.

S3 | 3-4 District Number
S3 | 69-72 Institution Transferring Credit

The following table indicates which *Institution Transferring Credit* cannot be used with a given *District Number*. This prevents districts from submitting their own district code for transfer credits.

01:	4581
02:	4573
03:	4639
04:	4615
05:	4593
06:	4584
08:	4671
09:	4614
10:	4583
11:	4650
12:	4556
13:	4585
14:	4683
15:	4663
16:	4646
17:	4599

668 INC REC CRED/INSTITUTION

Review the credit transfer activity in the student's transcript and ensure that the *Institution Transferring Credit* is correct.

S3 | 65-66 Recognized Credit Code
S3 | 69-72 Institution Transferring Credit

If a *Recognized Credit Code* of 2J is used on a client's course records, then there must be a valid code (not blank) in the data element *Institution Transferring Credit*.

669 WARN-INC PGM FEE/REC CRED

S3 | 41-46 Program Fee Codes
S3 | 65-66 Recognized Credit Code
S3 | 65 Type of Credit
S3 | 66 Statutory Authority

These are the warnings from the edits for message 663.

671 INC FEE 09/FIRE CRS

Insure the *District Number/Course Number* combination is in the list of Fire Service Training Course Numbers in the Client User's Guide.

S3 | 3-4 District Code
S3 | 24-31 Course Code
S3 | 41-46 Program Fee Codes

If *Program Fee Code 09* is reported, the course must be a valid fire service training course in the given district.

672 INC FEE 09/FIRE DEPT

Insure the *Fire Department Code* is not blank and a valid *Fire Department Code* has been entered from the list of *Fire Department Codes* found in the Client User's Guide.

S3 | 41-46 Program Fee Codes
S3 | 52-56 Fire Department Code

If *Program Fee Code 09* is reported, the course must be a valid fire service training course and a valid *Fire Department Code* must be entered to identify the sponsoring fire department.

673 INV FIRE DEPT CODE

Insure a valid *Fire Department Code* has been entered from the list of *Fire Department Codes* found in the code tables of this User's Guide.

S3 | 52-56 Fire Department Code

If a *Fire Department Code* is entered, it must be a valid code.

685 INC COURSE/CRED/BASIC HRS

Review the course *Credits* and the *Basic Skills Hours of Attendance* and correct the incompatibility.

S3 | 24-25 Aid Code
S3 | 26-28 Instructional Area
S3 | 29-31 Course Sequence Number
S3 | 37-40 Credits
S3 | 61-64 Basic Skills Hours of Attendance
S3 | 77-78 Semester

A consistency check is made between the credits reported on a basic education course and the Basic Skills Hours of Attendance. For basic skills courses (Aid Code 7x) with Type A and B hours, 4 hours through 36 hours generates one credit. Thirty-seven hours through 72 hours generates 2 credits, etc. Aid Codes 7x must be reported in whole

credits. This edit does not apply to HIP and VIP – courses with Aid Code 75 with Instructional Areas 871 and 872. For courses offered using Type D hours, the standard is 8 hours through 72 hours for one credit, 73 through 144 for two credits, and so on.

If *Basic Skills Hours of Attendance* is < 4 on a basic education course with A or B hours or less than 8 hours for courses with D hours, then the *Credits* field must be Ø. Rounding to the fourth hour for courses with A or B hours or the eighth hour for course with D hours is prohibited. This limitation only applies to the first credit reported for each Basic Education enrollment.

To minimize this potential over reporting of Basic Education credits, Edit 685 has been modified to compute the total eligible number of credits for a student in a basic skills course in a given semester. This edit combines the hours and credits for all sections of the same course in each semester and computes the total reportable credits. The total credits reported for all sections of the course cannot exceed the computed credits for the total hours the student was in the course.

If the total credits reported for the course exceed the computed credits, error 685 will be generated and it is recommended that the districts reduce or zero out the credits for the course section(s) with the least number of hours of attendance to match the reportable credits. We recommended that the district does not eliminate any sections of any course from Client Reporting, as this may cause mismatches in district records and other data systems. If the student was in a section of a course, that section must be reported, even if the credit value for the section is zero. The hours of attendance should not be changed. If you receive this error, the credits are the only thing that should be adjusted.

692 INC AID CODE/COMPLETION

Verify and submit the correct *Course Completion Status* for this course.

<i>S3 24-25</i>	<i>Aid Code</i>
<i>S3 59-60</i>	<i>Course Completion Status</i>

For occupational program courses (*Aid Codes* 10, 20, 30, 31, 32, and 50) *Course Completion Status* should always be available. Therefore, for these *Aid Codes*, *Course Completion Status* codes 01-> 05, 08 or 09 are valid. For all other *Aid Codes*, *Course Completion Status* codes 01 -> 07, 09 or 99 are valid. *Course Completion Status* 06, 07 (Basic Education) and 99 (Not Applicable) are not valid values for *Course Completion Status* for occupational program courses.

Course completion code 99 (not applicable) must be used for recognized credit courses.

715 INV GRANT NUMBER

Verify the *System Office Grant Number* has been entered correctly. If it has, contact the Client Reporting User Contact for problem resolution.

<i>S4 / 18-28</i>	<i>System Office Grant Number</i>
<i>S4 / 18-19</i>	<i>District Number</i>
<i>S4 / 20-22</i>	<i>District Grant Number</i>
<i>S4 / 23-25</i>	<i>Appropriation Number</i>
<i>S4 / 26-28</i>	<i>Fiscal Grant Number</i>

The *System Office Grant Number* must match a grant number currently in the System Office Grant Fund Allotment that is reportable as defined in the Client Users' Guide.

The *System Office Grant Number* must be all numeric, and must be a grant requiring participants.

716 WARN-INV GRANT NUMBER

Verify that the *System Office Grant Number* is an acceptable "pseudo" grant number used to record grant outcomes when a valid grant number is not available. If unsure, contact the Client Reporting User Contact for problem resolution.

<i>S4 / 18-28</i>	<i>System Office Grant Number</i>
<i>S4 / 18-19</i>	<i>District Number</i>
<i>S4 / 20-22</i>	<i>District Grant Number</i>
<i>S4 / 23-25</i>	<i>Appropriation Number</i>
<i>S4 / 26-28</i>	<i>Fiscal Grant Number</i>

Normally, the *System Office Grant Number* must match a grant number currently in the System Office Grant Fund Allotment that is reportable as defined in the Client Users' Guide.

This warning was provided for the special cases where a reportable outcome was not known until after the original grant was over. Pseudo *System Office Grant Numbers* that do not match a grant number currently in the System Office Grant Fund Allotment may be used if there is no other way to capture significant grant outcomes. Most of the time these will be outcomes (such as getting a GED) that were not identified until the fiscal year after the specific grant had ended.

Pseudo grant numbers must always have an invalid *Appropriation Number* and be for the current fiscal year. Use pseudo *System Office Grant Numbers* only if there is no other way to capture the outcome.

If an invalid *System Office Grant Number* is used that does not match a grant number currently in the System Office Grant Fund Allotment but contains a valid *Appropriation Number*, message 715 will appear.

717 INV HOURS OF SERVICE FOR PERIOD

An invalid *Hours of Service for the Period* is being reported on the S4 record. This field is numeric and the format of is 9999 with no decimal point or may be blank if the *Appropriation Number* is not 146 (AEFL).

S4/ 29-32 Hours of Service for the Period

Review the record and enter a valid number or blank.

718 INV PROXY HOURS

An invalid Proxy Hours is being reported on the S4 record. The field is numeric and the format of 9999 with no decimal point. This field may also be left blank if there were no proxy hours.

S4/ 33-36 Proxy Hours

719 INC HOURS OF SERVICE/PROXY HOURS

The Proxy Hours entered must always be equal to or less than the Hours of Service for the Period.

S4/ 29-32 Hours of Service for the Period

S4/ 33-36 Proxy Hours

740 INV CONT IN GRANT CODE

Enter a valid *Continuing in Grant Activity* code.

S4 | 47 Continuing in Grant Activity

This will not be edited against other year's files.

1 = Yes

2 = No

Indicate whether or not the client intends to continue in the grant activity in the following fiscal year.

745 INV SERVICE THRU GRANT

Enter a minimum of one, maximum of six choices from the valid list of *Service Provided Through Grant Activity Codes*.

S4 | 48-59 Service Provided Through Grant Activity Codes

The following is a list of valid values for *Service Provided Through Grant Activity Codes*. A maximum of 6 choices can be entered.

Enter each different *Service Provided Through Grant Activity Code* only once.

03 = Financial Support/Advising

07 = Job Seeking/Placement Assistance

08 = Pre-vocational/Pre-Technical Training

10 = Career and Educational Planning
 14 = Counseling/Case Management
 15 = Supportive Services
 16 = Academic Support
 17 = Work Based Learning
 18 = NTO Service
 20 = Adult Basic Education
 21 = Adult Secondary Education
 22 = ELL
 23 = Remedial
 25 = Career Awareness/Exploration
 25 = Career Awareness/Exploration
 26 = Developmental
 29 = Workplace
 34 = Integrated English Literacy and Civics Education
 35 = Adult Basic Education Integrated Education and Training
 36 = Adult Secondary Education Integrated Education and Training
 37 = English as a Second Language Integrated Education and Training
 38 = Integrated English Literacy and Civics Education Integrated Education and Training
 40 = Adaptive Course Materials
 41 = Adaptive Equipment/Instructional Aids
 42 = Test Taking
 43 = Interpreter Services
 44 = Note Taking
 45 = Transition Services
 46 = Retention Services

All codes are optional and may be reported for any grant activity.

750 DUP SERVICE THRU GRANT

Enter a minimum of one, maximum of six choices from the valid list of *Service Provided Through Grant Activity Codes*. Enter each different *Service Provided Through Grant Activity Code* only once.

S4 / 48-59 Service Provided Through Grant Activity Codes

02 = Assessment
 03 = Financial Support/Advising
 04 = Counseling
 06 = Tutorial
 07 = Job Seeking/Placement Assistance
 08 = Pre-vocational/Pre-Technical Training
 09 = Grant Funded Occupational Training
 10 = Career and Educational Planning
 11 = Financial Aids Advising
 12 = Study/Learning Skills
 14 = Counseling/Case Management

- 15 = Supportive Services
- 16 = Academic Support
- 17 = Work Based Learning
- 18 = NTO Service
- 19 = Pre-Tech
- 20 = Adult Basic Education
- 21 = Adult Secondary Education
- 22 = ELL
- 23 = Remedial
- 25 = Career Awareness/Exploration
- 26 = Developmental
- 27 = Family Literacy
- 29 = Workplace
- 31 = CASE Management
- 32 = Admissions Assistance
- 34 = Integrated English Literacy and Civics Education
- 35 = Adult Basic Education Integrated Education and Training
- 36 = Adult Secondary Education Integrated Education and Training
- 37 = English as a Second Language Integrated Education and Training
- 38 = Integrated English Literacy and Civics Education Integrated Education and Training
- 40 = Adaptive Course Materials
- 41 = Adaptive Equipment/Instructional Aids
- 42 = Test Taking
- 43 = Interpreter Services
- 44 = Note Taking
- 45 = Transition Services
- 46 = Retention Services

All codes are optional and may be reported for any grant activity.

755 INV EMPLOYMENT OUTCOME

Enter a valid *Employment Outcome Code*.

S4 | 60 Employment Outcome

- 1 = No change in employment status
- 2 = Obtained subsidized employment
- 3 = Obtained unsubsidized employment
- 4 = Obtained non-traditional employment
- 5 = Upgraded employment
- 6 = Entered Apprenticeship
- 7 = Entered Military
- 8 = Retained Employment
- 9 = Client refused to provide

759 NO TRAINING OUTCOME

Enter at least one valid value for *Training Outcome Codes*.

S4 | 61-66 Training Outcome Codes

The following is a list of valid values for *Training Outcome Codes*.

- 01 = Enrolled in occupational program/course
- 02 = Enrolled in non-traditional occupational program/course
- 03 = Enrolled in remedial services /course
- 04 = Completed occupational program/course
- 05 = Completed non-traditional occupational program/course
- 06 = Completed remedial services program/course
- 07 = Obtained GED**
- 08 = Obtained high school equivalency degree**
- 09 = Obtained high school diploma**
- 10 = Completed ELL
- 11 = Removed from public assistance
- 13 = Completed partial GED/HSED
- 14 = Entered training program in other educational institution
- 15 = Completed partial Adult high School
- 16 = Completed basic education course
- 17 = Enrolled in basic education course
- 20 = Completed work related training
- 22 = Completed Partial ELL
- 24 = Enrolled in Collegiate transfer program course
- 25 = Stayed in High School
- 26 = Increased contact with children's teachers to discuss children's education
- 27 = Assisted children more frequently with their school work
- 28 = Increased involvement in children's school (i.e., attending school activities and parent meetings)
- 29 = Laid a foundation for language skills development in preschool children
- 30 = Achieved work based learner goal
- 31 = Completed a computer course
- 32 = Completed a civics course
- 33 = Enrolled in a continuing education course
- 34 = Obtained U.S. citizenship**
- 35 = Registered to vote**
- 99= None reported

S4 records that trigger this error will still load. The error must be resolved prior to Client closing for the fiscal year.

760 INV TRAINING OUTCOME

The following is a list of valid values for *Training Outcome Codes*. A maximum of 3 choices can be entered. Leave unused codes blank.

Enter a maximum of three choices from the valid list of *Training Outcome Codes*. Do not enter the same code more than once.

S4 / 61-66 Training Outcome Codes

The following is a list of valid values for *Training Outcome Codes*.

- 01 = Enrolled in occupational program/course
- 02 = Enrolled in non-traditional occupational program/course
- 03 = Enrolled in remedial services /course
- 04 = Completed occupational program/course
- 05 = Completed non-traditional occupational program/course
- 06 = Completed remedial services program/course
- 07 = Obtained GED**
- 08 = Obtained high school equivalency degree**
- 09 = Obtained high school diploma**
- 10 = Completed ELL
- 11 = Removed from public assistance
- 13 = Completed partial GED/HSED
- 14 = Entered training program in other educational institution
- 15 = Completed partial Adult high School
- 16 = Completed basic education course
- 17 = Enrolled in basic education course
- 20 = Completed work related training
- 22 = Completed Partial ELL
- 24 = Enrolled in Collegiate transfer program course
- 25 = Stayed in High School
- 26 = Increased contact with children's teachers to discuss children's education
- 27 = Assisted children more frequently with their school work
- 28 = Increased involvement in children's school (i.e., attending school activities and parent meetings)
- 29 = Laid a foundation for language skills development in preschool children
- 30 = Achieved work based learner goal
- 31 = Completed a computer course
- 32 = Completed a civics course
- 33 = Enrolled in a continuing education course
- 34 = Obtained U.S. citizenship**
- 35 = Registered to vote**
- 99 = None reported

All codes may be reported for any grant activity. The other codes will NOT be used by the System Office for federal or state reporting purposes. However, the information will be available for district use in the data inquiry tools provided by the System Office.

765 DUP TRAIN OUTCOMES

Enter a maximum of three choices from the valid list of *Training Outcome Codes*. Do not enter the same code more than once.

S4 / 61-66 Training Outcome Codes

The following is a list of valid values for *Training Outcome Codes*.

- 01 = Enrolled in occupational program/course
- 02 = Enrolled in non-traditional occupational program/course
- 03 = Enrolled in remedial services /course
- 04 = Completed occupational program/course
- 05 = Completed non-traditional occupational program/course
- 06 = Completed remedial services program/course
- 07 = Obtained GED**
- 08 = Obtained high school equivalency degree**
- 09 = Obtained high school diploma**
- 10 = Completed ELL
- 11 = Removed from public assistance
- 13 = Completed partial GED/HSED
- 14 = Entered training program in other educational institution
- 15 = Completed partial Adult high School
- 16 = Completed basic education course
- 17 = Enrolled in basic education course
- 20 = Completed work related training
- 22 = Completed Partial ELL
- 24 = Enrolled in Collegiate transfer program course
- 25 = Stayed in High School
- 26 = Increased contact with children's teachers to discuss children's education
- 27 = Assisted children more frequently with their school work
- 28 = Increased involvement in children's school (i.e., attending school activities and parent meetings)
- 29 = Laid a foundation for language skills development in preschool children
- 30 = Achieved work based learner goal
- 31 = Completed a computer course
- 32 = Completed a civics course
- 33 = Enrolled in a continuing education course
- 34 = Obtained U.S. citizenship**
- 35 = Registered to vote**
- 99 = None reported

All codes are optional and may be reported for any grant activity. The other codes will NOT be used by the System Office for federal or state reporting purposes. However, the

information will be available for district use in the data inquiry tools provided by the System Office.

770 MISSING ATB GRANT NUMBER

If a S4 record is submitted with a Service Provided Through Grant Activity Code of 50, 51, 52, 53, 54 or 55, the S4 record must include the grant number for the State Approved Ability to Benefit Process (199-999).

S4 23-25	Appropriation Number
S4 26-28	Fiscal Grant Number
S4 48-59	Service Provided Through Grant Activity

Review the S4 record. Either change the Service Provided Through Grant Activity code or add the grant number for the State Approved Ability to Benefit process.

771 WARNING INC EXIT DATE/ATB GRANT SERVICES

If a S4 record with appropriation 199-999- Ability to Benefit Process has a reported exit date, the student must have all six Service Provided Through Grant Activity Codes 50, 51, 52, 53, 54, and 55 submitted. Because students may be served in multiple fiscal years, Client Reporting will look in prior fiscal years for the specific Grant Activity Codes.

S4 23-25	Appropriation Number
S4 26-28	Fiscal Grant Number
S4 48-59	Service Provided Through Grant Activity
S4 83-92	Grant Exit Date

Verify whether or not the student has exited the grant.

772 INC ATB GRANT/HIGHEST CREDENTIAL

In order to participate in the State Approved Ability to Benefit Process (grant number 199-999), the student must be reported with a Highest Credential Received at Enrollment of 01=No Credential.

S1 65-66	Highest Credential Received at Enrollment
S3 41-46	Program Fee Code
S4 23-25	Appropriation Number
S4 26-28	Fiscal Grant Number

Review the grant number, program fee code, and the highest credential received at enrollment.

773 WARNING MISSING S9 RECORD FOR ATB STUDENT

If a student is submitted as participating in the State Approved Ability to Benefit process with Program Fee Code 75 and grant number 199-999, the student must be enrolled in a program and must have at least one S9 record submitted.

S3 41-46	Program Fee Code
S4 23-25	Appropriation Number
S4 26-28	Fiscal Grant Number
S9	

Verify that the student has a S9 grant submitted.

774 INC GRANT NUMBER/PROGRAM FEE CODE

Students with a course record that includes a program fee code of 75 must have a S4 record indicating participation in the state approved Ability to Benefit process (199-999).

S3 41-46	Program Fee Code
S4 23-25	Appropriation Number
S4 26-28	Fiscal Grant Number

Review the grant number and program fee codes.

775 WARNING MISSING GRANT SERVICES

A student is reported as participating in the State Approved Ability to Benefit Process but does not have all six Ability to Benefit Service Provided Through Grant Activity codes (50, 51, 52, 53, 54 and 55) on the S4 record.

S3 41-46	Program Fee Code
S4 23-25	Appropriation Number
S4 26-28	Fiscal Grant Number
S4 48-59	Service Provided Through Grant Activity

Because students may be served in multiple fiscal years, this is only a warning.

780 INV GRANT ENTRY DATE

The Grant Entry Date must be a valid date in the format mm/dd/yyyy, including the slashes. The date reported must be the first date the client was served in the grant.

S4 67-76	Grant Entry Date
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Verify the Grant Entry Date is in the proper format and that it was the first date the client was served in a grant. Correct the date.

781 GRANT ENRTY DATE AFTER EXIT DATE

The Grant Entry Date cannot occur after the Grant Exit Date.

S4 67-76	Grant Entry Date
S4 83-92	Grant Exit Date

Review the S4 record and correct the date that is wrong.

782 MISSING GRANT ENTRY DATE

If the *Appropriation Number* is 146 (AEFL) and the *Grant Entry Date* is blank, this error is issued. The date reported must be the first date the client was served in a basic education (AEFL) grant. This field may be left blank if the client was not served in an AEFL grant.

S4 | 23-25 Appropriation Number
S4 | 26-28 Fiscal Grant Number
S4 | 67-76 Grant Entry Date

Enter a valid *Grant Entry Date* in the format mm/dd/yyyy, including the slashes, if the *Appropriation Number* is correct.

789 INV INCARCERATION RELEASE DATE

The *Incarceration Release Date* must be a valid date in the format mm/dd/yyyy, including the slashes and be within the fiscal year being reported.

S4 | 37-46 *Incarceration Release Date*

Verify the *Incarceration Release Date* is in the proper format and is within the fiscal year being reported and make any necessary changes.

790 INV GRANT EXIT DATE

The *Grant Exit Date* must be a valid date in the format mm/dd/yyyy, including the slashes. The date reported must be the last date the client was served in a grant.

S4 | 83-92 *Grant Exit Date*

Verify the Grant Exit Date is in the proper format and that it was the last date the client was served in a grant. Correct the date.

791 GRANT EXIT NOT IN FY

If the *Grant Exit Date* is before the start of the grant year (July 1) or after the end of the grant year (June 30), this error is returned. The *Grant Exit Date* must be a valid date in the format mm/dd/yyyy, including the slashes. The date reported must be the last date the client was served in a grant. Report blanks in this field if it is not applicable (the client was reported as continuing in a grant).

S4 | 83-92 *Grant Exit Date*
S4 | 5-8 *Fiscal Year*

Verify the *Grant Exit Date* is in the proper fiscal year and that it was the last date the client was served in a grant.

792 MISSING GRANT EXIT DATE

If the *Appropriation Number* is 146 (AEFL), and the *Continuing in Grant Activity* field is “2” (the client exited the grant), and the *Grant Exit Date* is blank, this error is issued. The date reported must be the last date the client was served in a basic education (AEFL) grant. This field may be left blank if the client was not served in an AEFL grant.

S4 | 23-25 *Appropriation Number*
 S4 | 26-28 *Fiscal Grant Number*
 S4 | 47 *Continuing in Grant Activity*
 S4 | 83-92 *Grant Exit Date*

Enter a valid *Grant Exit Date* in the format mm/dd/yyyy, including the slashes, if the *Appropriation Number* is correct and if the client has left the grant (is not continuing).

793 INC GRT EXIT/CONTINUE

If the *Continuing in Grant Activity* is set to ‘1’ (still in the grant), and an otherwise valid *Grant Exit Date* is present, this error message is returned.

S4 | 23-25 *Appropriation Number*
 S4 | 26-28 *Fiscal Grant Number*
 S4 | 47 *Continuing in Grant Activity*
 S4 | 83-92 *Grant Exit Date*

Either change the *Continuing in Grant Activity* code or blank out the *Grant Exit Date*.

794 INC RELEASE DATE/INCARCERATED

The client was reported with an *Incarceration Release Date* on an S4 record with an *Incarcerated* code of ‘2’ – No on the S1 record. If an *Incarceration Release Date* is reported, *Incarcerated* on the S1 record must be reported as ‘1’ –Yes.

S1 | 100 *Incarcerated*
 S4 | 37-46 *Incarceration Release Date*

Review the *Incarcerated* and/or *Incarceration Release Date* codes reported and make the necessary correction.

795 INC APPROP/HRS FOR PERIOD

The client was reported with an *Appropriation Number* of 146 (AEFL) on an S4 record with no *Hours of Service for the Period*. AEFL grant participants are only reported if they receive services, therefore the *Hours of Service for the Period* must be greater than zero.

S4 | 23-25 Appropriation Number
S4 | 29-32 Hours of Service for the Period

Review the *Appropriation Number* and the *Hours of Service for the Period* and, if an AEFL participant, add the *Hours of Service for the Period*. If not an AEFL service recipient, change the *Appropriation Number* or remove the S4 record.

796 INC GRANT EXIT DATES

The client was reported with a *Grant Start Date* on an S4 record that was within 90 of the *Grant Exit Date* reported on another S4 record that had the same *System Office Grant Number* and an *Appropriation Number* of 146 (AEFL). AEFL grant participants cannot be reported as exiting an AEFL grant if they receive services within 90 days of exiting a grant in the current fiscal year.

S4 | 23-25 Appropriation Number
S4 | 18-28 System Office Grant Number
S4 | 67-76 Grant Entry Date
S4 | 83-92 Grant Exit Date

Review the *Grant Exit Date* and the *Grant Entry Date* on the S4 records identified in the error report. If the dates are correct on both records, the student should not be reported with two separate S4 records. If the date is incorrect on one of the S4 records, make the necessary change and resubmit the records.

822 APPROP NOT VALID FOR DIST

Determine the correct *Appropriation Number*.

S4 | 3-4 District Number
S4 | 23-25 Appropriation Number

Appropriation Numbers 102, 149 are only valid for use by CBO's. Districts 01-17 may not use them.

825 WARNING GRANT FY NOT = FY

With the exception of Workforce Advancement Training (WAT) grants and TAACCCT grants, the last digit of the *Fiscal Year* must match the last digit of the *System Office Grant Number*.

S4 | 5-8 Fiscal Year
S4 | 18-28 System Office Grant Number

Verify the entire *System Office Grant Number* and the submission *Fiscal Year* and correct the incompatibility.

886 INC TRAINING OUT/HI GRADE

If the *Training Outcomes Codes* is 07 (obtained GED), then *Highest Grade Completed at Enrollment* must be 98 or 99, or less than 12.

S4 | 61-66 Training Outcome Codes

S1 | 58-59 Highest Grade Completed at Enrollment

Review *Highest Grade Completed at Enrollment* and the *Training Outcome Codes*.

887 INC TRNG OUT/HI GRADE

If the *Training Outcomes Codes* is 08 (obtained high school equivalency degree) or 09 (obtained high school diploma), then *Highest Grade Completed at Enrollment* must be 98, 99, or 12 or less.

S4 | 61-66 Training Outcome Codes

S1 | 58-59 Highest Grade Completed at Enrollment

Review *Highest Grade Completed at Enrollment* and the *Training Outcome Codes*.

901 INV POST911 SEMESTER

The value in *Semester* is not valid.

S8 | 18-19 Semester

Valid *Semester* codes:

01 = Summer Session

02 = Fall Semester

03 = Spring Semester

Enter a valid *Semester* code. Blank is not a valid value for this field.

902 INV POST911 SUPP PAYMENT

The value in *Post 911 Supplemental Payment* is not valid. Format this data element as 9999.99 including the cents and decimal point.

S8 | 20-26 Post 911 Supplemental Payment

Enter a valid *Post 911 Supplemental Payment* amount. This is a 7 byte numeric field and contains a decimal point. Blank is not a valid value for this field.

903 INV POST911 FED RECEIVED

The value in *Post 911 Federal Received* is not valid. Format this data element as 9999.99 including the cents and decimal point.

S8 / 27-33 Post 911 Federal Received

Enter a valid *Post 911 Federal Received* amount. This is a 7 byte numeric field and contains a decimal point. Blank is not a valid value for this field.

905 POST911 AMOUNTS BOTH ZERO

There must be a non-zero value in at least one of these fields.

S8 / 27-33 Post 911 Federal Received

S8 / 20-26 Post 911 Supplemental Payment

Enter either a *Post 911 Supplemental Payment* and/or a *Post 911 Federal Received* amount.

Note: This error will be bypassed until May 15th each year since some districts tie the amounts in the Federal Received and the Supplemental payments to their ledgers and do not enter an amount until the dollars are received. After May 15th this error will be enforced and any occurrences will have to be corrected.

906 MISS S8 FOR POST911 STUDENT

An S8 record appears to be missing. If a student course record has a *Program Fee Code* of 5A, 5B, 5C, 5D or 5E and a *Program Fee Code* of OA-OE, then there must be at least one S8 record for the student. The student course record and the S8 record must be for the same semester.

S8 / 1-2 Record Identifier

S8 / 3-4 District Number

S8 / 5-8 Fiscal Year

S8 / 9-17 District Student-id

S8 / 18-19 Semester

S8 / 27-33 Post 911 Federal Received

S3 / 41-46 Program Fee Codes

S3 / 77-78 Semester

Review the *Program Fee Codes* on this client's course records (S3). If the *Program Fee Codes* are correct, an S8 record needs to be submitted for this client.

907 WARNING: INC FED RECEIVED/PFC

There is a non-zero value in the *Post 911 Federal Received Amount*.

S8 / 1-2 Record Identifier

S8 / 3-4 District Number

S8 / 5-8 Fiscal Year

S8 / 9-17 District Student-id

S8 / 18-19 Semester

S8 / 27-33 Post 911 Federal Received

S3 | 41-46 Program Fee Codes
S3 | 77-78 Semester

Review the *Semester* codes on both the S8 and S3 (course) records. Review the *Program Fee Codes* on the S3 record. The *Semester* value on the S8 record must match the *Semester* value on at least one of the S3 record and that S3 record must have a *Program Fee Code* of 5A, 5B, 5C, 5D or 5E.

908 WARNING: INC SUPP PYMT/PFC

There is a non-zero value in the *Post 911 Supplemental Payment* amount and a zero *Post 911 Federal Received* amount. If the S8 record for a semester has a *Post 911 Supplemental Payment* amount and no *Post 911 Federal Received* amount, there must be at least one S3 record with a matching semester and a *Program Fee Code* of OA-OE.

S8 | 1-2 Record Identifier
S8 | 3-4 District Number
S8 | 5-8 Fiscal Year
S8 | 9-17 District Student-id
S8 | 18-19 Semester
S8 | 20-26 Post 911 Supplemental Payment
S8 | 27-33 Post 911 Federal Received
S3 | 41-46 Program Fee Codes
S3 | 77-78 Semester

Review the *Semester* codes on both the S8 and S3 (course) records. Review the *Program Fee Codes* on the S3 record. The *Semester* value on the S8 record must match the *Semester* value on at least one of the S3 record and that S3 record must have a *Program Fee Code* of OA, OB, OC, OD or OE.

Note: the rationale is that to be eligible for a Supplemental Payment the student must be eligible for and applied for benefits under both the WI GI and the federal Post 911 programs. If there is no federal received, it means that the course fees were not paid by the federal benefits for whatever reason and the student's fees were all remitted under the WI GI Bill. Corrective action: if there actually was as federal amount received, enter the amount AND submit the appropriate 5A-5E Program Fee Codes. If there was no Federal Received, enter the appropriate OA-OE codes.

909 WARN: S8 SUPP PYMT ONLY

There is a non-zero value in the *Post 911 Supplemental Payment* amount. There is a zero *Post 911 Federal Received* amount. If the S8 record for a semester has only a *Post 911 Supplemental Payment* and no *Post 911 Federal Received* and has only *Program Fee Codes* of OA-OE, a warning will be issued.

S8 | 1-2 Record Identifier
S8 | 3-4 District Number
S8 | 5-8 Fiscal Year
S8 | 9-17 District Student-id

S8 | 18-19 Semester
S8 | 27-33 Post 911 Federal Received
S3 | 41-46 Program Fee Codes
S3 | 77-78 Semester

Review the *Semester* codes on both the S8 and S3 (course) records. Review the *Program Fee Codes* on the S3 record. The *Semester* value on the S8 record must match the *Semester* value on at least one of the S3 records.

Note: the difference between this edit and # 908 is this produces a message if there is ONLY a PFC of OA-OE. Corrective action may require adding a PFC of 5A – 5E.

911 INC VET PFC/AID CODE

Only courses with an Aid Code of 10, 20, 30, 31, 32, or 50 are eligible for remission under the WI GI Bill. An error is generated if a *Course Offering Number* with an Aid Code of 4X, 7X, or 60 are reported with a *Program Fee Code* of OA-OE.

S3 | 24-34 Course Offering Number
S3 | 41-46 Program Fee Codes

Review the *Course Offering Number* and/or *Program Fee Code* to determine if the course/student is eligible and make the necessary change.

912 WARN: S8 RECORD WITH NO S3

An S3 record appears to be missing. Review the *Program Fee Codes* on this client's course records (S3). If the *Semester* is correct, at least one S3 record with a *Program Fee Code* of 5A, 5B, 5C, 5D or 5E for the same semester should be submitted for this client.

S3 | 41-46 Program Fee Codes
S8 | 77-78 Semester

If an S8 record is reported for a given semester, then there should be at least one S3 record for the student with a *Program Fee Code* of 5A, 5B, 5C, 5D or 5E for the same semester. Note: It is unlikely, but possible that a student could be reported with no S3 record, therefore only a warning will be issued.

913 INC VET PFC/VET CODE

A *Program Fee Code* of OA, OE, 5A, or 5E was reported on an S3 record and the *Veteran Code* on the S1 record was reported as 'No/Not Reported'. Note: *Program Fee Codes* OB-OD or 5B-5B are not included in this edit since they are for spouses/children of veterans and not for the veteran.

S1 | 20 Veteran Code
S3 | 41-46 Program Fee Codes

Review the *Program Fee Code* and the *Veteran Code* to determine which is correct and make the necessary change.

925 INV PATH CERT NUMBER

Review the *Pathway Certificate Number* in the *Program Number* field. This number has the format 61-XXX-YY where 61 is the Aid Code, XXX is the Instructional Area and Y is the district designated number. It must be an approved *Pathway Certificate Number* in the System Office Program Master file. This error occurred because either the Pathway Certificate Number is not approved, or the number has been mistyped.

S9 | 18-24 Program Number

When the value in this field starts with a “61”, it is assumed to be a *Pathway Certificate Number* that must be approved by the System Office. In order for a Pathway Certificate to be approvable, the already approved degree for the certificate must be approved first and must have an approved curriculum on file.

926 AAD CURR NOT APPR

The related “Already Approved Degree (AAD)” Program Number associated with this Pathway Certificate or Embedded Technical Diploma does not have an approved curriculum on file. Contact the assigned education director.

S9 | 18-24 Program Number

When the value in this field starts with a “61”, it is assumed to be a *Pathway Certificate Number*. Otherwise, the *Program Number* in this message is assumed to be an Embedded Technical Diploma (ETD). This error occurred because the AAD program does not have an approved curriculum on file for the related AAD.

927 PATH CERT CURR NOT APPR

The value in *Program Number* starts with a “61”. It is an approved *Pathway Certificate Number* but there is no approved curriculum on file for that certificate.

S9 | 18-24 Program Number

When the value in this field starts with a “61”, it is assumed to be a *Pathway Certificate Number* that must be approved by the System Office. In order for a Pathway Certificate to be reported in Client reporting, it must have an approved curriculum on file. The curriculum is submitted through the System Office Program Curriculum System.

929 INV PROGRAM

The *Program Number* must be an approved program, Embedded Technical Diploma, or Pathways Certificate for your district and a curriculum must be on file at the System Office.

S9 | 18-24 *Program Number*

Enter an approved *Program Number* for your district.

930 **GRAD FROM PGM PRIOR YR**

This client was reported as a graduate of this program in a previous *Fiscal Year*. Clients should not be enrolled in programs from which they have already graduated. We are currently checking past program graduations back ten years. For records that get this error, the *Program Number* is removed from the record stored in the SQL file for workbook access.

S9 | 3-4 *District*

S9 | 5-8 *Fiscal Year*

S9 | 9-17 *District Student ID Number*

S9 | 18-24 *Program Number*

Verify the *District Student ID Number* and *Program Number*. If the client is enrolled in program courses after graduation, resubmit client demographic and course records without *Program Numbers*.

Contact the program graduation contact person listed in this manual for resolution of special cases.

This edit is bypassed for the following:

- The student graduated in a previous year and is being reported with a *Technical Skill Attainment Assessment* code of '1' (passed assessment) or '2' (did not pass assessment) for an assessment that took place in a year subsequent to graduation. These S9 records must also be reported with a *Program Graduate* code of '2' (No) since they were reported as a graduate in a prior year and reporting them as a graduate again would duplicate graduate counts for these clients.
- Apprenticeship programs (Aid Code 50) because *Program Number* is required on all apprenticeship courses and clients may take more apprenticeship courses after graduation. However, clients cannot graduate from the same apprenticeship program more than once.
- Criminal justice program number 30-504-1 and EMT program numbers 30-531-1, 30-531-2 and 30-531-3 because graduates must retake these programs if they allow their certification to lapse.
- CNA program numbers 30-543-1 or 30-510-1. The students have to get certified by the state within a certain time after they graduate. If they don't, they have to go through the program and "graduate" a second time.
- Program numbers 20-800-1 and 20-800-2. These program numbers are used for all collegiate transfer enrollees.

Edits 076 and 084 originally checked for multiple program graduations only back 2 years. We are now checking back 14 years. These exception programs have special circumstances that make multiple graduations possible.

931 NO PROGRAM CURRICULUM

The *Program Number* has been approved for your district, but a curriculum is not on file at the System Office. Program numbers 10-499-5 and 10-825-1 are exempted because their curricula are customized for each individual.

S9 | 18-24 Program Number

Contact the district curriculum coordinator to insure that the appropriate curriculum has been submitted to the System Office.

This edit is bypassed if the program is in 'Discontinued' or 'Suspended' status.

This edit is also bypassed for program numbers 10-800-1, 10-800-2, 10-800-3, 20-800-1 and 20-800-2. All courses on the system wide General Education course list are considered to comprise the curriculum for 10-800-1. The curriculum for Collegiate Transfer Programs 20-800-1 and 20-800-2 are considered to be all aid code 20 courses offered by the approved districts.

This edit is also bypassed for any associate degree (Aid Code 10) programs that were suspended prior to 06/30/2008. This is because that was the year the applied associate degree restructuring was implemented and suspended programs were not required to restructure.

932 PENDING CURR-IN COMPLIANCE

This error message is generated when the district has a curriculum on file at the System Office for the program and is in compliance with established curriculum standards, but has yet to be approved by the System Office Education Director. Please contact the district curriculum coordinator to resolve the pending status on this program with the appropriate System Office Education Director.

S9 | 18-24 Program Number

The *Program Number* has been approved for your district, but the curriculum is pending (not approved) at the State Board. Starting in 2003, there must be an approved curriculum on file for Client Records with *Program Numbers* to pass the Client edits. *Program Numbers* 10-499-5 and 10-825-1 are exempted because their curricula are customized for each individual.

933 PENDING CUR-OUT OF COMPLIANCE

This error message is generated when the district has a curriculum on file at the System Office for the program; however, the program is not in compliance with established curriculum standards. Please contact the district curriculum coordinator to resolve the

out of compliance issues with this program and insure that the appropriate curriculum has been submitted to the State Board.

S9 | 18-24 Program Number

The *Program Number* has been approved for your district; however the curriculum is out of compliance with the program curriculum requirements at the State Board. Starting in 2003, there must be an approved curriculum on file for Client Records with *Program Numbers* to pass the Client edits. *Program Numbers* 10-499-5 and 10-825-1 are exempted because their curricula are customized for each individual.

934 INV GRAD CODE

If the *Program Number* is not blank and this *Graduate Program* field is blank, error 340 will occur unless the *Program Number* begins with a '61' designating a Pathways Certificate. For Pathways Certificates the *Graduate of Program* field must be blank.

S9 | 30 Graduate of Program

Enter a 1 for yes if the client graduated from the program represented by the *Program Number*. If the client did not graduate, enter 2 for no. If the *Program Number* begins with a '61' the *Graduate of Program* field must be blank.

936 INV PROGRAM TSA

There is an inconsistency between the TSA Phase II Approval Date in the Program Master file and the *Technical Skill Attainment* code being reported in Client Reporting. The *Technical Skill Attainment* data element is only to be reported for programs that have a TSA Phase II Approval Date of June 30 or before of the *Fiscal Year* being reported.

S9 | 18-24 Program Number
S9 | 31 Technical Skill Attainment

If the *Program Number* has a TSA Phase II Approval Date in the Program Master File and the approval date is June 30 of the *Fiscal Year* being reported or earlier, the *Technical Skill Attainment* field must be reported as 1, 2 or 9.

If there is no approved TSA Phase II Approval Date or the approval date is after June 30 the *Fiscal Year* being reported, the *Technical Skill Attainment* field must be blank.

937 PGM TSA NOT APPR FOR DIST

There is *Technical Skill Attainment code* of 1, 2 or 9 being reported for the *Program Number* for a program that has no TSA Phase II Approval Date in the Program Master File.

S9 | 18-24 Program Number
S9 | 31 Technical Skill Attainment

Verify with district staff and/or the System Office Education Director that the program has been Phase II approved and, if so, take the necessary steps to have the approval date entered into the Program Master File.

If there is no TSA Phase II approval for the program the *Technical Skill Attainment* code must be blank.

938 INC GRAD/TYPE OF PROGRAM

If a program is not officially approved in your district, students can be recorded as enrolled in this program in your district (and your district gets the FTE's), but may not graduate from this program in your district. Your district is sharing this program with a district that does have the program approved. The check of program approval status is based on the program master file being maintained at the State Board.

S9 | 30 *Graduate of Program*
S9 | 18-24 *Program Number*

1 = Yes
2 = No

Verify the *Program Number* is correct. Set the *Graduate of Occupational Program* to 2 (No). The *Program Number* is not approved in your district, but is being shared with a district where it is approved. Contact the State Board Program Approval Staff if you need clarification about the status of this program. Graduates also cannot be reported from being in a Collaborative Agreement (10-800-X).

939 WARN-OLD PGM NUMBER CHANGED

Verify the Program Numbers are correct.

S9 | 18-24 *Program Number*

The following nursing Program Numbers have been changed.

105101 to 105431
305101 to 305431
315101 to 315431

The decision has been reached at the System Office to retroactively change references in our Client Reporting System master files for the old nursing programs to their new numbers

We have had occurrences of districts submitting clients as graduates of both the old and the new Program Numbers (mostly the 30-level program), and of districts submitting both the old and the new Program Numbers on the same S1 record for FY 2005 and FY 2006. For this reason we have added this: as a warning to the 2006 client edits.

This warning will be flagged for all occurrences of any of the old 510 program numbers. The *Program Number* instructional area will be changed from 510 to 543 in each case. If you have coded both the old and the new program number, you will also see warning: **355 WARN-DUP PROGRAM NUMBERS** flagged, since the change will cause a duplicate. The duplicate number will be removed by the client editor.

THIS AFFECTS ONLY PROGRAM NUMBERS. NO CHANGES ARE MADE TO INSTRUCTIONAL AREAS ON COURSE RECORDS.

VALID COMBINATIONS FOR FIRST AND SECOND DIGITS RECOGNIZED CREDIT CODE DATA ELEMENT

	STATUTE	Articulated High School Course	Youth Apprentice	Start College Now	Standard Enrollment	Other Advanced High School Coursework	Technical Studies Journey Worker Credit	118.15 Contract (Compulsory Education)	38.14(3) Contract	Non-Compulsory Education	Course Options	Military
TYPE OF CREDIT		A	B	C	D	E	F	G	H	J	K	M
High School Course Credit	1	1A	1B			1E						
Postsecondary Transfer Credit	2						2F			2J		2M
Assessment-District or Systemwide Developed	3									3J		
Experiential Learning	4									4J		4M
Exam-National Standard	5									5J		5M
Advanced Placement Exam	6									6J		
Reserved-Future Use	7											
AB 94-05 Transcript Credit	8	8A	8B									
Institutional Credit (FTE)	9		9B	9C	9D			9G	9H		9K	

Number / Letter Combination on the grid are the codes to be used for valid combinations of credit type and statutory provision. Shaded areas are presently unused code combinations. Blacked out areas are unused codes and are reserved for future use. Section numbers are required for courses reported with a recognized credit code from Line 9. They are prohibited for other course records using the Recognized Credit Code.

VALID COMBINATIONS FOR AID CODES AND RECOGNIZED CREDIT CODES USED IN EDIT 661

	STATUTE	Articulated High School Course	Youth Apprentice	Start College Now	Standard Enrollment	Other Advanced High School Coursework	Technical Studies Journey Worker Credit	118.15 Contract (Compulsory Education)	38.14(3) Contract	Non-Compulsory Education	Course Options	Military
TYPE OF CREDIT		A	B	C	D	E	F	G	H	J	K	M
High School Course Credit	1	10, 20, 30, 31, 32	10, 20, 30, 31, 32, 47*, 50			10, 20, 30, 31, 32						
Postsecondary Transfer Credit	2						10, 20, 30, 31, 32, 47*, 50			10, 20, 30, 31, 32, 47*, 50		10, 20, 30, 31, 32, 47*, 50
Assessment-District or Systemwide Developed	3									10, 20, 30, 31, 32, 47*, 50		
Experiential Learning	4									10, 20, 30, 31, 32, 47*, 50		10, 20, 30, 31, 32, 47*, 50
Exam-National Standard	5									10, 20, 30, 31, 32		10, 20, 30, 31, 32
Advanced Placement Exam	6									10, 20, 30, 31, 32		
Reserved-Future Use	7											
AB 94-05 Transcript Credit	8	10, 20, 30, 31, 32	10, 20, 30, 31, 32, 47*, 50									
Institutional Credit (FTE)	9		10, 20, 30, 31, 32, 47*, 50	10, 20, 30, 31, 32	ALL			10, 20, 30, 31, 32, 42, 47*, 7x	ALL		10, 20, 30, 31, 32	

* Aid Code 47 is only valid with a 30-543-1 or 50-xxx-x on the S9 Program/Certificate record.

PROGRAM FEE CODES AND THEIR VALID RECOGNIZED CREDIT CODES – USED IN EDIT 663 AND 669

The **bold 9D and 9H** codes in this table will generate a warning message so the State Office can monitor possible program fee problems. *Recognized Credit Code* 9D is a “catch-all” for classes taken by high school age clients. *Recognized Credit Code* may not be blank for any client still covered by the compulsory education statutes (under 19 years of age and not having graduated). Certain *Program Fee Codes* are possible but unlikely for these clients.

Fee Code	Program Fee Code Description	Valid Recognized Credit Codes:
Fees Not Paid Codes		
Statutory		
00	Rec Cred Other	1A, 1B, 1E, 2F, 2J, 2M, 3J, 4J, 4M, 5J, 5M, 6J, 8A, 8B
01	Voc Adult 62+	“b”
02	ASE	“b”, 9D , 9G, 9H
03	ABE	“b”, 9D , 9G, 9H
04	ELL	“b”, 9D, 9G, 9H
05	Grad Lacking Entry Level Skills	“b”, 9D
06	Grad Not Employed in Occupational Field	“b”, 9D
07	Previously Incarcerated Juvenile	9G
08	Course Audit Age 60 and over	“b”
09	Fire Service 2% Fee	“b”, 9D
0A	Remission – Veteran	“b”, 9D
0B	Remission – Veteran’s Spouse	“b”, 9D
0C	Remission – Veteran’s Surviving Spouse	“b”, 9D
0D	Remission – Veteran’s Child	“b”, 9D
0E	Remission – Veteran	“b”, 9D
Federal Class Size		
11	Carl D Perkins Act	“b”, 9D
12	Adult Education and Family Literacy Act (AEFL)	“b”, 9D , 9H
13	Workforce Investment Act (WIA)	“b”, 9D , 9H
19	Other	“b”, 9D
State Class Size		
28	Workforce Advancement Training	“b”, 9D, 9H
29	Other	“b”, 9B , 9D
Fees Set by Other Processes		
31	Group Dynamics	“b”, 9D
32	S. 38.14(3) class-size contract	“b”, 8A, 8B, , 9B, 9H
33	S. 118.15(1)(b) At risk	9G
34	S. 118.15(1)(c) Diploma/HSED	9G

35	S. 118.52 Course Options	9K
41	Juvenile AODA	"b", 9D
42	Voc Adult Seminar/Workshop Fees	"b", 9D
43	Professional Develop./Workshop Fees	"b", 9D
44	Mandated Training Course Fees	"b", 9D

Fees Paid Codes		
Federal Slotters		
5A	Remission – Veteran	"b", 9D
5B	Remission – Veteran's Spouse	"b", 9D
5C	Remission – Veteran's Surviving Spouse	"b", 9D
5D	Remission – Veteran's Child	"b", 9D
5E	Remission – Veteran	"b", 9D
51	Carl D Perkins Act	"b", 9D
53	Workforce Investment Act (WIA)	"b", 9D
54	DVR	"b", 9D
59	Other	"b", 9D
State Slotters		
61	Displaced Homemakers	"b", 9D
62	DOC	"b", 9D
64	Farm Training	"b", 9D
69	Other	"b", 9B, 9D
Other Sponsors		
71	Open Educational Resources	Any
72	Employer	"b", 9D
73	PSEO-School Paid	9C
74	Start College Now Student Paid	9C
75	State Approved Ability to Benefit	Any
79	Other Sponsor	"b", 9B, 9D, 9K
Non-resident Codes having nothing to do with fees		
81-88	Out of State	These fees must be accompanied with other fees, which will be edited. These are not edited against the Recognized Credit Code
89	MSEP	Blank
Self Paid		
99	Self Paid	"b", 9B, 9D

**RECOGNIZED CREDIT CODES AND THEIR VALID PROGRAM FEE
CODES - USED IN EDIT 663 AND 669**

Rec. Credit Code	Recognized Credit Code Description	Valid Program Fee Codes	Invalid Program Fee Codes
" "	No Recognized Credit Code	All Others*	00, 07, 33, 34, 73, 74
1A	High School Course Credit/Articulated High School Course	00	
1B	High School Course Credit Youth Apprentice	00	
1E	High School Course Credit/Other Advanced High School Course Work	00	
2F	Postsecondary Transfer Credit/Technical Studies Journey Worker Credit	00	
2J	Postsecondary Transfer Credit/Non-Compulsory Ed	00	
2M	Postsecondary Transfer Credit/Military Education	00	
3J	Test Out/Non-Compulsory Ed	00	
4J	Experiential Learning/Non-Compulsory Ed	00	
4M	Experiential Learning/Military Training	00	
5J	Exam-National Standard/Non-Comp. Ed.	00	
5M	Exam-National Standard/Military	00	
6J	Advanced Placement Exam/Non-Compulsory Education	00	
8A	Transcripted Credit/Articulated High School Course	00, 32	
8B	Transcripted Credit Youth Apprenticeship	00, 32	
9B	Inst. Credit/Youth App. (FTE)	29, 32, 69, 79, 99	
9C	Inst. Credit/Start College Now (FTE)	73, 74	
9D	Inst. Credit/Stand Enroll (FTE)	All Others *	00, 01, 07, 08, 32, 33, 34, 73, 74
9G	Inst. Credit/118-15 Comp. Ed. (FTE)	02,03, 04, 07, 33, 34**	
9H	Inst. Credit/38.14 Contract (FTE)	02, 03, 04, 28, 32*	
9K	Inst. Credit/Course Options	35, 79	

* For *Recognized Credit Code* 9D the following *Program Fee Codes* generate warnings 02, 03, 05, 06, 11, 12, 13, 19, 29, 41, 42, 43 → 69, 79, 89. For *Recognized Credit Code* 9H, *Program Fee Codes* 02, 03, 04, 12, 13 generate a warning. Program Fee Code 51 is inactive starting FY 2003.

** 9G must contain a combination of either 07, 33 or 34 AND 02, 03 or 04 if the course aid code is 7x.

CODE TABLES

- Table A
Home Residence Codes for the *Home Residence Code* data element reported on the Client Demographic Record (S1).
- Table B
High School Codes for the *High School Attended* data element reported on the Client Demographic Record (S1).
- Table C
Location Codes by District for the *Location Code* data element reported on the Course Record (S3).
- Table D
Postsecondary Institution Codes for the *Institution Transferring Credit* data element reported on the Course Record (S3).
- Table E
Fire Department ID Number Codes used for the *Fire Department ID* data element reported on the Course Record (S3).
- Table F
Fire Service Courses Eligible to be Reported with *Program Fee Code* 09 used for reporting courses eligible for fire service 2% funding on the Course Record (S3).
- Table G
AEFL Basic Education Testing Levels Tables used for reporting test topics, test scores, and NRS levels on the Basic Education Testing Levels Record (S7).
- Table H
Grant Programs Eligible for Course Fee Exemptions used to determine the *Program Fee Code* to be reported on the Course Record (S3).
- Table I
Client Reporting Data Element List provides a list of all data elements reported on the various records and their position on the record.

***NOTE: Code Tables can be accessed individually at:**

<http://mywtcs.wtcsystem.edu/data-systems-grp/data-system-manuals/client-reporting-system>