CLIENT REPORTING SYSTEM MANUAL

Fiscal Year 2026-27

Last updated September 2026

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SYSTEM CONTACTS

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

Area(s)	Contact Person	Telephone
Course/Curriculum Approval	JP Villavicencio	(608) 266-7591
Program Evaluation	Christina Lorge	(608) 267-9065
Grants (GPR, Perkins, AEFLA)	Tou Ya Khang	(608) 266-8879
Reporting Procedures and Requirements / General	Carolann Nelson	(608) 266-0021
Student Fees	Carolann Nelson	(608) 266-0021
Student FTEs	Carolann Nelson	(608) 266-0021
Career Prep and Start College Now	Ann Westrich	(608) 261-4588
Veterans	Carolann Nelson	(608) 266-0021

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.

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. The Client Reporting System records contain information about persons served by a technical college, including individuals served through grants financed by state administered funds and students who are enrolled in WTCS courses. For all purposes related 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) are a set and must be submitted for each client in a reporting year. They must be reported with any 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 by the district. 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. 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.

Integrated Education and Training courses may only be submitted with one S3 record per student enrollment. The course may not have two Course Reporting Records submitted per student enrollment (one for an occupational course and one for an adult basic education course).

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 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 ensure 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 be 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 issues 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 Records must be submitted by WTCS 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 2023-24, Hazardous Materials course reimbursement will be based on course roster and evaluation data submitted to the Education Director. Client reporting data should still include the eligible HazMat course number and a program fee code of 59 no later than June 30th of each year in the event that client data validation is requested by the Education Director. 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 database 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 timelines 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 manual related to each specific record.

Reporting Deadlines

If any reporting deadlines fall on a weekend or holiday, data will be due on the business day immediately prior to the deadline date.

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 database 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. Final AEFL data reported to federal funders is due when the Client System freezes on August 15th.

Finally, veterans' data is also submitted three times a year; twice to merge credits with the UW System (due dates of October 14 and March 14 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 14** – Veterans (S8) Summer/Fall Semester credit data due at the System Office. Data will be shared with UW/HEAB on October 15th. This credit data will be added to each veteran's previous WI GI Bill cumulative

total credits and merged with UW System credits 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 14** – Veterans (S8) Current year-to-date credit data due at the System Office. Data will be shared with UW/HEAB on March 15th. This credit data will be merged with UW System credits 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% student demographic and 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 –** Report Client Course/Staff Matching Record as soon as possible to allow sufficient time for error clean-up prior to the August 15th due date for client data.
- **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 in 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 Introduction

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 TABLE

Overview

The table below indicates which data elements must be reported for clients.

Data Elements Reporting Notes Column Key:
X=Valid code or content always required when this record is reported.
M=Multiple codes may be reported, at least one is required when this record is reported.
C=Conditionally required data element, for certain demographics, grants or courses.
O=Optional, report if data is available.
B=Always blank.
S1, S2 & S5 records are required for every client.
All other records are conditionally required (see record-specific chapters for details).

RECORD	POSITION	DATA ELEMENT	REPORTING NOTES
S1	1 - 2	Record ID	X
S1	3 - 4	District Number	X
S1	5 - 8	Fiscal Year	X
S1	9 - 17	District Student ID	X
S1	18 - 19	(Blank)	B
S1	20	Veteran	X
S1	21	First Generation Student	X
S1	42	Homeless Individual	X
S1	43	Foster Care Youth	X
S1	44	Youth with Parent in Armed Forces on Active Duty	O
S1	45	Single Parent	X
S1	46	Displaced Homemaker	X
S1	47	(Blank)	B
S1	48 - 52	Home Residence Code	X
S1	53 - 54	WTCS District of Residence	X
S1	55	Limited English Proficiency	X
S1	56 - 57	Work Status at Enrollment	X
S1	58 - 59	Highest Grade Completed at Enrollment	X
S1	60	Academically Disadvantaged	X
S1	61	Economically Disadvantaged	X
S1	62 - 63	Person with Disability	X
S1	64	(Blank)	B
S1	65-66	Highest Credential Received at Enrollment	X
S1	67-87	(Blank)	B
S1	88 - 95	High School Attended	X
S1	96 - 99	Year of High School Graduation	X
S1	100	Justice Involved	X
S2	1 - 2	Record ID	X
S2	3 - 4	District Number	X
S2	5 - 8	Fiscal Year	X

S2	9 - 17	District Student ID	X
S2	18 - 19	(Blank)	B
S2	20 - 27	Economic Indicator Codes	O
S2	28	Exclusions	C
S2	29 - 44	(Blank)	B
S2	45 - 51	Employment Barriers Codes	X
S2	52 - 53	Type of Facility	O
S2	54 - 62	(Blank)	B
S2	63 - 66	Beginning Hours of Service	O
S2	67 – 70	Intermediate Hours of Service	O
S2	71 - 74	Advanced Hours of Service	O
S2	75 - 76	(Blank)	B
S2	77 - 86	Basic Education Student Goals at Entry	O
S2	87 - 100	(Blank)	B
S3	1 - 2	Record ID	X
S3	3 - 4	District Number	X
S3	5 - 8	Fiscal Year	X
S3	9 - 17	District Student ID	X
S3	18 - 23	Course Enrollment Date	X
S3	24 - 31	Course Number	X
S3	32 - 34	(Blank)	B
S3	35 - 36	Location Code	X
S3	37 - 40	Credits	X
S3	41 - 46	Program Fee Codes	M
S3	47 - 51	Section Number - Five Character	C
S3	52 - 56	Fire Department ID	C
S3	57 - 58	Course Grade	C
S3	59 - 60	Course Completion Status	X
S3	61 - 64	Basic Skills Hours of Attendance	C
S3	65 - 66	Recognized Credit Code	C
S3	67 - 68	Nonstandard Delivery Code	C
S3	69 - 72	Institution Transferring Credit	C
S3	73 - 76	Location of Learning	C
S3	77 - 78	Semester	O
S3	79 - 89	ACE ID	O
S3	90 - 100	WAT Grant Number	C
S4	1 - 2	Record ID	X
S4	3 - 4	District Number	X
S4	5 - 8	Fiscal Year	X
S4	9 - 17	District Student ID	X
S4	18 - 28	System Office Grant Number	X
S4	29 - 32	Hours of Service for the Period	C
S4	33 - 36	Proxy Hours	C
S4	37 - 46	Justice Involved: Facility Release Date	C
S4	47	Continuing in Grant Activity	C
S4	48 - 59	Service Provided Codes	C
S4	60	Employment Codes	O
S4	61 - 66	Training Outcome Codes	C

S4	67 - 76	Grant Entry Date	C
S4	77 -82	District-CBO Site	O
S4	83 - 92	Grant Exit Date	C
S4	93-100	(Blank)	B
S5	1 - 2	Record ID	X
S5	3 - 4	District Number	X
S5	5 - 8	Fiscal Year	X
S5	9 - 17	District Student ID	X
S5	18 - 43	Client Last Name	X
S5	44 - 56	Client Former Last Name	O
S5	57 - 71	Client First Name	X
S5	72	Client Middle Initial	O
S5	73 - 82	Birth Date	C
S5	83	Sex	X
S5	84 - 89	Ethnicity/Race Codes	M
S5	90 - 91	(Blank)	B
S5	92 - 100	Social Security Number	C
S6	1 - 2	Record ID	X
S6	3 - 4	District Number	X
S6	5 - 8	Fiscal Year	X
S6	9 - 17	District Student ID	X
S6	18 - 25	Course Number	X
S6	26 - 30	Section Number	X
S6	31 - 32	Location Code	X
S6	33 - 34	Semester	X
S6	35 - 36	No Matching FTE Code	C
S6	37 - 100	(Blank)	B
S7	1 - 2	Record ID	X
S7	3 - 4	District Number	X
S7	5 - 8	Fiscal Year	X
S7	9 - 17	District Student ID	X
S7	18 - 19	(Blank)	B
S7	20 - 27	Test Date	C
S7	28 - 29	(Blank)	B
S7	30 - 31	Test Topic	X
S7	32 - 34	Test Name	C
S7	35 - 38	(Blank)	B
S7	39	NRS Level	C
S7	40 - 42	Scale Score	C
S7	43	Completed ELL Instructional Level	X
S7	44 - 88	(Blank)	B
S7	89 - 100	District Use	O
S8	1 - 2	Record ID	X
S8	3 - 4	District Number	X
S8	5 - 8	Fiscal Year	X
S8	9 - 17	District Student ID	X
S8	18 - 19	Semester	X
S8	20 - 26	Post 911 Supplemental Payment	X

S8	27 - 33	Post 911 Federal Received	X
S8	34 - 100	(Blank)	B
S9	1 - 2	Record ID	X
S9	3 - 4	District Number	X
S9	5 - 8	Fiscal Year	X

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 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.

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.

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.

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 and disseminating information.

Count:

Any packaging of services 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.

Position Data Element and Description

1-2 *Record Identifier*

The Record Identifier specifies the type of record submitted to the System Office.

S1 = Client Demographic Record

3-4 *District Number*

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 four-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 *Veteran*

The *Veteran* 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.

NOTE: It is up to each district to define "First Generation Student" based on the funding needs of their clients. For example, the TRIO definition by Department of Ed considers a First Generation Student to be someone whose parents do not have a bachelor's degree or higher.

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. This 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. This 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. No documentation is currently required by WTCS for grant purposes.

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 Table A for a complete list of these codes. 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.

Use the alpha code 'MN' for Minnesota residents. They are covered by a statewide reciprocity agreement, and their S3 Records must be coded with Program Fee Code 85.

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 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.

Number	Name
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	Northwood
98	In the USA but not in Wisconsin and not MSEP
99	Foreign Country
IN	Indiana
KS	Kansas
MN	Minnesota
MO	Missouri
NE	Nebraska
ND	North Dakota
OH	Ohio

55 *Limited English Proficiency*

Report a participant who has either:

a) Limited ability in speaking, reading, writing or understanding the English language; or
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 pervious 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*

Academically Disadvantaged includes individuals who are lacking the resources and/or skills necessary to succeed in an educational program, and they are enrolled in a Basic Education course. 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 is unable to pay for one or more basic living needs, 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 (DHHS). Changes to the Poverty Guideline amounts are effective immediately upon promulgation by DHHS.

When asking individuals to self-disclose this information, colleges can use: “Are you (or your household) unable to pay for one or more basic living needs? For example: food, bills, rent, childcare.” Colleges can also use Pell-eligibility to identify individuals with an economic disadvantage.

The valid codes are:
1 = Yes
2 = No
9 = Client refused to provide

2026 HHS Poverty Guidelines (Annual Income)
Effective 01/01/2026

Size of Family Unit	48 Contiguous States and D.C.	Alaska	Hawaii
1	$15,960	$19,950	$18,360
2	$21,640	$27,050	$24,890
3	$27,320	$34,150	$31,420
4	$33,000	$41,250	$37,950
5	$38,680	$48,350	$44,480
6	$44,360	$55,450	$51,010
7	$50,040	$62,550	$57,540
8	$55,720	$69,650	$64,070
For each additional person, add	$5,680	$7,100	$6,530

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, but 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 *Blank*

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 https://apps6.dpi.wi.gov/SchDirPublic/home. The code must be one of the valid eight-digit high school codes listed in Table B. 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 *Justice Involved*

The *Justice Involved* data element identifies Justice Involved 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 Justice Involved. Since some district location codes are prisons, all clients with those codes must be Justice Involved.

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 manual.

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.

Position	*Data Element and Description*
1-2	*Record Identifier*
	The Record Identifier specifies the type of record submitted to the System Office.
	S2 = Grant Demographic Record
3-4	*District Number*
	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 four-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	*ECONOMIC INDICATOR CODES*
20-21	*Economic Indicator Code 1*
22-23	*Economic Indicator Code 2*
24-25	*Economic Indicator Code 3*

26-27 *Economic Indicator Code 4*

Starting in 2023 the practice of requiring these codes for economically disadvantaged clients was reviewed and updated to align with federal requirements. No grants currently require this data, nor does the Department of Education. Districts may report codes based on client self-reporting, but are not required to. Districts are no longer required to collect documentation for audit purposes for this element.

This eight-digit data element is composed of four two-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=Justice Involved. The participant exits the program because he or she has become justice involved 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; or
  - Is living in a motel, hotel, trailer part, or campground due to a lack of alternative adequate accommodations; or
  - Is living in an emergency or transitional shelter; or
  - 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 accommodation.

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.

- 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 faxes 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. As of the 2025-26 reporting year, reporting this element is optional regardless of grant activity.

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. As of the 2025-26 reporting year, reporting this element is optional regardless of grant activity.

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. As of the 2025-26 reporting year, reporting this element is optional regardless of grant activity.

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.

Position	Data Element and Description
1-2	*Record Identifier*
	The Record Identifier specifies the type of record submitted to the System Office.
	S3 = Client Course Record
3-4	*District Number*
	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 four-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*
	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 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 *Two-digit month*

20-23 *The year must be four 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 eight-digit number assigned to a course approved by the System Office. This number is composed of the *Aid Code* (two digits), *Instructional Area Number* (three digits), and *Number of Course* (three digits).

The *Course Section Number* is five 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 or 98n 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), 4M (life/work experience-military), or 6J (advanced placement exam/non-compulsory education).
    - NOTE: 6J is NOT included in counts for Outcomes Based Funding Measure 10.
- 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* Paired with the *Course Number* creates a unique *Course Offering Number*. The *Course Section Number* 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).

32-34 *Blank*

35-36 *Location Code*

The *Location Code* is a two-character field used to identify where the course was offered. Refer to the Location Codes by District in Table C for a complete list of locations for your district. This must be a valid Location 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.

Study abroad courses should use location code 74-Study Abroad. Study abroad courses are courses where the majority of instruction is given outside of the US. This includes courses that may begin and/or end within the US but most of the instruction happens abroad. Courses where the majority of

instruction is based in the US but have a “field trip” abroad are considered to be based in the US and not study abroad.

For study abroad courses, use the *Location of Learning* code on the Foreign tab in Table J 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, the “V” represents where a decimal point would be. EX: To report 4.5 credits, “0450”. To report 0.05 credits, “0005”.

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. 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. This includes financial aid not otherwise listed below.

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.

*”Class-size” refers to courses where every enrollment in a course offering is paid for by the grant.

**”Slotter” refers to individual enrollments in an open course offering being paid for by the grant.

***”Aidable” refers to District Aidable Cost as defined in s. 38.28(1m)(a) Wis. Stats. Aidable cost excludes community service courses.

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 ØØ must be used for transcripted courses and cannot be used with other fee codes (except 32) or on courses without a Recognized Credit Code.

<u>Fees Not Paid Codes</u>

Statutory Exemptions

NOTE: Only one of these fee codes can be reported on an S3 record as they are mutually exclusive: 0A, 0B, 0C, 0D (0E converts to 0A). 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). All other exemptions are to be applied before this exemption, e.g. s. 38.14(3) contract or class-size grant funded courses.

NOTE: These codes indicate that the course is statutorily exempt from program and material fees: 05, 06. They cannot be reported in conjunction with any fees paid code other than 8x for out of state tuition when applicable.

NOTE: These codes indicate that the student is statutorily exempt from program fees but not material fees: 01, 02, 03, 04, 07, 08. A second code must be reported regarding material fees.

NOTE: 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.

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 transcripted 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 Justice Involved Juveniles - Previously justice involved 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.*

<u>Federal Class-Size*</u>

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 WIOA 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 justice involved 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.

Program Fees Set by Process other than s. 38.24, Wis. Stats.

NOTE: *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).

NOTE: These codes indicate that a fee set by an alternate process is charged in lieu of the statutory program and material fees: 32 33 34. These codes cannot be reported in conjunction with codes 50 or higher.

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. 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.

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 = *(Discontinued)* ***Section 118.52, Wis. Stats., (Course Options)*** *- Course Options is eliminated for courses beginning after July 1, 2018. Historical data will be retained in the system, but "35" is not a valid Program Fee Code for current client reporting.*

Fees Charged in Addition to Program and Material Fees

NOTE: Additional Fees must be reported with at least one other PFC, as these codes only account for certain additional fees being charged. Other PFC(s) that indicate the primary payer of program/material fees must also be reported. The following PFCs are acceptable: 01, 0A-0D, 5A-5E, 51-72, 79 or 99

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 the Tuition and Fee 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**

NOTE: Only one of these fee codes can be reported on an S3 record as they are mutually exclusive: 5A, 5B, 5C, 5D (5E converted to 5A upon receipt).

NOTE: If a Course Record (S3) includes both a code in the 5A-5D range (5E converted to 5A upon receipt) (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.

51 = Carl D. Perkins Act - Students enrolled in courses with program fees paid with Perkins funds.

53 = Workforce Innovation Opportunity Act - Students enrolled in courses with program fees paid with WIOA 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 whose 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 whose 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 whose 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 whose 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 whose 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

NOTE: 7x 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.

7A= EMS Education Grant – Students enrolled in courses with fees paid by grant funds awarded under appropriation 102. NOTE: if courses were provided under a customized instruction contract, use PFC 32 instead.

7B= Rural Health Transformation Grant - EMS Education Grant – Students enrolled in courses with fees paid by grant funds awarded under appropriation 155. NOTE: if courses were provided under a customized instruction contract, use PFC 32 instead.

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 = *(Discontinued)* ***Start College Now-Student Paid*** *is no longer a valid code, as of FY23. Only District Paid courses meet the definition of Start College Now. Historical data will be retained in the system, but "74" is not a valid Program Fee Code for current client reporting.*

75 = State Approved Ability to Benefit. Students enrolled in postsecondary courses funded through the state approved Ability to Benefit process.

76 = State Grant**.** Students enrolled in a course funded by a state grant not otherwise listed.

77 = Promise Program. Students enrolled in courses funded through the district's Promise Program (or similar scholarship program).

79 = Other Sponsors - Students enrolled in courses paid for by a third party such as a Foundation, Trust, Wisconsin Conservation Corps, etc. NOTE: use code 99 (Self Paid) for financial aid.

<u>Non-Resident</u>

NOTE: 8x 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.

NOTE: 8x *Program Fee Codes* do not capture who paid the fee. Enter another valid *Program Fee Code*. The second fee code must be in the range of 01-29, 51-72, or 99. A third fee code in the range of 41-44 may also be used. Only one 8x code can be used on an S3 record. 8x cannot be reported with 32, 33, 34, 73, 0A, 0B, 0C, or 0D.

81 = Tuition Grant Exemption - Students exempt from out-of-state tuition based on enrollment in a class funded with federal or state grant funds per Table H.

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 Paid

99 = Self Paid - Students enrolled in courses who pay their own program fees, including those who received financial aid. 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 Fire 2% reimbursement funds from the System Office. A list of Fire Department Codes can be found in the Client Code Tables Section. The original list of *Fire Department ID* codes is maintained by the Department of Safety and Professional Services.

For a district to receive Fire 2% funds reimbursement, this data element must be used in conjunction with eligible courses in the list in Client Table F, a *Course Completion Status* of 01, and a *Program Fee Code* of 09.

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 (columns)	Pass 01	Fail 02	Inc 03	Withd 04	Audit 05	BSC 06	Bcont 07	in prog 08	Miss 09	n/a 99
Course Grade (rows)										
A		X							X	X
AB		X							X	X
B		X							X	X
BC		X							X	X
C		X							X	X
CD		X							X	X
D									X	X
DF									X	X
F	X								X	X
PP		X								X
FF	X								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 Credit for Prior Learning 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 transcripted credit agreements with high schools, advanced standing for articulated high school courses, compulsory education (118.15) agreements, Start College Now, Youth Apprenticeship, or any other enrollments for students of compulsory education age per s. 118.15 Wis. Stats (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 who have not graduated from high school. See Error 648 for more details.

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 (or other HS-level exams such as I.B.)
7 = Reserved for future use
8 = AB 08-04 Transcripted Credit (FTE)
9 = Institutional Credit (FTE)

66 *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
F = Technical Studies Journey Worker Credit
G = 118.15 Agreement (Compulsory Ed)
H = 38.14(3) Contract
J = Non-Compulsory Education
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
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 = Transcripted Credit (FTE) - Articulated High School Course

8B = Transcripted 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 Agreement (Compulsory Ed)
9H = Institutional Credit (FTE)/38.14(3) Contract

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 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 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.

NOTE: 1E = High School Course Credit (FTE)-Other Advanced High School Course Work was discontinued in 2024-25. Historical data will be retained in the system, but “9K” is not a valid Recognized Credit Code for current client reporting.

Note: 9K = 118.52 Wis. Stats. Course Options was discontinued for courses beginning after July 1, 2018. Historical data will be retained in the system, but “9K” is not a valid Recognized Credit Code for current client reporting.

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.

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 intuition 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 college level exams that include an ACE recommendation that meets the minimum nationally recognized standards.

Note: For College Board Advanced Placement (AP) or International Baccalaureate (IB) 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. This code can also be used to report credit for International Baccalaureate exams or other high school level 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, Transcripted Credit is used when credit is granted for a technical college course taught by a WTCS certified (i.e., Transcripted 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.

Transcripted 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 Agreement 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.

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 (polysychronously) 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. Used only for courses that changed delivery method unexpectedly due to emergency circumstances (ex. COVID-19, etc.).

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 Table D.

73-76 *Location of Learning Code*

This is a four-digit number used to identify where the student is receiving instruction based outside of Wisconsin. This code is applicable for courses with a *Location Code* of 74 (Study Abroad), 98, or 99. Leave the *Location of Learning Code* blank if it is not applicable.

If the student is not receiving instruction based 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.

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:

‘04’ (April) or '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.

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	PFC Description	Reportable Aid Codes
00	Recognized Credit - Other	10, 20, 30, 31, 32, 50, e
01	Vocational-Adult Students Age 62 & Over	42, 47
02	Adult Secondary Education	76, 77, 78
03	Adult Basic Education	73, 74
04	English Language Learners	d
05	Graduate Lacking Entry Level Skills	10, 30, 31, 32, 50
06	Graduate Not Employed in Occupational Field	10, 30, 31, 32, 50
07	Previously Justice Involved Juveniles	10, 20, 30, 31, 32, 42, 47, 7X
08	Course Audit Age 60 and Over	10, 20, 30, 31, 32, 42, 47, 7X
09	Fire Service 2%	10, 30, 47
0A	Remission – Veteran	10, 20, 30, 31, 32, 50
0B	Remission – Veteran's Spouse	10, 20, 30, 31, 32, 50
0C	Remission – Veteran's Surviving Spouse	10, 20, 30, 31, 32, 50
0D	Remission – Veteran's Child	10, 20, 30, 31, 32, 50
0E	Remission – Veteran	10, 20, 30, 31, 32, 50
11	Carl D. Perkins Act (federal class-size)	10, 30, 31, 32, 42, 47, 76, 77, 78
12	Adult Education and Family Literacy Act	10, 20, 30, 31, 32, 42, 47, 50, 60 7X
13	Workforce Innovation Opportunity Act (federal class-size)	10, 30, 31, 32, 42, 47, 7X
15	Second Chance Pell	10, 20, 30, 31, 32, 50
19	Other (federal class-size)	10, 20, 30, 31, 32, 42, 47, 7X
28	Workforce Advancement Training Grants	10, 20, 30, 31, 32, 42, 47, 7X
29	Other (state class-size)	10, 20, 30, 31, 32, 42, 47, 7X
31	Fees Set By Outside Authority	a
32	Section 38.14(3), Wis. Stats., Contracts	10, 20, 30, 31, 32, 42, 47, 50, 60, 7X
33	Section 118.15(1)(b), Wis. Stats., (At Risk)	10, 20, 30, 31, 32, 42, 47, 7X
34	Section 118.15(1)(c), Wis. Stats., (Diploma or HSED)	10, 20, 30, 31, 32, 42, 47, 7X
41	Juvenile Alcohol and Other Drug Abuse	c
42	Vocational Adult Seminar / Workshop Fees	42, 47
43	Professional Development Seminar / Workshop Fees	47
44	Mandated Training Course Fees	47
51	Carl D. Perkins Act (federal slotter)	10, 30, 31, 32, 42, 47, 76, 77, 78
53	Workforce Innovation Opportunity Act (federal slotter)	10, 20, 30, 31, 32, 42, 47, 50, 7x
54	DVR	10, 20, 30, 31, 32, 42, 47, 50, 7x
59	Other (federal funds)	10, 20, 30, 31, 32, 42, 47, 50, 7x
5A	Post 911 GI Bill - Veteran	10, 20, 30, 31, 32, 42, 47, 50, 7X, f
5B	Post 911 GI Bill - Veteran's Spouse	10, 20, 30, 31, 32, 42, 47, 50, 7X, f
5C	Post 911 GI Bill - Veteran's Surviving Spouse	10, 20, 30, 31, 32, 42, 47, 50, 7X, f
5D	Post 911 GI Bill - Veteran's Child	10, 20, 30, 31, 32, 42, 47, 50, 7X, f
5E	Post 911 GI Bill – Veteran	10, 20, 30, 31, 32, 42, 47, 50, 7X, f

Program Fee Code	PFC Description	Reportable Aid Codes
62	DOC	10, 20, 30, 31, 32, 42, 47, 50, 7x
69	Other (state funds)	10, 20, 30, 31, 32, 42, 47, 50, 7x
7A	EMS Education Grant	10, 20, 30, 31, 32, 50, e
7B	Rural Health Transformation Grant	10, 20, 30, 31, 32, 50, e
71	Open Educational Resources	10, 20, 30, 31, 32, 42, 47, 50, 60, 7X
72	Employer	10, 20, 30, 31, 32, 42, 47, 50, 60, 7X
73	Start College Now- School District Paid	10, 20, 30, 31, 32
75	State Approved Ability to Benefit	10, 20, 30, 31, 32, 50
76	State Grant	10, 20, 30, 31, 32, 50, e
77	Promise Program	10, 20, 30, 31, 32, 42, 47, 50, 60, 7X
79	Other Sponsors	10, 20, 30, 31, 32, 42, 47, 50, 60, 7X
81	Tuition Grant Exemption (out of state)	10, 20, 30, 31, 32, 42, 47, 50, 7X
82	Veteran/Spouse/Child (out of state)	10, 20, 30, 31, 32, 42, 47, 50, 7X, f
83	Out-of-State Tuition	10, 20, 30, 31, 32, 42, 47, 50, 7X
84	Reciprocal / Michigan	10, 20, 30, 31, 32, 42, 47, 50, 7X
85	Reciprocal / Minnesota	10, 20, 30, 31, 32, 42, 47, 50, 7X
86	Reciprocal / Illinois	10, 20, 30, 31, 32, 42, 47, 50, 7X
87	Reciprocal / Iowa	10, 20, 30, 31, 32, 42, 47, 50, 7X
88	Out-of-State Tuition Remissions	10, 20, 30, 31, 32, 42, 47, 50, 7X
89	Midwest Student Exchange Program	10, 20
99	Self Paid	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)
Legal Considerations:			
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
Reporting Considerations:			
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 of Graduation 118.15(1)(c)1	Compulsory in Lieu of HSED or H.S. Graduation 118.15(1)(c)2	Compulsory Previously Justice Involved 118.15(cm)
Legal Considerations:				
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	No	Yes	Yes	Yes
Restrictions and Limitations	Must Count Toward H.S. Graduation	Must Count Toward H.S. Graduation	Must Count Toward H.S. Graduation or HSED	Must Count Toward HSED
Reporting Considerations:				
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 START COLLEGE NOW ENROLLMENT

	Start College Now 38.12(14)	WTCS Credit from Tech Prep 118.34[3]	WTCS Credit from Youth Apprenticeship 106.13
Legal Considerations:			
Minimum Age/ Grade	≥ Grade 11	≥ Grade 9	≥ Grade 11
K-12 Board Consent	No	No	No
Parental Consent	Yes	No	No
Student Pays Fees	See Footnote 3	Not Applicable	Not Applicable
May Attend During Normal K 12 School Hours	Yes	Yes	Yes
Contract Required with K 12	No	No	No
WTCS Must Admit	Yes	Yes	Yes
Restrictions and Limitations	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.	None	None
Reporting Considerations:			
Program Fee Codes	73	00	00
Aid Codes	10, 20, 30, 31, 32	10, 30, 31, 32	Any
Revenue Accounts	Program and Material Fees	Not Applicable	Not Applicable
Receives WTCS Credit	Yes	Adv. Standing / Transcript Cred.[4]	Adv. Standing / Transcript Cred.[5]
FTE Generating	Yes	No	No
Types of Courses Allowed	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 in the Recognized Credit Code section of this chapter.

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.

- 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).

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

S4 = Grant Activity Record

3-4 *District Number*

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 four-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 *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.

18-28 *System Office Grant Number*

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	-	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: 102 – EMS Education Grant 104 – Emergency Assistance Grants 124 – GPR - Grants to District Boards 146 - Adult Education and Family Literacy Act 149 - Adult Education and Family Literacy Act (Non-WTCS Applicant) 150 - Perkins Career and Technical Education Act 155 – Rural Health Transformation Grant 199 – State Approved Ability to Benefit Students

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, or 199 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.

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 and IET grants.

The format of this field is 9999 with no decimal point and may be left blank if the *Appropriation Number* is not 146 (AEFL) or 124-20x (IET). 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 *Justice Involved: Institution Release Date*

Report the date the client was released from a justice involved institution (ex: correctional facility, jail, etc). This data element is only required for AEFL (*Appropriation Number* 146) and IET (124-20x grant) participants who received grant services while justice involved and were released from a justice involved institution during the fiscal year being reported.

This data element is optional for justice involved clients not receiving services through an AEFL and IET 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 and IET grant participants since not reporting the *Justice Involved Institution 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. A code must be reported for AEFL and IET grants (appropriations 146 and 124-20x), and is optional for all other grant records.

Code as:
1 = Yes
2 = No

This will <u>not</u> 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 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 Literacy
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 food, 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 Literacy - Adult education and literacy activities offered in collaboration with an employer or employee organization at a workplace or an off-site location that is designed to improve the productivity of the workforce.

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 by passing a subtest.

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 schoolwork.

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 or IET grant for the period of participation being reported. A System Office grant number with an *Appropriation Number* of 146, or 124-20X 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. The Grant Entry Date cannot be later than the file submission date, or error 780 will occur.

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 or IET grant for the period of participation being reported. A System Office grant number with an *Appropriation Number* of 146, or 124-20x 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. The Grant Entry Date cannot be later than the file submission date, or error 790 will occur. NOTE: error 790 is one of the few client errors that will allow data to load into the data warehouse before the error is fixed.

93-100 *Blank*

REPORTING GUIDELINES FOR APPROPRIATION AND FISCAL GRANT NUMBERS

Appropriation Number	Appropriation/Grant Title	Fiscal Grant Number	Applicable to Client Reporting	Program Fee Code	S4 Record Required Yes or No
102	EMS Education Grant	12X	Yes	(3)	Yes
104	Emergency Assistance Grants	11X	Yes	Any	Yes
124	Apprentice-Related Instruction *	11X	Yes	Any	Yes
124	Career Pathways *	12X	Yes	Any	Yes
124	Core Industry *	13X	Yes	Any	Yes
124	Developing Markets *	14X	Yes	Any	Yes
124	Completion *	16X	Yes	Any	Yes
124	Workforce Advancement Training *	17X	Yes	28	(2)
124	Statewide Grants – Instruction *	18X	Yes	N/A	N/A
124	Statewide Grants – Student Adult Education/English Language Learner *	19X	Yes	N/A	N/A
124	IET Development and Expansion *	20X	Yes	Any	Yes
146	Programs for Corrections Education & Other Institutionalized Individuals Section 225 **	11X	Yes	12	Yes
146	Adult Education & Literacy Section 231 **	12X	Yes	12	Yes
146	Integrated English Literacy and Civics Education Section 243 **	16X	Yes	12	Yes
149	Programs for Corrections Education & Other Institutionalized Individuals Section 225 ***	11X	No	N/A	N/A
149	Adult Education & Literacy Section 231 ***	12X	No	N/A	N/A
149	Integrated English Literacy and Civics Education Section 243 ***	16X	No	N/A	N/A
150	Career Prep ****	21X	Yes	11 or 51	Yes
150	Targeting Attainment Gaps in Career and Technical Education (CTE) ****	22X	Yes	11 or 51	Yes
150	Student Success ****	23X	Yes	11 or 51	Yes
150	High School to College Transition ****	24X	Yes	11 or 51	Yes
150	Strengthening CTE Programs ****	25X	Yes	11 or 51	Yes
150	Perkins Tribal Grants ****	28X	No	N/A	N/A
155	Rural Health Transformation Grant	30x	Yes	(4)	Yes
180	Work-Based Learning Grants to Tribal Colleges	11X	No	N/A	N/A
199	State Approved Ability to Benefit Students	999	Yes	75	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.

(3) For EMS Education Grants:
a. if grant funds cover tuition directly, report program fee code '7A'.
b. if courses are provided under 38.14 contract where grant funds are used as "Other Revenue" for the contract, report program fee code '32'.
c. if student self-pays for courses with intention of being reimbursed by HEAB, report program fee code '99'.
d. if student's employer pays for courses with intention of being reimbursed by HEAB, report program fee code '72'.

(4) For Rural Health Transformation Grants:
a. if grant funds cover tuition directly, report program fee code '7B'.
b. if courses are provided under 38.14 contract where grant funds are used as "Other Revenue" for the contract, report program fee code '32'.

* GPR – Grants to District Boards
** Adult Education and Family Literacy Act
*** Adult Education and Family Literacy Act (Non-WTCS Applicant)
**** Career and Technical Education Act

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.

As of December 2023, the system will accept special characters in the name elements: ` ~ ' " ƒ Š Œ Ž š ž Ÿ À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ð Ñ Ò Ó Ô Õ Ö Ø Ù Ú Û Ü Ý à á â ã ä å æ ç è é ê ë ì í î ï ð ñ ò ó ô õ ö ù ú û ü ý ÿ.

Position	*Data Element and Description*
1-2	*Record Identifier*

The Record Identifier specifies the type of record submitted to the System Office.

S5 = Client Basic Demographic Record

3-4 *District Number*

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 four-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) and the Post 911 Veterans Benefits (S8) records only.

18-43 *Client Last Name*

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 has more than one former name, report the maiden name or original last name. 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*

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:

- A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- 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:
  - American Indian
  - Aleuts
  - 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 within Client Reporting 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."

Districts are allowed to require clients 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 (Veterans benefits, 2nd Chance Pell grants, etc).

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.

Districts 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.

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 previously 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 – Transcripted Credit – Articulated High School Course, 8B – Transcripted 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.

Position *Data Element and Description*

1-2 *Record Identifier*

The Record Identifier specifies the type of record submitted to the System Office.

S6 = Course/Staff Matching Record

3-4 *District Number*

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 four-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* Paired with the *Course Number, this* creates a unique *Course Offering Number*. The *Course Section Number 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-character field 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

37-100 *Blank*

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 adult basic education tests 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 with 12 more contact hours of service are required to have S7 records submitted. S7 records are optional for clients with fewer than 12 contact hours of service.

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.

Refer to 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).

Position *Data Element and Description*

1-2 *Record Identifier*

The Record Identifier specifies the type of record submitted to the System Office.

S7 = Client Basic Education Testing Levels Record

3-4 *District Number*

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 four-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. *Test Date* may only be blank when the *Test Topic* is either 31, 32, 35 or 36.

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. *While testing at entry is best practice, providers are only mandated to report test results on an S7 record once clients complete at least 12 contact hours of service. S7 records are optional for clients with fewer than 12 contact hours of service.*

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. The 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 and ACT Work Keys 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, CASAS Steps, and CASAS Reading for Citizenship
11 = Speaking, Listening (combined score)
12 = Reading, Writing (combined score)
13 = Speaking
14 = Listening
15 = Reading
16 = Writing

Test Topics for Alternative Placement (Must be reported with an Alternative Placement Test Name. Report without Test Date, Scale Score or NRS Score.)

31= ABE Workplace Literacy Alt Placement
32= ESL Workplace Literacy Alt Placement
33= ABE GED/HSED Alt Placement
34= ESL GED/HSED Alt Placement

35= ABE Developmental Alt Placement
36= ESL Developmental Alt Placement
37= ABE IET Alt Placement
38= ESL IET Alt Placement

32-34 *Test Name*

This is a three-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 ensure the student doesn't have the same questions on each test. If a student advances to a higher academic difficulty level, this also ensures 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:

BEST Literacy 2.0 and BEST Plus 3.0 (sunset date 6/30/2031)
700 = Best Literacy 2.0 Form 1 Reading
701 = Best Literacy 2.0 Form 2 Reading
702 = Best Literacy 2.0 Form 3 Reading
720 = Best Literacy 2.0 Form 1 Writing
721 = Best Literacy 2.0 Form 2 Writing
722 = Best Literacy 2.0 Form 3 Writing
740 = Best Literacy 2.0 Form 1 Composite
741 = Best Literacy 2.0 Form 2 Composite
742 = Best Literacy 2.0 Form 3 Composite
760 = Best Plus 3.0 Computer
761 = Best Plus 3.0 Paper

CASAS Reading STEPS (sunset date 06/30/2031)
600 = CASAS RC 621R
601 = CASAS RC 622R
602 = CASAS RC 623R
603 = CASAS RC 624R
604 = CASAS RC 625R
605 = CASAS RC 626R
606 = CASAS RC 627R
607 = CASAS RC 628R
608 = CASAS RC 629R
609 = CASAS RC 630R

CASAS Listening STEPS (sunset date 06/30/2031)
621 = CASAS RC 621L
622 = CASAS RC 622L
623 = CASAS RC 623L
624 = CASAS RC 624L
625 = CASAS RC 625L
626= CASAS RC 626L
627 = CASAS RC 627L
628 = CASAS RC 628L
629 = CASAS RC 629L
630 = CASAS RC 630L

TABE 11/12 (sunset date 06/30/2026)
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

TABE 13/14 (sunset date 06/30/2027)
201 = TABE-L-13
202 = TABE-L-14
203 = TABE-E-13
204 = TABE-E-14
205 = TABE-M-13
206 = TABE-M-14
207 = TABE-D-13
208 = TABE-D-14
209 = TABE-A-13
210 = TABE-A-14

CASAS Reading GOALS (sunset date 06/30/2026)
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 Reading GOALS 2 (sunset date 06/30/2032)
631 = CASAS GOALS Form -921R
632 = CASAS GOALS Form -922R
633 = CASAS GOALS Form -923R
634 = CASAS GOALS Form -924R
635 = CASAS GOALS Form -925R
636 = CASAS GOALS Form -926R
637 = CASAS GOALS Form -927R
638 = CASAS GOALS Form -928R
639 = CASAS GOALS Form -929R
640 = CASAS GOALS Form -930R

CASAS Math GOALS 2 (sunset date 06/30/2031)
500 = CASAS GOALS Form -921M
501 = CASAS GOALS Form -922M
502 = CASAS GOALS Form -923M
503 = CASAS GOALS Form -924M
504 = CASAS GOALS Form -925M
505 = CASAS GOALS Form -926M
506 = CASAS GOALS Form -927M
507 = CASAS GOALS Form -928M
508 = CASAS GOALS Form -929M
509 = CASAS GOALS Form -930M

ACT Work Keys Applied Mathematics Computer Forms (sunset date 06/30/2033)
400 = Applied Math Form -014
401 = Applied Math Form -015
402 = Applied Math Form -016
403 = Applied Math Form -017

ACT Work Keys Applied Mathematics Paper Forms (sunset date 06/30/2033)
410 = Applied Math Form -J14DH
411 = Applied Math Form -J15DH
412 = Applied Math Form -J16DH
413 = Applied Math Form -J17DH

ACT Work Keys Workplace Documents Computer Forms (sunset date 06/30/2033)
420 = Workplace Documents Form -018
421 = Workplace Documents Form -019
422 = Workplace Documents Form -020
423 = Workplace Documents Form -021

ACT Work Keys Workplace Documents Paper Forms (sunset date 06/30/2033)
430 = Workplace Documents Form -J18DJ
431 = Workplace Documents Form -J19DJ
432 = Workplace Documents Form -J20DJ
433 = Workplace Documents Form -J21JD

Alternative Placement Test Names (use with any Alternative Placement Test Topic)
901 = GED Ready
902 = GED Subtest
903 = TABE Locator
904 = STAR Reading
905 = Fast Bridge
906 = Scholastics Reading Inventory
907 = ACT
908 = SAT
909 = Next Generation Accuplacer
910 = Aztec
911 = Edmentum Courseware
912= HESI A2
913= TABE CLAS-E Alt Placement
914= TABE 13/14 Alt Placement

Instructor Judgement Topic
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 three-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 can 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.

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.

The Wisconsin GI Bill grants tuition remission for up to 128 credit hours. Eligibility includes veterans under Wis Stats § 38.24(7) and spouses/dependents under Wis. § Stat. 38.24(8). While an individual can qualify once under each statutory section, they cannot receive the benefit twice under the same section of law. For example, the individual may be eligible as a dependent, then later as the veteran or they may be eligible as a veteran, then later as the spouse. An individual may not qualify as a dependent, then again as a spouse.

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 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 whose 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. 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 shared with UW/HEAB 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 14th – District Current Year Summer and Fall Semester Data due at the System Office.

October 15th – Total WI GI Bill Cumulative Credits plus Current year Summer Session and Fall Semester data will be shared by WTCS with UW/HEAB.

March 14th – District Current Year-to-Date (Summer, Fall, Spring) Semester Data due to the System Office.

March 15th – Total Cumulative WI GI Bill Credits plus Current Year-To-Date (Summer, Fall, Spring) will be shared by WTCS with UW/HEAB.

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

June 15th - Current Year-To-Date (Summer, Fall, Spring) will be submitted to UW/HEAB. The information in this submission is used 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.

Position *Data Element and Description*

1-2 *Record Identifier*

The Record Identifier specifies the type of record submitted to the System Office.

S8 = Client Post 911 Veteran's Benefits Record

3-4 *District Number*

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 four-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 *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.

34-100 *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. This record is also used to report program enrollment (but not graduation) for cooperating colleges in a Shared Agreement. Only the primary college in a Shared Agreement can report graduations. 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.

Position *Data Element and Description*

1-2 *Record Identifier*

The Record Identifier specifies the type of record submitted to the System Office.

S9 = Client Program/Certificate Record

3-4 *District Number*

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 four-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.

25-29 *Blank*

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.

NOTE: Clients who complete the WTCS curriculum (Paid Related Instruction) portion of an Apprenticeship program should be reported as a Program 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 be 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: "Not Assessed" should also be reported when only some of the required criteria were assessed.

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.

32-34 *Waitlist by Semester*

Code as "1 – Yes" if waitlisted and " 0 – No" if not waitlisted for each of the semesters.

"Waitlist" refers to TCS Chapter 10.07(5), and WTCS' guidance regarding waitlisted students. For the purposes of client reporting, a client should be reported as "Waitlisted" in a given semester if they are in either of these statuses at the end of the semester for the program enrollment being reported:

- Admitted – Pre-Core: Student is admitted to the program and on the waiting list for available space in core courses and has met all admission requirements but not the academic preparedness criteria.

- Admitted – Core Ready: Student is admitted to the program and on waiting list of available space in core courses and has completed all admissions and academic preparedness criteria, if applicable.

32 Waitlist – Summer

33 Waitlist – Fall

34 Waitlist - Spring

35-100 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. Documentation of single parent status is no longer required under any grant that WTCS administers.

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.

RECORD RETENTION

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

Audit Requirements

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

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 under the Administrative Guidance section of the MyWTCS website located here: https://mywtcs.wtcsystem.edu/priorities-policies/state-law-policy/administrative-guidance/.

Questions regarding student fees should be directed to:

Carolann Nelson
WI Technical College System
4622 University Avenue
P.O. Box 7874
Madison, WI 53707-7874
608-266-0021
carolann.nelson@wtcsystem.edu

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		44			
01	E			51			
02	E			53			
03	E			54			
04	E			59			
05	E	E		5A			
06	E	E		5B			
07	E			5C			
08	E			5D			
09	E	E	E	5E			
0A	E	E		62			
0B	E	E		69			
0C	E	E		7A	V	V	
0D	E	E		7B	V	V	
0E	E	E		71			
11	V	V		72			
12	V	V		73			
13	V	V		75			
14	V	V		76	V	V	
19	V	V		77			
23	V	V		79			
28	V	V		81			E
29	V	V		83			
31	E		E	82			E
32	E	E	E	84			E
33	E	E	E	85			E
34	E	E	E	86			E
41				87			E
42				88			E
43			V	89			
				99			

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. Review the highlighted fields on the error report and make the appropriate changes to the District Student ID.

All | 9-17 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.

This edit considers the following criteria from the Social Security Administration when determining a valid Social Security number:

- SSA will not issue SSNs beginning with the number "9".
- SSA will not issue SSNs beginning with the number "666" in positions 1 – 3.

- SSA will not issue SSNs beginning with the number “000” in positions 1 – 3.
- SSA will not issue SSNs with the number “00” in positions 4 – 5.
- SSA will not issue SSNs with the number “0000” in positions 6 – 9.

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. 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.

S1-S2-S5| 9-17 District Student ID

007 CLIENT LAST NAME MISSING

The Client Last Name is a required field (it cannot be blank). This is a 26-character field.

S5 | 18-43 Client Last Name

009 CLIENT FIRST NAME MISSING

The Client First Name is a required field (it cannot be blank). This is a 15-position field.

S5 | 57-71 Client First Name

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. Change the Birth Date to a valid date. Leave blank if unknown.

S5 | 73-74 Month
S5 | 75 /
S5 | 76-77 Day
S5 | 78 /
S5 | 79-82 Year (Note: This is a four-digit field)
Or
S5 | 73-74 Month
S5 | 75-76 Day
S5 | 77-80 Year (Note: This is a four-digit field)

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 four-digit field)
Or
S5 | 73-74 Month
S5 | 75-76 Day
S5 | 77-80 Year (Note: This is a four-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 four-digit field)
Or
S5 | 73-74 Month
S5 | 75-76 Day
S5 | 77-80 Year (Note: This is a four-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

026 WARN – SSN INV FORMAT

The SSN provided has one or more of the following formatting issues that indicates the SSN does not align with standards below set by www.SSA.gov. If possible, verify and correct the data.

- Begins with the number "9".
- Begins with the number "666" in positions 1 – 3.
- Begins with the number "000" in positions 1 – 3.
- Begins with the number "00" in positions 4 – 5.
- Begins with the number "0000" in positions 6 – 9.
- Non-numeric values.

S5 | 92-100 Social Security Number

027 WARN – NO SSN FOR S8 RECORD

An S8 Record exists for this district student, but the corresponding S5 record has a blank SSN. Clients using veteran benefits are expected to provide their SSN. If possible, verify and provide SSN for this client.

S5 | 92-100 Social Security Number
S8 |

028 WARN – NO SSN FOR S3 RECORD USING VET OR 2ND CHANCE PFC

An S3 Record exists for this district student where program fee codes for Veteran or 2nd Chance Pell funds are reported, but the corresponding S5 record has a blank SSN. Clients using veteran benefits are expected to provide their SSN. Since FAFSA is used to apply for 2nd Chance Pell funds, clients should be able to provide their SSN. If possible, verify and provide SSN for this client.

S5 | 92-100 Social Security Number
S3 | 41-46 Program Fee Codes

This warning is triggered when the following Program Fee Codes are reported:

- 0A = Remission
- 0B = Remission – Veteran's Spouse
- 0C = Remission – Veteran's Surviving Spouse
- 0D = Remission – Veteran's Child
- 0E = Remission – Veteran
- 15 = Second Chance Pell
- 5A = Post 911 GI Bill - Veteran
- 5B = Post 911 GI Bill - Veteran's Spouse
- 5C = Post 911 GI Bill - Veteran's Surviving Spouse
- 5D = Post 911 GI Bill - Veteran's Child
- 5E = Post 911 GI Bill – Veteran

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. See Table A 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.

S1 | 48-52 Home Residence Code
S1 | 48-49 County Code
S1 | 50-52 Municipality 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.

Number	Name
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	Northwood
98	In the USA but not in Wisconsin and not MSEP
99	Foreign Country
IN	Indiana
KS	Kansas
MO	Missouri
MN	Minnesota
NE	Nebraska
ND	North Dakota
OH	Ohio

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

Enter a valid Highest Grade Completed at Enrollment code. 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

056 INV HIGHEST CREDENTIAL RECEIVED

S1 | 65-66 Highest Credential Received at Enrollment

Enter a valid Highest Credential Received at Enrollment code. 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

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. Review the highlighted fields on the error report to determine the type of record that is duplicated and remove the record.

S1-S2-S5| 9-17 District Student ID

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. Review the highlighted fields on the error reports to determine what data is duplicated or remove the duplicate 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

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. Review the highlighted fields on the error reports to determine what data is duplicated or remove the duplicate record.

S4 | 9-17 District Student ID
S4 | 18-28 System Office Grant Number
S4 | 67-76 Grant Entry Date
S4 | 83-92 Grant Exit Date

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. Review the highlighted fields on the error reports to determine what data is duplicated or remove the duplicate record.

S7 | 9-17 District Student ID
S7 | 20-27 Test Date
S7 | 30-31 Test Topic

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. Review the highlighted fields on the error reports to determine what data is duplicated or remove the duplicate record.

S8 | 9-17 District Student ID
S8 | 18-19 Semester

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. Review the highlighted fields on the error reports to determine what data is duplicated or remove the duplicate record.

S9 | 9-17 District Student ID
S9 | 18-24 Program Number

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. Review the highlighted fields on the error reports to determine what data is duplicated or remove the duplicate 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

096 INV HIGH SCHOOL

This is the most recent High School Attended by the student. It is required for all students. Enter a valid eight-digit high school code from the list of codes in Table B. Note that 99999999 is the code for unknown high school.

S1 | 88-95 High School Attended

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 JUSTICE INVOLVED

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 Justice Involved. Enter a valid code for this data element.

S1 | 100 Justice Involved

1 = Yes
2 = No

100 INV LONG-TERM UNEMPLOYED

The Long-Term Unemployed field being reported is not a valid code. This field cannot be left blank. Enter a valid code Long-Term Unemployed code.

S2 | 45 Long-Term Unemployed

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

101 INV EXHAUSTING TANF

The Exhausting TANF field being reported is not a valid code. It cannot be left blank. Enter a valid code Exhausting TANF code.

S2 | 46 Exhausting TANF

1 = Yes
2 = No
9 = Not Applicable

102 INV FOSTER CARE YOUTH

The Foster Care Youth field being reported is not a valid code. It cannot be left blank. Enter a valid code Foster Care Youth code.

S2 | 47 Foster Care Youth

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

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. Enter a valid code Homeless Individual, Children, Youth or Runaway Youth code.

S2 | 48 Homeless Individual, Children, Youth or Runaway Youth

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

104 INV EX-OFFENDER

The Ex-Offender field being reported is not a valid code. This field cannot be left blank. Enter a valid code Ex-Offender code.

S2 | 49 Ex-Offender

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

105 INV LOW INCOME

The Low Income field being reported is not a valid code. This field cannot be left blank. Enter a valid code Low Income code.

S2 | 50 Low Income

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

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. Enter a valid code Migrant and Seasonal Farm Worker code.

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

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

123 INC VETERAN BENEFIT CODE/PROGRAM FEE CODE

Veteran Status "Yes – Self Reporting, Not Receiving Education Benefits" was reported with Program Fee Codes indicating that education benefits were used (0A, 0E, 5A, 5E). Review Veteran Status and Program Fee Code and either change Veteran Status to "Yes – Receiving Education Benefits" or remove incorrect Program Fee Code(s) if benefits were not used.

S1 | 20 Veteran Code
S3 | 41-46 Program Fee Codes

124 INC VETERAN CODE AND BIRTH DATE

Veteran code of Yes-Receiving Benefits or Yes-Self Reporting cannot be used when the Birth Date indicates the client is under 17. (The client system validates client birth date against current date/file upload date to determine if client is under 17). Change the Veteran code or correct the Birth Date as appropriate.

S1 | 20 Veteran Code
S5 | 73-82 Birth Date

161 INC CASAS TEST NAME/TOPIC

CASAS Test Name was reported, but CASAS Test Topic was not reported. Correct Test Name or Test Topic as needed.

S7 | 30-31 Test Topic
S7 | 32-34 Test Name

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). 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. This edit is bypassed if Test Topic is 31, 32, 33, 34, 35, 36, 37 or 38.

S7 | 20-27 Test Date
S7 | 30-31 Test Topic

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). 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. This edit is bypassed if Test Topic is 31, 32, 33, 34, 35, 36, 37 or 38.

S7 | 20-27 Test Date
S7 | 30-31 Test Topic

165 INVALID TEST TOPIC

The Test Topic must be one of the valid values listed in the S7 Record Section of this manual. Enter a valid Test Topic.

S7 | 30-31 Test Topic

166 INVALID TEST NAME

Test Name must be one of the valid values listed in the S7 Record section of this manual. Enter a valid Test Name.

S7 | 20-27 Test Date
S7 | 32-34 Test Name

169 INVALID SCALE SCORE

Enter a valid three-digit numeric Scale Score from the appropriate test scoring table. If Scale Score is less than 100, fill the field with leading zeros. Enter a valid three-digit numeric Scale Score from the appropriate test scoring table. If Test Name is Instructor Judgment (900), the Scale Score must be blank. If Test Topic is 31, 32, 33, 34, 35, 36, 37, or 38, Scale Score must be blank or '000'.

S7 | 40-42 Scale Score

170 INV COMPLETED ELL

A value other than Y or N was found in 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

171 INC ELL LEVEL/COMPLETED

If a Y is entered for Completed ELL, the value of NRS Level must be 6 = Advanced ELL Literacy. 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

172 ALERT-INVALID TABE TEST

Enter a valid test name.

S7 | 20-27 Test Date
S7 |32-34 Test Name

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. If Test Topic is 31, 32, 33, 34, 35, 36, 37 or 38, NRS Level must be blank or '0'.

S7| 39 NRS Level

174 INC SCORE/NRS LEVEL

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 Test Name is Instructor Judgment (900), the Scale Score must be blank or zero. When Test Topic is 31, 32, 33, 34, 35, 36, 37 or 38, the Scale Score and NRS Level must be blank or zero. Review the Scale Score tables in Table G and resolve the incompatibility.

S7 | 30-31 Test Topic
S7 | 32-34 Test Name
S7 | 39 NRS Level
S7 | 40-42 Scale Score

176 ALERT-INCOMPATIBLE TEST TOPICS

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.

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 are listed in the S7 Record Section of this manual.

S7 | 30-31 Test Topic

177 NO WRITTEN PRE-TEST

Ensure 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. The earliest Test Date (pre-test) must be Test Name other than 900 – Instructor Judgment because it must be an actual test. This edit is bypassed if Test Topic is 31, 32, 33, 34, 35, 36, 37 or 38.

S7 | 20-27 Test Date
S7 | 32-34 Test Name

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 ensure 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.

For a given Test Topic for a client, test forms (part of the Test Name) must alternate unless the test level has changed, a six-month period has lapsed between tests, or Instructor Judgment is used. 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). This edit is bypassed if Test Topic is 31, 32, 33, 34, 35, 36, 37 or 38.

S7 | 20-27 Test Date
S7 | 30-31 Test Topic
S7 | 32-34 Test Name

179 WARN: MISSING S7 FOR GRANT

The System Office Grant Number(s) reported for this client indicate they were served by an AEFL grant (Appropriation Number/Fiscal Grant Number listed below) 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. **Clients with fewer than 12 contact hours of service are not required to have S7 records. Though S7 records are optional for clients with fewer than 12 contact hours of service, they will still appear on this warning report. S7 records can be submitted for them if available.**

- 146-xxx Adult Education and Family Literacy - comprehensive & institutionalized individuals (excluding 146-13x)
- 149-xxx Adult Education and Family Literacy - Outreach & Institutionalized individuals (excluding 149-13x)
- 124-20X GPR Integrated Education and Training (IET)

S4 | 23-25 Appropriation Number
S4 | 26-28 Fiscal Grant Number

181 WARN: TEST LEVEL DROP >= 1

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). It is possible that a client was 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. This edit is bypassed if Test Topic is 31, 32, 33, 34, 35, 36, 37 or 38.

S7 | 20-27 Test Date
S7 | 30-31 Test Topic
S7 | 32-34 Test Name

182 WARN: NO SUBSEQUENT TESTS

If the Appropriation Number/Fiscal Grant Number combination is 146xxx, 149xxx, or 124-20x 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 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 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 appears 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. This edit is bypassed if Test Topic is 31, 32, 33, 34, 35, 36, 37 or 38.

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

183 WARN-INC LEP/ ELL TEST

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.

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

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

186 INVALID EXCLUSION

Enter a valid value for Exclusions.

S2 | 28 Exclusions

Valid values for Exclusions are:

1=Justice Involved
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 client's records.

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. Test Topic valid values are listed in the S7 Record Section of this manual.

S7 | 20-27 Test Date
S7 | 30-31 Test Topic

245 INV STUDENT GOAL

Enter one or more values from the list of valid student goals. 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.

S2 | 77-86 Student Goals at Entry (Codes 1 -5)

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 indicates 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 indicates basic education grant services.

300 WARN-DUAL CREDIT MISSING HS GRAD YEAR

A student with Recognized Credit Code indicating Dual Enrollment was reported with a non-numerical Year of High School Graduation. Not reporting a numeric year can potentially impact reporting outcomes and funding. Review the Year of High School Graduation and Recognized Credit Code and correct the discrepancy. Warning is bypassed if Recognized Credit Code is blank or something other than 1A, 1B, 8A, 8B, 9A, 9B, 9C, 9H. Warning is bypassed if Year of HS Graduation is a valid 4-digit number.

S1 | 96-99 Year of High School Graduation
S3 | 65-66 Recognized Credit Code

317 INC BIRTH YR/H.S. GRAD YR

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. Review the Birth Date and Year of High School Graduation and correct the discrepancy. The edit is bypassed if birth year is unreported, or graduation year is 'XXXX'.

S5 | 79-82 Birth Date Year (Note: This is a four-digit field)
S1 | 96-99 Year of High School Graduation

Edit logic:

- The birth year is subtracted from the graduation year.
- If the result is smaller than 10, the error is flagged.

318 WARN-INC BIRTH YR/H.S. GRAD

An 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.

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).

Review the Birth Date and the Year of High School Graduation for a possible coding error and correct if necessary.

S5 | 79-82 Birth Date Year (Note: This is a four-digit field)
S1 | 65-66 Highest Credential Received at Enrollment
S1 | 88-95 High School Attended
S1 | 96-99 Year of High School Graduation

319 WARN-PROBABLE MISSING GRAD

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.

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.

S5 | 79-82 Birth Date
S1 | 58-59 Highest Grade Completed at Enrollment
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
S3 | 65-66 Recognized Credit Code

321 WARN-PREV REPORTED HS GRAD

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, 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.

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.

S1 | 96-99 Year of High School Graduation
S3 | 41-46 Program Fee Codes
S3 | 65-66 Recognized Credit Codes

324 WARN-EXCESSIVE 9D CREDITS

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.

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.

S1 | 96-99 Year of High School Graduation
S3 | 37-40 Credits
S3 | 65-66 Recognized Credit Codes

325 INC HOME RES/DIST OF RES

This edit is flagged only if WTCS District of Residence is not blank. Refer to the Home Residence Code table (Table A) 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. Determine which data element is in error and correct it.

S1 | 48-52 Home Residence Code
S1 | 53-54 WTCS District of Residence

328 INC CRS AID CD/DIST OF RES

A valid WTCS District of Residence is required for clients enrolled in Collegiate Transfer or postsecondary courses. Enter a valid WTCS District of Residence.

S1 | 53-54 WTCS District of Residence
S3 | 24-25 Aid Code

336 INC ECONOMIC DISADV DATA

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). Verify the Economically Disadvantaged data.

S1 | 61 Economically Disadvantaged
S2 | 20-27 Economic Indicator Codes

340 INC PROGRAM/GRAD STATUS

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. Either enter the Program Number or remove the Graduate of Program.

S9 | 18-24 Program Number
S9| 30 Graduate of Program

360 WARN-INC PGM/INST CRED ACCEPTED

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. Submit an S9 Record with the appropriate Program Number.

S9 | 18-24 Program Number
S3 | 69-72 Institution Transferring Credit

371 INC PGM FEE/HS CODE

If one of the Program Fee Codes is 33, 34, or 73, the High School Attended must be a valid Wisconsin public high school. High School Attended cannot be 99999994 through 99999999. Enter the High School Attended code.

S1 | 88-95 High School Attended
S3 | 41-46 Program Fee Codes

372 INC REC CRED/HS CODE

If the Recognized Credit Code indicates the student should be in high school, the High School Attended cannot be 0000-0000, 9999-9994 (Foreign School), 9999-9995 (HSED), 9999-9997 (GED) or 9999-99999 (Unknown). Enter the High School Attended code.

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. This edit is bypassed if Recognized Credit Code is 9D.

S1 | 58-59 Highest Grade Completed at Enrollment
S1 | 88-95 High School Attended
S3 | 65-66 Recognized Credit Code
S3 | 66 Statutory Authority

373 WARN-INC PGM FEE/HI GRADE

This warning is issued if one of the Program Fee Codes is 33, 34, or 73 and the Highest Grade Completed at Enrollment is “12” or “96”. These Program Fee Codes are indicative of services to high school students. Correct the Highest Grade Completed at Enrollment code.

S1 | 58-59 Highest Grade Completed at Enrollment
S3 | 41-46 Program Fee Codes

376 INC PGM FEE/HI GRADE

This error is issued if one of the Program Fee Codes is 33 or 34 and the Highest Grade Completed at Enrollment is less than “08” or greater than “11”, or the Program Fee Code is 73 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. Correct the Highest Grade Completed at Enrollment code or change the Program Fee Code.

S1 | 58-59 Highest Grade Completed at Enrollment
S3 | 41-46 Program Fee Codes

377 INC PGM FEE/HS GRAD

If one of the Program Fee Codes is 33, 34, or 73 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. 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

378 INC REC CRED/HS GRAD

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, and 9G 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. Correct the Year of High School Graduation.

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 to seniors after the May/June graduation date.

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

379 INC REC CRED/HI GRADE

If the Recognized Credit Code indicates services to high school students, the Highest Grade Completed at Enrollment should be in the 08 to 11 range reflecting the client is still in high school. However, some dual enrollment programs may allow students who have not yet entered high school to enroll. Programs with specific restrictions are:

For Recognized Credit Codes 9C the Highest Grade Completed must be 10 or 11. For Recognized Credit Codes 1A and 1B, the Highest Grade Completed at Enrollment must be 08, 09, 10, 11, 12 or 96. 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. Correct the Highest Grade Completed at Enrollment code.

This edit does not apply to codes 8B and 9B as the Youth Apprenticeship program can be completed after high school graduation. This edit no longer applies to code 8A because it is possible, though unlikely, for students to participate in Transcripted Credit courses prior to entering high school. This edit no longer applies to code 9G because statute restricts participation based on age, not on highest grade completed (edit 381 now addresses this restriction).

S1 | 58-59	Highest Grade Completed at Enrollment
S3 | 65-66	Recognized Credit Code
S3 | 66	Statutory Authority

380 INC HI CREDENTIAL/HI GRADE

If the Highest Credential Received at Enrollment is ‘01’, then the Highest Grade Completed at Enrollment must be less than’12’,‘98’, or ‘99’. Correct the Highest Grade Completed at Enrollment or Highest Credential Received at Enrollment code.

S1 | 58-59	Highest Grade Completed at Enrollment
S1 | 65-66	Highest Credential Received at Enrollment

381 INC REC CRED/BIRTH DATE

If Recognized Credit Code 9G is reported, then the Birth Date must indicate that the client is age 16 or older as of the month of the Course Enrollment Date. This edit is bypassed if the client turns 16 during the month of the Course Enrollment Date. Correct the Birth Date or report a different Recognized Credit Code.

S3 | 18-23 Course Enrollment Date
S3 | 65-66 Recognized Credit Code
S3 | 66 Statutory Authority
S5 | 73-83 Birth Date

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. 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.

S1 | 56-57 Work Status at Enrollment
S4 | 23-25 Appropriation Number

433 BSE GRANT/FACILITY BLANK

A System Office Grant Number with an Appropriation Number of 146 or 149, or 124-20x indicates basic education services. This error will be issued if the Type of Facility element on the demographic record is 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 location

435 INC FACILITY/JUSTICE INVOLVED

If the client is enrolled in a grant with an *Appropriation Number*, *Fiscal Grant Number* 14611X, 14911X or 12420x and the *Type of Facility* is 06, 15, 16, 17, or 18 (correctional institution), then *Justice Involved* must be 1. If *Justice Involved* is 1, then the *Type of Facility* must be 06, 15, 16, 17, or 18. Review both data elements and correct the discrepancy.

S2 | 52-53 Type of Facility
S1 | 100 Justice Involved
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

436 INC GRANT/JUSTICE INVOLVED

If the client is enrolled in a grant with an Appropriation Number, Fiscal Grant Number 14611X or 14911X, then Justice Involved must be 1. Review the System Office Grant Number. If it is correct, change Justice Involved to 1.

S1 | 100 Justice Involved
S4 | 23-25 Appropriation Number
S4 | 26-28 Fiscal Grant Number

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.

This edit is bypassed in these cases:

- 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.
- If High School Attended = 99999994 (Foreign School) and Year of High School Graduation is not next year, current year or previous year, the edit is skipped.
- If Year of High School Graduation is XXXX - Unknown, and Highest Grade Completed at Enrollment is ‘00’ through ‘11’ the edit is skipped.
- If Year of High School Graduation is not numeric.

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’.

S1 | 58-59 Highest Grade Completed at Enrollment
S1 | 88-95 High School Attended
S1 | 96-99 Year of High School Graduation

446 INC TRAIN OUTCOME/ HI CREDENTIAL

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'. 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

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. Review the District Staff ID and change to a valid code.

S6 | 9-17 District Staff ID

456 INVALID SECTION NUMBER – S6

The Section Number being reported on the S6 Record is not between 3 and 5 characters. Review the record and correct the Section Number.

S6 | 26-30 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. Review the record and submit a valid Location Code.

S6 | 31-32 Location Code

458 INVALID SEMESTER – S6

The Semester being reported on the S6 Record is not a valid Semester for the district. Review the record and submit a valid Semester.

S6 | 33-34 Semester

459 INVALID NO MATCHING FTE CODE

The No Matching FTE Code being reported on the S6 Record is not blank or 01-04. Review the record and submit a valid or blank No Matching FTE Code.

S6 | 35-36 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. 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.

S6 | 18-25 Course Offering Number
S6 | 35-36 No Matching FTE Code

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. 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.

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

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. 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.

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

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. 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.

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

500 CRS WAITING FOR CURRICULUM

The course is on file at the System Office, in Approved or 1-Year Approved status, but is Out of Compliance. 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. To resolve this error: ensure that the curriculum is in approved/1-year approved status, or ensure that the course is resubmitted for approval with a curriculum exception code, or amend the S3 Course record to include one of the Recognized Credit Codes listed above.

This edit is bypassed if Recognized Credit Code 2J, 2M, 3J, 4J, 4M, 5J, 5M or 6J is reported on the S3 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

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. The format is mmyyyy. Where mm = month and yyyy is a four-digit year. (Example: 092016).

S3 | 18-23 Course Enrollment Date

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

512 INV WTCS COURSE 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. 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

515 CRS DISAPPROVED

This error is generated when course status is 'Disapproved'. This error will not trigger if the S3 record has triggered other errors (aside from error 462) in a preceding file upload processing step. Follow guidelines in Course Approval manual to resolve Disapproved course.

S3 | 24-31 Course Number
S3 | 24-25 Aid Code
S3 | 26-28 Instructional Area Number
S3 | 29-31 Course Sequence Number

520 CRS MISSING

This error is generated when the course does not appear in the WTCS course file. 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 or 98x and the Recognized Credit Code is 1B, 2F, 2J, 2M, 4J, 4M or 6J.

S3 | 24-31 Course Number
S3 | 26-28 Instructional Area Number
S3 | 29-31 Course Sequence Number
S3 | 65-66 Recognized Credit Code

525 COURSE SECTION INVALID

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. 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)

530 INV 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. Enter a valid Location Code for your district.

S3 | 35-36 Location Code

535 INV CREDITS

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 are not sufficient for reporting credits, zero is considered a valid credit value for this edit. Enter a valid credit value. Format = 99V99. This edit is bypassed if Course Sequence Number is 99x and the Recognized Credit Code is 2F, 2J, or 4J.

S3 | 37-40 Credits
S3 | 29-31 Course Sequence Number
S3 | 65-66 Recognized Credit Code

536 CREDITS DOES NOT EQUAL COURSE CREDITS

Enter a valid credit value. Since districts can 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.

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 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 on the S3 record must be equal to or less then 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

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.

S3 | 37-40 Credits

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 courses are required to be offered for the approved value. The list of all system-wide courses can be found in report CRS100 "List of Statewide Courses" on the portal. Under Instructional Reports, select Course/Credit Reports to locate CRS100. These courses must be offered for exactly the number of credits approved on the course file.

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 ensure the course is offered for the correct credit value in the future.

S3 | 24-31 Course Number
S3 | 37-40 Credits

538 WARNING-REVIEW FIRE SERVICE COURSE CREDIT

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. Review the course to make sure it was not used for firefighter certification.

S3 | 24-31 Course Number
S3 | 37-40 Credits

540 INV PROGRAM FEE CODES

Codes must be reported in conjunction with an authorized Aid Code. Enter a minimum of 1 or a maximum of 3 valid Program Fee Codes.

S3 | 41-46 Program Fee Codes

545 DUP PROGRAM FEE CODES

Enter each Program Fee Code only once.

S3 | 41-46 Program Fee Codes

565 INV COURSE COMPLETION

Report the achievement level of the student at time of reporting. Enter a valid Course Completion Status. Blank is not a valid value.

01 =	Pass	06 =	Completed Basic Education Course
02 =	Fail	07 =	Continuing in Basic Education Course
03 =	Incomplete	08 =	Course in Progress
04 =	Withdrew	09 =	Missing Grade
05 =	Audit	99 =	Not applicable

S3 | 59-60 Course Completion Status

566 INC AID/RCC/COURSE GRADE

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). 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.

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

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

567 INVALID COURSE GRADE

The Course Grade must be a valid grade. Enter a valid grade. Valid Course Grades are:

Course Grade
A
A-
AB
B+
B
B-

Course Grade
BC
C+
C
C-
CD
D+

Course Grade
D
D-
DF
F
PP (Pass for pass/fail)

Course Grade
FF (Fail for pass/fail
Blank (if not applicable)

S3 / 57-58 Course Grade

568 INC COMPLETION/GRADE

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. The Course Completion Status and Course Grade are incompatible. Correct one or the other. See the table below 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.

This edit is bypassed if the Course Completion Status is 05 (Audit). This edit is bypassed if Recognized Credit Code is blank, or something other than 1x, 8x or 9x.

S3 | 24-25 Aid Code (Course Offering Number)
S3 | 57-58 Course Grade
S3 | 59-60 Course Completion Status

569 WARNING-INC COMPLETION/GRADE

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. 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.

This edit is bypassed if the Course Completion Status is 05 (Audit). This edit is bypassed if Recognized Credit Code is blank, or something other than 1x, 8x or 9x.

S3 | 24-25 Aid Code (Course Offering Number)
S3 | 57-58 Course Grade
S3 | 59-60 Course Completion Status

Table for Error 568 and Warning 569:

Course Completion Status (columns)	Pass 01	Fail 02	Inc 03	Withd 04	Audit 05	BSC 06	Bcont 07	In prog 08	Miss 09	n/a 99
Course Grade (rows)										
A		X							X	X
AB		X							X	X
B		X							X	X
BC		X							X	X
C		X							X	X
CD		X							X	X
D									X	X
DF									X	X
F	X								X	X
PP		X								X
FF	X								X	X
Blank										

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. Current valid sub-element combinations are:

1A = High School Course Credit - Articulated High School Course
1B = High School Course Credit /Youth Apprenticeship
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 = Transcripted Credit - Articulated High School Course
8B = Transcripted 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

S3 | 65-66 Recognized Credit Code

577 INV NONSTANDARD DELIVERY

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. 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 Course

579 INV INST. TRANSFERRING

Enter a valid Institution Transferring Credit code from Table D. Leave blank if not applicable.

S3 | 69-72 Institution Transferring Credit

581 INV LOCATION OF LEARNING

Enter a valid four-digit code 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 district is known, the second two digits of the Location of Learning Code are the standard location codes used by the individual districts. 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. . 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."

S3 | 73-76 Location of Learning Code

585 INC SEMESTER/CRS ENR DATE

Enter a valid value for Semester. Verify that the Semester value is compatible with the Course Enrollment Date. The Semester will be computed based on the month in Course Enrollment Date if a blank Semester is submitted. Compatible combinations and computation results are:

Course Enrollment Date Month	Reportable Semester Name	Reportable Semester Code	Computed Semester (if blank)
04 or 05 of previous fiscal year	Summer	01	01 Summer
06 or 07 of current fiscal year	Summer	01	01 Summer
08 of current fiscal year	Summer or Fall	01 or 02	02 Fall
09, 10 or 11 of current fiscal year	Fall	02	02 Fall
12 of current fiscal year	Fall or Spring	02 or 03	02 Fall
01 of current fiscal year	Fall or Spring	02 or 03	03 Spring
02, 03, 04, or 05 of current fiscal year	Spring	03	03 Spring

S3 | 18-23 Course Enrollment Date
S3 | 77-78 Semester

593 INVALID WAT 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. 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

594 MISSING WAT FEE CODE 28

A WAT Grant Number has been reported on the S3 or S4 record, but there is no Program Fee Code 28 on the S3 record. If the grant number is valid, enter a Program Fee Code 28. Alternatively, review the S3 or S4 record to see if the WAT Grant Number is valid. If not, remove the grant number.

S3 | 41-46 Program Fee Codes
S3 | 90-100 WAT Grant Number
Or
S4 | 18-28 System Office Grant Number

622 INC AGE/PGM FEE CODE

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 reporting year (June 1) must be 59 or greater. Correct the Birth Date or use a different Program Fee Code.

S5 | 73-82 Birth Date
S3 | 41-46 Program Fee Codes

Note that 622 and 623 are different errors even though titles are the same.

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 Justice Involved Juvenile), or 41 (Juvenile Alcohol and Other Drug Abuse), the client's age must be 21 or lower at the beginning of the reporting year (June 1), or the Birth Date may be blank (unknown).

Note that 622 and 623 are different errors even though titles are the same.

624 WARN-INC AGE/PGM FEE CODE

The client's age should compute to be less than 21 at the beginning of the reporting year (June 1) if one of the Program Fee Codes is 33 (118.15), 34 (118.15), or 73 (Start College Now). Correct the Birth Date or change the Program Fee Code.

S5 | 73-82 Birth Date
S3 | 41-46 Program Fee Codes

625 INC AID CODE/PFC

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). 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

626 INC H S/GRAD YR/FEE CODE

Program Fee Codes 33 (At Risk s. 118.15(1)(b) Wis. Stats.), 34 (Diploma or HSED s. 118.15(1)(c) Wis. Stats.), and 73 (Start College Now School District Paid) indicate services to high school students. The High School Attended and Year of High School Graduation should be reported. 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. Enter the appropriate High School Attended Code and Year of High School Graduation, 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

628 INC 8X PROGRAM FEE CODES

8x Program Fee Codes do not capture who paid the fee. Enter another valid Program Fee 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, or 73;
- May not have Non-standard Delivery Code of 04

S3 | 41-46 Program Fee Codes
S3 | 67-68 Nonstandard Delivery Code

630 INC PROGRAM FEE CODES

Program Fee Code 32 (38.14(3) class size contract), cannot be reported on the same course record with Program Fee Code 33 or 34 (118.15(1) contracts). Remove one of the incompatible Program Fee Codes.

S3 | 41-46 Program Fee Codes

Note that 630 and 632 are different errors even though titles are the same.

632 INC PROGRAM FEE CODES

The following Program Fee Codes are surcharge fee codes and must be reported with at least one other Program Fee Code that indicates the primary payer: 41 (AODA_, 42 (Voc Adult Seminar/Workshop), 43 (Prof. Develop.), and (44 (Mandated Training). Valid Codes to report are: 01, 0A-0D, 5A-5E, 51-72, 79 or 99.

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. Remove one of these codes.

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.

S3 | 41-46 Program Fee Codes

Note that 630 and 632 are different errors even though titles are the same.

634 INC EXEMPT/ PAID FEE CODES

At least one and up to three two-digit program fee codes are reported on each Client Course Record (S3). This error ensures multiple codes are reported when required and when multiple codes are reported on a single record that they are compatible. Determine if fees were collected and code the appropriate Program Fee Codes. Refer to Client Course Record S3 Chapter for details.

S3 | 41-46 Program Fee Codes

636 ALERT-INC FEE /WTCS DIST RESID.

If Program Fee Code is 8x (out of state tuition), the WTCS District of Residence Code should be Out-of-State (98 or 99), or one of the non-numeric state codes (IN, KS, MN, MO, NE, ND or OH). Correct Program Fee Code or WTCS District of Residence Code.

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.

S1 | 53-54 WTCS District of Residence Code
S3 | 41-46 Program Fee Codes

638 INC FEE /AEFL GRANT

Program Fee Code 12 (Adult Ed Act) must have an accompanying S4 Grant Activity record with an Appropriation Number 146. Submit a valid grant activity record with Appropriation Number 146 or change the Program Fee Code. 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 will 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.

S3 | 24-25 Aid Code
S3 | 41-46 Program Fee Code
S4 | 23-25 Appropriation Number

639 INC FEE /PERKINS GRANT

Program Fee Codes 11 and 51 (Perkins) must have an accompanying S4 Grant Activity record with an Appropriation Number 150 grant. Submit a valid grant activity record with a suitable Appropriation Number (150) or change the Program Fee Code. 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 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.

S3 | 24-25 Aid Code
S3 | 41-46 Program Fee Codes
S4 | 23-25 Appropriation Number

640 INC PROGRAM FEE/AID CODE

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. 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

641 ALERT - INC PROGRAM FEE 43/AID CODE 42

Professional Development Seminars are, by law, restricted to Vocational-Adult offerings, 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. This alert is issued if a Professional Development Seminar (Program Fee Code 43) is offered with a course Aid Code of 42 (General Adult). 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.

S3 | 24-25 Aid Code
S3 | 41-46 Program Fee Codes

642 WARN-INC FEE CODE/DISABILITY CODE

Program Fee Code 14 or 54 (Division of Voc. Rehab.) should accompany a Person with a Disability code. However, since DVR how sends funds directly to students who register directly, it is not always possible to obtain the specific disability from the student. 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

644 WARN-INC AGE/REC 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). If the Birth Date reported is in error, enter a valid Birth Date that computes to age 18, 19 or 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

Note: Warning 644 and error 646 are related. Warning 644 is issued for students aged 18, 19 or 20, and error 646 is issued for students aged 21 or older.

646 INC AGE/REC 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. 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

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 aged 21 or older.

648 INC AGE/REC CREDIT/GRAD YR

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 Year of High School Graduation is a number that 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 a number 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.

If the Recognized Credit Code is not blank, 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). 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

650 PROGRAM NUMBER REQUIRED

If the student is enrolled in an Apprenticeship course (Aid Code 50), then the student must be enrolled in an Apprenticeship program. 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. Enter a valid apprenticeship program number.

S9 | 18-24	Program Number
S3 | 24-25	Aid Code (Course Number)

656 INC ST CLG NOW/PRIVATE SCH

The High School Attended Code indicates a private high school. In addition, either the Program Fee Code '73' and/or a Recognized Credit Code of '9C' were entered. This code indicates the use of Start College Now. Current law does not allow private high schools to participate in Start College Now. Either remove the Start College Now 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

658 INC MSEP 89 COURSE/PROGRAM

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. En sure student is a program student in an Aid Code 10 or 20 Program and enrolled in Aid Code 10 or 20 courses.

S9| 18-19 Program Number Aid Code
S3 | 24-25 Aid Code (Course Number)
S3 | 41-46 Program Fee Codes

659 INC MSEP FEE/DIST OF RES.

If the Program Fee Code is 89 (indicating a Midwest Student Exchange Program (MSEP) enrollment, then the District of Residence must be IN, KS, MO, NE, ND, OH. If the Program Fee Code is 85 (indicating Reciprocal – Minnesota), then the District of Residence must be MN. Change either the District of Residence or the Program Fee Code as indicated below.

S1 | 53-54 WTCS District of Residence
S3 | 41-46 Program Fee Codes

661 INC AID CODE/REC CREDIT CD

Recognized Credit Codes are primarily intended to be used with program courses (course Aid Codes 10, 20, 30, 31, 32 and 50). However, there are several Recognized Credit Codes that allow Aid Code 47 courses to be reported, if 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, 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 Code 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. Review the Aid Code from the Course Offering Number and the Recognized Credit Code and resolve the incompatibility.

This edit is skipped if Recognized Credit Code is blank.

S9| 18-24 Program Number
S3 | 24-25 Aid Code (Course Offering Number)
S3 | 65-66 Recognized Credit Code

662 INC CRS SECTION/REC CREDIT

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. 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

663 INC PROGRAM FEE/ REC CREDIT

Only Program Fee Code 00 is valid for courses with a Recognized Credit Code, if Type of Credit is 1 through 8. The exception to this rule is Program Fee Code 71 – Open Education Resources and Program Fee Code 77 – Promise Program. 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. 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

664 WARN-INC PGM/REC CREDIT

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. 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

665 INC CRS COMPLET/REC CREDIT

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. 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

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. Districts **cannot** submit their own code, as they cannot transfer credits to themselves. Institution Transferring Credit Codes for WTCS Districts:

01:	4581	08:	4671	14:	4683
02:	4573	09:	4614	15:	4663
03:	4639	10:	4583	16:	4646
04:	4615	11:	4618	17:	4667
05:	4593	12:	4556		
06:	4633	13:	4585		

S3 | 3-4 District Number
S3 | 69-72 Institution Transferring Credit

668 INC REC CRED/INSTITUTION

If a Recognized Credit Code 2J is reported, then there must be a valid code (not blank) in the data element Institution Transferring Credit. 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

669 WARN-INC PGM FEE/REC CRED

These are the warnings from the edits for message 663.

S3 | 41-46 Program Fee Codes
S3 | 65-66 Recognized Credit Code
S3 | 65 Type of Credit
S3 | 66 Statutory Authority

671 INC FEE 09/FIRE CRS

If Program Fee Code 09 is reported, the course must be a valid fire service training course in the given district. Ensure the District Number/Course Number combination is in the list of Fire Service Training Course Numbers in Table F.

S3 | 3-4 District Code
S3 | 24-31 Course Code
S3 | 41-46 Program Fee Codes

672 INC FEE 09/FIRE DEPT

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. Ensure 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 Table E.

S3 | 41-46 Program Fee Codes
S3 | 52-56 Fire Department Code

673 INV FIRE DEPT CODE

Ensure a valid Fire Department Code is entered from the list of Fire Department Codes on Table E.

S3 | 52-56 Fire Department Code

685 INC COURSE/CRED/BASIC HRS

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 recommend 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. 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

692 INC AID CODE/COMPLETION

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. Verify and submit the correct Course Completion Status for this course.

S3 | 24-25 Aid Code
S3 | 59-60 Course Completion Status

715 INV GRANT NUMBER

Verify the System Office Grant Number has been entered correctly.

S4 | 18-28 System Office Grant Number
S4 | 18-19 District Number
S4 | 20-22 District Grant Number
S4 | 23-25 Appropriation Number
S4 | 26-28 Fiscal Grant Number

The System Office Grant Number must match a grant number currently in the System Office Grant Fund Allotment. The System Office Grant Number must be all numeric and must be a grant requiring participants.

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 | 33-3 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

For grant appropriations 146 or 124-20x, enter a valid Continuing in Grant Activity code to indicate whether or not the client intends to continue in the grant activity in the following fiscal year. This will not be edited against other year's files.

1 = Yes
2 = No

S4 | 47 Continuing in Grant Activity

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. Enter any Service Provided Through Grant Activity Code only once. All codes are optional and may be reported for any grant activity.

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 = Remedial25 = 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
S4 | 48-59 Service Provided Through Grant Activity Codes

750 DUP SRVICE THRU GRANT

Enter a minimum of one, maximum of six choices from the list of Service Provided Through Grant Activity Codes. Enter each Service Provided Through Grant Activity Code only once. All codes are optional and may be reported for any grant activity. See list of codes under Error 745.

S4 | 48-59 Service Provided Through Grant Activity Codes

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

S4 records that trigger this error will still load data into the data warehouse. The error must be resolved prior to Client closing for the fiscal year. Enter at least one valid value 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 schoolwork
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 | 61-66 Training Outcome Codes

760 INV TRAINING OUTCOME

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. Enter a maximum of three choices from the valid list of Training Outcome Codes. Do not enter the same code more than once. See list of Training Outcome Codes under Error 759.

S4 | 61-66 Training Outcome Codes

765 DUP TRAIN OUTCOMES

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. Enter a maximum of three choices from the valid list of Training Outcome Codes. Do not enter the same code more than once. See list of Training Outcome Codes under Error 759.

S4 | 61-66 Training Outcome Codes

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). 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.

S4 | 23-25 Appropriation Number
S4 | 26-28 Fiscal Grant Number
S4 | 48-59 Service Provided Through Grant Activity

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. Verify whether or not the student has exited the grant.

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

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

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. Verify that the student has a S9 grant submitted.

S3 | 41-46 Program Fee Code
S4 | 23-25 Appropriation Number
S4 | 26-28 Fiscal Grant Number
S9 |

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). Review the grant number and program fee codes.

S3 | 41-46 Program Fee Code
S4 | 23-25 Appropriation Number
S4 | 26-28 Fiscal Grant Number

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. Because students may be served in multiple fiscal years, this is only a warning.

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

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. The grant entry date cannot be prior to January 1, 2010 (01/01/2010). The Grant Entry Date cannot be later than the file submission date. 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.

S4 |67-76 Grant Entry Date

781 GRANT ENRTY DATE AFTER EXIT DATE

The Grant Entry Date cannot occur after the Grant Exit Date. Review the S4 record and correct the date that is wrong.

S4 | 67-76 Grant Entry Date
S4 | 83-92 Grant Exit Date

782 MISSING GRANT ENTRY DATE

If Appropriation Number is 146 (AEFL) or the Appropriation Number is 124, and the Fiscal Grant Number begins with “20x”, 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 (in the format mm/dd/yyyy, including the slashes). 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

783 INV TEST DATE

If Appropriation Number is 146 or 124-20x, and a S7 record is submitted for the Client, the Test Date on the S7 record must fall within a valid period of participation for the grant. This edit is bypassed if Test Topic is 31, 32, 35, 36, 37 or 38.

S4 | 23-25 Appropriation Number
S4 | 67-76 Grant Entry Date
S4 | 83-92 Grant Exit Date
S7 | 20-27 Test Date

784 ALT PLACEMENT TOPIC REQUIRED

If any of the following Test Names are reported, then Test Topic 31, 32, 33, 34, 35, 36, 37 or 38 must be reported.

901 = GED Ready
902 = GED Subtest
903 = TABE Locator
904 = STAR Reading
905 = Fast Bridge
906 = Scholastics Reading Inventory
907 = ACT
908 = SAT
909 = Next Generation Accuplacer
910 = Aztec
911 = Edmentum Courseware
912 = HESI-A2
913 = TABE CLAS-E Alt Placement
914 = TABE 13/14 Alt Placement

S7 | 30-31 Test Topic
S7 | 32-34 Test Name

785 ALT PLACEMENT TEST NAME REQUIRED

If Test Topic 31, 32, 33, 34, 35, 36, 37 or 38 is reported, then one of these Test Names must be reported:

901 = GED Ready
902 = GED Subtest
903 = TABE Locator
904 = STAR Reading
905 = Fast Bridge
906 = Scholastics Reading Inventory
907 = ACT
908 = SAT
909 = Next Generation Accuplacer
910 = Aztec
911 = Edmentum Courseware
912 = HESI-A2
913 = TABE CLAS-E Alt Placement
914 = TABE 13/14 Alt Placement

S7 | 30-31 Test Topic
S7 | 32-34 Test Name

786 WORKPLACE LIT ALT PLACEMENT SERV CODE REQD

If Test Topic 31-ABE Workplace Literacy Alt Placement or 32-ESL Workplace Literacy Alt Placement are reported, then Service Provided Through Grant Activity Code “29-Workplace Literacy” must be reported.

S4 | 48-59 Service Provided Codes
S7 | 30-31 Test Topic

787 IET ALT PLACEMENT SERV CODE REQD

If Test Topic 37-ABE IET Alt Placement is reported, then Service Provided Through Grant Activity Code “35-Adult Basic Ed IET” or “36-Adult Secondary Ed IET” must be reported.

S4 | 48-59 Service Provided Codes
S7 | 30-31 Test Topic

788 DEVELOPMENTAL ALT PLACEMENT SERV CODE REQD

If Test Topic 35-ABE Developmental Alt Placement or 36-ESL Developmental Alt Placement are reported, then Service Provided Through Grant Activity Code “26-Developmental” must be reported.

S4 | 48-59 Service Provided Codes
S7 | 30-31 Test Topic

789 INV JUSTICE INVOLVED: INSTITUTION RELEASE DATE

The Justice Involved: Institution Release Date must be a valid date in the format mm/dd/yyyy, including the slashes and be within the fiscal year being reported. Verify the Justice Involved: Institution Release Date is in the proper format and is within the fiscal year being reported and make any necessary changes.

S4 | 37-46 Justice Involved: Institution Release Date

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. The Grant Exit Date cannot be later than the file submission 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. S4 records that trigger this error will still load *data into the data warehouse*. The error must be resolved prior to Client closing for the fiscal year.

S4 | 83-92 Grant Exit 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 triggered. 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). 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.

S4 | 83-92 Grant Exit Date
S4 | 5-8 Fiscal Year

792 MISSING GRANT EXIT DATE

If Appropriation Number is 146 (AEFL) or the Appropriation Number is 124 and the Fiscal Grant Number begins with 20x", 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. 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). S4 records that trigger this error will still load data into the data warehouse. The error must be resolved prior to Client closing for the fiscal year.

S4 | 23-25 Appropriation Number
S4 | 26-28 Fiscal Grant Number
S4 | 47 Continuing in Grant Activity
S4 | 83-92 Grant Exit Date

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. Either change the Continuing in Grant Activity code or blank out the Grant Exit Date.

S4 | 23-25 Appropriation Number
S4 | 26-28 Fiscal Grant Number
S4 | 47 Continuing in Grant Activity
S4 | 83-92 Grant Exit Date

794 INC RELEASE DATE/JUSTICE INVOLVED

The client was reported with a Justice Involved: Institution Release Date on an S4 record with a Justice Involved code of '2' – No on the S1 record. If a Justice Involved: Institution Release Date is reported, Justice Involved on the S1 record must be reported as '1' –Yes. Review the Justice Involved and/or Justice Involved: Institution Release Date codes reported and make the necessary correction.

S1 | 100 Justice Involved
S4 | 37-46 Justice Involved: Institution Release Date

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. 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.

S4 | 23-25 Appropriation Number
S4 | 29-32 Hours of Service for the Period

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. 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.

S4 | 23-25 Appropriation Number
S4 | 18-28 System Office Grant Number
S4 | 67-76 Grant Entry Date
S4 | 83-92 Grant Exit Date

822 APPROP NOT VALID FOR DIST

Determine the correct Appropriation Number. Appropriation Number 149 is only valid for use by CBO's. Districts 01-17 may not use it.

S4 | 3-4 District Number
S4 | 23-25 Appropriation Number

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. Review Highest Grade Completed at Enrollment and the Training Outcome Codes.

S4 | 61-66 Training Outcome Codes
S1 | 58-59 Highest Grade Completed at Enrollment

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. Review Highest Grade Completed at Enrollment and the Training Outcome Codes.

S4 | 61-66 Training Outcome Codes
S1 | 58-59 Highest Grade Completed at Enrollment

901 INV POST911 SEMESTER

The value in Semester is not valid. Enter a valid Semester code. Blank is not a valid value for this field.

Valid Semester codes:

01 = Summer Session
02 = Fall Semester
03 = Spring Semester

S8 | 18-19 Semester

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. 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.

S8 | 20-26 Post 911 Supplemental Payment

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. 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.

S8 | 27-33 Post 911 Federal Received

905 POST911 AMOUNTS BOTH ZERO

There must be a non-zero value in at least one of these fields. 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. Enter either a Post 911 Supplemental Payment and/or a Post 911 Federal Received amount.

S8 | 27-33 Post 911 Federal Received
S8 | 20-26 Post 911 Supplemental Payment

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. 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.

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

907 WARNING: INC FED RECEIVED/PFC

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. 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

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. 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 0A, 0B, 0C, 0D or 0E.

The edit logic 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.

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

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. 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 error 908 is this edit produces a message if there is ONLY a PFC of OA-OE. Corrective action may require adding a PFC of 5A – 5E.

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

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. Review the Course Offering Number and/or Program Fee Code to determine if the course/student is eligible and make the necessary change.

S3 | 24-34	Course Offering Number
S3 | 41-46	Program Fee Codes

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. 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.

S3 | 41-46	Program Fee Codes
S3 | 77-78	Semester
S8 | 18-19	Semester

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. Review the Program Fee Code and the Veteran Code to determine which is correct and make the necessary change.

S1 | 20 Veteran Code
S3 | 41-46 Program Fee Codes

914 WARN-VETERAN MISSING PROGRAM FEE CODE

Veteran Status "Yes- Receiving Educational Benefits" was reported but there are no S3 records with Program Fee Codes that indicate veteran benefits were used (0A, 0E, 5A, 5E). Review the Veteran Status and Program Fee Code and update as needed.

S1 | 20 Veteran Code
S3 | 41-46 Program Fee Codes

926 AAD CURR NOT APPR

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. 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

927 PATH CERT CURR NOT APPR

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. 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

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. Enter an approved Program Number for your district.

S9 | 18-24 Program Number

930 WARN: GRAD FROM PGM PRIOR YR

This client was reported as a graduate of this program in a previous Fiscal Year. In some cases, clients should not be enrolled in programs from which they have already graduated. The system checks past program graduations for the past ten years. Contact the program graduation contact person listed in this manual for resolution of special cases. 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.

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 numbers 30-504-1 and 30-504-2, and EMT program numbers 30-531-1, 30-531-2, 30-531-3 and 30-531-6 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.

S9 | 3-4 District
S9 | 5-8 Fiscal Year
S9 | 9-17 District Student ID Number
S9 | 18-24 Program Number

931 NO PROGRAM CURRICULUM

The Program Number has been approved for your district, but there is either no curriculum on file, or the curriculum status is something other than Approved or 1-Year Approved. Ensure that the appropriate curriculum has been submitted to the System Office and is in Approved or 1-Year Approved status.

This edit is bypassed if the program is in 'Discontinued' or 'Suspended' status. This edit is bypassed for program numbers 10-499-5, 10-800-1, 10-800-2, 10-800-3, 10-825-1, 10-825-2, 10-825-3, 10-825-4, 10-825-5, 10-825-6, 10-825-7, 10-825-8, 10-825-9, 10-825-10, 10-825-11, 10-825-12, 10-825-13, 10-825-14, 10-825-15, 10-825-16, 10-825-18, 20-800-1 and 20-800-2.

S9 | 18-24 Program Number

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. 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.

S9 | 30 Graduate of Program

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. 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.

S9 | 18-24 Program Number
S9 | 31 Technical Skill Attainment

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. 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.

S9 | 18-24 Program Number
S9 | 31 Technical Skill Attainment

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. 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).

S9 | 30 Graduate of Program
S9 | 18-24 Program Number

939 WARN-OLD PGM NUMBER CHANGED

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. In the past, districts submitted clients as graduates of both the old and the new Program Numbers (mostly the 30-level program).

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. Verify the Program Numbers are correct.

The following nursing Program Numbers have been changed.

105101 to 105431
305101 to 305431
315101 to 315431

S9| 18-24 Program Number

941 INV WAITLIST SUMMER

"1" or "0" must be provided on all S9 records.

S9| 32 Waitlist-Summer

942 INV WAITLIST FALL

"1" or "0" must be provided on all S9 records.
S9| 33 Waitlist-Fall

943 INV WAITLIST SPRING

"1" or "0" must be provided on all S9 records.
S9| 34 Waitlist-Spring

VALID COMBINATIONS FOR FIRST AND SECOND DIGITS RECOGNIZED CREDIT CODE DATA ELEMENT

	STATUTE	Articulated High School Course	Youth Apprentice	Start College Now	Standard Enrollment	Technical Studies Journey Worker Credit	118.15 Contract (Compulsory Education)	38.14(3) Contract	Non-Compulsory Education	Military
TYPE OF CREDIT		**A**	**B**	**C**	**D**	**F**	**G**	**H**	**J**	**M**
High School Course Credit	1	1A	1B							
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		

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	Technical Studies Journey Worker Credit	118.15 Contract (Compulsory Education)	38.14(3) Contract	Non-Compulsory Education	Military
TYPE OF CREDIT		**A**	**B**	**C**	**D**	**F**	**G**	**H**	**J**	**M**
High School Course Credit	1	10, 20, 30, 31, 32	10, 20, 30, 31, 32, 47*, 50							
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		

*** 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.

Program Fee Code (PFC)	PFC Description	Valid Recognized Credit Codes
00	Rec Cred Other	1A, 1B, 1E, 2F, 2J, 2M, 3J, 4J, 4M, 5J, 5M, 6J, 8A, 8B, 9D
01	Voc Adult 62+	Blank
02	ASE	**9D**, 9G, **9H**
03	ABE	**9D**, 9G, **9H**
04	ELL	9D, 9G, **9H**
05	Grad Lacking Entry Level Skills	**9D**
06	Grad Not Employed in Occupational Field	**9D**
07	Previously Justice Involved Juvenile	9G
08	Course Audit Age 60 and over	Blank
09	Fire Service 2% Fee	9D
0A	Remission – Veteran	**9D**
0B	Remission – Veteran's Spouse	**9D**
0C	Remission – Veteran's Surviving Spouse	**9D**
0D	Remission – Veteran's Child	**9D**
0E	Remission – Veteran	**9D**
11	Carl D Perkins Act	**9D**
12	Adult Education and Family Literacy Act (AEFL)	**9D, 9H**
13	Workforce Investment Act (WIA)	**9D, 9H**
19	Other	**9D**
28	Workforce Advancement Training	9D**, 9H**
29	Other	9B, **9D**
31	Group Dynamics	9D
32	S. 38.14(3) class-size contract	8A, 8B, 9B, 9H
33	S. 118.15(1)(b) At risk	9G
34	S. 118.15(1)(c) Diploma/HSED	9G
41	Juvenile AODA	9D
42	Voc Adult Seminar/Workshop Fees	**9D**
43	Professional Develop./Workshop Fees	**9D**
44	Mandated Training Course Fees	**9D**
5A	Remission – Veteran	**9D**
5B	Remission – Veteran's Spouse	**9D**

5C	Remission – Veteran's Surviving Spouse	**9D**
5D	Remission – Veteran's Child	**9D**
5E	Remission – Veteran	**9D**
51	Carl D Perkins Act	**9D**
53	Workforce Investment Act (WIA)	**9D**
54	DVR	**9D**
59	Other	**9D**
62	DOC	**9D**
64	Farm Training	**9D**
69	Other	9B**, 9D**
7A	EMS Education Grant	8A, 9C, 9D, 9H
7B	Rural Health Transformation Grant	8A, 9C, 9D, 9H
71	Open Educational Resources	Any
72	Employer	9D
73	PSEO-School Paid (Start College Now)	9C
75	State Approved Ability to Benefit	Any
76	State Grant	Any
77	Promise Program	Any
79	Other Sponsor	9B, 9D
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
99	Self Paid	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
1A	High School Course Credit/Articulated High School Course	00, 71, 77	
1B	High School Course Credit Youth Apprentice	00, 71, 77	
2F	Postsecondary Transfer Credit/Technical Studies Journey Worker Credit	00, 71, 77	
2J	Postsecondary Transfer Credit/Non-Compulsory Ed	00, 71, 77	
2M	Postsecondary Transfer Credit/Military Education	00, 71, 77	
3J	Test Out/Non-Compulsory Ed	00, 71, 77	
4J	Experiential Learning/Non-Compulsory Ed	00, 71, 77	
4M	Experiential Learning/Military Training	00, 71, 77	
5J	Exam-National Standard/Non-Comp. Ed.	00, 71, 77	
5M	Exam-National Standard/Military	00, 71, 77	
6J	Advanced Placement Exam/Non-Compulsory Education	00, 71, 77	
8A	Transcripted Credit/Articulated High School Course	00, 32, 71, 77	
8B	Transcripted Credit Youth Apprenticeship	00, 32, 71, 77	
9B	Inst. Credit/Youth App. (FTE)	29, 32, 69, 71, 77, 79, 99	
9C	Inst. Credit/Start College Now (FTE)	71, 73, 77	
9D	Inst. Credit/Stand Enroll (FTE)	All Others *	00, 01, 07, 08, 32, 33, 34, 73
9G	Inst. Credit/118-15 Comp. Ed. (FTE)	02,03, 04, 07, 12, 33, 34, 71, 77**	
9H	Inst. Credit/38.14 Contract (FTE)	02, 03, 04, 28, 32, 71, 77*	

* 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.

** 9G must contain a combination of either 07, 12, 33 or 34 AND 02, 03 or 04 if the course aid code is 7x.

CODE TABLES

Code Tables can be accessed at: https://mywtcs.wtcsystem.edu/grants-data-reporting/data-reporting-manuals/client-reporting-system/

- 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.

- Table J
  Location of Learning Codes used for out-of-state and foreign locations of instruction to be reported on the Course Record (S3).