



WHAT IS COLLECTED?

- 20-21 Year End Completion data, (Graduation Rates, Dropout Rates, Chronic Absenteeism, and Discipline)
- 20-21 Roster & CTE data
- 21-22 Third Friday of September
- 21-22 October 1 Child Count
- 21-22 Graduation Requirements
- 21-22 Demographics & Digital Equity Data

RESOURCES

[WISEdata Rule Validation List](#)

[DPI Quality Best Practice](#)

[MBA WISE Webinars](#)

Now that we are all in the rhythm of the school year you may have become aware of students who you assumed were going to continue their enrollment/education at your district but, come to find out, they aren't. We all know students move during the summer, open enroll to other districts or sometimes you don't know where they went until you get a records request.

No matter the scenario, this type of student is referred to by PowerSchool as a "No Show". Typically your district has already published a few records for the student and it's these records that need to be removed from WISEdata. Additionally, these students need to be transferred out of your district.

The process to clean up errors in the WISEdata portal regarding No-Show students is to use the Transfer Out of School function, as described in Knowledge Base (KB) Article 58085, from the PowerSchool Community, and then remove the student's published records by running a Reconciliation. The steps below will help guide you through the process.

[KB Article 58085 - How to Transfer a No-Show Student Out of School](#)

Summary:

When a student is enrolled in a school/year, but did not show up, they are referred to as a "No-Show". PowerSchool Support recommends that No-Show students be transferred out with an exit date equal to their entry date, and an exit code appropriate for your state/province/etc. if applicable.

- a. On the Start page, search for and select the student.
- b. Choose the student's Transfer Info page. Take note of the entry date for the student's current enrollment.*
- c. Choose the student's Functions page.
- d. Click Transfer Out Of School.
- e. Enter a Transfer Comment stating that the student is a no-show. (Optional)
- f. Enter the Date of Transfer. This date should be equal to the student's entry date from step 2.*
- g. Select the appropriate Exit Code. DPI requires an Exit Code in order for your Exit Date to publish. (Error Code 6606)

Submit your changes.

*MBA suggests editing both the entry and exit dates to be the first day of the current school year.

1 2 3

RECONCILIATION TIPS

1. Write down the WISEid of the student who is a No-Show
2. Look for this WISEid when reviewing the reconciliation results
3. Remember to review all resources that are returned
4. Delete the enrollment record last

HELP TICKETS

If our suggested resolutions just aren't working for you, we ask that you submit a ticket in the PowerSchool Community Case Portal. Information on how to do this can be found at the link below. Please submit a separate case for each error code unless related to the same student(s).

[POWERSCHOOL COMMUNITY](#)

The final step to resolving any errors related to a No-Show Student is to run a Reconciliation. This process "displays a list of school records found in the state Operational Data Store (ODS) that do not correspond to data published within PowerSchool."

So in other words if there's a mismatch of information between PowerSchool and WISEdata a record will be returned and you are then able to delete that record.

As an additional note, if your District uses a third party vendor to publish your special education data and the No-Show student had a special education record published that record must be deleted by your third party vendor first before you are able to delete the enrollment record. If this doesn't happen you will get caught in an endless cycle of deleting and wonder why your error isn't getting resolved.



Below are suggested resolutions to assist you in resolving common error codes and dependencies. If this resolution does not resolve your specific issue, we encourage you to submit a Help Ticket through the PowerSchool Community Case Portal.

ERROR CODE/ DEPENDENCY	TITLE	RESOLUTION
6381	Required field is missing: Count Date Receiving Services for 3rd Friday	Select the student > State/Province WI – WISEdata Student Information. Populate the Student's Third Friday of September Count Date Status field with "P" or "A" and republish the student's school enrollment record.
6816	School Food Service program association has not been submitted by the school	Select a student > Administration > Lunch. The Start date must match the student's entry date if the status was determined within 30 days of the student's enrollment to the school. If it was determined after 30 days, it is the actual date the status was determined.
DEPENDENCY Courses	Invalid WI Course Code(s) Roster/SCED codes(s) may be missing	Course lacks a valid SCED and/or Roster Code. Select Organization Schedules >Review > Schedule Dependencies>Course Offerings>Right click on Course Number to open in new tab > Scroll down to WI State Info > Use View Codes link to select a valid Roster and/or SCED Code. Courses that are not graded, like Study Hall, can be excluded from state reporting on the section. School>Courses>Click on Section #>Edit Sections page > Exclude from WISEdata Roster Submission
DEPENDENCY Student Sections	Section Record	Review the Organization Schedules to see if the Course & Section that are in dependency are published. If not, run a Publish Changes on Organization Schedules to see if the course and section publish.