

# PowerSchool CWCS Reporting User Guide



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## Understanding ISES file naming conventions

All files uploaded to the ISES reporting system require a specific file name as specified in the interface specifications published by DPI. PowerSchool will create the files with the correct name, but it is helpful to understand the naming convention.

PowerSchool creates a CSV file, thus the file name will have a .csv at the end. When setting up your preferences in the CWCS site, specify .csv as your file type.

- A CWCS Course & Teacher file created on 2/15/2011:  
S\_9999\_0090\_02152011\_WCL\_00001.csv
- A CWCS Student file created on 2/15/2011:  
S\_9999\_0090\_02152011\_WSL\_00001.csv

Breakdown of the state file name:

Example	Description	Length
S	Send Tag	1 character
0130	DPI District Number	4 characters
0200	DPI School Number	4 characters
10152004	File transaction date	8 characters (MMDDYYYY)
ISL	Type of file: ISL = 3 <sup>rd</sup> Fri or YE OCL = Oct 1 Child Count IDL = Discipline WCL = CWCS Course & Teacher WSL = CWCS Student	3 characters
00002	Sequence Number	5 characters

Sequence Number must be unique if you upload the same file for the same school on the same day. You can increment or reset your sequence number using the WI ISES Sequence Number option.

It is suggested that the Windows® folder options for your work station be set so that:

1. The full path of a file name is displayed in the address bar.
2. Hide extensions for known file types should not be checked.

## WI ISES Sequence Number

The Sequence Number must be unique if you upload the same file for the same school on the same day. You can increment or reset your sequence number using the WI ISES Sequence Number option. You may also consider resetting the sequence number at the start of every school year.

To reset the sequence number

Do this at the start of the school year or the first time you create a file for ISES.

1. From the PowerSchool main page Select *REPORTS* from *FUNCTIONS*.
2. *Select STATE.*
3. Scroll down to the *WI ISES Collection* area.
4. Select the *WI ISES Sequence Number* option
5. For *Action to Perform* select *Reset Sequence Number*
6. Click *Submit.*
7. A page with text similar to what is below will display, you can close this page

The ISES Sequence Number ([Prefs]WI\_ISES\_SEQ\_NUM), whose previous value was 00008, has been set to 00001.

To increment the sequence number

Do this when you upload the same file for the same school on the same day.

1. From the PowerSchool main page Select *REPORTS* from *FUNCTIONS*.
2. *Select STATE.*
3. Scroll down to the *WI ISES Collection* area.
4. Select the *WI ISES Sequence Number* option
5. For *Action to Perform* select *Increment Sequence Number*
6. Click *Submit.*
7. A page with text similar to what is below will display, you can close this page

The ISES Sequence Number ([Prefs]WI\_ISES\_SEQ\_NUM), whose previous value was 00001, has been set to 00002.

## Creating the ISES CWCS Course and Teacher File

Insure you are prepared to upload to CWCS by referring to the CWCS Setup Guide.

1. From the PowerSchool main page Select *REPORTS* from *FUNCTIONS*.
2. *Select STATE.*
3. Scroll down to the *WI ISES Collection* area.
4. Select the *WI CWCS Course and Teacher File* option.
5. *USE* Select *CURRENT SCHOOL.*
6. *Records to Include* Select All records.
7. *File Type* Select CWCS Course and Teacher File.
8. *Collection* Select the appropriate Collection Period.

Code	Description
CW1	Collection 1 – Generally intended to gather 1st & 2nd quarter, 1st semester and 1st trimester term data.
CW2	Collection 2 – Generally intended to gather 3rd & 4th quarter, 2nd semester, 2nd & 3rd trimester, and annual term data.
CW3	Collection 3 – Generally intended to gather summer school data.(will not be collected in year 10-11)

9. *School Year* Select the appropriate School Year.

<b>Report Name</b>	WI ISES Coursework Completion System, Course and Teacher		
<b>Version</b>	1.1		
<b>Description</b>	This report produces the CWCS Course and Teacher file for the Individual Student Enrollment System. This file is used to transmit the Course and Teacher records required by CWCS to the Individual Student Enrollment System.		
<b>Comments</b>	This report can be run at the district or school level.		
<b>Use</b>	Default		(District Wide)
<b>Records to Include</b>	<input type="radio"/> The selected 0 records only <input checked="" type="radio"/> All records		
<b>Processing Options</b>	In Background Now		
<b>Specific Date/Time</b>		@	:
<b>Data to be filled</b>	(Check checkbox on the right to save as default value)		Reset All
<b>Please select the appropriate responses for the desired collection.</b>			
<b>File Type</b>	CWCS Course and Teacher File		<input type="checkbox"/>
<b>Collection</b>	Collection 1		<input type="checkbox"/>
<b>School Year<sup>†</sup></b>	2010-2011		<input type="checkbox"/>

10. For this CWCS Reporting Term select the CWCS term under which you wish to report your courses.

**CWCS defines Term as:**

Term is an indicator for when the course is offered that varies by district, school, and/or grade level. A term is used to measure the length of time required in course hours to achieve a grade earned and/or credits earned.

- When you award credit or when you report grades to the public will be the primary factors in determining how you report to CWCS.
- You can include up to 3 different CWCS reporting terms in this file.
- If you have more than 3 terms that you need to submit in this collection you would create another file with the remaining terms.
- Select a specific CWCS Reporting Term only once.
- If your school has students in grade levels that will be reported to CWCS differently you may need to indicate the desired term with the CWCS Reporting Term option in the sections page. EX: Your school has students in grades 6-12. The students in grades 9-12 will be reported to CWCS at semester time as that is when they earn credit. But the students in grades 6-8 will be reported quarterly. You will indicate “semester” for all the sections applicable to grades 9-12 and “Quarter” for all the sections applicable to grades 6-8. If all your students are reported the same you do not need to use the CWCS Reporting Term option in the sections page. I.E. all your students are High School students, Middle school students or Elementary school students.

11. Include Sections from this Scheduling term: Select the scheduling term(s) in use at your school that correspond to the classes you wish to include for the selected CWCS Reporting Term.

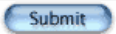
- The program will include ONLY sections (from the scheduling terms you select) whose course has a CWCS Course Code association.
- You can exclude specific sections using the Grades Are option in the section itself.

12. The selections you specify here must be duplicated when you create your CWCS Student File. I.E. CWCS will expect students for every course and Teacher record you submit, and for every student you submit CWCS will require a matching CWCS Course and Teacher record.

Please select the CWCS Term(s) you wish to submit for this collection and the scheduling terms in use at your school you wish to associate with the selected CWCS terms.  
 A term is used to measure the length of time required in course hours to achieve a grade earned and/or credits earned.  
 You can select multiple CWCS Terms, but select a specific CWCS term only once.





For this CWCS Reporting Term*	[Not Set] ▼	<input type="checkbox"/>
Include Sections from this Scheduling term.*	▼	<input type="checkbox"/>
Include Sections from this Scheduling term.	▼	<input type="checkbox"/>
Include Sections from this Scheduling term.	▼	<input type="checkbox"/>
Include Sections from this Scheduling term.	▼	<input type="checkbox"/>
Include Sections from this Scheduling term.	▼	<input type="checkbox"/>
Include Sections from this Scheduling term.	▼	<input type="checkbox"/>
Include Sections from this Scheduling term.	▼	<input type="checkbox"/>

13. *Data to be filled*: Select *SET ALL*; this will store your selections for this report which is helpful when you need to submit a new file and you are unsure of how you created your last file.

**Data to be filled** (Check checkbox on the right to save as default value)  

14. Click the *SUBMIT* button.
15. You will be taken to your report queue.

**Report Queue (System) - My Jobs** [Refresh](#)

Created	Job Name	Started	Ended	Status	
09/15/2009	WI ISES Individual Student Loa	09/15/2009 9:29 PM		Running	
09/15/2009	WI ISES Individual Student Loa	09/15/2009 7:41 AM	09/15/2009 7:45 AM	Completed	<a href="#">View</a> 
09/15/2009	WI ISES Individual Student Loa	09/15/2009 7:26 AM	09/15/2009 7:29 AM	Completed	<a href="#">View</a> 
09/14/2009	WI ISES Individual Student Loa	09/14/2009 9:11 AM	09/14/2009 9:15 AM	Completed	<a href="#">View</a> 

16. The system will create your file.
17. Once your file is complete, right click the *VIEW* option and select *SAVE FILE AS* and save the file to your workstation. Depending on your browser this can occur differently.
18. Use your Breadcrumbs to return to the main page or click the PowerSchool logo.
19. Review your file and correct any errors, see *Reviewing your file prior to upload*.
20. Upload your file to CWCS following the steps from *Uploading your file to CWCS*.

## Creating the ISES CWCS Student File

Insure you are prepared to upload to CWCS by referring to the CWCS Setup Guide.

1. From the PowerSchool main page Select *REPORTS* from *FUNCTIONS*.
2. Select *STATE*.
3. Scroll down to the *WI ISES Collection* area.
4. Select the *WI CWCS Student File* option.
5. For *USE* select *CURRENT SCHOOL*.
6. For *Students to Include* select *All Students*.
7. For *File Type* Select *CWCS Student File*.
8. Select the appropriate Collection Period.

Code	Description
CW1	Collection 1 – Generally intended to gather 1st & 2nd quarter, 1st semester and 1st trimester term data.
CW2	Collection 2 – Generally intended to gather 3rd & 4th quarter, 2nd semester, 2nd & 3rd trimester, and annual term data.
CW3	Collection 3 – Generally intended to gather summer school data.(will not be collected in year 10-11)

9. Select the appropriate School Year.

<b>Report Name</b>	WI CWCS, Student File		
<b>Version</b>	1.0		
<b>Description</b>	This report produces the CWCS Student file for the Individual Student Enrollment System. This file is used to transmit the Student records required by CWCS to the Individual Student Enrollment System.		
<b>Comments</b>	This report can be run at the district or school level.		
<b>Use</b>	Default	<input type="button" value="v"/>	(District Wide)
<b>Records to Include</b>	<input type="radio"/> The selected 0 records only <input checked="" type="radio"/> All records		
<b>Processing Options</b>	In Background Now <input type="button" value="v"/>		
<b>Specific Date/Time</b>	<input type="text"/>	@ <input type="button" value="v"/>	: <input type="button" value="v"/>
<b>Data to be filled</b>	(Check checkbox on the right to save as default value)		<input type="button" value="Reset All"/> <input type="button" value="v"/>
<b>Please select the appropriate responses for the desired collection.</b>			
<b>File Type</b>	CWCS Student File	<input type="button" value="v"/>	<input type="checkbox"/>
<b>Collection</b>	Collection 1	<input type="button" value="v"/>	<input type="checkbox"/>
<b>School Year*</b>	2010-2011	<input type="button" value="v"/>	<input type="checkbox"/>

10. For this CWCS Reporting Term select the CWCS term under which you wish to report your students.

**CWCS defines Term as:**

*Term is an indicator for when the course is offered that varies by district, school, and/or grade level. A term is used to measure the length of time required in course hours to achieve a grade earned and/or credits earned.*

- When you award credit or when you report grades to the public will be the primary factors in determining how you report to CWCS.
- You can include up to 3 different CWCS reporting terms in this file.
- If you have more than 3 terms that you need to submit in this collection you would create another file with the remaining terms.
- Select a specific CWCS Reporting Term only once.
- If your school has students in grade levels that will be reported to CWCS differently you may need to indicate the desired term with the CWCS Reporting Term option in the sections page. EX: Your school has students in grades 6-12. The students in grades 9-12 will be reported to CWCS at semester time as that is when they earn credit. But the students in grades 6-8 will be reported quarterly. You will indicate “semester” for all the sections applicable to grades 9-12 and “Quarter” for all the sections applicable to grades 6-8. If all your students are reported the same you do not need to use the CWCS Reporting Term option in the sections page. I.E all your students are High School students, Middle school students or Elementary school students.

11. *Include Sections from this Scheduling term:* Select the scheduling term(s) in use at your school that correspond to the classes you wish to include for the selected CWCS Reporting Term.

- The program will include *ONLY* sections (from the scheduling terms you select) whose course has a CWCS Course Code association.
- You can exclude specific sections using the *Grades Are* option in the section itself.
- The selections you specify here must be the same as when you created your *CWCS Course & Teacher File*. I.E. CWCS will expect students for every course and Teacher record you submit, and for every student you submit CWCS will require a matching CWCS Course and Teacher record.
- The CWCS Student file will exclude Parent Placed Private Students, all students attending WSD or WCBVI and all students who are selected to be excluded from State Reporting. The program will use the ISES Reporting Fields to determine these students.

Please select the CWCS Term(s) you wish to submit for this collection and the scheduling terms in use at your school you wish to associate with the selected CWCS terms.  
 A term is used to measure the length of time required in course hours to achieve a grade earned and/or credits earned.  
 You can select multiple CWCS Terms, but select a specific CWCS term only once.

For this CWCS Reporting Term*	[Not Set] ▼	<input type="checkbox"/>
Include Sections from this Scheduling term.*	▼	<input type="checkbox"/>
Include Sections from this Scheduling term.	▼	<input type="checkbox"/>
Include Sections from this Scheduling term.	▼	<input type="checkbox"/>
Include Sections from this Scheduling term.	▼	<input type="checkbox"/>
Include Sections from this Scheduling term.	▼	<input type="checkbox"/>
Include Sections from this Scheduling term.	▼	<input type="checkbox"/>
Include Sections from this Scheduling term.	▼	<input type="checkbox"/>

12. *Include Historical Grades for this Store Code:* Enter the Final Grade Store Code used by the selected classes. This is the Historical (Stored) Grade that will be used to determine completion status and Grade Earned.

Include Historical Grades for this Store Code*	<input type="text" value="S1"/>	<input type="checkbox"/>
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- These can be reviewed at School>Grading>Final Grade Setup. You may store Final Grades under a different store code. You could review individual students from Historical Grades to help determine this.

Completion Status is required for all students; it will be determined by the Grade Symbols in use at your school(s). Completion Status in CWCS is Incomplete, Failing, Passing, Withdrawal or NA.

See <http://www.dpi.wi.gov/lbstat/datacompletionstatus.html> for more information.

- Enter the appropriate Grade Symbols for the first 4 categories below, they should be entered comma separated with NO spaces between them.
- You can review your grade symbols from District>Grade Scales>Use the Edit Scale Link to review the grades used for a specific grading scale.
- NA will come from a specific section if used in any classes at your school.
- It is possible that you do not have grades for all these categories; if you do not have grades related to a specific category leave that category blank.
- A specific grade can only be specified once. IE you cannot indicate that an F is both an incomplete grade and a failing grade.

13. *INCOMPLETE GRADES* Enter the appropriate Grade Symbols comma separated with no spaces.

14. *FAILING GRADES* Enter the appropriate Grade Symbols comma separated with no spaces.

15. *PASSING GRADES* Enter the appropriate Grade Symbols comma separated with no spaces.

16. *WITHDRAWAL OR DROPPED GRADES* Enter the appropriate Grade Symbols comma separated with no spaces.

17. *SCHOOL IS PREPARED TO UPLOAD GRADE EARNED FOR GRADES K3-8* Grade Earned is optional for students in grades K3-8 for 2010-2011 only. If you are not prepared to upload Grade Earned for students in these grades select NO.

See <http://www.dpi.wi.gov/lbstat/datagradeearned.html> for more information.

The example below is for illustration purposes only





Enter the Grade Symbols used at your school for the following CWCS Categories, comma separated with no spaces.		
<b>Incomplete Grades</b>	<input type="text" value="I"/>	<input type="checkbox"/>
<b>Failing Grades</b>	<input type="text" value="F"/>	<input type="checkbox"/>
<b>Passing Grades</b>	<input type="text" value="A-,B+,B-,C+,C-,D+,D-,MED,P"/>	<input type="checkbox"/>
<b>Withdrawal or Dropped Grades</b>	<input type="text" value="WD"/>	<input type="checkbox"/>

18. *Data to be filled* Select *SET ALL*; this will store your selections for this report which is helpful when you need to submit a new file and you are unsure of how you created your last file.

**Data to be filled** (Check checkbox on the right to save as default value)  **Set All** 

19. Click the *SUBMIT* button.
20. You will be taken to your report queue.

**Report Queue (System) - My Jobs** [Refresh](#)

Created	Job Name	Started	Ended	Status	
09/15/2009	WI ISES Individual Student Loa	09/15/2009 9:29 PM		Running	
09/15/2009	WI ISES Individual Student Loa	09/15/2009 7:41 AM	09/15/2009 7:45 AM	Completed	<a href="#">View</a> 
09/15/2009	WI ISES Individual Student Loa	09/15/2009 7:26 AM	09/15/2009 7:29 AM	Completed	<a href="#">View</a> 
09/14/2009	WI ISES Individual Student Loa	09/14/2009 9:11 AM	09/14/2009 9:15 AM	Completed	<a href="#">View</a> 

21. The system will create your file.
22. Once your file is complete, right click the *VIEW* option and select *SAVE FILE AS* and save the file to your workstation. Depending on your browser this can occur differently.
23. Use your Breadcrumbs to return to the main page or click the PowerSchool logo.
24. Review your file and correct any errors, see *Reviewing your file prior to upload*.
25. Upload your file to CWCS following the steps from *Uploading your file to CWCS*.

## Reviewing your file prior to upload

You can view your file in Excel© or other spreadsheet application prior to uploading to help spot any missing or invalid data elements that will cause your file to fail. If you do this it is important to not SAVE your file after viewing a file in Excel©. While Excel© can save as .csv files, they are a different version of .csv files than what CWCS considers to be a .csv file.

If you spot errors you would correct in PowerSchool and create a new file. If you find no errors close the file (DO NOT SAVE) and upload to CWCS.

## The Course and Teacher file

1. Open your file with Excel© or desired spreadsheet application.
2. Select all the rows and columns
3. Select Data and then Sort, sort by, column A and B
4. Review the table below for required data elements based on the number in column A
5. If you see a missing or invalid data element, correct in PowerSchool and create a new file.

The Section ID (column B) will be your course number and section number combined with a period to separate them. This will help you identify the course and or section to be corrected.

Excel© will not display leading 0s (Unless you open with the Excel Wizard and set numeric fields, with leading zeros to text), you can also review the file in a text based editor (WordPad, notepad, etc.) This could affect Section id, Course code, & DPI Educator Number.

Invalid Data would include:

1. Missing data for a required Data Element, see *Required* below.
2. Data for a not required element that is not valid, see *Valid Data* below.

Column A	Data Element Name by column	Valid data	Required
3	Column B = Section id	Course Number.Section Number	Y
3	Column C = Classroom Type	S,M	N
3	Column D = Dual Enrollment	AS,CAPP,TC,YA,YOPC,YOTC,YOUW,NA	N
3	Column E = Distance Ed	Y,N	N
3	Column F = Virtual Online Ed	Y,N	N
3	Column G = Bilingual ESL	B,E,T,NA	N
3	Column H = Project Based	Y,N	N
4	Column B = Course code	Valid CWCS Course Code	Y
4	Column C = Local Course Title	No special characters !@#%&^&*"?'+=<>,{}	N
4	Column D = Academic Serv. Learn	Y,N	N
4	Column E = Equivalency	ELA,M,S,SS,NA	N
4	Column F = World Language	FLEX,FLES,IMMR,WL,NA	N
4	Column G = Alt Ed Program	CA,CBPB,GEDO2,HSED,JS,PS,NA	N
5	Column B = Teacher Role	CT,ME,MT,ST	Y
5	Column C = DPI Educator Number	Valid teacher license number (6 digits)	Y
5	Column D = Last Name	Teachers legal name	Y
5	Column E = Former Last Name		COND

## The Student file

1. Open your file with Excel© or desired spreadsheet application
2. Select all the all rows and columns
3. Select Data and then Sort, sort by column A and B
4. Review the table below for required data elements based on the number in column A
5. If you see a missing or invalid data element, correct in PowerSchool and create a new file.

The Section ID (column B) will be your course number and section number combined with a period to separate them. This will help you identify the course and or section to be corrected.

Excel© will not display leading 0s, (Unless you open with the Excel Wizard) you can also review the file in a text based editor (WordPad, notepad, etc.) This could affect Section id.

Invalid Data would include:

1. Missing data for a required Data Element, see *Required* below.
2. Data for a not required element that is not valid, see *Valid Data* below.

Column A	Data Element Name by column	Valid data	Required
3	Column B = Section id	Course Number.Section Number	Y
3	Column C = WSN Student Number	10 Digit WSLs Student Number	Y
3	Column D = WSN Enrollment Date	MM/DD/CCYY	Y
3	Column E = Grade	Valid DPI Grade Level	Y
3	Column F = Completion Status	I,F,P,WD,NA	N
3	Column G = HS Credit Earned	0.0000 to 10.0000	N
3	Column H = College Credit Earned	0.0000 to 10.0000	N
3	Column I = Grade Earned	0.0000 to 4.0000 or CBC,E,O,NA	N
3	Column J = PTO Enrollment District	Valid DPI District Number	N

- A blank Completion status can be uploaded to CWCS, but is required for lock.
- A blank Grade Earned can be uploaded to CWCS, but is required for lock if student grade = 9-12.

## Uploading Your File to CWCS

This will require a WAMS account that is obtained from the State. If you already work with WSLs and/or ISES you already have a WAMS account.

If you do not have a WAMS account you can obtain one at <https://on.wisconsin.gov/WAMS/FAQ>

If this is the first time you use the CWCS site you will need to set up your preferences, just as was done in WSLs and ISES. CWCS has a *PREFERENCES* option on the main menu; use the option to copy your ISES preferences to CWCS.

DPI will have training sessions scheduled for the spring of 2011 specific to using the CWCS site. The training schedule is available at <http://www.dpi.wi.gov/lbstat/cwcsapp.html>, an email was also sent to districts with this training schedule.

- Upload your Course and Teacher file first; if you attempt to upload a student file first you will encounter the following error “file Failed, Missing Course and Teacher Data”
1. Sign into the DPI CWCS web application, <http://www.dpi.wi.gov/lbstat/cwcsapp.html>
  2. Select FILE UPLOAD.
  3. Click on the Browse button and select the file you created in the previous steps.
  4. Once the file is in the window click on the UPLOAD Button.
  5. You will get a confirmation telling you the file has been uploaded; we suggest you print this screen (it can be helpful in later steps).
  6. Click on the MAIN MENU button.
  7. Select PROCESS STATUS to see the status of your file. The normal sequence is a file goes from *Received* to *Processing* and then finally *Completed*.
  8. Exit the CWCS site; it will require a period of time to process your file.
  9. Once your file has been processed the status should be *results available* and you can continue. *Failure* will require correction of data and a new upload.
  10. View your upload result with the *RESULTS* Menu Option. The result file is a mirror image of the file you submitted; the only difference is that the first character will be a R.

Ex you uploaded S\_9999\_0090\_02152011\_WCL\_00001.csv; the result file for this file will be R\_9999\_0090\_02152011\_WCL\_00001.csv.

The *STATUS* field in the upper left hand corner indicates the result, either *FAILURE* or *SUCCESS*

If *SUCCESS* you now will need to resolve errors and acknowledge warnings in the CWCS site. DPI is providing training specific to these steps, see above.

If *FAILURE* you will need to examine the errors, correct the errors in PowerSchool create a new file and upload again to CWCS.

## Reading the Result Report

Errors can be specific to a section and or student; the report will give a specific error message in the left hand column of the report under the “Data Element” column.

The data in error will be under the “Given Value” column.

The Section ID column will point to the specific course and section in PowerSchool causing the error. The Section ID will be the actual Course Number in use by your district followed by the section number of the specific classroom (a period separates the two).

The Student Result Report will list the WSN Student Number of the student in error. It will also list the Section ID as above.

## Common Errors and Resolution

After correcting these errors in PowerSchool you will need to create and upload a new file.

*Invalid ‘Course Code’* - The CWCS Course code in PowerSchool is not a valid CWCS Course code. Refer to the Section ID column to obtain the course in error, enter the correct CWCS course code in the Course page in Power School (see the CWCS Setup guide, pg.4).

*Invalid ‘Local Course Title’* - The PowerSchool Course Name or the Local Course Title filed contains invalid characters, avoid the use of !@#\$\$%^&\*“?+=<>,{ }. Refer to the Section ID column to obtain the course in error, remove any special characters from the Course Name or Local Course Title field (see the CWCS Setup guide, pg.4).

*Required field is missing ‘Alternative Education Program’* - The CWCS Course code for this course in PowerSchool is 22A01G. When this is used the specific Alternative Education program must also be selected. Refer to the Section ID column to obtain the course in error, select the correct Alternative Education program in the Course page in Power School (see the CWCS Setup guide, pg.4).

*Invalid ‘Teacher Role’* - The Teacher Role Type for the classroom is invalid. Refer to the Section ID column to determine the specific section and then correct in the Sections Page in PowerSchool. Most likely this occurred when using DDA to populate this field, (see the CWCS Setup guide, pg.17).

*Invalid ‘Classroom Type’* - The Classroom Type for the classroom is invalid. Refer to the Section ID column to determine the specific section and then correct in the Sections Page in PowerSchool. Most likely this occurred when using DDA to populate this field, (see the CWCS Setup guide, pg.17).

*Required field is missing ‘DPI Educator Number’* - The DPI Educator Number for this teacher has not been entered in PowerSchool. Refer to the Section ID column to obtain the course and section in error, find the teacher for this section from School>Sections and enter the teachers DPI educator number (See the CWCS Setup guide, pg.6).

*Invalid ‘DPI Educator Number’* - The DPI Educator Number for this teacher is incorrect in PowerSchool. Refer to the Section ID column to obtain the course and section in error, find the teacher for this section from School>Sections and enter the correct DPI educator number for this teacher (See the CWCS Setup guide, pg.6).

*Required field is missing 'Last Name'* - The Last Name for this teacher has not been entered in PowerSchool. Refer to the Section ID column to obtain the course and section in error, find the teacher for this section from School>Sections and enter the teacher's Last Name (See the CWCS Setup guide, pg.6).

*Invalid 'Last Name'* - The Last Name for this teacher as entered in PowerSchool is invalid. Refer to the Section ID column to obtain the course and section in error, find the teacher for this section from School>Sections and enter the teacher's Last Name so that it only contains A-Z, or the following special characters (space, dash, or single quote) also these special characters cannot be preceded by the same special character (See the CWCS Setup guide, pg.6).

*Invalid 'Former Last Name'* - The Former Last Name for this teacher as entered in PowerSchool is invalid. Refer to the Section ID column to obtain the course and section in error, find the teacher for this section from School>Sections and enter the teacher's Former Last Name so that it only contains A-Z, or the following special characters (space, dash, or single quote) also these special characters cannot be preceded by the same special character (See the CWCS Setup guide, pg.6).

*Invalid combination of 'DPI Educator File Number' 'Last Name' 'Former Last Name'* - The combination of the indicated three fields is invalid. Refer to the Section ID column to obtain the course and section in error, find the teacher for this section from School>Sections and correct this teacher's information in Staff>edit Information. (See the CWCS Setup guide, pg.6).

*File failure due to missing Course and Teacher data* - Upload the Course and Teacher file before uploading a student file.

*Invalid 'WSN ID' OR Required field is missing 'WSN ID'* - The student's WSN ID is not correctly entered in PowerSchool. You will need to correct it in either State/Province - WI>ISES Student Information or in Transfer Info>Current Enrollment.

*Invalid 'ENROLL DATE' in student record OR Required field is missing 'ENROLL DATE'* - The student's WSN Enrollment date (Student Enrollment Date) is not correctly entered in PowerSchool. You will need to correct it in either State/Province - WI>ISES Student Information or in Transfer Info>Current Enrollment. If the student has left and returned during the school year you may need to correct it in Transfer Info>Previous Enrollment. Ex: student was enrolled during semester 1 and left at the start of semester 2 and came back during semester 2 and you are submitting data for Collection 1, you would need to edit the Previous Enrollment record appropriate for semester 1.

*Invalid enrollment period* The student's WSN Enrollment date (Student Enrollment Date) in PowerSchool is not in WSLs. Most likely you reenrolled a student in PowerSchool but did not enroll in WSLs. Ensure the student is enrolled in WSLs correctly and that PowerSchool is then updated with the correct WSLs information (see above Invalid Enrollment Date).

*Enrollment period does not include days within the collection year.* The student's WSLs Enrollment date is outside the school year, often caused by enrolling students in WSLs with June and July dates. Correct the student's enrollment in WSLs and update PowerSchool with the correct enrollment date (see above Invalid Enrollment Date).