Name: **WISER Registration System File Format**

This document contains all the information needed to manage the data elements for the WISER Registration System and retrieve WISER IDs.

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last updated: 7/13/2018

This page explains the code values or keys that are used in this document

CODE KEYS used on Data Elements:

Rule	Description
M	Mandatory
C	Conditional
O/S	Optional, must be supported by the software
O	Optional

.csv file for Submission in the WISER Registration System to retrieve WISER IDs

Field #	Field Name	Length	Valid Values / Format	Definitions	Rule
101	N_SLF_STATUS	1	Numeric	Status code for where the record is in the resolution process. All uploaded records must have this value set to 1. It will be updated to reflect resolution status for downloaded files. See table below.	M
102	RECORDTYPE	1	1 or 2	The type of record being submitted - 1 for Student Record or 2 for Staff Record	M
103	STATE_ID	8	Numeric	WISER ID - The WDE 8-digit state assigned person identifier. This field can be provided by the district if believed to be known or initially left blank. When N_SLF_STATUS is 3,4,5, or 6 the field has been updated by the WISER system.	O
104	LOCAL_ID	1-20	Alphanumeric characters	The ID given the student or staff member by the district	O
105	FIRST_NAME	1-25	Name characters	Legal first name of student or staff member.	M
106	LAST_NAME	1-25	Name characters	Legal last name of student or staff member.	M
107	MIDDLE_NAME	1-25	Name characters	Middle name of student or staff member	O
108	NAME_SUFFIX	1-10	Alpha and periods (can be blank)	Generation indicator i.e. Sr., Jr., III or degrees earned i.e. Ph.D.	O
109	FORMERLASTNAME	1-25	Name characters (can be blank)	Previous last name used.	O
110	GENDER_CODE	4 or 6	Male or Female	Choice of gender for staff or student	M
111	BIRTH_DATE	8-10	m/d/yyyy	Student or staff member's date of birth.	M
112	BIRTHPLACE	1-60	Characters (can be blank)	Name of city where student was born.	O
113	Race_AI_AN	4 or 5	True or False	Under federal regulations a person may identify themselves with up to five races, one of which is American Indian or Alaska Native.	M
114	Race_Asian	4 or 5	True or False	Under federal regulations a person may identify themselves with up to five races, one of which is Asian.	M
115	Race_Black	4 or 5	True or False	Under federal regulations a person may identify themselves with up to five races, one of which is Black.	M
116	Race_NH_PI	4 or 5	True or False	Under federal regulations a person may identify themselves with up to five races, one of which is Native Hawaiian or Pacific Islander.	M

117	Race_White	4 or 5	True or False	Under federal regulations a person may identify themselves with up to five races, one of which is White.	M
118	Ethnic_Hispanic	4 or 5	True or False	Is this person of Hispanic or Latino Ethnicity?	M
119	JOB_GRADE_LEVEL	1-10	Alphanumeric	KG,01,02,03,04,05,06,07,08,09,11,12 or NCES job code	O
120	RES_ORG_CODE	7	Numeric	WDE 7-digit assigned code for the resident district.	O
121	CUR_Org_CODE	7	Numeric	WDE 7-digit assigned code for the requesting district. This code must match the code of the organization for the logged in user.	M
122	SSN	9	Numeric	Social Security Number, Required for Staff Only (i.e. when RECORDTYPE = 2).	C
123	TITLE	1-60	Alphanumeric	Title of staff	O
124	EMAIL	5-100	Email	Email address	O

N_SLF_STATUS	Meaning		Notes	
1	Request Initiated		When uploading a file, this field will always be 1	
2	Request in Progress			
3	System Match		WISER System has identified that this person already has an ID	
4	System New		WISER System has issued a new ID	
5	User Match		WDE has resolved an ambiguous case, ID issued	
6	User New		WDE has determined that this is a new person, ID	
7	Unresolved		ID request has been sent to the WDE for resolution	
8	Resolution in Progress			
9	Complete			
10	Error		Respondent needs to resolve error and re-upload	

Staff File Layout Sample

N_SLF_STATUS	RECORDTYPE	STATE_ID	LOCAL_ID	FIRST_NAME	LAST_NAME	MIDDLE_NAME	NAME_SUFFIX	FORMERLASTNAME	GENDER_CODE	BIRTH_DATE	BIRTHPLACE	Race_AI_AN	Race_Asian	Race_Black	Race_NH_PI	Race_White	Ethnic_Hispanic	JOB_GRADE_LEVEL	RES_ORG_CODE
1	2		604821	Naomi	Dyer			Peterson	Female	1/16/1994		FALSE	FALSE	TRUE	FALSE	FALSE	FALSE		
1	2		36974	Richard	Martinez	J	III		Male	11/25/1969		FALSE	FALSE	FALSE	FALSE	TRUE	TRUE		

Staff File Layout Sample

CUR_Org_CODE	SSN	TITLE	EMAIL
1101000	123456789	Counselor	604821@test.myschool.edu
1101000	987654321	Principal	

Student File Layout Sample

N_SLF_STATUS	RECORDTYPE	STATE_ID	LOCAL_ID	FIRST_NAME	LAST_NAME	MIDDLE_NAME	NAME_SUFFIX	FORMERLASTNAME	GENDER_CODE	BIRTH_DATE	BIRTHPLACE	Race_AI_AN	Race_Asian	Race_Black	Race_NH_PI	Race_White	Ethnic_Hispanic
1	1		5498	Ashley	Smith				Female	1/16/1994	Laramie	FALSE	FALSE	TRUE	FALSE	FALSE	FALSE

Student File Layout Sample

JOB_GRADE_LEVEL	RES_ORG_CODE	CUR_Org_CODE	SSN	TITLE	EMAIL
6		1301000			