

Direct Admit Submissions Without a Supported SIS Vendor

The Universities of Wisconsin has partnered with four HS SIS vendors (Infinite Campus, Skyward, PowerSchool and JMC) to implement data sharing between the high school and the Universities of Wisconsin. However, it is possible to participate in Direct Admit WI without one of the partnered SIS vendors by manually constructing the data file and transcript bundle sharing it with the Universities of Wisconsin.

Overall, the process will consist of the following steps:

- Complete the process to opt students in or out, ensuring that student decisions are recorded in a referenceable location.
- After Junior year grades are posted, conduct an academic review of participating students to determine if they meet the Direct Admit WI requirements.
- Gather the necessary information for Direct Admit Wisconsin in a CSV file (refer to details below).
- Generate a single PDF containing the transcripts of all participating students. The transcript must be machine-readable (not a scan of a printed document) and include the student ID or WISE ID on the first page.
- Send the CSV and PDF files to Universities of Wisconsin (further instructions will follow).

Instructions for Completing the Direct Admit Template File Manually

Download the template files to be used to submit student data for the Direct Admit program. Please fill out each column with the appropriate information for each student. Below are detailed instructions for each column in the template.

Column Descriptions

- District Name
 - Enter the name of the school district.
 - Example: "Madison Metropolitan"
- DPI District Code
 - Enter the DPI (Department of Public Instruction) district code. Numerical digits only.
 - Example: District is Madison Metropolitan, this element is "3269"
- High School Name
 - Enter the name of the high school.
 - Example: "Madison East"
- DPI School Code
 - Enter the DPI school code.

- Example: School is Memorial High in Madison Metropolitan District. This element is "360"
- Student First Name
 - Enter the student's first name.
 - Example: Jennifer
- Student Middle Name
 - Enter the student's middle name (if applicable).
 - Example: Rose
- Student Last Name
 - Enter the student's last name.
 - Example: Singer
- WISEid
 - Enter the student's WISEid.
 - Example: 1025725131
- Date of Birth
 - Enter the student's date of birth in the format MM/DD/YYYY.
 - Example: 11/11/2006
- Local Student District ID
 - Enter the local student district ID.
 - Example: 250168
- Graduation Year
 - Enter the student's expected graduation year.
 - Example: 2026
- Street Address
 - Enter the student's street address.
 - Example: 11 West St.
- City
 - Enter the city where the student resides.
 - Example: Milwaukee
- State
 - Enter the state where the student resides.
 - Example: Wisconsin
- ZIP Code
 - Enter the ZIP code for the student's address.
 - Example: 53934
- Email Address
 - Enter the student's email address.
 - Example: jr88@wisconsin.edu
- Tier Calculated
 - Enter the tier calculated for the student (if student meets Direct Admit requirements).
 - Example: T3
 - See below appendix for tier ranges

- GPA
 - Enter the student's GPA on a 4.0 unweighted scale, truncated to 2 digits after the decimal point
 - Example: 2.35
- Legal Sex
 - Enter the student's legal sex
 - Example: F
 - See below appendix for acceptable values
- Race Ethnicity
 - Enter the student's race/ethnicity code.
 - Example: 6
 - See below appendix for acceptable values

Additional Notes

- Double-check for any typos or errors before submitting the file.
- Save the file in CSV with the following naming convention:
- XXXX-ZZZZ-YYYYMMDD.csv
- XXXX is the zero-padded DPI district code
- ZZZZ is the zero-padded DPI school code
- YYYYMMDD is the date of generation.

Appendix

Tier Calculations

Based on Unweighted GPA

0.00 – 2.00 : T1
 2.00 – 2.25 : T2
 2.26 – 2.50 : T3
 2.51 – 2.75 : T4
 2.76 – 3.25 : T5
 3.26 – 4.00 : T6

EXAMPLE: The student has a 2.24 unweighted GPA; this data element is “T2”

Legal Sex

SPECIFICATIONS: M – Male | F - Female

EXAMPLE: The student is male, this data element will be “M”

Race Ethnicity

SPECIFICATIONS:

- Hispanic/Latino
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Two or More Races

EXAMPLE: The student is of Thai descent; this data element will be "3"