

Direct Admit Wisconsin Technical Review

Introduction

This guide is intended for high school staff who will be responsible for verifying the accuracy of the data in the .csv file and ensuring that the transcripts are properly formatted.

You should have completed the initial setup in your SIS prior to running the offline report for academic review. Based on your SIS, complete the following steps to generate the file for academic review (for internal review)

Running the reports

Each SIS has created detailed instructions on how to create and run the offline report before submitting it to the Universities of Wisconsin. A link to documentation for this specific process can be found below. If you are having trouble generating the report, please don't hesitate to reach out to your SIS support team.

Skyward

- Navigate to Web Student Management > Office > Grading > Transcripts > Product Setup > Utility > Direct Admit WI Tier Calculation (WS\OF\GR\TR\PS\UT\DA)
- To save an offline, local copy, uncheck the box for 'Create and Send Direct Admit Wisconsin Data File'
- See page 17 of Skyward [documentation](#)

PowerSchool

- This is done by completing the [Student Academic Review for Direct Admission](#).

JMC

- Navigate to the appropriate reporting module in JMC.

Infinite Campus

- Create an ad hoc to review for [Data Review of Calculated Tier](#)

Other (Manual Submission)

- [Instructions for manual submission](#)

Reviewing the Report: Data Accuracy

Ensure the data to be sent to the Universities of Wisconsin is accurate. This includes:

- Making sure only participating students are included on the file. Non-participating students should be excluded.

- Reported GPA is on a cumulative 4.0 unweighted scale. (See below for example)
- Ensure the Student ID or WiselD is present on the student transcript bundle.
- Verify that your school and district ID appear correctly on the report. (See below for example)
- Confirm that the students' graduation year in the report matches the expected cohort being reported.
- If you have a student who is an early graduate and technically not a part of the reported graduating cohort, those students must be submitted using the ad hoc request process.
- Students should only have a tier if they meet graduation requirements and [Direct Admit requirements](#). Students who are assigned a tier will qualify for direct admission to at least one UW university. **Please ensure that the appropriate staff have completed the academic review process to confirm student eligibility and accuracy before submitting.**

Reviewing the report:

Make sure that your [District Code and School Code](#) are being generated accurately.

A	B	C	D	
District Name	DPI District Code	High School Name	DPI School Code	S
Example School District	14	Example High School	40	E
Example School District	14	Example High School	40	E
Example School District	14	Example High School	40	E
Example School District	14	Example High School	40	E
Example School District	14	Example High School	40	E

Verify your students' names, IDs, and graduation years are being reported accurately. Only the upcoming cohorts graduation year should be included.

E	F	G	H	I	J	K
Student First Name	Student Middle Name	Student Last Name	WISEid	Date of Birth	Local Student District ID	Graduation Year
Example	Example	Example	1025725131	11/11/2006	250168	2025
Example	Example	Example	1023741725	3/19/2007	250178	2025
Example	Example	Example	3821078041	7/7/2007	250211	2025
Example	Example	Example	1023017768	6/29/2007	250245	2025
Example	Example	Example	1022442678	7/6/2007	250027	2025

Verify the students' GPA is on a 4.0 unweighted scale AND there is a tier present (if the student should be receiving a direct admit offer).

O	P	Q	R	S	T
Code	Email Address	Tier Calculated	GPA	Legal Sex	Race Ethnicity
53934	Example@email.com	T3	2.3	F	6
53910	Example@email.com	T2	2.2	F	6
53910	Example@email.com		1.19	M	6
53910	Example@email.com	T3	2.35	F	6
53934	Example@email.com	T5	3.05	M	6

Technical Review – Transcripts

The Universities of Wisconsin will need a .pdf bundle of all participating students in Direct Admit Wisconsin. The transcripts need to be machine readable, meaning they cannot be scanned into the system but must be generated from the SIS.

- The Transcripts should contain the cumulative unweighted 4.0 GPA of the student at the end of the junior year
- The Transcript should contain the WiselD of the student (if available)
- The Transcript should contain the school's Student or local ID of the student

ST ID : 1023992574	GRD LVL: 11	PAR/GUAR: 1
OTH ID: 2322	GRAD YR: 2025	
DOB : 03/15/2007	GRAD DT:	GENDER: 1
	GRAD RQ: CLASS OF 2021 AND APT	
	ENTERED: (	

Lastly, ensure the naming convention of the files.

Naming Convention

- XXXX-ZZZZ-YYYYMMDD.csv - for the data file
- XXXX-ZZZZ-YYYYMMDD.pdf - for the transcript bundle

(Where XXXX is the zero-padded DPI district code, ZZZZ is the zero-padded DPI school code, and the YYYYMMDD is the date of generation.)

Academic Review

Once you run the report, it should generate a local copy. A counselor who is familiar with the students and their academic performance should review the report at this time to ensure it accurately reflects the students' grades and tier assignments before submission. See our Academic Review documentation for more information.