

## ***Direct Admit Wisconsin***

### **What is Direct Admit Wisconsin?**

Direct Admit Wisconsin is a program designed to identify eligible students from Wisconsin high schools for automatic admission to participating universities within the University of Wisconsin system. This guide outlines how to use the tools available in Skyward Qmlativ for participating high schools.

### **How can my high school/district participate?**

The tools available in this guide are only available if your district has opted into the Direct Admit Wisconsin program through the Universities of Wisconsin. For more information on this you can visit <https://www.wisconsin.edu/direct-admissions/> or email [directadmitwi@uwsa.edu](mailto:directadmitwi@uwsa.edu). Once your district has been recorded as participating through the Universities of Wisconsin, the screens and options in this guide will be available in your database.

**Skyward Note:** The current tools available in Qmlativ allow your district to begin tracking student participation in the program, update whether the student is or is not on track to for direct admission and send the transcript along with the tier levels to Universities of Wisconsin. If you have any questions or concerns while going through this process, please submit a ticket and Skyward will help answer and take any feedback that you have to offer.



## Contents

<b>Direct Admit Wisconsin.....</b>	<b>1</b>
What is Direct Admit Wisconsin? .....	1
How can my high school/district participate?.....	1
<b>Student Opting in/out. ....</b>	<b>2</b>
Direct Admit Wisconsin Configuration.....	2
Family and Student Access: Online Form.....	2
Student Profile Maintenance.....	3
<b>Academic Review.....</b>	<b>4</b>
On Track to Graduate: Student Profile.....	4
Helpful Tools for Tracking Students .....	5
Student List View.....	5
Processing List .....	8
Live Tiles .....	9
Quick Video Demo.....	11
On Track for Direct Admission Utility & Mass Update .....	11
Setup Requirements .....	11
Additional Notes .....	13
Direct Admit Wisconsin GPA .....	16
<b>Communication Processing.....</b>	<b>17</b>
File Destination.....	17
<b>STOP: Do not start these next processes until the time frame provided by Universities of Wisconsin: 2026 timeline – June 1, 2026 – July 17, 2026.</b>	<b>18</b>
Transcript.....	18
<b>Admittance Letter.....</b>	<b>20</b>

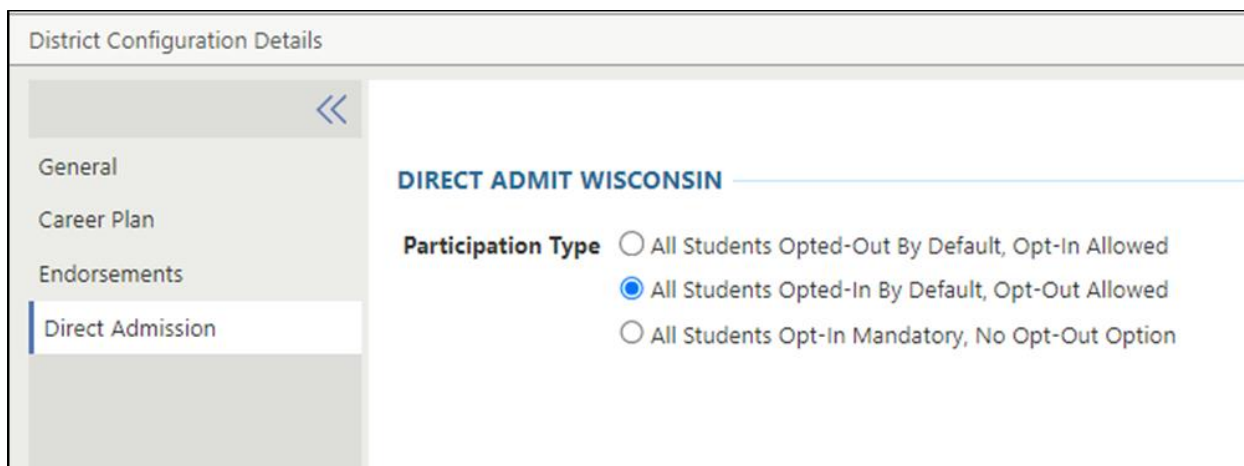
## Student Opting in/out.

### Direct Admit Wisconsin Configuration

The Direct Admit Wisconsin Configuration screen allows you to identify the default value for your students to participate in the Direct Admit Wisconsin program.

To access this screen, navigate to Administrative Access > Grad Requirements > District Configuration > Direct Admission. Here you will be able to update your districts Participation Type:

- **All Student Opted-out By Default, Opt-In Allowed:** All students will be considered opted-out of the Wisconsin Direct Admit program unless the FERPA acknowledgement is completed by guardians to update participation status.
- **All Students Opted-In By Default, Opt-Out Allowed:** All students are opted-into Wisconsin Direct Admit FERPA agreement. Guardians must fill out the FERPA acknowledgement if they wish to opt-out of the program.
- **All Students Opt-in Mandatory, No Opt-Out Option:** All students are opted into the program.



District Configuration Details

General

Career Plan

Endorsements

Direct Admission

**DIRECT ADMIT WISCONSIN**

**Participation Type**

All Students Opted-Out By Default, Opt-In Allowed

All Students Opted-In By Default, Opt-Out Allowed

All Students Opt-In Mandatory, No Opt-Out Option

### Family and Student Access: Online Form

A new Element Group Type called 'Direct Admit Wisconsin Opt-in' has been added to Online Forms so that you can easily create forms and electronically share them with guardians and students via Family and Student Access.

You can choose to update the FERPA agreement language or utilize the default template which was provided to Skyward by the Universities of Wisconsin. The checkbox next to the statement “I would like to participate in the Direct Admit Wisconsin program”, defaults according to your district’s participation type. When checked, it indicates the student is participating in the Direct Admit Wisconsin program, and their qualifying information will be sent to the Universities of Wisconsin. When unchecked, it signifies the student is not participating in the program, and no qualifying information will be sent to the Universities of Wisconsin.

## Student Profile Maintenance

From the Student Profile, you can verify and maintain individual student Direct Admit Wisconsin participation types. This is helpful if your counselors or other administrative staff need to update a student’s participation in the program.

To access this, navigate to the Student Profile > Graduation Requirements Tab > Direct Admission Sub-Tab.

The ‘Date Signed’ and ‘Signed By’ fields only display when the participation differs from the districts’ default type. If the district has students opted-out by default, then it will only appear when the opt-in is checked and vice versa. The admin name who made the decision to update the record can be manually added, but if left blank, it will automatically update the name to the last user who modified the record on save.

Participation type - All students opted out by default:

**DIRECT ADMIT WISCONSIN** \_\_\_\_\_

Direct Admission Opt-In

Calculated Tier

Participation type – All students opted in by default:

**DIRECT ADMIT WISCONSIN** \_\_\_\_\_

Direct Admission Opt-In

On Track for Direct Admission

Calculated Tier

## Academic Review

### On Track to Graduate: Student Profile

Now that students/guardians have been able to opt in, you will need to start the academic review and ensure that students are meeting the criteria set forth by Universities of Wisconsin and determine which tiers the students fall into. To help with this, we’ve added an On Track for Direct Admission flag to the student profile. Again, you will locate this by navigating to the Student Profile > Graduation Requirements Tab > Direct Admission Sub-Tab.

What does it mean for a student to be ‘On Track for Direct Admission? Admission to the Universities of Wisconsin through Direct Admit Wisconsin is conditional upon a student graduating. A student is ‘on track for Direct Admission’ if they are going to complete the credit requirements as set forth by your high school graduation policy. All high schools



participating in Direct Admit Wisconsin must ensure that their graduation requirements include the following unit areas required by the University of Wisconsin Freshmen admission policy. If the student is accomplishing this requirement, they should be considered on track for direct admission. In addition, 3 units of math must be college preparatory math. The list of Math courses deemed college preparatory by the Universities of Wisconsin can be found in the Direct Admit Wisconsin “Accepted Math Courses for Direct Admit” documentation (<https://www.wisconsin.edu/direct-admit-hs-resources/math/>)

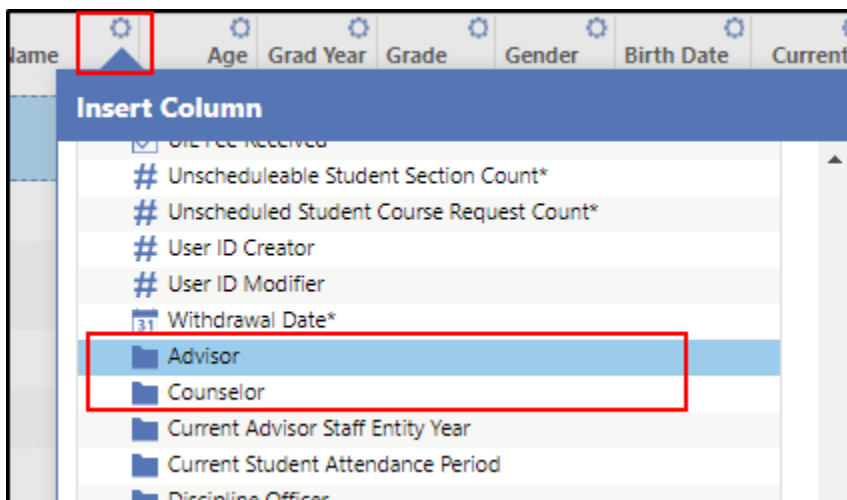
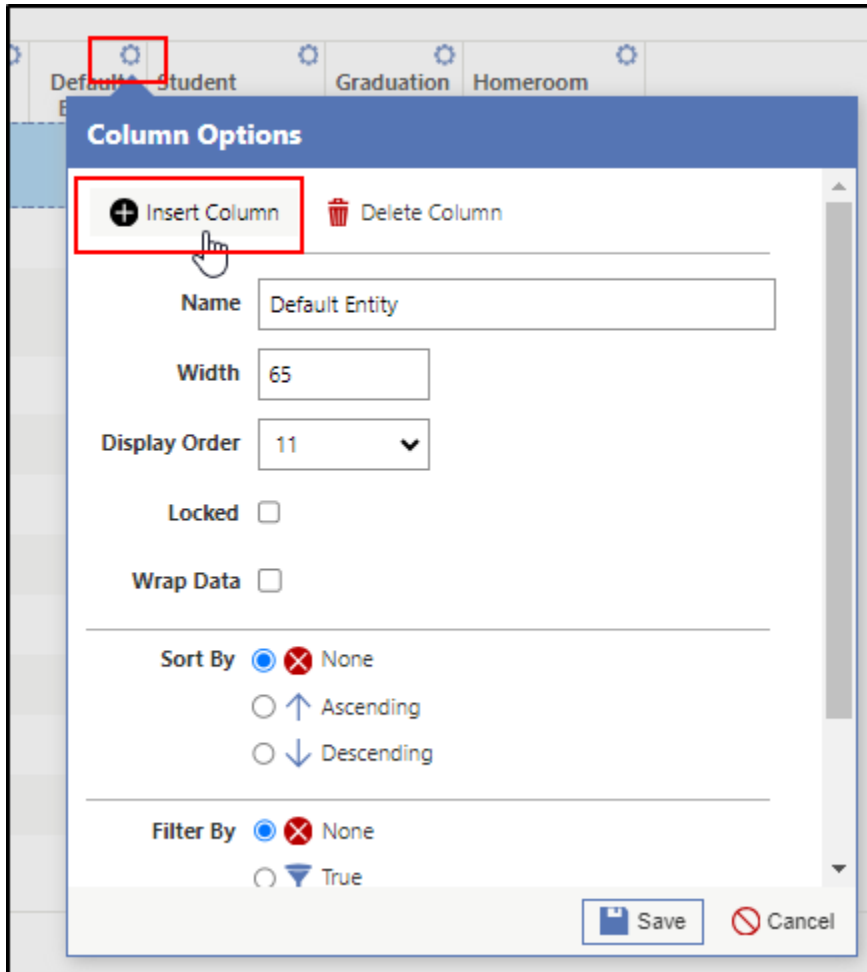
Academic Subject	Academic Units
English	4 units
Social Science	3 units
Mathematics	3 units
Natural Science	3 units
Students must choose additional units from the subjects above and/or foreign language, fine arts, computer science and other academic areas.	4 units

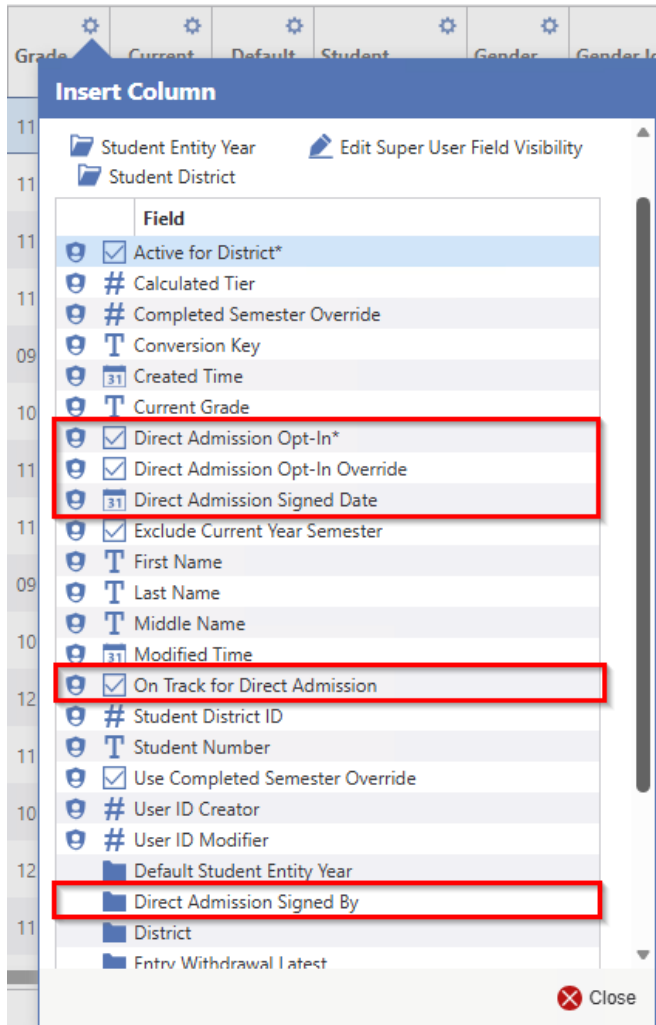
### Helpful Tools for Tracking Students

Don’t forget about the tools that can assist you in identifying and tracking which students are or are not on track to graduate. Here we will go through some functionality that you should leverage to assist you in tracking the students who are participating in the Direct Admit Wisconsin Program.

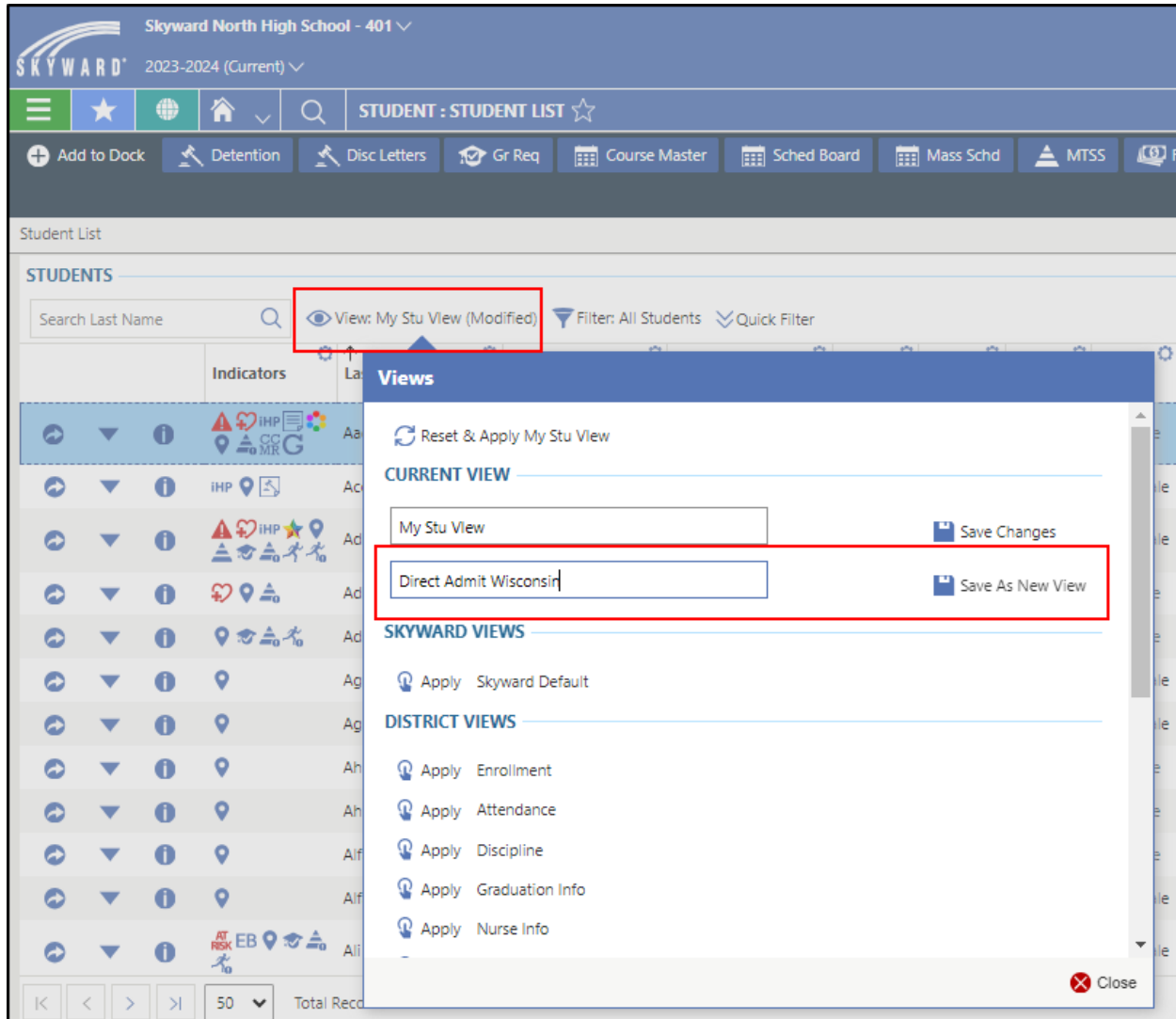
#### Student List View

Go to your student list and modify your view to include and/or remove the fields that you don’t necessarily need to see. Skyward has added a new ‘Counselor’ field to allow districts to better distinguish between Academic Advisors and Counselors if they choose to. You can add either of these fields to your list by locating your Cog > Insert Column > Advisor ‘folder’ or Counselor ‘folder’. We’ve also added Direct Admission Opt-in, Direct Admission Opt-in Override, and Direct Admission Signed Date fields which can be found by going to your Cog > Insert Column > Student ‘folder’ > Student District ‘folder’.





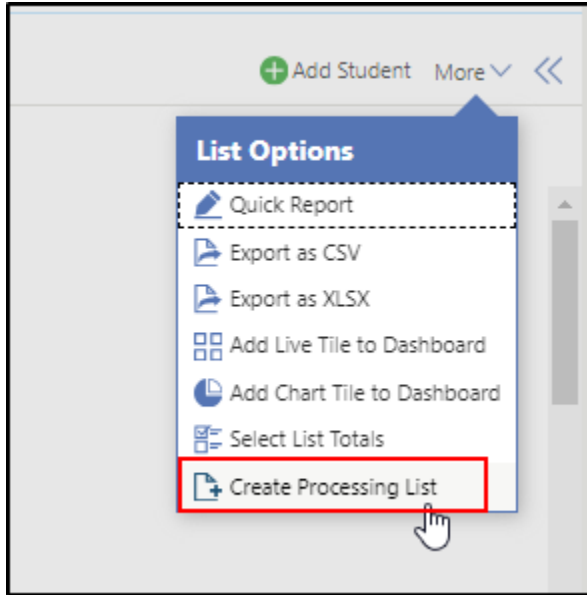
Once your list screen looks the way that you would like it to look, you can save that view by selecting the “eye” icon next to the search feature above the list screen. This will allow you to revisit this view and make any modifications that you would like to make as you continue this process.



### Processing List

What is a processing list? A processing list allows you to grab a filtered list of students from different list screens in the system. You are then able to use that processing list on different utilities, reports, etc. throughout the system.

You create and/or update a processing list by going to the list that has the students you are wanting to grab and then going to 'more' and select 'Create Processing List'.



### Create Processing List

Enter Processing List Details

Save Cancel

Subject / Type  
Student

---

**PROCESSING LIST DETAILS**

Action  Create New Processing List  
 Update an Existing Processing List

\*Name

Description

\*Expiration Date

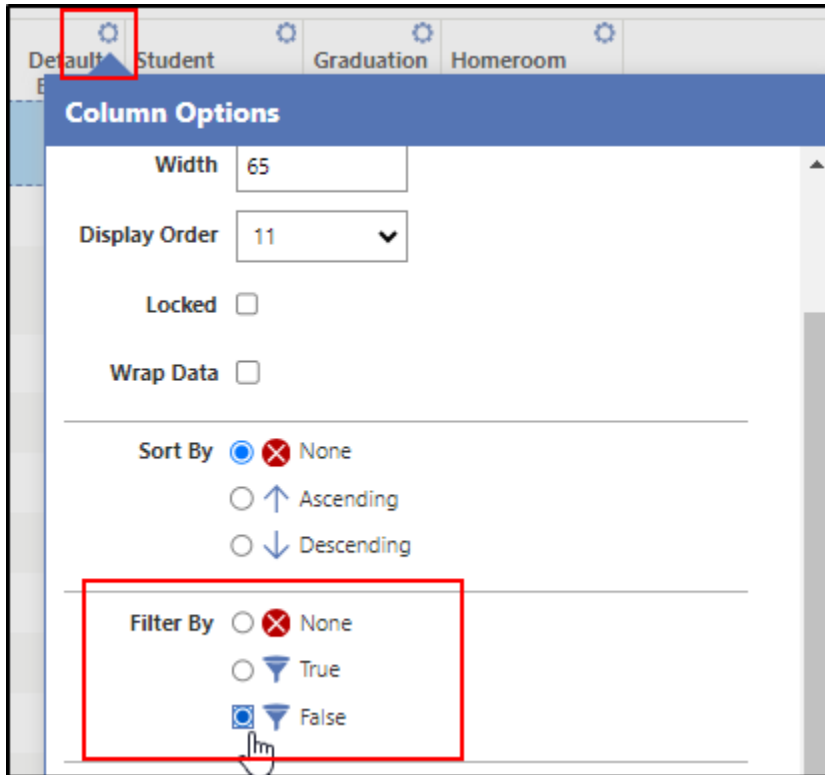
You can remove/view processing lists by navigating to your Reporting module > My Processing Lists.

The screenshot shows the 'My Processing Lists' page in the Skyward Reporting module. The page title is 'Processing Lists' and it includes a search bar and filter options. Below the search bar is a table with the following columns: Name, Description, Subject / Type, Entity, Source / Created From, Source Name, Modified By, and Last Updated Date. One entry is highlighted in blue:

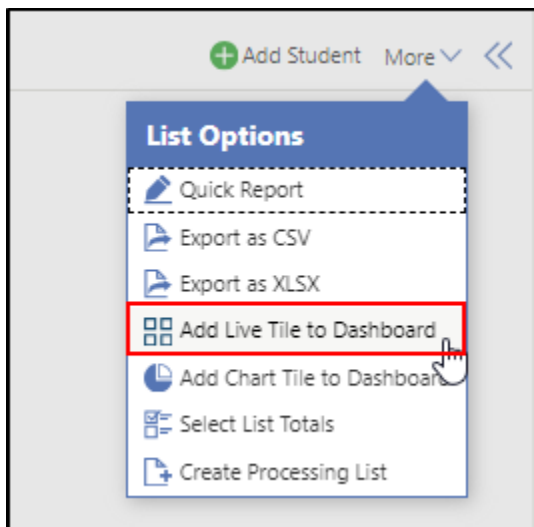
Name	Description	Subject / Type	Entity	Source / Created From	Source Name	Modified By	Last Updated Date
Wi Direct Admit Opted In Students	These are all my students who are participating in th...	Student	Skyward North High School	List Screen	Student/Student/List	All DeGeorge	5/28/2024 7:43:51 AM

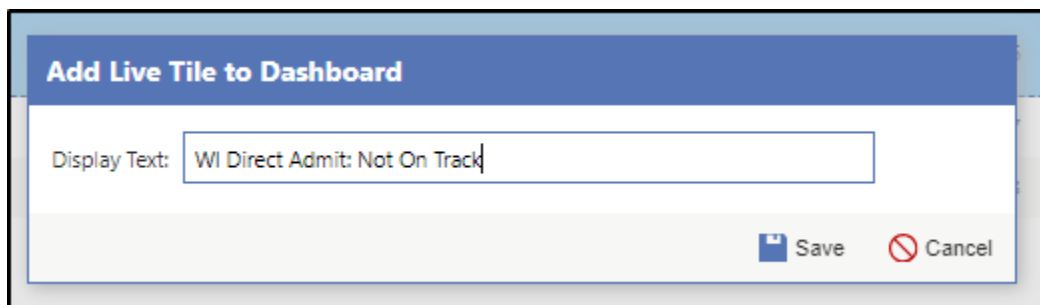
### Live Tiles

Now that you’ve created your list screen and processing list, you’re able to further filter your list screen and create live tiles to help monitor your students. In this example, we’re going to go over the students who are not on track for direct admission. First, you will go to your Direct Admission ‘On Track to Direct Admission’ column and select the Cog > Filter By ‘False’. This will give you a list of students identified as not on track for direct admission.

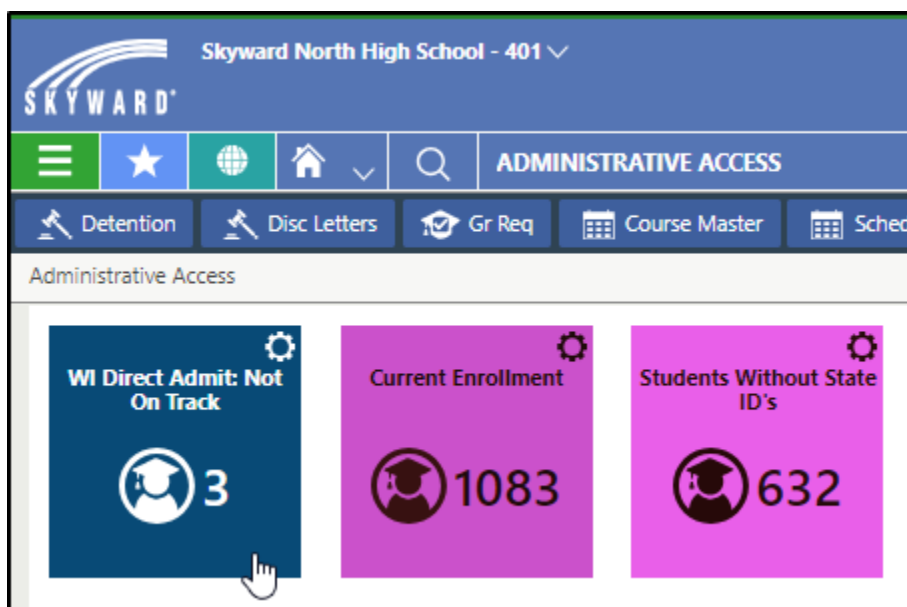


Once you have filtered your list to those students who are not on track for direct admission, you will again go to More > Add Live Tile to Dashboard.





This will populate a tile on your dashboard, which when selected brings you to the list screen of students who are not on track for direct admission. When one of those students is updated to on-track for direct admission, the tile is automatically updated.



### Quick Video Demo

[Walkthrough of Direct Admit List Screen, Processing List, & Live Tile creation](#)

### On Track for Direct Admission Utility & Mass Update

As of release **1.313.0**, a new utility is available to determine whether a student is on track for Direct Admit based on college preparatory math credit requirements. If a student meets the criteria, the system will automatically select the **“On Track for Direct Admit”** checkbox in their student profile.

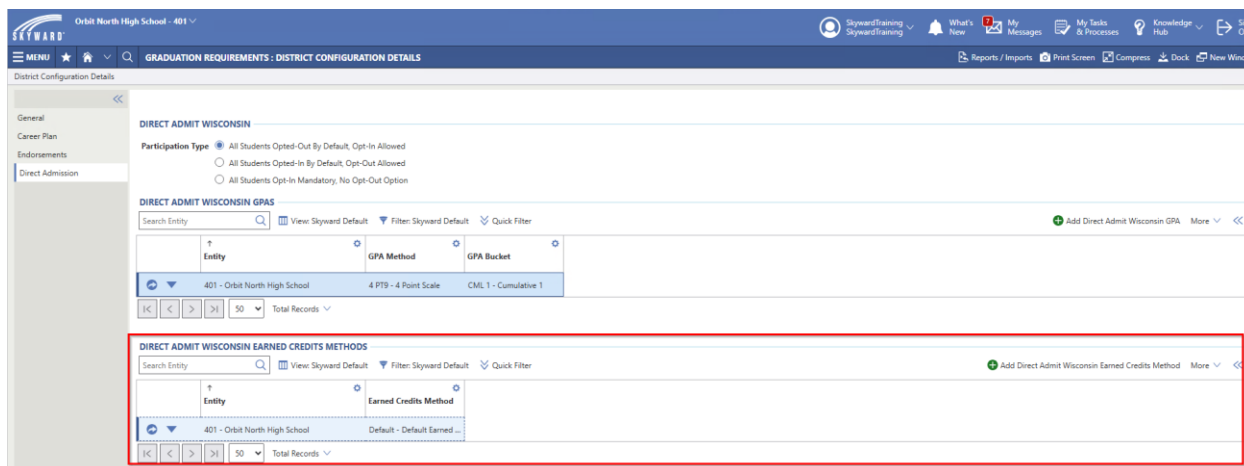
### Setup Requirements

Before running the utility, complete the following steps:

1. **Configure Earned Credit Methods**

Go to **Grad Requirements > District Configuration > Direct Admissions tab**.

In the new **“Direct Admit Wisconsin Earned Credits Methods”** section, add the appropriate method(s). This tells the system which earned credits to evaluate.



## 2. Update Course Information

Identify all math courses that align with the Universities of Wisconsin’s college preparatory requirements (refer to the official list of qualifying courses).

For each applicable course:

- i. Open the course details.
- ii. In the **General tab**, locate the **“Direct Admission Credit”** field under the **WI State Reporting** section.
- iii. Assign the correct unit value based on the requirement.
  - i. *Example:* Algebra I should be set to **“1 – First”**, as it fulfills the first required unit. The list of Math Course Requirements can be found [here](#).

### 3. Review Historical Courses

Be sure to update any relevant math courses from prior school years. If older courses are not configured with the correct Direct Admission Credit, they will not be included in the calculation, which may cause eligible students to be incorrectly marked as not on track.

#### Additional Notes

- Once configured, this setup will carry forward into future school years, so it only needs to be completed once.
- After setup is complete, you can run the utility to automatically evaluate students' Direct Admit status.

If you have certain sections that should not be included in this calculation, please check the "Exclude from Direct Admission" option found under the WI State Reporting header within the individual section details.

Oriskany North High School - 401  
2025-2026 (Current)

Course: **Algebra II** | Course Length: **1.000** | Earned Credits: **1.000** | Grade Levels: | Section Code: **0001** | Maximum Student Count: **30** | Scheduling Categories: | Scheduling Teams:

General  
 Lock Section Length from Section Scheduler  
 Bilingual  
 Self-Paced Section (Must manually mark Grade Buckets as "Complete")  
 Exclude from Student Section Linking  
 \*Minimum Student Count:   
 \*Optimal Student Count:   
 \*Maximum Student Count:   
 Class Balancing Threshold Group:   
 Website:   
 Homeroom:

WI STATE REPORTING  
 Sequence of Course  
 State Medium of Instruction:   
 Language of Instruction:   
 Project Based  
 Exclude from Direct Admission

**Running the Calculate On Track For Direct Admission Utility:**

Now that the setup is complete you can run the utility. Navigate to the "Calculate On Track For Direct Admission" utility under the Grad Requirements > Utilities list. The first step of the utility is to filter your students. This is where having a processing list with all your 11<sup>th</sup> graders participating in the Direct Admit program would be very useful.

Calculate On Track For Direct Admission  
Entry

→ Next | Cancel

CALCULATE ON TRACK FOR DIRECT ADMISSION

+ Student Filters  
 + Advanced Filter — Student

Once you have the correct students pulling, please review the list and select those to be processed. If it is all students, select the check box at the top left and run the process.

**Calculate On Track For Direct Admission**  
 Select Students From Range

← Previous Run Process Run Process Cancel

**CALCULATE ON TRACK FOR DIRECT ADMISSION**

Search Full Name  View: Skyward Default More ▾

Select	Full Name	Student Number	Graduation Requirement Year	Grade	Student Type	School
<input checked="" type="checkbox"/>	Atkinson, Lynne Jessica	827099347625...	2027	11	R - Regular	Orbit North High School
<input checked="" type="checkbox"/>	Bowen, Laura Felicia	450626291217...	2027	11	R - Regular	Orbit North High School
<input checked="" type="checkbox"/>	Chambers, Betty Lisa	690579509422...	2027	11	R - Regular	Orbit North High School
<input checked="" type="checkbox"/>	Christensen, Hector Stephen	807908428734...	2027	11	R - Regular	Orbit North High School
<input checked="" type="checkbox"/>	Goodman, Eula Colleen	705767716359...	2027	11	R - Regular	Orbit North High School
<input checked="" type="checkbox"/>	Hamilton, Judith Trudy	290974181483...	2027	11	R - Regular	Orbit North High School
<input checked="" type="checkbox"/>	Johnson, Brandon Bill	348855690512...	2027	11	R - Regular	Orbit North High School
<input checked="" type="checkbox"/>	Moore, Angie Judy	609294729115...	2027	11	R - Regular	Orbit North High School
<input checked="" type="checkbox"/>	Orozco, Daniel Dale	635078631071...	2027	11	R - Regular	Orbit North High School
<input checked="" type="checkbox"/>	Rodriguez, Angela Stacy	668749741783...	2027	11	R - Regular	Orbit North High School
<input checked="" type="checkbox"/>	Thomas, Gerard Mark	245340314101...	2027	11	R - Regular	Orbit North High School
<input checked="" type="checkbox"/>	Walker, Philip James	386324907868...	2027	11	R - Regular	Orbit North High School

Total Records ▾

Once it finishes processing, the system will tell you how many students have been marked as On-Track. Even with the utility, we do still recommend reviewing your students as some may be on track but in ways that the utility can't determine.

**Mass Update Students Utility:**

We also have the On Track for Direct Admit field within the Mass Update Students Utility. This is so you can update all students to on-track and then manually set the students who are not meeting the on-track criteria (or vice versa) if you'd prefer this route over the Calculate On Track For Direct Admission utility. The Mass Update Students utility can be found under the Student Module.

**Helpful Tool Callback:**

Remember that processing list that we created? You can run this utility against your processing list by going into the Student Filters > Student Processing Lists and selecting the processing list you created for students who have opted into the program.

**Mass Update Students**  
Select Student Filters

→ Next    ⓧ Cancel

**STUDENT MASS UPDATE DETAILS**

\*Entry Withdrawal As of Date: 05/28/2024 Tuesday

Run Reason: [Empty]

Student Selection Type:  Name    Description

<input checked="" type="checkbox"/>	WI Direct Admit Opted In Students	These are all my students who are participating in th...
-------------------------------------	-----------------------------------	--

\*Select Students

Student Filters (modified)

**PREDEFINED FILTERING**    Total Records ▾

Student Processing Lists:  WI Direct Admit Opted In Students    🔍    ✕ Clear

**STUDENT STANDARD FILTERS**

Active: Show all values ▾

**Mass Update Students**  
Select Fields to Mass Update

← Previous    → Next    ⓧ Cancel

**STUDENT MASS UPDATE DETAILS**

**STUDENT FIELDS**

Select	Field Name	New Value
<input type="checkbox"/>	Graduated	<input type="checkbox"/>
<input type="checkbox"/>	Graduation Date	MM/DD/YYYY
<input type="checkbox"/>	Allow Directory Data Distribution	<input type="checkbox"/>
<input type="checkbox"/>	Allow District Distribution	<input type="checkbox"/>
<input type="checkbox"/>	Allow Higher Ed Distribution	<input type="checkbox"/>
<input type="checkbox"/>	Allow Local Distribution	<input type="checkbox"/>
<input type="checkbox"/>	Allow Media Distribution	<input type="checkbox"/>
<input type="checkbox"/>	Allow Military Distribution	<input type="checkbox"/>
<input type="checkbox"/>	Allow Public Distribution	<input type="checkbox"/>
<input type="checkbox"/>	Allow Trips Distribution	<input type="checkbox"/>
<input type="checkbox"/>	Allow Vendors Distribution	<input type="checkbox"/>

**NAME FIELDS**

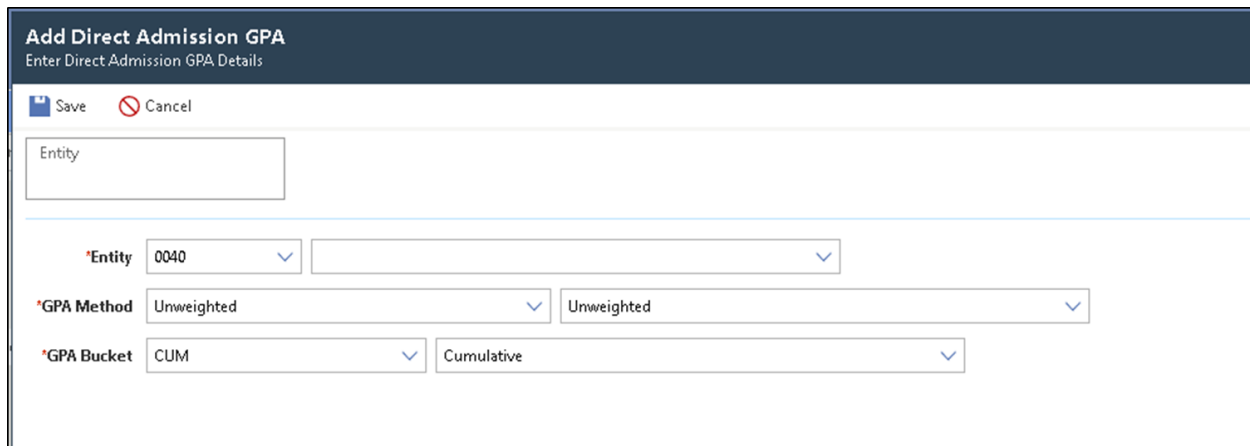
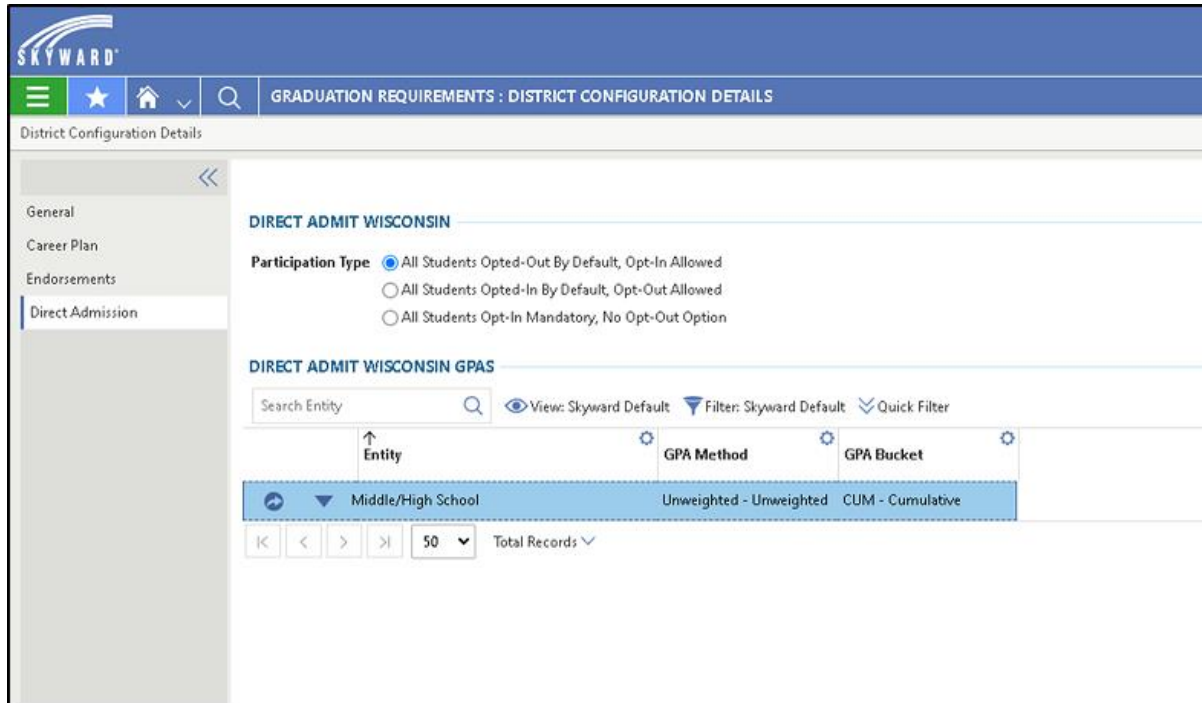
Select	Field Name	New Value
<input type="checkbox"/>	Gender	[Dropdown]

**STUDENT DISTRICT FIELDS**

Select	Field Name	New Value
<input type="checkbox"/>	Feeder School	[Dropdown]
<input type="checkbox"/>	On Track for Direct Admission	<input type="checkbox"/>

## Direct Admit Wisconsin GPA

Where you set your Participation Type, is where you will also set your Direct Admit Wisconsin GPA. This is the GPA that we will use to determine which tier each student falls into and ultimately which colleges/universities they qualify for. You can locate this by going to Grad Requirements > District Configuration > Direct Admission. **This GPA needs to be a cumulative unweighted 4.0 according to The Universities of Wisconsin Requirements.**



## Communication Processing

When you generate the Direct Admission Transcripts, this starts a process behind the scenes to handle all final components for the Direct Admit Wisconsin program:

1. Resources sent to Universities of Wisconsin:
  - a. CSV with student information in addition to the tiers associated with the student’s academic standings.
  - b. The Transcripts for the students who are on track to graduate.

## File Destination

We will need to set up the file destination for the Transcripts and CSV file. If this is your first year participating in the program, we will need to create this for you. Please submit a

service call providing a support account so that we can set up the file destination if this has not been done already. A quick way to check if this has been completed is by attempting to open the “Direct Admission Transcript” within the Grading module. If the File Destination does not exist, you will receive an error stating that it needs to be created. You can also go into your System module and open the File Destination list. If you search for “DirectAdmitIntegration” and nothing is returned, that means we need to create it.

[File Destination List](#) > File Destination Details

---

**FILE DESTINATION DETAILS**

\*Name

District  ▼

Allow Read

Allow Write

---

**UNC PATH DETAILS**

\*Location

---

**TEST FILE ACCESS**

Filename for Read Test

***STOP: Do not start these next processes until the time frame provided by Universities of Wisconsin: 2026 timeline – June 1, 2026 – July 17, 2026.***

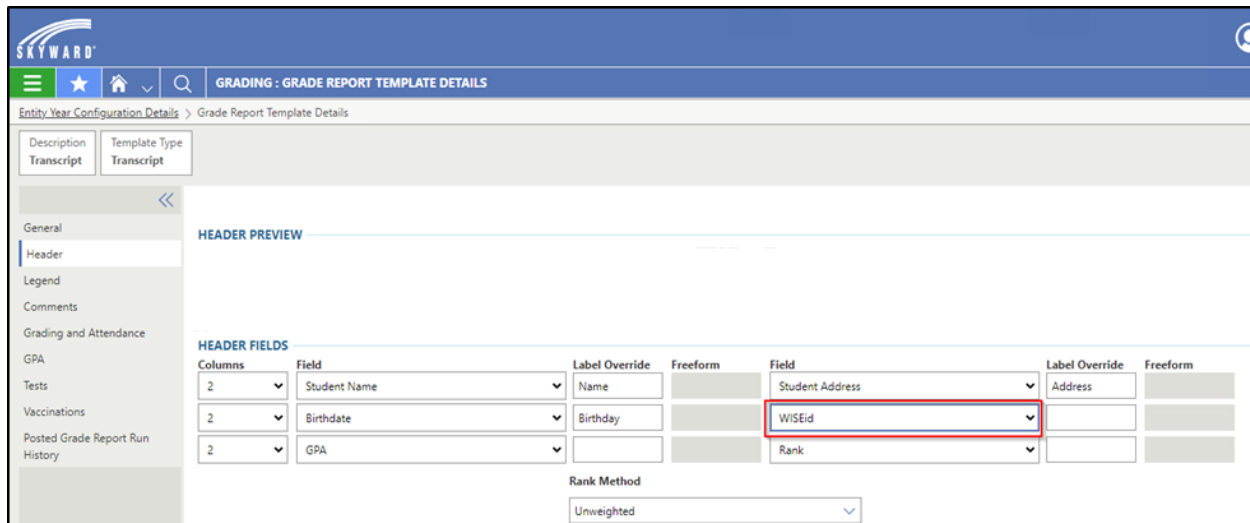
### Transcript

Now that you have determined which students are or are not on track to graduate, you will need to run transcripts for the students who have opted into the program. You will find the new ‘Direct Admission Transcript’ within the Grading Module, under features. Please do not start this process until the time frame provided by Universities of WI.

### WiseID on the Transcript Header

Before running the ‘Direct Admission Transcript’ please ensure you have the WiseID added to your Grade Report Template header. The Universities of Wisconsin need the WiseID to be on the Transcript’s Header. To add this, you will need to go to Grading > Entity Year

Configuration > Grade Report Templates > (Open Transcript Template) > Header tab. Then you will select a field and add the WiseID.



When you go to run this transcript, you will see that we’ve set all necessary fields in the background. These transcripts will be generated for all 11<sup>th</sup> graders who have opted into the Wisconsin Direct Admission program.

**NOTE: The Direct Admission Transcript is automatically filtered to only send 11<sup>th</sup> graders. If your current school year is no longer the school year the students were 11<sup>th</sup> graders, you must go into the prior historical year. This is where the “Enrolled As Of Date” field comes into play. You need to make sure that you choose an enrollment date from that prior historical school year so those now historical student records get sent.**

Ex. My 11<sup>th</sup> grade students from the 2023-2024 school year are now seniors in my current school year of 2024-2025. The Direct Admission Transcript will not send these students as they are now considered 12<sup>th</sup> graders in the system. I now must go into my historical school year of 2023-2024 and set the enrollment date to a day during that school year. I will choose May 10, 2024. Now I can run the process, and the students will be included in the run.

Run Direct Admission Transcript
Help Center New Window

Run Report Cancel
Template

**REPORT DETAILS**

\*Grade Report Template: LHS Trimester Transcript

Grade Display: Only Grade Mark

Run for Date: 06/04/2026 Thu

Earned Credits and GPA Calculation Method: Only Completed Grades, Including Overrides

\*Enrolled As Of Date: 05/21/2026 Thu

Only run for Students without a previous Tier calculation:

Footer Message:

**Calculated Tier:**

When the Direct Admission Transcript has been processed, we now display the students calculated tier on their student profile. This tier is for counselor reference only and should NEVER be shown or shared with students. The Universities of Wisconsin does not want students to be aware of their tiers.

***Admittance Letter***

The admittance letters are no longer generated and posted to the Family and Student Access Portfolio in Qmlativ. We had to remove this process from the Direct Admission Transcript because it was not aligning with the key dates provided by the Universities of Wisconsin to keep it all in one process.

**NOTE: The Universities of Wisconsin will send physical letters to students as well as email a letter to the student’s school email address! Please inform your students to keep an eye out for these as they are usually sent at the end of July/Beginning of August. If a student misplaces their letter, we recommend reaching out to the Universities of Wisconsin as they can get them another official letter.**



Office of Enrollment and Student Success

1500 Van Hise Hall, 1220 Linden Drive, Madison, WI 53706  
www.wisconsin.edu/direct-admissions or 800-442-6459

[Redacted]

07/17/2024

[Redacted]

Congratulations, [Redacted]!

We are thrilled to inform you that you have been DIRECTLY ADMITTED to the Universities of Wisconsin listed below for the Fall 2025 semester! Based on your high school academic record and performance, we are confident you will excel at any of these UW universities.

- University of Wisconsin-Green Bay
- University of Wisconsin-Green Bay, Manitowoc Campus
- University of Wisconsin-Green Bay, Sheboygan Campus
- University of Wisconsin-Platteville, Baraboo Sauk County
- University of Wisconsin-Stevens Point at Marshfield
- University of Wisconsin-Stevens Point at Wausau
- University of Wisconsin-Stout
- University of Wisconsin-Whitewater at Rock County

The Universities of Wisconsin provide opportunities for all Wisconsin high school students to earn a world-class education. We hope you choose one of our universities as the next step in your educational journey.

This offer is only for admission to the designated Universities of Wisconsin and not to any specific major or program of study. Your admission is conditional upon successful completion of the required academic courses, maintaining your current GPA, graduating from a recognized high school, and submission of an official final high school transcript.

**To connect with your Direct Admit UW universities and start your path to college, go to the Universities of Wisconsin admissions portal ([apply.wisconsin.edu/direct-admit](http://apply.wisconsin.edu/direct-admit)) and complete the Direct Admit Wisconsin form. The sooner you complete this step, the closer you are to becoming a Universities of Wisconsin student. Find a helpful checklist of next steps at [wisconsin.edu/direct-admissions/](http://wisconsin.edu/direct-admissions/).**

All Wisconsin high school seniors are eligible to apply to any UW university through the traditional application process. If you would like to apply to a UW not included on the list above, you can do so starting August 1 by completing the Universities of Wisconsin application at [apply.wisconsin.edu](http://apply.wisconsin.edu).

I understand that cost is a key factor in your college decision-making process. To that end, all UW universities participating in Direct Admit Wisconsin are offering the Wisconsin Tuition Promise ([wisconsin.edu/tuition-promise/](http://wisconsin.edu/tuition-promise/)) to the class of 2025, which provides free tuition and fees if your family earns \$55,000 or less a year. In addition, all Universities of Wisconsin are committed to helping you identify scholarships, grants, and other options to make your college dreams as affordable as possible regardless of your family income.

On behalf of the Universities of Wisconsin, congratulations again on your admission! We hope to see you on a campus visit soon and in the freshman class of 2025! Don't forget to submit your Direct Admit form as soon as possible. Your Direct Admit offer(s) expire May 1, 2025. If you do not submit your form by this date, you can still submit a traditional application. If you have any questions, do not hesitate to contact us at [uwhelp.wisconsin.edu/get-help](http://uwhelp.wisconsin.edu/get-help) or check out the Direct Admit Wisconsin FAQs at [wisconsin.edu/direct-admissions/](http://wisconsin.edu/direct-admissions/).

Sincerely,

Julie L. Amon, Ed.D.

Associate Vice President for Enrollment & Student Success

Universities of Wisconsin Administration