

# 255-PUBLIC INSTRUCTION

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

<b><u>00019000.</u></b>	<b><u>CORRESPONDENCE OF THE DEPUTY STATE SUPERINTENDENT</u></b>	<b><u>CR+15</u></b>	<b><u>SHSW</u></b>	<b><u>Y</u></b>
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THESE FILES CONTAIN GENERAL CORRESPONDENCE OF THE DEPUTY STATE SUPERINTENDENT OF PUBLIC INSTRUCTION. THIS INCLUDES CORRESPONDENCE TO THE U.S. DEPARTMENT OF EDUCATION, AS WELL AS STATE AND FEDERAL CORRESPONDENCE, LEGISLATIVE AND CONGRESSIONAL, LOCAL EDUCATION AGENCIES (LEAS), CHIEF COUNCIL OF STATE SCHOOL OFFICERS (CCSSO), COOPERATIVE EDUCATIONAL SERVICE AGENCY (CESA), EDUCATION ORGANIZATIONS AND ASSOCIATIONS AND INTERAGENCY AND CONSTITUENT CORRESPONDENCE.

RETENTION: CR + 15 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)

<b><u>00021000.</u></b>	<b><u>GENERAL CORRESPONDENCE OF THE STATE SUPERINTENDENT</u></b>	<b><u>CR+15</u></b>	<b><u>SHSW</u></b>	<b><u>Y</u></b>
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THESE FILES CONTAIN CORRESPONDENCE ORIGINATED IN THE OFFICE OF THE STATE SUPERINTENDENT. THIS INCLUDES CORRESPONDENCE TO THE U.S. DEPARTMENT OF EDUCATION, AS WELL AS STATE AND FEDERAL CORRESPONDENCE, LEGISLATIVE AND CONGRESSIONAL, LOCAL EDUCATION AGENCIES (LEAS), UW-REGENT, COUNCIL OF CHIEF STATE SCHOOL OFFICERS (CCSSO), COOPERATIVE EDUCATIONAL SERVICE AGENCY (CESA), EDUCATION ORGANIZATIONS AND ASSOCIATIONS, INTERAGENCY AND INTRAGENCY, AND CONSTITUENT CORRESPONDENCE.

CR + 15 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)

<b><u>00001000.</u></b>	<b><u>CHAPTER 115 APPEALS, 1974-</u></b>	<b><u>CR+10</u></b>	<b><u>SHSW</u></b>	
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Information In This Series Contains Appeals To The State Superintendent Under S.115.81(7), Wi. Stats. The Files Include The Transcript Of The Hearing Officer'S Decision, Appeal To The State Superintendent, Correspondence, Briefs And The Decision And Order Of The State Superintendent.

Retain 10 Years And Transfer To Shs.

<b><u>00002000.</u></b>	<b><u>EXPULSION APPEALS, 1958-</u></b>	<b><u>CR+10</u></b>	<b><u>SHSW</u></b>	
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Information In This Series Contains Material Relating To Student Expulsions Under S.120.13(1)(C), Wi. Stats. The Files Include The Minutes Or Transcript Of The School Board Expulsion Hearing, Expulsion Order, Appeal To The State Superintendent, Correspondence, Briefs, And The Decision And Order Of The State Superintendent.

Retain 10 Years And Transfer To Shs.

<b><u>00003000.</u></b>	<b><u>INACTIVE COURT/APPEAL CASES/ADMINISTRATIVE COMPLAINTS</u></b>	<b><u>CR+10</u></b>	<b><u>SHSW</u></b>	
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Information In This Series Contains Cases Involving The Department Of Public Instruction In Court Actions Generated From Personnel Matters, Unusual Hazard Transportation Appeals, Expulsion Appeals And Any Complaint Brought Against The Agency. The Files Include The Complaint, Correspondence, Briefs, And Decision.

Retain 10 Years And Transfer To Shs.

<b><u>00004000.</u></b>	<b><u>UNCONTESTED STATE APPEAL BOARD FILES, 1950-</u></b>	<b><u>CR+10</u></b>	<b><u>SHSW</u></b>	
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Information In This Series Contains School District Reorganization Appeals Made To The State Superintendent Under S.117.03, Wi. Stats. The Files Include The Local Decision, Appeal To The State Superintendent, Correspondence, Exhibits, And The Decision And Order From The Hearing Of The State Appeal Board. Appeals Made To The State Superintendent After July 1984 Are Heard By The School District Boundary Appeal Board.

Retain 10 Years And Transfer To The Shs.

<b><u>00005000.</u></b>	<b><u>INACTIVE STATE APPEAL BOARD COURT CASES, 1960</u></b>	<b><u>CR+10</u></b>	<b><u>SHSW</u></b>	
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Information In This Series Contains Inactive Court Cases Resulting From State Appeal Board Decisions Under S.117.03, Wi. Stats. The Files Include The Local Decision, Appeal To The State Superintendent, Correspondence, Briefs, Order Of The State Superintendent, Appeal To Circuit Court And The Decision Of The Circuit Court. If Appeals Are Made To The Wisconsin Court Of Appeals Or The State Supreme Court, The Appeals, Correspondence, Briefs And Decision Will Also Be Included In The File.

Retain 10 Years And Transfer To Shs.

<b><u>00015000.</u></b>	<b><u>WISCAT PLANNING RECORDS</u></b>	<b><u>CR+5</u></b>	<b><u>SHSW</u></b>	<b><u>N</u></b>
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CORRESPONDENCE, MEETING NOTES, COST ANALYSES, TASK FORCE REPORTS, POLICY MEMORANDA, AGREEMENTS AND LEGAL OPINIONS CONCERNING THE ESTABLISHMENT AND OPERATION OF WISCAT, A STATEWIDE LIBRARY BIBLIOGRAPHIC DATABASE.

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

**/100/ LIBRARIES AND TECHNOLOGY**

RETAIN 5 YEARS AND TRANSFER TO SHS.

**00032000. REGISTER FOLDERS** **CR+7** **DEST** **N**

These Folders Filed Under The Provisions Of S. 16.20 Wi Stats. Relative To The Establishment Of A Register Of Eligible Candidates For A Position In The Classified Service. The Contents Of Each Folder Include: Job Announcements, Newspaper Advertising Of Jobs, Examination Booklets, Certification Request, Certification Register, Register Control Slip, Correspondence To Applicants, Oral Board Reviews.

Retain 7 Years And Destroy.

**00037000. TEACHER LICENSE REVOCATION FILES** **CR+75** **DEST**

These Files Contain The Records Of Teachers Whose Licenses Have Been Revoked By The Dpi. The Dpi Has Authority Under Wi. Stats. 118.19(5) And Wi. Adm. Code Pi 3.04 To Revoke Teaching Licenses Of Individuals For Incompetency Or Immoral Conduct. In The Course Of The Revocation Process, Material Is Collected Which Assists The Dpi In Its Decision To Revoke. Investigative Reports, Court Records And Hearing Transcripts, Along With The State Superintendent'S Revocation Decision And Order Are All Included In These Records.

Retain 75 Years And Destroy.

**00066000. CORRESPONDENCE, 1970-** **CR+10** **SHSW** **Y**

Information In This Series Contains All Legal Correspondence Generated From The Dpi'S Office Of Legal Counsel Since 1970. Included Within These Files Are Legal Documents, Decisions Regarding School Suspensions/Expulsions, Legal Briefs And General Correspondence Relating To The Office Of Legal Services Within This Agency.

Specific Legal Judgments And Opinions May Contain Personally Identifiable Information And Therefore Must Be Treated In A Confidential Manner.

**00076000. TAX SHELTER ANNUITY PROGRAM RECORDS** **EVT+20** **DEST** **Y**

Boxes Contain Tax Shelter Annuity Program Records.

A 403(B) Tax-Shelter Annuity Program Is A Salary Reduction Agreement Between Employes And Their Employer. Employes Agree To Take A Reduction In Salary And The Employer Contributes That Amount To A Tax-Sheltered Plan With One Or More Of Several Companies. The Main Tax Benefit Is The Delay In Paying Taxes On Contributions And Their Earnings Until Payments Are Received. Generally, Payments Are Received After Retirement. At That Time Income And Tax Rate May Be Lower.

Event = Separation Of Employment From D.P.I.

**00104000. WISCONSIN HEAD START FUNDING RECORDS** **CR+5** **DEST** **N**

Annual Applications For Wisconsin Head Start Supplemental Funding. These Records Provide Narrative Descriptions Of Efforts To Align Individual Head Start Programs With Federal Guidelines And To Collaborate With Child Care Providers To Meet The Needs Of Children Served. State Supplemental Funding Is Based On Narrative Provided In This Application. Also Provided Is A List Of Assurances And Budget Detail.

**00115000. SUMMER SCHOOL PROGRAM REPORT (PI 1804)** **EVT+5** **DEST** **N**

Wis Stats 118.04 Authorizes Summer School. Wis Stats 121.14 Authorizes State Aid To School Districts Who Offered Summer School Classes. The Dept Of Public Instruction Created Form Pi 1804 For School Districts To Report Their Summer School Membership. Districts Submit These Forms Annually To Dpi.

**00121000. EDUCATION STATISTICS-PAPER** **EVT+2** **DEST** **Y**

INFORMATION KEYED INTO ORACLE TABLES

**00123000. SCHOOL PERFORMANCE REPORT** **CR+25** **SHSW** **Y**

**00203000. EVENTS/EVENT PLANNING-OFFICE OF STATE SUPERINTENDENT** **CR+7** **SHSW** **N**

THESE FILES CONTAIN DOCUMENTS RELATED TO EVENTS AND EVENT PLANNING INCLUDING WCER EVENTS 200-2002, WASB CONVENTIONS, AND CCSSO CONFERENCES 2001 - 2004

**00204000. MAIL CONTROL REFERRED BY THE GOVERNOR** **CR+7** **SHSW** **N**

THESE FILES CONTAIN CLOSED MAIL CONTROL REFERRED TO THE OFFICE OF THE STATE SUPERINTENDENT BY THE

**/100/ LIBRARIES AND TECHNOLOGY**

gOVERNOR. 1993 - 1999

**00012000. WISCONSIN HIGH SCHOOL EQUIVALENCY TEST SCORES & APPLICATIONS : CR+70 DEST Y**

APPLICATIONS AND TEST SCORES OF WISCONSIN CITIZENS WHO RECEIVED A HIGH SCHOOL COMPLETION CREDENTIAL (GED OR HSED) ISSUED BY THE STATE SUPERINTENDENT OF PUBLIC INSTRUCTION BASED ON THE TESTS OF GENERAL EDUCATION DEVELOPMENT (GED) OR OTHER CRITERIA ESTABLISHED BY PI 5, WIS. ADMIN. CODE. THESE RECORDS MAY BE NEEDED TO GAIN ENTRANCE TO COLLEGE OR TO FULFILL EMPLOYMENT REQUIREMENTS.

RECORDS MAY ALSO INCLUDE EQUIVALENCY REPORTS, UNDERAGE REPORTS AND RELATED CORRESPONDENCE. RECORDS MAY ALSO BE COVERED BY FEDERAL FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA).

RETAIN 70 YEARS AND DESTROY CONFIDENTIAL.

**00018A00. TEACHER LICENSE - MICROFILM EVT+75 DEST**

Records Of Individuals Who Have Filed Applications For Certification Or Licensure To Teach In The Public Schools Of The State Of Wisconsin Under S. 115.28(7) And 118.19, Wi. Stats. Included Are Records For Licenses That Must Be Renewed On A Regular Basis And Teacher Life Licenses That Were Granted To Individuals Through 1983, When The Law Changed To Discontinue Granting Life Licenses. Files Are Reviewed For Specificity And Appropriateness By The Staff In The Teacher Education And Licensing Section Of The Department Of Public Instruction. Applicants Must Satisfy Statutory Requirements In Order To Be Granted A License To Teach. The Files Generally Contain The Following Items:  
 (A) License Application (Pi-1602 Or Equivalent): Information Contained In The License Application Included Experience, Education, License Request, Grades, Subjects, Position For Which License Is Requested And Institution Of Higher Learning Endorsement.  
 (B) Transcript College Transcripts Of Courses Successfully Completed That Would Allow For Issuance Of A Teaching License.  
 (C) Letters Of Recommendation Reference Letters Indicating Successful Completion Of A Course Of Study And/Or Teaching Experience.  
 (D) Experience Verification And Institutional Endorsement Similar In Content To Letters Of Recommendation Except On Designated Dpi Forms Pi-1613 And Pi-1612.

Retain 75 Years After Microfilmed And Destroy.

**00027000. TEACHER EDUCATION PROGRAM REVIEWS CR+25 DEST N**

These Files Contain Records Of Dpi Conducted Teacher Education Program Reviews At Various Statewide Campuses. The Dpi Is Required By Law To Conduct Complete Evaluations Of Programs For Certification Of School Personnel On Each Campus At Least Every Fifth Year With Reviews At Other Times When New Programs Are Submitted Or When Changes Are Made To Existing Approved Courses.

Section 118.19. Wis. Stats. Empowers The Dpi To Establish Rules And Regulations Governing Teacher Education And Certification In Wisconsin. In Fulfilling This Responsibility, The Dpi Has Adopted Standards To Be Used As A Basic Guide In Approving Teacher Education Programs. During Onsite Reviews, The Dpi Team Of Consultants Review Compliance With Set Standards. Upon Conclusion Of The Review Process, An In-Depth Report Of The Findings Is Written. Observations Are Reported And Areas Of Non-Compliance Highlighted. Recommendations For Approval Of Programs Are Based On These Reviews.

Retain 25 Years And Destroy.

**00037000. TEACHER LICENSE REVOCATION FILES CR+75 DEST N**

These Files Contain The Records Of Teachers Whose Licenses Have Been Revoked By The Dpi. The Dpi Has Authority Under Wi. Stats. 118.19(5) And Wi. Adm. Code Pi 3.04 To Revoke Teaching Licenses Of Individuals For Incompetency Or Immoral Conduct. In The Course Of The Revocation Process, Material Is Collected Which Assists The Dpi In Its Decision To Revoke. Investigate Reports, Court Records And Hearing Transcripts, Along With The State Superintendent'S Revocation Decision And Order Are All Included In These Records.

Retain 75 Years And Destroy.

**00042000. VOCATIONAL EDUCATION ACT PROGRAM FILES/APPLIC./EVAL. EVT+10 DEST N**

THESE FILES CONTAIN ALL DOCUMENTATION GENERATED BY THE CAREER AND TECHNICAL EDUCATION STAFF IN THE DEPARTMENT OF PUBLIC INSTRUCTION. REGARDING FISCAL AGENT (CESA/SCHOOL DISTRICT) APPLICATION FOR CAREER AND TECHNICAL EDUCATION PROGRAMS. FILE ARE COMPOSED OF:

CARL PERKINS ADMINISTRATION (CPA) GRANT APPLICATIONS (PI-1303); AND SUPPORTING DOCUMENTATION

THESE RECORDS ARE FILED ALPHABETICALLY BY FISCAL AGENT (CESA/DISTRICT) AND BY FISCAL YEAR.

RETAIN ENTIRE LENGTH OF ACT AND DESTROY AFTER REAUTHORIZATION OF GRANT AND FEDERAL AUDIT APPROVAL.

**/200/      STUDENT AND SCHOOL SUCCESS**

RETENTION: EVT(REAUTHORIZATION & AUDIT OF GRANT) + 10 YEARS AND DESTROY.

**00077000.      CHILDREN AT RISK      CR+50      DEST      Y**

UNDER 118.153, WIS. STATS., CHILDREN AT RISK: ELIGIBLE SCHOOL DISTRICTS WERE EITHER REQUIRED OR ALLOWED TO APPLY TO THE STATE SUPERINTENDENT FOR ADDITIONAL CATEGORICAL AID. UPON THE RECEIPT OF THE SCHOOL DISTRICT'S ANNUAL REPORT THE STATE SUPERINTENDENT PAYS THE SCHOOL DISTRICT AN APPROPRIATION FOR EACH PUPIL ENROLLED IN A PROGRAM FOR CHILDREN AT RISK WHO MET PROGRAM CRITERIA. ADDITIONAL STATE AID WAS PAID IN THE AMOUNT OF 10% OF THE SCHOOL DISTRICT'S AVERAGE PER PUPIL AID. THE FUNDS WERE PRORATED WHEN INSUFFICIENT. BIENNIALLY THE LEGISLATIVE AUDIT BUREAU WAS REQUIRED TO AUDIT SCHOOL DISTRICT'S ELIGIBILITY, PERFORMANCE, CRITERIA AND STATE PAYMENTS.

THESE FILES CONTAIN THE RECORDS PERTAINING TO THE SCHOOL DISTRICT CHILDREN AT RISK PROGRAMS. INCLUDED ARE THE SCHOOL DISTRICTS ELIGIBILITY CLAIMS AND ANY RELATED CORRESPONDENCE. RECORDS COULD CONTAIN PERSONALLY IDENTIFYING STUDENT INFORMATION AND SHOULD BE PROTECTED UNDER THE FEDERAL FAMILY AND EDUCATION RIGHTS AND PRIVACY ACT (FERPA).

WHILE THE CATEGORICAL AID WAS DISCONTINUED BY 2011 ACT 10, PROGRAMMING UNDER S. 118.153 HAS CONTINUED AND FUNDING MAY BE REAUTHORIZED OR RECONSIDERED IN FUTURE BIENNIAL BUDGETS DUE TO THE SUBJECT FOCUS. RETENTION OF RECORDS WILL AID IN FUTURE DOCUMENTATION.

RETENTION: CR + 50 YEARS AND DESTROY CONFIDENTIAL

**00110000.      TITLE I MIGRANT EDUCATION EVEN START FAMILY LITERACY RECORDS      CR+7      DEST      Y**

These Records Are A Series Of The Migrant Education Even Start Project Family Intakes, Assessments, And Evaluations.

Included Are Records For The Four-Year Period Of The 4-State Migrant Education Even Start Consortium. The States Included In This Project Were Wisconsin, Illinois, Montana, And Texas.

Also There Are Reference To The Project.

The Migrant Education Even Start Program Is A Federally Funded Multi-State Project Available To Selected Eagle Pass And Del Rio, Texas Migratory Families. The Project Gives Families The Opportunity To Participate In Developing A Continuing Learning Plan For Their Family On An On-Going Basis. The Educational Programs And Services Enable Family Units To Progress Towards Goals Set Forth In Their Personal Plan For Educational Growth. The Families Migrated To Wisconsin From Texas, Illinois And Montana.

**00130000.      GOALS 2000 EDUCATE AMERICA ACT      CR+15      SHSW      N**

These boxes contain assorted records and End of Year Reports for the federally funded Goals 2000 Educate America Act. Goals 2000 was signed into law by President Clinton on March 31, 1994. The Act provided direct federal support to state and local school improvement efforts. Goals 2000 was established to: encourage each state to develop challenging academic standards for students; provides incentive for schools, communities, and state educational agencies to support their own effective approach to improve student achievement; represents the first federal education act that helps states and communities build on and coordinate their existing reform efforts rather than creating a new discrete program; provides funds to state and school districts for better teacher training and professional development; encourages parents to get more involved in the education of their children and provides flexibility to waive certain regulation to assist in implementation of school improvements.

These records document Wisconsin school district efforts to implement systemic reform via Goals 2000 funding. The program was not reauthorized at the federal level and thus Wisconsin participation was terminated at the end of June 2001 due to the loss of funding.

**00132000.      LEARN AND SERVE AMERICA RECORDS      CR+7      SHSW      N**

These files contain information regarding the Learn and Serve America program. Learn and Serve America programs are provided by the Wisconsin Department of Public Instruction (DPI) by a grant from the Corporation for National and Community Service. The purpose of the program is to assist in developing high quality service-learning programs in elementary and secondary schools. Wisconsin schools have embarked on projects that combine community service with classroom learning in a practical way that deepens knowledge and fosters community spirit in young people. Service-learning is an educational method which engages young people in service to their communities as a means of enriching their academic learning, promoting personal growth, and helping to develop the skills needed for productive citizenship. Over the past decade, Wisconsin has gained recognition as a national leader in service learning.

Current Service-Learning Funded Projects include:

- Learn and Serve America Mini-Grant Program. Since 1992, the Wisconsin Department of Public Instruction has received an annual formula grant from the Corporation of National Service to fund service-learning programs. DPI subgrants to the Cooperative Education Service Agencies (CESAs) to manage regional mini-grant programs.
- - Learn and Serve America Digital Divide to Digital Opportunity Grant.

In 2000, the DPI was awarded a three-year \$250,000 grant from the Corporation of National and Community Service to assist local partnerships in the planning, development, and execution of service-learning projects.

**/200/      STUDENT AND SCHOOL SUCCESS**

These records include applications, correspondence, and evaluations from subgrantees.

**00205000.      ESEA CONSOLIDATED APPLICATION      CR+5      DEST      N**

ALL LOCAL EDUCATION AGENCIES (LEA'S) ARE TO SUBMIT A SINGLE, CONSOLIDATED APPLICATION FOR ALL ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) FORMULA ENTITLEMENTS, INCLUDING THE FOLLOWING TITLES:

- TITLE I, PART A -- IMPROVING BASIC PROGRAMS
- TITLE I, PART C -- MIGRANT
- TITLE I, PART D -- NEGLECTED
- TITLE II, PART A -- TEACHER AND PRINCIPAL TRAINING AND RECRUITING
- TITLE II, PART D, SUBPART 1 -- ENHANCING EDUCATION THROUGH TECHNOLOGY
- TITLE III, PART A, SUBPART 1 -- ENGLISH LANGUAGE ACQUISITION AND LANGUAGE ENHANCEMENT
- TITLE IV, PART A, SUBPART 1 -- SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES
- TITLE V, PART A -- INNOVATIVE PROGRAMS

THE CONSOLIDATED APPLICATION IS IN ITS SIXTH YEAR OF ONLINE SUBMISSION FORMAT. THE NO CHILD LEFT BEHIND ACT OF 2001 PROVIDES FINANCIAL SUPPORT FOR SCHOOLS AND OTHER EDUCATIONAL ORGANIZATIONS THROUGH BOTH FORMULA ALLOCATIONS AND COMPETITIVE GRANTS. THESE FILES CONTAIN BOTH INDIVIDUAL SCHOOL DISTRICT AND CONSORTIUM ESEA CONSOLIDATED APPLICATIONS AND SUPPORTING DOCUMENTATION.

**00206000.      MC KINNEY - VENTO HOMELESS PROGRAM - HISTORIC AND GRANT RECOR      CR+15      SHSW      Y**

THE MC KINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT WAS INITIATED BY CONGRESS IN 1987. THE WDPI RECEIVED THE FIRST FEDERAL GRANT AWARD IN 1989-1990. THE EDUCATION FOR HOMELESS CHILDREN AND YOUTH (EHCY) PROGRAM HAS GROWN FROM A PROGRAM THAT HISTORICALLY SERVED 10 SCHOOL DISTRICTS TO ONE THAT NOW SERVES ALL 426 SCHOOL DISTRICTS.

AWARENESS OF POVERTY AND HOMELESS ISSUES HAS GROWN DRAMATICALLY IN THE STATE. THESE FOUR BOXES OF RECORDS REPRESENTS OVER 20 YEARS OF ADVANCEMENT IN ADVOCACY FOR HOMELESS FAMILIES, CHILDREN, AND YOUTH IN OUR STATE. THE RECORDS ALSO INCLUDE DOCUMENTATION ABOUT LEGAL DIFFERENCES WITH USDE THAT WERE SUCCESSFULLY RESOLVED. IT IS IMPORTANT TO RETAIN THESE RECORDS FOR PEOPLE WHO ARE INTERESTED TO SEE HOW THE WDPI AS WELL AS INDIVIDUAL SCHOOL DISTRICTS ADDRESSED POVERTY ISSUES IN THIS STATE.

**00207000.      EVEN START FAMILY LITERACY (ESFL)      CR+6      DEST      N**

THE EVEN START FAMILY LITERACY PROGRAM PROVIDES LOW-INCOME FAMILIES WITH INTERGRATED SERVICES FOR PARENTS AND THEIR YOUNG CHILDREN (BIRTH THROUGH AGE 7). THE PURPOSE OF THE PROGRAM IS TO BREAK THE CYCLE OF POVERTY AND ILITERACY FOR LOW-INCOME FAMILIES. SCHOOL DISTRICTS APPLYING FOR PARTICIPATION IN THE EVEN START PROGRAM MUST PROVIDE FOUR HIGH-QUALITY, INTENSIVE CORE EDUCATIONAL COMPONENTS (EARLY CHILDHOOD, ADULT EDUCATION, PARENTING EDUCATION, AND PARENT-CHILD ACTIVITIES) TAUGHT BY QUALIFIED STAFF, AS WELL AS SUPPORT SERVICES, YEAR-ROUND. IN ADDITION TO CENTER BASED PROGRAMS, PROJECTS ALSO MUST PROVIDE SOME EDUCATIONAL SERVICES TO FAMILIES IN THEIR HOMES. THE FOCUS IS ON FAMILIES STAYING CONNECTED THROUGH CHILDHOOD READING PROGRAMS AND ADULT ENRICHMENT SERVICES. THIS SERIES CONTAINS THE APPLICATIONS FOR PARTICIPATION BY PUBLIC SCHOOL DISTRICTS AND THE EVALUATIONS OF PROGRAMS AT THE END OF THE YEAR. THE APPLICATIONS AND EVALUATIONS OF PROGRAMS AT THE END OF THE YEAR. THE APPLICATIONS AND EVALUATIONS DO NOT CONTAIN PERSONALLY-IDENTIFIABLE DATA.

**00208000.      NEW WISCONSIN PROMISE SCHOOLS OF RECOGNITION      CR+7      DEST      N**

THE NEW WISCONSIN PROMISE IS DPI'S COMMITMENT TO ENSURE A QUALITY EDUCATION FOR EVERY CHILD. RAISING ACHIEVEMENT FOR ALL STUDENTS AND CLSING THE ACHIEVEMENT GAP BETWEEN ECONOMICALLY DISADVANTAGED STUDENTS, STUDENTS OF COLOR, AND THEIR PEERS IS OF THE HIGHEST PRIORITY. A QUALITY EDUCATION SYSTEM IS THE FOUNDATION OF A STRONG DEMOCRACY AND HEALTHY ECONOMY.

THE NEW WISCONSIN PROMISE IS COMMITTED TO ENSURING THAT EVERY CHILD GRADUATES WITH THE KNOWLEDGE AND SKILLS NECESSARY FOR SUCCESS IN THE 21ST CENTURY GLOBAL SOCIETY BY:

- \* ENSURING QUALITY TEACHERS IN EVERY CLASSROOM AND STRONG LEADERSHIP IN EVERY SCHOOL
- \* IMPORVING STUDENT ACHIEVEMENT WITH A FOCUS ON READING THAT HAS ALL STUDENTS READING AT OR ABOVE GRADE LEVEL
- \* INVESTING IN EARLY LEARNING OPPORTUNITIES THROUGH THE FOUR-YEAR-OLD KINDERGARTEN, PRESCHOOL TO GRADE 5, AND SAGE CLASS-SIZE REDUCTION PROGRAMS
- \* SHARING RESPONSIBILITY BY INCREASING PARENTAL AND COMMUNITY INVOLVEMENT IN OUR SCHOOLS AND LIBRARIES TO ADDRESS TEENAGE LITERACY, DROP-OUTS, AND TRUANCY.
- \* ADVANCING CAREER, TECHNICAL, AND ARTS EDUCATION TO ENGAGE STUDENTS IN BECOMING ACTIVE CITIZENS BY UNDERSTANDING THEIR ROLE IN THE FAMILY, SOCIETY, AND THE WORLD OF WORK.
- \* PROVIDING EFFECTIVE PUPIL SERVICES, SPECIAL EDUCATION, AND PREVENTION PROGRAMS TO SUPPORT LEARNING AND DEVELOPMENT FOR ALL STUDENTS WHILE PREVENTING AND REDUCING BARRIERS TO STUDENT SUCCESS.

THESE FILES CONTAIN INFORMATION AND DOCUMENTATION COVERING SCHOOLS RECOGNIZED FOR EXHIBITING THE CONCEPTS OF THE DEPARTMENT'S NEW WISCONSIN PROMISE.

**/200/      STUDENT AND SCHOOL SUCCESS**

**00209000.      TITLE 1 MIGRANT EDUCATION CORRESPONDENCE      CR+6      SHSW      N**

MIGRANT EDUCATION PROJECT (MEP) CORRESPONDENCE

THESE BOXES CONTAIN CORRESPONDENCE PERTAINING TO THE MIGRANT EDUCATION PROJECT (MEP). INCLUDED ARE CORRESPONDENCE WITH SERVICE PROVIDERS, LOCAL EDUCATIONAL AGENCIES, PARENTS, ETC. IN AN EFFORT TO ENSURE THAT ALL PROGRAMS AND PROJECTS ARE CARRIED OUT IN A MANNER THAT PROVIDES CONSISTENCY WITH FEDERAL LAW AND MEETS THE EXPECTATIONS FOR APPROPRIATE INVOLVEMENT BY MIGRATORY FAMILIES.

**00210000.      TITLE 1 MIGRANT EDUCATION PROJECT FILES      CR+6      SHSW      N**

MIGRANT EDUCATION PROJECT (MEP) FILES

THESE BOXES CONTAIN THE MIGRANT EDUCATION PROGRAM (MEP) PROJECT FILES. THE GOAL OF THE MEP PROGRAM IS TO SUPPORT HIGH-QUALITY AND COMPREHENSIVE EDUCATIONAL PROGRAMS FOR MIGRANT CHILDREN TO HELP REDUCE THE EDUCATIONAL DISRUPTIONS AND OTHER PROBLEMS THAT RESULT FROM REPEATED MOVES. IN ADDITION, THE PROGRAM ATTEMPTS TO ENSURE THAT MIGRANT CHILDREN WHO MOVE BETWEEN STATES ARE NOT PUT AT A DISADVANTAGE BECAUSE OF DISPARITIES IN CURRICULUM, GRADUATION REQUIREMENTS, AND CONTENT AND STUDENT ACADEMIC ACHIEVEMENT STANDARDS. THE MIGRANT EDUCATION PROGRAM PROVIDES FEDERAL FUNDING TO ENSURE THAT THE SPECIAL NEEDS OF MIGRANT STUDENTS ARE IDENTIFIED AND ADDRESSED AND TO PROVIDE INTERSTATE AND INTRASTATE COORDINATION OF SERVICES INCLUDING THE PROVISION OF EDUCATIONAL CONTINUITY THROUGH TIMELY TRANSFER OF PERTINENT ACADEMIC RECORDS.

**00211000.      TITLE 1 NEGLECTED & DELINQUENT PROJECT FILES      CR+6      DEST      N**

NEGLECTED AND DELIQUENT PROJECT FILES

THESE BOXES CONTAIN INFORMATION RELATED TO PREVENTION AND INTERVENTION PROGRAMS FOR CHILDREN AND YOUTH WHO ARE NEGLECTED, DELIQUENT, OR AT-RISK. THE STATE EDUCATION AGENCY (DPI) WORKS WITH THE DESIGNATED INDIVIDUAL IN EACH CORRECTIONAL FACILITY OR INSTITUTION FOR NEGLECTED OR DELIQUENT CHILDREN AND YOUTHS TO CONCENTRATE ON PROVIDING PARTICIPANTS WITH THE KNOWLEDGE AND SKILLS NEEDED TO MAKE A SUCCESSFUL TRANSITION TO SECONDARY SCHOOL COMPLETION, VOCATIONAL OR TECHNICAL TRAINING, FURTHER EDUCATION OR EMPLOYMENT. THESE PROJECT FILES CONTAIN PROGRAMMATIC INFORMATION ON STATEWIDE EFFORTS TO MEET THE NEEDS OF IDENTIFIED STUDENT POPULATIONS AND TO ASSIST IN THE TRANSITION OF THESE STUDENTS FROM CORRECTIONAL FACILITIES TO LOCALLY OPERATED PROGRAMS.

**00212000.      STUDENT ACHIEVEMENT GUARANTEE IN EDUCATION PROGRAM RECORDS      CR+10      SHSW      N**

THE STUDENT ACHIEVEMENT GUARANTEE IN EDUCATION (SAGE) PROGRAM WAS ESTABLISHED IN THE 1996-97 SCHOOL YEAR TO IMPROVE STUDENT ACHIEVEMENT THROUGH THE IMPLEMENTATION OF FOUR SPECIFIC SCHOOL-IMPROVEMENT STRATEGIES (SEE BELOW). WISCONSIN'S APPROXIMATELY 475 SAGE SCHOOLS ENTER RENEWABLE 5-YEAR CONTRACTS DESIGNED TO PROMOTE ACADEMIC ACHIEVEMENT THROUGH LOWER CLASS SIZES IN THE PRIMARY GRADES. SCHOOLS RECEIVE STATE AID EQUAL TO \$2,250 FOR EACH LOW-INCOME K-3 CHILD.

PROGRAM ELEMENTS

SAGE PROMOTES ACADEMIC ACHIEVEMENT THROUGH THE IMPLEMENTATION OF FOUR SCHOOL IMPROVEMENT STRATEGIES:

- \* CLASS SIZE OF NO MORE THAN 15:1 IN GRADES K-3
- \* INCREASED COLLABORATION BETWEEN SCHOOLS AND THEIR COMMUNITIES
- \* IMPLEMENTATION OF A RIGOROUS CURRICULUM; AND
- \* IMPROVED PROFESSIONAL DEVELOPMENT AND STAFF-EVALUATION PRACTICES

THESE FILES CONTAIN CORRESPONDENCE RELATED TO THE SAGE PROGRAM AS WELL AS SAGE AID PAYMENTS VOUCHERS TO SELECTED SCHOOLS.

**00213000.      TITLE 1 SUPPLEMENTAL (SCHOOL IMPROVEMENT) GRANTS      CR+7      DEST      N**

THE PURPOSE OF THE TITLE I SUPPLEMENTAL GRANTS IS TO PROVIDE DISTRICTS WITH ADDITIONAL FUNDS AND RESOURCES TO HELP THEM DEVELOP AND IMPROVE DISTRICT EFFORTS TO SUPPORT THEIR ELIGIBLE SCHOOLS. ELIGIBLE SCHOOLS ARE TITLE I SCHOOLS THAT (1) HAVE BEEN IDENTIFIED FOR IMPROVEMENT, (2) MISSED ADEQUATE YEARLY PROGRESS (AYP), OR (3) ARE THE FURTHEST FROM THE NCLB 2014 AYP ANNUAL MEASURABLE OBJECTIVES (AMO) IN READING AND MATHEMATICS AS MEASURED BY THE WKCE. IMPLICIT IN THESE GRANTS IS THE RECOGNITION THAT ALL DISTRICTS IN WISCONSIN HAVE EXISTING RESOURCES AND PROGRAMS THAT SUPPORT THE STUDENT ACHIEVEMENT OF ITS SCHOOL(S). THIS GRANT IS INTENDED TO SUPPLEMENT THESE EFFORTS AND STRENGTHEN DISTRICT SUPPORT.

THE GRANT APPLICATION IS STRUCTURED AROUND TWO GOALS: 1) ADDRESSING THE NEEDS OF THE ELIGIBLE SCHOOLS BASED ON AYP INDICATORS, AND 2) PROVIDING DISTRICT SUPPORT FOR THESE SCHOOLS BASED ON THE CHARACTERISTICS OF SUCCESSFUL DISTRICTS. GRANT APPLICANTS ARE REQUIRED TO DETAIL A TWO-YEAR PLAN AND BUDGET FOR THE FIRST YEAR OF THE TWO-YEAR GRANT CYCLE.

**/200/      STUDENT AND SCHOOL SUCCESS**

THESE FILES CONTAIN DOCUMENTATION IN SUPPORT OF THE TITLE I SUPPLEMENTAL GRANT PROGRAM AND DISTRICT ASSESSMENT AND PLANNING GRANTS SPECIFIC TO THE PROGRAM.

**00214000.      COMPREHENSIVE SCHOOL REFORM (CSR) GRANTS      EVT+7      DEST      N**

THE COMPREHENSIVE SCHOOL REFORM (CSR) PROGRAM BUILDS ON TITLE I SCHOOLWIDE PROGRAMS WHICH PROVIDES GREATER FLEXIBILITY IN THE USE OF FEDERAL FUNDS AND ENCOURAGES THE IMPLEMENTATION OF EFFECTIVE STRATEGIES FOR ALL STUDENTS IN A SCHOOL. THE CSR PROGRAM IS A STATE FORMULA GRANT PROGRAM, BASED ON TITLE I ALLOCATION. COMPETITIVE GRANTS ARE AWARDED TO SCHOOL DISTRICTS ON BEHALF OF SPECIFIC SCHOOLS AND MUST GIVE PRIORITY TO SCHOOLS THAT HAVE BEEN IDENTIFIED FOR THE TITLE I IMPROVEMENT AND DOCUMENT A COMMITMENT TO ASSIST SCHOOLS FOR TWO ADDITIONAL YEARS IN IMPLEMENTING AND SUSTAINING COMPREHENSIVE REFORMS. SCHOOL REFORM PROGRAMS SUPPORTED BY CSR MUST BE GROUNDED IN SCIENTIFICALLY BASED RESEARCH AND MEET SPECIFIC FEDERAL COMPONENTS.

THESE FILES DOCUMENT THE COMPREHENSIVE SCHOOL REFORM AND GRANT EFFORTS FOR WISCONSIN FROM THE PROGRAMS INCEPTION IN 1999.

EVENT = CLOSED

**00219000.      READING FIRST GRANTS      CR+6      DEST      N**

READING FIRST IS A UNITED STATES DEPARTMENT OF EDUCATION-FUNDED PROGRAM DESIGNED TO ASSIST ECONOMICALLY DISADVANTAGED KINDERGARTEN THROUGH THIRD-GRADE STUDENTS LEARN TO READ AT GRADE LEVEL. IT FOCUSES ON PHONEMIC AWARENESS, PHONICS, FLUENCY, VOCABULARY, AND COMPREHENSION WHILE ASSISTING K-3 TEACHERS TO IMPLEMENT BEST PRACTICES IN READING INSTRUCTION. AT ITS HEIGHT IN WISCONSIN, 60 SCHOOLS IN 23 SCHOOL DISTRICTS RECEIVED READING FIRST FUNDS TO IMPLEMENT THE PROGRAM. THE USE OF FEDERAL FUNDS FOR READING FIRST EXTENDS TO SEPTEMBER 30, 2010. AFTER WHICH THE PROGRAM WILL END. READING FIRST ALSO CONTAINS A REQUIREMENT THAT THE STATE EDUCATIONAL AGENCY (SEA) IS RESPONSIBLE FOR MONITORING PROGRESS TO ENSURE ACCOUNTABILITY AND TO PROVIDE TECHNICAL ASSISTANCE TO LOCAL SCHOOL DISTRICTS IN SELECTING AND IMPLEMENTING INSTRUCTIONAL PROGRAMS AND MATERIALS BASED ON SCIENTIFICALLY-SOUND READING RESEARCH AND IDENTIFYING ELIGIBLE PROFESSIONAL DEVELOPMENT PROVIDERS.

**02385001.      STATEWIDE ASSESSMENT ELEMENTARY/ SECONDARY STUDENTS 1973 -      CR+20      SHSW**

These Boxes Contain Materials Used In Developing Statewide Assessment Tests. File Folders Contain Reports, Developed Tests, And Related Materials Used To Identify Measurable Objectives And Developing Objective-Referenced Tests For Assessing Pupil Performance. (Actual Test Booklets Designed And Field Tested On A Broad Sample Of Wisconsin Students Are Included.)

**27075001.      OLD TEACHER CERTIFICATION CARD FILES 1932 - 1962      EVT      DEST**

The Old Card File Was Instituted In 1930 And Consists Of 3X5 Index Cards. These Cards Are Divided Into 2 Subsystems:  
 1. Cards Containing Teachers With Licenses Issued Prior To 1962 Who Never Received A Life Certificate. 2. Cards Containing Teachers With Life Certificates. Both Files Continue To Be Accessed Because A Teacher In Those Files May Not Appear On The Computer Listing Or Have A Manual File Folder Due To A Long Period Of Inactivity. When A Teacher Has Requested An Additional License Or Renewal And He/She Has A Card, A Manual File Folder Has Been Instituted For That Individual And Data Has Been Placed On The Master Computer File. Currently, There Remain Approximately 51,000 Cards In The License File And 41,000 Cards In The Life Certificate File. The File Has Not Been Added To And It Will Be Useless Due To Age By The Year 2025. Under The New System In Teacher Certification, It Is Recommended That These Cards Be Roll Microfilmed And Retained Until That Time (2025), Then Transferred To The SHS With Authority To Weed.

**00137000.      WISCONSIN MASTER EDUCATOR ASSESSMENT PROCESS PORTFOLIOS      EVT+15      SHSW      N**

UNDER CHAP. PI34, WISCONSIN HAS THREE LICENSE STAGES FOR ALL PROFESSIONAL EDUCATION AREAS THAT REQUIRE THE COMPLETION OF A STATE APPROVED PROGRAM: INITIAL EDUCATOR LICENSE, PROFESSIONAL EDUCATOR LICENSE AND MASTER EDUCATOR LICENSE. THE THIRD LICENSE STAGE, IF AN EDUCATOR CHOOSES TO PURSUE IT IS THE MASTER LICENSE STAGE. IT IS A TOTALLY VOLUNTARY LICENSE. A CANDIDATE WHO SELCTS THE MASTER EDUCATOR OPTION MUST DEMONSTRATE AN ADVANCED LEVEL OF PROFICIENCY ON CHALLENGING AND RIGOROUS PORTFOLIO ENTRIES BUILT ON THE FRAMEWORK OF THE WISCONSIN TEACHING, PUPIL SERVICES AND ADMINISTRATIVE STANDARDS. MASTERY IS DEMONSTRATED THROUGH PORTFOLIO EVIDENCE AND A VIDEO OF EXEMPLARY PRACTICE RELATED TO ONE OF THE APPROVED PROGRAM LICENSES. THE PORTFOLIO WILL BE COMPRISED OF SPECIFIC ENTRIES THAT DESCRIBE, ANALYZE AND REFLECT; AND INCLUDE SAMPLES, ARTIFACT, A VIDEO AND DEMONSTRATIONS OF THE APPLICANT'S MASTERY OF THE TEN TEACHING STANDARDS, 7 PUPIL SERVICES STANDARDS OR 7 ADMINISTRATOR STANDARDS. THE PROCESS TO ACHIEVE THE MASTER EDUCATOR LICENSE IS THE WISCONSIN MASTER EDUCATOR

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

**/300/      ACADEMIC EXCELLENCE**

ASSESSMENT PROCESS (WMEAP).  
THE ITEMS TO BE STORED ARE THE PORTFOLIOS AND ACCOMPANYING AUDIOTAPES, DVDS, CDS OR VHS TAPES THAT WMEAP CANDIDATES SUBMITTED.

**00140000.      DIVISION MAIL CONTROL      CR+10      DEST      Y**

THESE FILES CONTAIN THE MAIL CONTROL RECORDS OF THE DIVISION FROM LOCAL SCHOOL DDISTRICTS, CESA'S PARENTS, ETC. PERTAINING TO REQUESTS FROM THE STATE SUPERINTENDENT'S OFFICE TO RESPOND TO EDUCATIONAL ISSUES OF RESPONSIBIITY TO THE DIVISION. THESE FILES COVER ALL MATERIALS INVOLVED IN RESPONSE TO SUCH REQUESTS.

**00141000.      DIVISION SUBJECT FILES      CR+10      DEST      N**

THESE FILES CONTAIN THE SUBJECT/TOPICAL RECORDS PERTAINING TO ISSUES GOVERNING SPECIFIC TEAMS (E.G. CONTENT AND LEARNING; CAREER AND TECHNICAL EDUCATION; TEACHER EDUCATION; PROFESSIONAL DEVELOPMENT AND LICENSING; OF THE DIVISION OF ACADEMIC EXCELLENCE. SOME FILES CONTAIN CORESPONDNE RELATIVE TO EDUCATIONAL TOPICS.

**00216000.      YOUTH OPTIONS      CR+7      DEST      Y**

YOUTH OPTIONS AND POST-SECONDARY OPTIONS PROGRAM DOCUMENTS CREATED AND MAINTAINED CONSISTENT WITH S. 188.55 WIS. STATS. AND PI40, WIS. ADMIN. CODE. DOCUMENTS INCLUDE LEGISLATIVE ANALYSIS, PRGRAM INFORMATION AND ALL DOCUMENTATION OF STUDENT APPEALS AND DEPARTMENT DECISIONS.

**00217000.      ALTERNATIVE EDUCATION      CR+25      DEST      Y**

ALTERNATIVE EDUCATION PROGRAM GRANT DOCUMENTS CREATED AND MAINTAINED CONSISTENT WITH S. 115.366, WIS. STATS AND PI 44, WIS. ADMIN. CODE. DEOCUMENTS INCLUDE GRANT APPLICATION, END OF YEAR REPORTS, BUDGET ITEMS AND EVALUATIONS. SOME FILES MAY CONTAIN STUDENT SPECIFIC INFORMATION AND REQUIRE CONFIDENTIAL HANDLING.

**00218000.      AMERICAN INDIAN LANGUAGE AND CULTURAL EDUCATION BOARD      CR      SHSW      N**

THE AMERICAN INDIAN LANGUAGE AND CULTURE EDUCATION BOARD (AILCEB) WAS CREATED BY CHAPTER 346, LAWS OF 1979. THE 13 BOARD MEMBERS WERE APPOINTED FOR STAGGERED FOUR-YEAR TERMS UPON THE RECOMMENDATION OF WISCONSIN INDIAN TRIBES, BANDS, AND ORGANIZATIONS TO REPRESENT ALL SUCH GROUPS IN THE STATE. THE BOARD ADVISES THE STATE SUPERINTENDENT, THE BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM, THE HIGHER EDUCATIONAL ADIS BOARD, AND THE BOARD OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION ON ALL MATTERS RELATED TO THE EDUCATION OF AMERICAN INDIANS. IT ENCOURAGES THE ESTABLISHMENT OF AMERICAN INDIAN LANGUAGE AND CULTURE PROGRAMS IN SCHOOL DISTRICTS THAT ENROLL AMERICAN INDIAN PUPILS AND THAT HAVE AT LEAST 75 PERCENT AMERICAN INDIAN ENROLLMENT. THE AILCEB WAS ELIMINATED IN 2001 DURING THE GOVERNOR MC CALLUM ADMINISTRATION. RECORDS OF BOARD MEETING PROCEEDINGS WERE TRANSFERRED TO THE WISCONSIN STATE HISTORICAL SOCIETY AT THAT TIME.

**00220000.      PROFESSIONAL STANDARDS COUNCIL MEETING RECORDS (PI 34)      CR+25      SHSW      Y**

IN 1997 WISCONSIN ACT 298 WAS PASSED BY THE STATE LEGISLATURE AND SIGNED BY THE GOVERNOR WHICH CREATED THE STATUTORY PROFESSIONAL STANDARDS COUNCIL (PSC) TO ASSIST AND ADVISE THE STATE SUPERINTENDENT IN IMPROVING TEACHER PREPARATION, LICENSURE AND REGULATION. THE TEXT OF THIS LEGISLATION CAN BE FOUND AT WISCONSIN STATUTES - CHAPTER 15 (15.377). SPECIFIC INFORMATION REGARDING THE FRAMEWORK OF THE PROFESSIONAL STANDARDS COUNCIL CAN BE FOUND AT PI 34.36.  
THE PURPOSE OF THE COUNCIL, ACTING IN AN ADVISORY CAPACITY, IS TO ENSURE THE QUALITY OF THE PROFESSION OF TEACHING BY RECOMMENDING TO THE STATE SUPERINTENDENT A SET OF STANDARDS REGARDING LICENSURE AND EVALUATION OF TEACHERS, EVALUATION AND APPROVAL OF TEACHER EDUCATION PROGRAMS, THE STATUS OF TEACHING IN WISCONSIN, SCHOOL BOARD PRACTICES TO DEVELOP EFFECTIVE TEACHING AND PEER MENTORING PROGRAMS.  
STATUTORY RESPONSIBILITIES ALSO REQUIRE AN ANNUAL REPORT TO THE APPROPRIATE STANDING LEGISLATIVE COMMITTEES ON THE ACTIVITIES AND EFFECTIVENESS OF THE COUNCIL.  
THIS RECORDS SERIES WILL INCLUDE ANNUAL REPORTS TO THE LEGISLATURE, MEETING MINUTES, AND NOMINATION AND APPOINTMENT LETTERS TO THE COUNCIL AND SENATE EDUCATION COMMITTEE.

EVENT = CR + 25 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)

**00041000.      COMMODITY DISTRIBUTION RECORDS      CR+7      DEST      N**

These Files Contain Information On Commodity Orders For Child And Adult Nutrition Programs (E.G., National Lunch Program, Charitable/Correctional Institution Programs, Summer Camp, The Emergency Food Assistance Program, Etc. Records Contain Data Regarding Orders, Shipments And Receipts Filed Under Section 39.04 And 40.30(8) Of The Wi.Stats.  
Included Are Records By Vendors, Warehouse Confirmation Of Receipt, Reports Of Shortages Or Damages, Allotments Of Delivery Orders Indicating Shipment Dates And Destinations. Also Included Are General Correspondence Dealing With A Variety Of Topics.  
Included Are:  
1. Inventories Of Commodities;

**/320/      FOOD AND NUTRITION**

2. Delivery Receipts;  
 3. Warehouse Reports;  
 4. Requisitions;  
 5. Vouchers;  
 6. Storage, Handling, And Transportation Charges Invoices (Including Detailed Invoices Received From Commercial Warehouses, Trucking Firms, And County Distribution Points Supporting The Payment Of Transportation, Storage And Handling Charges Received In The Distribution Of United States Department Of Agriculture (Usda) Donated Commodities To Schools, Institutions, And Welfare Agencies.

Retain 7 Years And Destroy Provided Federal Audit And State Audit.

11/30/1999 10:16:22 Am

**00098000.      COMMUNITY NUTRITION PROGRAMS      CR+5      DEST      Y**

COMMUNITY NUTRITION TEAM ADMINISTERS THE FOLLOWING USDA CHILD NUTRITION PROGRAMS: CHILD AND ADULT CARE FOOD PROGRAM (CACFP) 7 CFR PART 226; SUMMER FOOD SERVICE PROGRAM (SFSP) 7 CFR PART 225; AND THE SPECIAL MILK PROGRAM (SMP) 7 CRF PART 215.

THE CONTENTS OF THESE RECORDS INCLUD THE FOLLOWING: FEDERAL CONTRACTS, PROGRAM EVALUATIONS, CORRESPONDENCE, SERIOUSLY DEFICIENT FILES, ROUTINE HEARING RECORDS, AND RELATED MATERIAL.

RETENTION: CR + 5 YEARS AND DESTROY

**00103000.      SCHOOL NUTRITION PROGRAMS-SPECIAL CORRESPONDENCE      CR+5      DEST      N**

SPECIAL CORRESPONDENCE CONCERNING AUDIT REPORTS, CORRESPONDENCE WITH THE UNITED STATES DEPARTMENT OF AGRICULTURE CONCERNING OPERATION OF THE SCHOOL NUTRITION PROGRAMS, OPERATION OF SCHOOL LUNCH AND SPECIAL MILK PROGRAMS AND RELATED TOPICS.

**00116000.      NATIONAL SCHOOL LUNCH PROGRAM AGENCY PARTICIPATION FILES - AL      CR+10      DEST      N**

Agencies 01-XXXX through 39-XXXX, and Agencies 41-XXXX through 75-XXXX.

These records are the Participation Files for Agencies, which contain all records pertaining to School Food Authorities participating (currently or previously) in the National School Lunch Program, School Breakfast Program, Special Milk Program, and state-funded school nutrition programs. This includes the USDA-mandated Coordinated Review Efforts/School Meal Initiatives Analyses, and hard copies of prior year contracts.

**00117000.      NATIONAL SCHOOL LUNCH PROGRAM AGENCY PARTICIPATION FILES - MIL      CR+20      DEST      N**

Agencies with codes 40-XXXX.

These records are the Participation Files for Agencies, which contain all records pertaining to School Food Authorities participating (currently or previously) in the National School Lunch Program, School Breakfast Program, Special Milk Program, and state-funded school nutrition programs. This includes the USDA-mandated Coordinated Review Efforts/School Meal Initiatives Analyses; and hard copies of prior year contracts.

This series is specific to SFAs in Milwaukee, including many that have been involved in the Milwaukee Parental Choice Program, and which have needed additional review and training.

**00134000.      COMMUNITY NUTRITION PROGRAMS - SPECIAL HEARING AND APPEAL FILE      CR+20      SHSW      Y**

COMMUNITY NUTRITION TEAM ADMINISTERS THE FOLLOWING USDA CHILD NUTRITION PROGRAMS: CHILD AND ADULT CARE FOOD PROGRAM (CACFP) 7 CFR PART 226; SUMMER FOOD SERVICE PROGRAM(SFSP) 7 CFR PART 225; AND THE SPECIAL MILK PROGRAM (SMP) 7 CRF PART 215.

THE CONTENTS OF THESE RECORDS INCLUDING THE FOLLOWING: SPECIAL HEARING AND APPEAL FILES FOR FEDERAL CONTRACTS, PROGRAM EVALUATIONS, CORRESPONDENCE, SERIOUSLY DEFICIENT FILES, AND RELATED MATERIAL. THESE FILES ARE FROM CRITICAL FEDERAL INVESTIGATIONS THAT RESULTED IN CHANGES TO HOW THE USDA CHILD NUTRITION PROGRAMS ARE ADMINISTERED. ACCESS TO THESE RECORDS ARE NECESSARY FOR INTERNAL USE TO IMPLEMENT AND TRACK POLICY CHANGES.

RETENTION: CR + 20 YEARS

**00026000.      STATE APPEAL BOARD REORGANIZATION HEARING FILES      CR+25      SHSW      Y**

STATE APPEAL BOARD REORGANIZATION HEARING FILES 1965 - CURRENT (CURRENTLY KNOWN AS SCHOOL DISTRICT BOUNDARY APPEAL BOARD HEARING FILES 1984-) STATE APPEAL BOARD SCHOOL DISTRICT REORGANIZATION HEARING FILES CONSISTING OF HEARING RECORD APPEALS, BRIEFS, BOARD ORDERS, AND RELATED CORRESPONDENCE FILED UNDER WISCONSIN STATUTES CHAPTER 117 AND SPECIFICALLY 117.03 STATE APPEAL BOARD.

**/400/      FINANCE AND MANAGEMENT**

FAMILIES FROM AROUND THE STATE PETITION THE SCHOOL DISTRICT BOUNDARY APPEAL BOARD TO CHANGE A DISTRICT BOUNDARY TO ALLOW THEIR CHILDREN TO ATTEND A NEIGHBORING SCHOOL DISTRICT THAT MAY BE CLOSER TO THEIR PROPERTY. AS MEMBERS OF THAT DISTRICT, FAMILIES HAVE VOTING RIGHTS AND ARE SUBJECT TO THE TAX LAWS APPLIED TO THE COUNTY AND MUNICIPALITY THE DISTRICTS FALLS WITHIN. THESE FILES ARE KEPT NOT ONLY FOR HISTORICAL PURPOSES, BUT ALSO IN CASE THERE IS A QUESTION OVER WHERE A DISTRICT'S BOUNDARY LIES.

RETENTION: CR + 25 YEARS AND TRANSFER TO WHS.

**00039000.      HOME-BASED PRIVATE EDUCATIONAL REGISTRATION FORM, PI-1206      CR+7      DEST      Y**

HOME-BASED PRIVATE EDUCATIONAL REGISTRATION FORM, PI-1206, WHICH INCLUDES THE GRADE LEVEL, GENDER, DISTRICT OF RESIDENCE OF THE CHILD OR CHILDREN ENROLLED IN THE HOME-BASED PROGRAM, A SERIES OF QUESTIONS THAT THE PARENT(S) OR GUARDIAN MUST ANSWER, AN ATTESTATION THAT THE PARENT OR GUARDIAN WILL FOLLOW THE CONFINES OF THE LAW, AND PARENTS OR GUARDIAN MUST SUBMIT THE FORM ELECTRONICALLY IN ORDER TO BE REGISTERED. PARENT OR GUARDIAN MUST PROVIDE ALL CURRICULUM MATERIALS AND SUPPLIES USED.

RETENTION: CR + 7 YEARS AND DESTROY CONFIDENTIAL.

**00127000.      ANNUAL SCHOOL DISTRICT FINANCIAL REPORTS      CR+5      SHSW      N**

THIS RDA CONSOLIDATES 075, 120, 127A AND 127B INTO ONE RDA.

SCHOOL DISTRICTS ARE REQUIRED UNDER WIS. STAT. CH. 121, TO FILE FINANCIAL, ANNUAL, AND BUDGET REPORTS TO THE WI DEPT. OF PUBLIC INSTRUCTION. THESE REPORTS CONTAIN INFORMATION ABOUT: ENROLLMENT, MEMBERSHIP, ATTENDANCE, BUILDINGS, TYPE OF SCHOOL ORGANIZATION, ANALYSIS OF TEACHING STAFF, INSTRUCTORS IN PARTICULAR FIELDS, NON-INSTRUCTIONAL STAFF, SALARIES OF TEACHERS AND NON-TEACHING STAFF, SCHOOL TAX LEVIES, EXPENDITURES FOR NEW BUILDINGS AND ADDITIONS, OUTSTANDING LONG-TERM INDEBTEDNESS, COMPUTATION OF STATE AIDS FOR TRANSPORTATION, BOARD AND LODGING, DRIVER EDUCATION, SPECIAL EDUCATION SERVICES, FINANCIAL AND AUDIT STATEMENTS AND RELATED INFORMATION, AND SUMMER SCHOOL PROGRAMS.

THE REPORTING DONE BY SCHOOL DISTRICTS IS USED IN THE CALCULATION AND PAYMENT OF EQUALIZATION AND CATEGORICAL AIDS INCLUDING THE FOLLOWING REPORTS: EQUALIZATION AIDS, SPECIAL EDUCATION AIDS, TRANSPORTATION AIDS, COMMON SCHOOL FUND (LIBRARY AIDS), DRIVERS EDUCATION AND STATE TUITION CLAIMS. SCHOOL DISTRICT ANNUAL FINANCIAL AUDIT REPORTS, INCLUDING SINGLE AUDIT IF REQUIRED, INCLUDE THE FOLLOWING REPORTS: CESA ANNUAL FINANCIAL AUDIT REPORTS, CCDEB ANNUAL FINANCIAL AUDIT REPORTS, MEMBERSHIP AUDIT REPORTS, AND LIBRARY AUDIT REPORTS.

RETENTION: CR + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)

**00127C00.      SUPPORTING INFORMATION FOR THE CALCULATION AND PAYMENT OF GE      CR+5      DEST      Y**

THIS RDA DESCRIBES DOCUMENTS THAT PROVIDE SUPPORTING INFORMATION USED TO CALCULATE THE PAYMENT OF EQUALIZATION AND CATEGORICAL AIDS. SUPPORTING INFORMATION MAY INCLUDE: CORRESPONDENCE, REPORTS THAT INCLUDE STUDENT INFORMATION USED IN ITS REDACTED FORMAT TO PRODUCE FINAL REPORTS DESCRIBED IN RDA 127, AND OTHER ADDITIONAL CLARIFYING INFORMATION SUBMITTED TO DPI BY SCHOOL DISTRICTS IN COMPLIANCE WITH WIS STAT. CH. 121

THIS RDA INCLUDES: BUDGET AND ANNUAL REPORT SIGNATURE PAGES AND AUDIT STATEMENTS, STATE AIDS EDIT REPORTS, AND MANUAL ADJUSTMENTS MADE TO THE PAYEES FOR THE AIDS PAYMENTS. ALSO INCLUDED ARE TAX LEVY CERTIFICATIONS, ANNUAL ADDENDUM REPORTS, SPED ADJUSTMENTS AND RELATED CORRESPONDENCE, SUMMARY LISTINGS OF FINANCIAL REPORT REVIEWS AND SINGLE AUDIT MONITORING DOCUMENTS, MEMBERSHIP AUDIT REVIEW DOCUMENTS, GROUP AND FOSTER CARE STUDENTS REPORTS, COMMON SCHOOL FUND CENSUS TABLES, AUDIT VARIANCE REPORTS AND RELATED MATERIAL, IMPACT AID SUPPORTING MATERIALS, MEMBERSHIP REPORTS AND MANUAL COUNT ADJUSTMENTS, REVENUE LIMIT REPORTS, TRANSFER OF SERVICE REPORTS, SUMMER SCHOOL AND OTHER EQUALIZATION SUPPORTING MATERIALS AND CHARTER SCHOOL REPORTS (2R REPORTS).

SOME RECORDS ARE PUPIL RECORDS, OR THEY MAY CONTAIN PII AND STUDENT DATA. THEREFORE, THE RECORDS MUST BE KEPT CONFIDENTIAL BY THE DEPARTMENT AS REQUIRED UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT REGULATIONS, 7 C.F.R. 99.

RETENTION: CR + 5 YEARS AND DESTROY CONFIDENTIAL

**00131000.      MILWAUKEE PARENTAL CHOICE PROGRAM RECORDS      CR+20      SHSW      Y**

These files contain information regarding the (MPCP) which was established in 1989 Act 336. Under this program, state funds are provided to pay for the cost of children from low-income families to attend, at no charge, private schools located in the City of Milwaukee. Students meeting certain eligibility criteria began attending private schools under this program during the 1990-1991 school year. Initially, only nonsectarian private schools were allowed to participate under the program. The 1995 Budget Bill expanded the program to include sectarian schools and additional changes were made in the program. These changes were challenged in court and a preliminary injunction prohibiting implementation of these program modifications were issued, despite the fact that the changes took effect for nonsectarian schools during the 1996-97 school year. In June 1998, the Wisconsin Supreme Court found that the program modifications passed constitutional scrutiny and the fully expanded program became effective in 1998-99.

**/400/      FINANCE AND MANAGEMENT**

These files contain information pertaining to the Milwaukee Parental Choice Program including general correspondence, student applications, annual financial reports from individual schools, school program applications, correspondence between schools and the DPI, and background on legal decisions related to MPCP.

The DPI recommends that the student-specific records be destroyed as confidential and the program-specific records be transferred to the Wisconsin State Historical Society for preservation.

**00155000.      OPEN ENROLLMENT APPEAL FILES      CR+7      DEST      Y**

THE RECORD SERIES CONTAINS THE OFFICIAL RECORD OF PARENT APPEALS OF OPEN ENROLLMENT DENIALS BY SCHOOL DISTRICTS. THE RECORD CONTAINS THE APPEAL FILED BY THE PARENT, FACTS AND ARGUMENTS SUBMITTED BY EACH PARTY, AND A COPY OF THE DEPARTMENT'S DECISION IN THE APPEAL. THE DEPARTMENT'S DECISION MAY BE APPEALED TO CIRCUIT COURT WITHIN 30 DAYS OF SERVICE OF THE DECISION, AT WHICH TIME THE DEPARTMENT IS REQUIRED TO PROVIDE A COPY OF THE RECORD TO THE COURT.

ALL OF THE RECORDS IN THIS SERIES CONSTITUTE "PUPIL RECORDS" UNDER WIS. STATS. 118.125 AND MUST, THEREFORE, BE KEPT CONFIDENTIAL BY THE DEPARTMENT AS REQUIRED UNDER WIS. STATS. 118.125 (2) (G) AND FERPA (FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT).

RETAIN RECORDS FOR SEVEN YEARS AND DESTROY CONFIDENTIAL (CR + 7)

**00156000.      ORIGINAL DECISIONS IN OPEN ENROLLMENT APPEALS      CR+25      DEST      Y**

THIS RECORD SERIES CONTAINS THE DECISION AND ORDER ISSUED BY THE DEPARTMENT IN OPEN ENROLLMENT APPEALS. THESE RECORDS ARE FILED BY APPEAL AND CASE NUMBER. THESE ORDERS WILL SERVE AS RESEARCH DOCUMENTS FOR ATTORNEYS REPRESENTING THEIR CLIENTS IN APPEALS AND AS PRECEDENTS FOR THE DEPARTMENT IN ISSUING ORDERS IN FUTURE APPEALS. THESE ORDERS DRIVE POLICY DECISIONS AND INFLUENCE OUR DAILY WORK.

ALL THE RECORDS IN THIS SERIES CONSTITUTE "PUPIL RECORDS" UNDER WIS. STATS. 118.125 AND MUST, THEREFORE, BE KEPT CONFIDENTIAL BY THE DEPARTMENT AS REQUIRED UNDER WIS. STATS. 118.125(2)(G) AND FERPA (FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT).

RETAIN RECORDS FOR 25 YEARS AND DESTROY CONFIDENTIAL. (CR+25)

**00200E00.      OPEN ENROLLMENT APPLICATIONS AND TRANSFER BASE      CR+25      DEST      Y**

ALL OF THE RECORDS IN THIS SERIES CONSTITUTE "PUPIL RECORDS" UNDER WIS. STATS. 118.125, AND MUST, THEREFORE, BE KEPT CONFIDENTIAL BY THE DEPARTMENT AS REQUIRED BY WIS. STATS. 118.125(2)(G).

SECTION 118.51(3) WIS.STATS., REQUIRES THE PARENT OF A PUPIL WHO WISHES TO ATTEND A NONRESIDENT SCHOOL DISTRICT UNDER OPEN ENROLLMENT TO SUBMIT AN APPLICATION FORM TO THE NONRESIDENT SCHOOL DISTRICT ON A FORM PROVIDED BY THE DEPARTMENT. SINCE THE 2008-09 SCHOOL YEAR, PAPER APPLICATIONS HAVE NOT BEEN SENT TO THE DEPARTMENT. INSTEAD, PARENTS APPLY ON THE DEPARTMENT'S WEBSITE OR SUBMIT A PAPER APPLICATION TO THE NON-RESIDENT SCHOOL DISTRICT, THAT THEN ENTERS THE APPLICATION DATA INTO THE DEPARTMENT'S ONLINE APPLICATION DATABASE. THE DEPARTMENT DOES NOT RECEIVE PAPER APPLICATIONS. INFORMATION IN THIS DATABASE ALONG WITH THE TRACKING OF APPLICATIONS AND TRANSFERS ALLOWS THE DEPARTMENT TO GENERATE THE ANNUAL REPORT TO THE GOVERNOR AND LEGISLATURE REQUIRED UNDER WIS. STATS. 118.51(15)(C) AND TO TRANSFER STATE AID FROM THE RESIDENT TO THE NONRESIDENT SCHOOL DISTRICT FOR EACH OPEN ENROLLMENT PUPIL AS REQUIRED UNDER WIS. STATS. 118.51(15)(C) AND TO TRANSFER STATE AID FROM THE RESIDENT OF THE NONRESIDENT SCHOOL DISTRICT FOR EACH OPEN ENROLLMENT PUPIL AS REQUIRED UNDER WIS. STATS. 118.51(16). IT ALSO ENABLES THE DEPARTMENT TO RESPOND TO QUESTIONS FROM THE LEGISLATURE, MEDIA, AND PUBLIC. ONLY STATISTICAL INFORMATION IS PROVIDED. NO PERSONALLY IDENTIFIABLE INFORMATION IS RELEASED.

RETENTION JUSTIFICATION: AN OPEN ENROLLED PUPIL CAN POTENTIALLY BE ENROLLED FOR 17 YEARS (EARLY CHILDHOOD TO 21). RECORDS SHOULD BE RETAINED FOR AN ADDITIONAL 8 YEARS, FOR A RETENTION TOTAL OF 25 YEARS, FOR THE HISTORICAL DATA NEEDED TO GENERATE REPORTS TO THE GOVERNOR AND LEGISLATURE.

RETENTION: CR+25 YEARS AND DESTROY CONFIDENTIAL

**00200P00.      OPEN ENROLLMENT APPLICATIONS-PAPER      CR+7      DEST      Y**

ALL OF THE RECORDS IN THIS SERIES CONSTITUTE "PUPIL RECORDS" UNDER WIS. STATS. 118.125, AND MUST, THEREFORE, BE KEPT CONFIDENTIAL BY THE DEPARTMENT AS REQUIRED BY WIS. STATS. 118.125(2)(G).

SECTION 118.51(3) WIS. STATS., REQUIRES THE PARENT OF A PUPIL WHO WISHES TO ATTEND A NONRESIDENT SCHOOL DISTRICT UNDER OPEN ENROLLMENT TO SUBMIT AN APPLICATION FORM TO THE NONRESIDENT SCHOOL DISTRICT ON A FORM PROVIDED BY THE DEPARTMENT. THE STATUTE ALSO REQUIRES THE NONRESIDENT SCHOOL DISTRICT TO SEND A COPY OF THE FORM TO PUPIL'S RESIDENT SCHOOL DISTRICT AND TO THE DEPARTMENT.

INFORMATION FROM THIS INITIAL APPLICATION FORM IS ENTERED INTO AN OPEN ENROLLMENT DATABASE WHICH IS UPDATED AS INFORMATION IS RECEIVED FROM SCHOOL DISTRICTS ABOUT APPROVAL OR DENIAL OF APPLICATIONS, AS

**/400/      FINANCE AND MANAGEMENT**

WELL AS ACTUAL TRANSFERS, AND WITHDRAWAL FROM OPEN ENROLLMENT. AFTER THE DATA IS ENTERED INTO THE DATABASE, THE PRINT APPLICATIONS BECOME DUPLICATE RECORDS AND ARE ONLY RETAINED FOR 7 YEARS. THE INFORMATION IN THE DATABASE ENABLES THE DEPARTMENT TO GENERATE THE ANNUAL REPORT TO THE GOVERNOR AND LEGISLATURE REQUIRED UNDER WIS. STATS. 118.51(15)(C) AND TO TRANSFER STATE AID FROM THE RESIDENT TO THE NONRESIDENT SCHOOL DISTRICT FOR EACH OPEN ENROLLMENT PUPIL AS REQUIRED UNDER WIS. STATS. 118.51(16).

PAPER APPLICATIONS WERE ONLY RECEIVED BY THE DEPARTMENT THROUGH THE 2008/09 SCHOOL YEAR.

RETENTION: CR+7 YEARS AND DESTROY CONFIDENTIAL

**00215000.      WISCONSIN CHARTER SCHOOLS      CR+10      SHSW      N**

WISCONSIN CHARTER SCHOOLS FILES CONTAINING FEDERAL GRANT APPLICATIONS. FILES SHOULD BE AVAILABLE FOR AUDIT PURPOSES AND POSSIBLY FOR SOME KIND OF STUDY OR RESEARCH REGARDING CHARTER SCHOOL FEDERAL GRANT APPLICATIONS FUNDING AVAILABLE AND/OR RECEIVED, TYPE OF SCHOOL, I.E., ARTS/CULTURE, AT-RISK, EARLY LEARNING, ENVIRONMENTAL, EXPEDITIONARY LEARNING, GENERAL / LIBERAL ARTS, HEALTH SCIENCE AND TECHNOLOGY, LANGUAGE / INTERNATIONAL, MATH / SCIENCE, MONTESSORI, PROJECT-BASED, TECHNOLOGY / VOCATIONAL, VIRTUAL, VOCATIONAL. MANY CHARTER SCHOOLS MAY HAVE A FIVE-YEAR CONTINUOUS RELATIONSHIP WITH OUR DIVISION / SECTION.

**00221000.      OPEN ENROLLMENT ADMINISTRATIVE FILES      CR+7      DEST      Y**

THIS RECORD SERIES CONTAINS TRANSPORTATION REIMBURSEMENT CLAIMS AND TUITION WAIVER FORMS FOR THE PUBLIC SCHOOL OPEN ENROLLMENT PROGRAM.

ALL THE RECORDS IN THIS SERIES CONSTITUTE "PUPIL RECORDS" UNDER WIS. STATS. 118.125 AND MUST, THEREFORE, BE KEPT CONFIDENTIAL BY THE DEPARTMENT AS REQUIRED UNDER WIS. STATS.118.125(2)(G).

RETENTION: CR + 7 YEARS AND DESTROY CONFIDENTIAL

**00007000.      GENERAL CORRESPONDENCE OF THE DIVISION ADMINISTRATOR      EVT+10      SHSW      Y**

THESE FILES CONTAIN THE GENERAL CORRESPONDENCE OF THE ASSISTANT STATE SUPERINTENDENT FOR THE DIVISION FOR LEARNING SUPPORT: EQUITY AND ADVOCACY. INCLUDED ARE CORRESPONDENCE TO LOCAL SCHOOL DISTRICTS, MEETING MINUTES, BUDGET REVIEWS, AND WORKPAPERS.

RETENTION: EVENT+10, EVENT=CLOSED/TERMINATED/DEATH

**00030000.      TEAM DIRECTOR'S HISTORICAL OFFICE FILES      EVT+10      SHSW      Y**

GENERAL FILES RELATED TO THE DIRECTOR FOR THE SPECIAL EDUCATION TEAM WORK ACTIVITIES:

PI 11 AND CHAPTER 115 HISTORICAL FILES.

TEAM DIRECTOR'S CHRONOLOGICAL CORRESPONDENCE FILES.

TEAM DIRECTOR'S HISTORICAL OFFICE FILES OF SERVICES PROVIDED TO CHILDREN.

RETAIN 10 YEARS AND TRANSFER TO WHS.

**00034000.      IDEA Project Files (TITLE VI-B EHA, PL 94-142, PL 99-457, Discretionary & Pre      EVT+5      DEST      N**

Project Files Include A Record Of Activities During The Operation Of The Project Such As Original Application, Review Materials, Grant Notification, Correspondence Budget And Project Revisions, Evaluation, Products Of The Grant, Etc. Summary Information Including Project Number, Title, Fiscal Agent, Award \$, Number Of Children Served, And Final Expended Amount Will Be Extracted And Covered Under Rda 255-00043.

This Series Includes Projects Formerly Administered Under Title Vi-B Of The Education Of The Handicapped Act (Eha), Part B--Flow-Through, Discetionary, And Early Childhood. Part B'S Name Was Changed To PI 94-142 And Early Childhood Became Known As PI 99-457. PI 94-142 Is Now Known As Idea (The Individuals With Disabilities Education Act).

Retain 5 Years After Closed And Destroy Provided Federal Audit.

**00065000.      CHILDREN WITH DISABILITIES STUDENT CASE FILES      EVT+20      DEST      Y**

Student Records Pertaining To Educational Services Provided To Children And Youth With Disabilities Under The Federal Individuals With Disabilities Education Act (Formerly Known As Eha, Eahca, And PI 94-142) And Under Chapter 115, Wis. Stats. These Files Contain Materials Related To Contacts With Parents And School Districts In The Form Of Inquiries, Complaints, Local Appeals, Requests For Out-Of-State Or Private Placements, Or Other Student- Specific Activities.

Rda 138/65 Previously Covered These Files. With The Transfer Of The Program For Children With Special Health Care Needs

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

**/500/**      **LEARNING SUPPORT**

(Formerly Bcnp) To The Dhss Division Of Health In 1990, And Per The Transfer Agreement Between Dpi And Dhss, The Files Maintained By The Pcschn Were Reviewed And Those Files Which Were Classified "Education-Only" Were Retained By The Bureau For Exceptional Children, Thus Necessitating This New Rda.

**00069000.**      **SPECIAL EDUCATION COMPLIANCE MONITORING**      **EVT+15**      **DEST**      **Y**

Information On Compliance By Public Agencies In Wisconsin With State And Federal Laws And Regulations Relating To Programs For Children And Youth With Disabilities. This Includes Correspondence And Reports On Monitoring Activities Records Of Court/Legal Actions, And Other Materials And Documentation Related To Compliance Monitoring And Approval Of Special Education Policies And Procedures Part Of The Monitoring Process Involves Looking At Individual Student Records Which Would Be Considered Confidential According To The Family Educational Rights And Privacy Act (FERPA).

These Records Would Need To Be Purged Prior To Transfer To The State Historical Society.

Supersedes Rda 058/85/003.

**00073000.**      **CHILD COUNT INFORMATION UNDER THE IDEA AND ECIA-CHAPTER 1 AND I**      **EVT+10**      **DEST**      **Y**

Records Relating To The Collection Of Child Count And Other Federal Data Reports To Meet The Requirements Of The Individuals With Disabilities Education Act And Chapter I-Handicapped-State Operated Programs. The Chapter I-Handicapped Program Is Also Commonly Known As PI 89-313. This Includes Department Report Forms Pi-2197-A, Pi-2197-B, Pi-2119, Pi2120, And Pi-2198 & Proc 4446 (Child Count Summary, Individual Student Data Report, Lea Transfer Count & Report, Pi-89-313 Count & Enrollment/Transfer Report, Een School Census/Personnel Report, And Student Leaver/Exiting Reports.)

All Reports Except The Census/Personnel Report Are Based On Individual Student Data Information Collected On An Individual Student Basis, And Are Covered Under The Family Educational Rights And Privacy Act.

Rdas 00073000 And 00074000 Supersede Rda 058/85/002.

Minor Amendment Approved 3/2/95 Hc.

**00074000.**      **INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) ADMINISTRATION**      **EVT+10**      **SHSW**      **N**

INFORMATION RELATED TO THE STATE EDUCATION AGENCY'S ADMINISTRATION OF FEDERAL SPECIAL EDUCATION GRANT PROGRAMS, INCLUDING THE IDEA (OR PL 94-142), PL 99-457 PRESCHOOL, PART B STATE GRANT PROGRAMS, PART C EARLY CHILDHOOD, PART C DEAF / BLIND, PART D PERSONNEL PREPARATION, STATE IMPROVEMENT GRANT, STATE PERSONNEL DEVELOPMENT GRANT, AND TRANSITION GRANTS. THE FILES CONTAIN STATE PLANS AND GRANT APPLICATIONS TO THE FEDERAL GOVERNMENT, CORRESPONDENCE, REPORTS AND OTHER DOCUMENTS.

Rdas 00073000 And 00074000 Supersede Rda 058/85/002.

Minor Amendment Approved 3/2/95 Hc.

**00095000.**      **IDEA COMPLAINTS**      **EVT+15**      **DEST**      **Y**

These Are The Records Of Complaints Filed With The Department Of Public Instruction Under The Individuals With Disabilities Education Act (Idea) (Formerly Under The Education Department General Administrative Regulations - Edgar) And Under Chapter 115, Wis. Stats. These Complaints Allege Violations Of State And Federal Special Education Laws And Regulations. The Files Contain Correspondence, Student Records, Reports, Corrective Action Plans, And Documentation Of The Investigation And Compliance Resolution.

Evt=Closed.

**00114000.**      **SPECIAL EDUCATION DUE PROCESS HEARINGS 1996-**      **EVT+10**      **DEST**      **Y**

THIS SERIES CONTAINS THE OFFICIAL HEARING RECORDS OF CASES FILED UNDER CHAPTER 115, WIS. STATS., AND THE INDIVIDUAL'S WITH DISABILITIES EDUCATION ACT REGARDING SPECIAL EDUCATION DISPUTES. THE FILES INCLUDE TRANSCRIPTS OF THE HEARING, BRIEFS, CORRESPONDENCE, HEARING DECISIONS, AND ANY OTHER RECORDS SUBMITTED AS PART OF THE DUE PROCESS PROCEEDINGS.

**00133000.**      **PUPIL NONDISCRIMINATION INVESTIGATION**      **EVT+7**      **DEST**      **Y**

These files contain the official investigation records in cases filed under Section 118.13, Wis. Stats. Pertaining to pupil discrimination issues. No person may be denied admission to any public school or be denied participation in, be denied the benefits of or discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Complaints from residents of the school district regarding possible violations of s. 118.13, Wis. Stats. Are investigated by the DPI to determine if this section of the state law had been violated and to ensue compliance.

Files include correspondence, exhibits, and any other records submitted as part of the investigation.

Retention: Retain 5 years and destroy RETENTION INCREASED TO +7 YEARS AND DESTROY PER PRB 11/26/2007

**/500/      LEARNING SUPPORT**

**00134000.      PUPIL NONDISCRIMINATION REPORTS AND EVALUATIONS      CR+6      DEST      N**

Section 118.13(2), Wis. Stats. Requires each school district to develop written policies and procedures to implement pupil nondiscrimination and to submit these policy papers and procedures to the state superintendent. The DPI will periodically review school district programs, activities and services to determine compliance.

This series contains the official school district self-evaluations and required annual compliance reports submitted by the districts to the DPI as required under s. 118.13, Wis. Stats.

Retention: Retain 6 yeras after creation and destroy.

**00142000.      HIGH COST SPECIAL EDUCATION CATEGORICAL AID PROGRAM / KEEPING      CR+15      DEST      Y**

THE HIGH COST SPECIAL EDUCATION CATEGORICAL AID PROGRAM / KEEPING THE PROMISE WAS STARTED FOR THE 2003 - 2004 SCHOOL YEAR.

WISCONSIN ACT 2005 CREATED A NEW STATE CATEGORICAL AID PROGRAM BEGINNING IN 2006 - 07 FOR ELIGIBLE COSTS INCURRED DURING THE 2005 - 06 SCHOOL YEAR. THIS AID PROGRAM IS INTENDED TO ASSIST SCHOOL BOARDS, CESA BOARDS OF CONTROL, COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARDS, AND CHARTER SCHOOLS AUTHORIZED UNDER 118.40(2R) WITH MEETING NEEDS OF HIGH COST SPECIAL EDUCATION STUDENTS. THESE ENTITIES ARE ELIGIBLE FOR HIGH COST SPECIAL EDUCATION CATEGORICAL AID IF THEY INCURRED, IN THE PREVIOUS SCHOOL YEAR, MORE THAN \$30,000 OF NON-ADMINISTRATIVE COSTS FOR PROVIDING SPECIAL EDUCATION AND RELATED SERVICES TO A CHILD, AND THOSE COSTS ARE NOT ELIGIBLE FOR REIMBURSEMENT UNDER THE STATE SPECIAL EDUCATION AND SCHOOL AGE PARENTS CATEGORICAL AID, THE FEDERAL INDIVIDUALS WITH DISABILITIES ACT, OR THE FEDERAL MEDICAID PROGRAM. THE STATE CATEGORICAL AID APPROPRIATION FOR THE 2006 - 07 SCHOOL YEAR WAS \$3,500,000.

IN ADDITION TO THE \$3.5 MILLION OF STATE CATEGORICAL AID, STATE SUPERINTENDENT BURMASTER ALLOCATED \$1.9 MILLION FROM THE FEDERAL INDIVIDUALS WITH DISABILITIES ACT (IDEA) APPROPRIATION. THIS ADDITIONAL FUNDING IS A CONTINUATION OF THE STATE SUPERINTENDENT'S COMMITMENT TO SUPPORT STUDENTS WITH SEVERE OR MULTIPLE DISABILITIES.

**00143000.      STATE SUPERINTENDENT'S COUNCIL ON SPECIAL EDUCATION      CR+15      SHSW      N**

AN ADVISORY COUNCIL TO THE STATE SUPERINTENDENT OF PUBLIC INSTRUCTION UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT [20 U.S.C. CHAPTER 33], SEC. 300.652, 300.508(A)(5) AND WISCONSIN STATUTES, SECTION 15.377(4). THE MISSION OF THE COUNCIL ON SPECIAL EDUCATION IS TO PROMOTE THE EDUCATION OF CHILDREN WITH DISABILITIES BY PROVIDING BROAD BASED INPUT TO THE DEPARTMENT OF PUBLIC INSTRUCTION.

THE COUNCIL ON SPECIAL EDUCATION IS A COMMITTEE APPOINTED BY THE STATE SUPERINTENDENT TO ADVISE THE DEPARTMENT OF PUBLIC INSTRUCTION AND ITS DIVISION FOR LEARNING SUPPORT: EQUITY AND ADVOCACY (DLSEA) IN MATTERS RELATED TO THE EDUCATION OF ALL CHILDREN WITH DISABILITIES IN WISCONSIN.

THE COUNCIL'S DUTIES INCLUDE: ADVISING THE STATE EDUCATION AGENCY OF UNMET NEEDS IN THE EDUCATION OF CHILDREN WITH DISABILITIES WITHIN THE STATE; ADVISING THE STATE EDUCATION AGENCY IN DEVELOPING EVALUATIONS AND REPORTING ON DATA TO THE FEDERAL DEPARTMENT OF EDUCATION; ADVISING THE STATE EDUCATION AGENCY IN DEVELOPING PLANS TO ADDRESS FINDINGS IN FEDERAL MONITORING REPORTS; ADVISING THE STATE EDUCATION AGENCY IN DEVELOPING AND IMPLEMENTING POLICIES RELATING TO THE COORDINATION OF SERVICES FOR CHILDREN WITH DISABILITIES AND ON ANY OTHER MATTERS UPON WHICH THE STATE SUPERINTENDENT WISHES THE COUNCIL'S OPINION; COMMENTING PUBLICLY ON ANY RULES PROPOSED BY THE DEPARTMENT REGARDING THE EDUCATION OF CHILDREN WITH DISABILITIES; REVIEWING THE FINDINGS OF FACTS, AND DECISIONS OF HEARINGS AND APPEALS BROUGHT BEFORE THE STATE SUPERINTENDENT.

**00202000.      SPECIAL EDUCATION PLANS      CR+5      DEST      Y**

The Special Education Plan consists of narrative and any amendments to the narrative describing an agency's special education services/programming including an examination of specific data elements outlined in Chapter 115.77(4)(j)(1-10). The Special Education Plan also includes an agency's budget applications and any amendments for its federal Individuals with Disabilities Education Act (IDEA) flow-through and preschool entitlement dollars. Both the narrative and the budget applications are submitted electronically via an Internet application. The data collected on the narrative and the budget applications are stored electronically in a database and paper copies are also printed. In addition, an agency's paper file will contain a Statement of Assurances signed by the agency administrator and any personal notes of the consultant who reviewed the narrative and budget applications. The final/approved narratives and IDEA budget applications will be maintained electronically in a digital archive.

**00018000.      TEACHER LICENSE      EVT+1      DEST**

RECORDS OF INDIVIDUALS WHO HAVE FILED APPLICATIONS FOR CERTIFICATION OR LICENSURE TO TEACH IN THE PUBLIC SCHOOLS OF THE STATE OF WISCONSIN UNDER S. 115.28(7) AND 118.19, WI. STATS. INCLUDED ARE RECORDS FOR LICENSES THAT MUST BE (FOR EXTENDED DESCRIPTION, SEE 255/200, RDA 00018000)