
MEMORANDUM No. 2014-049

TO: District Superintendents
Business Managers
WISE Coordinators
Personnel Directors
WDE652 Contacts

FROM: Donal Mattimoe, Data Analyst
Finance and Data Division

DATE: April 14, 2014

SUBJECT: Guidance and Training for the Spring 2014 WDE652

WDE OFFERS TRAINING TO DISTRICTS FOR SPRING WDE652 DATA COLLECTION

Trainings will happen on the WEN and Blackboard Collaborate

CHEYENNE - The Wyoming Department of Education (WDE) announces the Spring 2014 WDE652 – WISE School District Staff Member data collection. This memorandum will provide general information about the WDE652, the WDE652 collection and correction timeline, and information on digital training sessions to support this collection.

General information about WDE652

The WDE652 is a full-year comprehensive report of employment details as they occurred throughout the school year. This year-end data is required to ensure accurate calculation of full-time employment (FTE) values for the school year. These accurate FTE values are then rolled forward as prior experience for use in conjunction with the data collection scheduled for October 1. WDE602 employment data is used in the Wyoming Funding Model calculation.

The collection consists of four separate data files:

- Employment
- Assignment
- Experience
- Education

Spring 2014 WDE652 Timeline

April 24, 2:00-3:30 p.m.	Training, via WEN and Blackboard Collaborate
May 14	Data collection window opens
June 16	Recommended submission deadline
June 30, 5:00 p.m.	Data collection window closes

Document and Submission Location

The collection will be submitted through the State Reports Manager (SRM) on the WISE data system. All collection documents, including training slides, will also be available on the WISE website: <http://portals.edu.wyoming.gov/wise/>

Data Correction

It is recommended that districts submit their data by June 16, 2014, to allow time to correct any errors that may occur with the data. After submission, WDE’s WDE652 steward will contact districts via email if there are errors to be corrected. All errors should be fixed within two weeks of receipt. The correction timeline is in place to enable on-time reporting and accurate funding model calculations.

Please note, only districts’ WDE652 contact can make corrections to Spring 2014 WDE652 data.

Training for WDE652 collection

Who: Those responsible for completing the WDE652 should attend. It is also recommended that WISE Coordinators attend.

What: Review collection reference materials, receive tips on accessing and utilizing the materials, get details on the submission process, and address FAQs. WDE personnel specializing in this and other data collections will be available to answer any additional content questions that district personnel may have.

When: Thursday, April 24, 2014 from 2:00-3:30 p.m.

Where: via WEN and Blackboard Collaborate

How to sign up: Please contact your local high school or community college to have their WEN Video scheduler sign your site up.

Additionally, follow this link at the start of the event for Blackboard Collaborate, which offers an interactive live chat function: http://tiny.cc/WDE_Participant

Access for Blackboard Collaborate

The WDE's online meeting room, Blackboard Collaborate, as well as tutorials on the meeting room, can be found at: <http://edu.wyoming.gov/Resources/blackboard-collaborate/>

For more information regarding the content or submission of the WDE652, please contact Donal Mattimoe at 307-777-6391 donal.mattimoe@wyo.gov. For more information about the WISE project, please contact Leslie Zimmerschied at 307-777-8751 or leslie.zimmerschied@wyo.gov

Enclosure
DM/pr