



Wyoming Department of Education

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MEMORANDUM NO. 2007- 061

TO: School District Superintendents
Business Managers

FROM: Vince Meyer *V. Meyer*
Data Services Supervisor
Technology, Careers & Data Unit

DATE: March 23, 2007

SUBJECT: End-of-Year Data Collection Trainings

WEN VIDEO TRAININGS

The Wyoming Department of Education (WDE) will hold several different training sessions in May to address end-of-year education data collections. The training sessions will be interactive, administered over the Wyoming Equality Video Network (WEN).

As further described in the following documentation, two distinct sessions will be held to cover data collections submitted via Excel, Web-form, or other collection vehicle (one training will be geared specifically to new users, the second geared to returning users), and three distinct training sessions will be held to address the data collections that are migrating to the WISE system for the first time this spring (one training for each of the three collections).

In consideration of district feedback about training session length and content, the WDE has scheduled five different trainings this year, each at two hours or less, in order to more effectively serve districts. It is critical that personnel in your district who are responsible for submitting end-of-year data collections attend the training(s) related to the form(s) for which they are responsible.

Each year, the WDE614 - Spring Reporting Certification Checklist provides a schedule of all required end-of-year data collections, as well as

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the various ways the collections are submitted to the Department. The WDE614 will be posted on the WDE forms inventory website by April 20, 2007.

The aforementioned end-of-year collections migrating to the WISE system for the first time this spring include: the WDE427 – WISE Special Education Students End-of-Year collection, the WDE600 – WISE Student’s Attendance and Membership and the WDE670 – WISE Graduate (Completer) Students. These collections must be submitted through the WISE State Report Manager (SRM) as comma-separated value (CSV) files.

Trainings are scheduled as follows:

Wednesday May 16, 2007, 10:00 – 12:00 pm
WDE614 - Spring Reporting Certification Checklist (End-of-Year data collections) for New Users

This training will be geared towards personnel who are new to the collection process, or have never completed a data collection form. This training will cover Web-based and Excel data collections and submission processes.

Thursday May 17, 2007, 3:00 – 5:00 pm
WDE614 – Spring Reporting Certification Checklist (End-of-Year data collections) for Returning Users

This training will be geared towards personnel that are already familiar with WDE data collections and submission processes. This training will take a detailed look at end-of-year collections with emphasis on changes to those collections.

** **Note:** Each staff member will only need to attend 1 of the above WDE614 trainings, based on existing familiarity with WDE data collection processes. Additional information about these two trainings will be sent to districts in a memo on April 20, 2007 to include information on where to download the packets you will need for the trainings.*

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Tuesday May 22, 2007, 2:30 – 4:00 pm
WDE427 – WISE Special Education Students End of Year

This training will discuss the data elements and business rules encompassed in the Special Education End of Year Collection. This is a student level collection that will be required to be submitted through the WISE State Report Manager as a CSV file.

Wednesday May 23, 2007, 2:30 – 4:00 pm
WDE600 – WISE Student's Attendance and Membership

This training will discuss the data elements and business rules encompassed in the Attendance and Membership Collection. This collection can be submitted at either the individual student or aggregate level. The WDE600 will be required to be submitted thru the WISE State Report Manager as a CSV file.

Thursday May 24, 2007, 2:30 – 4:00 pm
WDE670 – WISE Graduate (Completer) Students

This training will discuss the data elements and business rules encompassed in the Graduate (Completer) Collection. This is a student level collection that will be required to be submitted thru the WISE State Report Manager as a CSV file.

** **NOTE:** Materials for the three WISE collection trainings will be posted on the WISE website at http://www.k12.wy.us/wise/wise_home.htm no later than Friday May 11, 2007.*

If you are interested in joining any of these trainings, please contact your local high school or community college and ask their local WEN Video scheduler to sign up your site.

The last date to sign up your WEN site for the May 16th and 17th training meetings is May 10th at 5:00 pm.

The last date to sign up your WEN site for the May 22nd, 23rd, and 24th training meetings is May 16th at 5:00 pm.

If you have any questions about the WDE614 trainings, please contact Aleta Nichols at anicho@educ.state.wy.us or 307-777-7009.

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If you have any questions about the WISE trainings, please contact Shannon Cranmore at scranm@educ.state.wy.us or 307-777-6245.

If you have any questions about the WISE project, please contact Shadd Schutte at sschut@educ.state.wy.us or 307-777-3656.

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