



Wyoming Department of Education

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MEMORANDUM NO. 2007- 062

TO: School District Superintendents
Business Managers

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

DATE: March 23, 2007

SUBJECT: New WISE Collection Materials

Important Information

The WDE has migrated three end-of-year collections to the WISE system this year; 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 will be required to be submitted through the WISE State Report Manager (SRM) as a comma-separated value (CSV) file.

The WDE427 – WISE Special Education Students End-of-Year collection is a student level collection that is submitted every year by districts. It was previously called the WDE425-SEEDS collection.

The WDE600 – WISE Student Attendance and Membership collection has also been submitted every year by districts in aggregate form. For this school year, districts can submit in either aggregate form as in the past or they can submit student level information if it is available. For the 2007-08 school year all districts will be required to submit student level data.

The WDE670 – WISE Graduate (Completer) Student collection has also been submitted every year, however, starting this year

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districts will be required to submit student level data for all graduates and completers.

The WDE has attached a list of data elements that will be required to be reported for each of these collections for your review. These documents can also be found on the WDE's WISE website at http://www.k12.wy.us/wise/wise_home.htm .

Please contact Shannon Cranmore by April 13th, 2007 at scrannm@educ.state.wy.us or 307-777-6245 with any concerns about the attached data elements and collection documentation.

The WDE would also like to inform districts that the WDE 602 Staffing collection and the WDE 607 Dropout collection will be collected through the SRM in the fall of 2007. The WDE is currently working on data elements for these collections and will send out additional information as it becomes available.

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

The WDE will also be providing WEN Video Trainings for these collections, please see the memo # 2007- 061 for additional training information.

Attachment
VM:sc

WDE427 Special Education Data Collection (End of Year) - Student Level Data Elements

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
1	DistrictID	7	A valid 7-digit district ID.	The WDE 7-digit ID for the district submitting the student's data.
2	WISERID	8	Must conform to the rules for valid WISER IDs.	The WDE 8-digit state assigned student record identifier.
3	StudentDateOfBirth	8	YYYYMMDD	Student's date of birth
4	StudentGender	1	M, F	Student's gender M - Male F - Female
5	StudentEthnicity	1	A, B, H, I, W	A - Asian or Pacific Islander B- Black H- Hispanic I - American Indian or Alaskan Native W- White
6	StudentDateOfInitialConsent	8	YYYYMMDD	Date initial consent was received for the student.
7	StudentDateEvaluationComplete	8	YYYYMMDD	Date the student is determined to be a student with a disability and the educational needs are determined.
8	StudentDateOfInitialIEP	8	YYYYMMDD	Date initial IEP was held.
9	StudentIDEA	1	Y, N	Does this student have an Individual Education Plan (IEP) under IDEA? Is this student eligible for special education services? Y - Yes N - No
10	StudentServiceStartDate	0-8	YYYYMMDD	Date student started receiving services in this district.
11	StudentELL	0-1	Y, N	Is this student an English Language Learner (ELL)? Y - Yes N - No
12	StudentGiftedTalented	0-1	Y, N	Is this student identified as "Gifted/Talented" according to your district's identification method? Y - Yes N - No
13	StudentGradeLevel	0-2	PK, HK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	Report students based on the current grade level with the following special consideration. Eleventh grade special considerations: Classification of a student should be determined by the number of credits that a student has at the beginning of the spring semester. If a student has been in the high school for three years and does not have enough credits to be classified as an eleventh grader, he/she should not be classified as an eleventh grader. However, the student will be classified as an eleventh grader the following spring, even if the student attained enough credit to classify as a senior by that time. PK - Pre Kindergarten HK - Half day Kindergarten KG - Full day Kindergarten
14	ResidentSchoolID	0-7	A valid 7-digit school ID.	The school responsible for the IEP of the student. For students placed in residential settings, this is the school where the parent/guardian resides or where the student would attend school if not placed in the residential setting.
15	ServiceSchoolID	0-7	A valid 7-digit school ID.	The school responsible for providing services listed on the IEP.
16	StudentPrimaryDisability	0-2	AT, BI, DB, DF, ED, HH, HL, LD, MD, MU, OI,	AT - Autism

1	DistrictID	7	A valid 7-digit district ID.	The WDE 7-digit ID for the district submitting the student's data.
17	StudentSecondaryDisability	0-2	SL, VI	BI - Traumatic Brain Injury DB - Deaf-Blind Disability DF - Deafness ED - Emotional Disability HH - Hard of Hearing HL - Other Health Impaired LD - Learning Disability MD - Mental Disability MU - Multiple Disabilities OI - Orthopedic Disability SL - Speech/Language Disability VI - Visual Impairment (including blindness)
18	StudentRelatedService1	0-2	AP, AT, AU, CS, EI, LS, MS, OM, OY, OT, PC,	AP - Adaptive PE
19	StudentRelatedService2	0-2	PS, PT, RC, RE, SH, SU, SW, TR, TT, VO	AT - Assistive Technology
20	StudentRelatedService3	0-2		AU - Audiological Services
21	StudentRelatedService4	0-2		CS - Counseling (for students)
22	StudentRelatedService5	0-2		EI - Early Identification and Assessment LS - Speech/Language Services MS - Medical Services OM - Orientation and Mobility OY - Other OT - Occupational Therapy PC - Parent Counseling and Training PS - Psychological Services PT - Physical Therapy RC - Rehabilitation Counseling RE - Recreation (including Therapeutic Recreation) SH - School Health Services SU - Summer School Services (Part B Funded) SW - Social Work Services TR - Special Transportation TT - Training Transportation VO - Vocational Services
23	StudentESY	0-1	Y, N	Is this student eligible for Extended School Year (ESY) services? Y - Yes N - No
24	StudentTotalInstructionalMinutes	n/a	Numeric value greater than 0	Total number of minutes a student receives instruction in a school week. This will be the same for all students on the same calendar.
25	StudentDirectServiceMinutes	n/a	Numeric value greater than or equal to 0	Total number of minutes a student receives direct special education services and/or related services in a school week.
26	StudentIndirectServiceMinutes	n/a	Numeric value greater than or equal to 0	Total number of minutes a student receives indirect (e.g., consultative) special education services and/or related services in a school week.

1	DistrictID	7	A valid 7-digit district ID.	The WDE 7-digit ID for the district submitting the student's data.
27	StudentEnvironment	0-2	CF, EX, HM, HO, PP, PR, PS, PU, RE, RR, SC, SS	<p>CF - Correctional Facility</p> <p>EX - Expelled Receiving Services</p> <p>HM - Home School</p> <p>HO - Homebound or Hospital Setting</p> <p>PP - Private School (Not placed or referred by public agency. For example, a parent places student in private school)</p> <p>PR - Private Residential</p> <p>PS - Private School (placed or referred by public agency)</p> <p>PU - Public Residential School</p> <p>RE - Regular Environment (student spends less than 21% of the day outside regular classes)</p> <p>RR - Resource Room (student spends at least 21%, but no more than 60% of the day outside regular classes)</p> <p>SC - Separate Class (student spends more than 60% of the day outside regular classes)</p> <p>SS - Separate School Facility</p>
28	StudentAssessment	0-2	RO, RA, AA	<p>RO - Regular Assessment without Accommodations</p> <p>RA - Regular Assessment with Accommodations</p> <p>AA - Alternate Assessment</p>
29	StudentExitDate	0-8	YYYYMMDD	<p>The first day after:</p> <p>-- the student's last day of school, or</p> <p>-- the day on which the student graduates/matriculates.</p>
30	StudentExitReason	0-2	DE, DO, GC, GD, MA, NM, RP, TO	<p>DE - Deceased</p> <p>DO - Dropped Out (Ages 16-21 only)</p> <p>GC - Graduated with other certificate or diploma</p> <p>GD - Graduated with regular diploma</p> <p>MA - Reached maximum age for services. No diploma or certificate received (Ages 20 and 21 only).</p> <p>NM - Normal Matriculation</p> <p>RP - Returned to Regular Program</p> <p>TO - Transferred to another educational setting outside the district</p>

WDE600 Attendance and Membership - Aggregate Level Data Elements				
Field #	Field Name	Length	Valid Values / Format Notes	Definitions
1	DistrictID	7	A valid 7-digit district ID.	The WDE 7-digit ID for the district submitting the aggregate data.
2	SchoolID	7	A valid 7-digit school ID. It must be within the district identified by field #1.	The WDE 7-digit ID for the school.
3	GradeLevel	2	PK, HK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	Report students based on their current grade configurations. This should be the same grade level for which they are enrolled. PK - Pre Kindergarten KG - Full day Kindergarten HK - Half day Kindergarten
4	AggregateAttendance	1-5,0-1	Numeric value greater than or equal to 0 with 1-5 numbers before the decimal and, optionally, 1 number after the decimal (examples: 12000, 1800.5).	Aggregate number of students present for days of operation.
5	AggregateMembership	1-5,0-1	Numeric value greater than or equal to 0 with 1-5 numbers before the decimal and, optionally, 1 number after the decimal (examples: 12000, 1800.5).	Aggregate number of students present for days of operation plus the aggregate number of students absent for days of operation. When a student is absent more than ten consecutive calendar days, all those days beyond ten are deleted. A student who withdraws is dropped from membership the day after withdrawal.
6	AggregateUnexcusedAbsence	1-4,0-1	Numeric value greater than or equal to 0 with 1-4 numbers before the decimal and, optionally, 1 number after the decimal (examples: 5500, 900.5).	The total number of absences by all students, as defined by the local board of trustees, of any child required to attend school when such absence is not excused to the satisfaction of the board of trustees by the parent, guardian, or other person having control of such child.

WDE600 Attendance and Membership - Student Level Data Elements

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
1	DistrictID	7	A valid 7-digit district ID.	The WDE 7-digit ID for the district submitting the student's data.
2	SchoolID	7	A valid 7-digit school ID. It must be within the district identified by field #1.	The WDE 7-digit ID for the school of the student's home enrollment.
3	WISERID	8	Must conform to the rules for valid WISER IDs.	The WDE 8-digit state assigned student record identifier.
4	StudentGradeLevel	2	PK, HK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	Report students based on their current grade configurations. This should be the same grade level for which they are enrolled. PK - Pre Kindergarten KG - Full day Kindergarten HK - Half day Kindergarten
5	StudentDateOfBirth	8	YYYYMMDD	Student's date of birth
6	StudentGender	1	M, F	Student's gender
7	StudentEthnicity	1	A, B, H, I, W	A- Asian or Pacific Islander, B- Black, H- Hispanic, I- American Indian or Alaskan Native, W- White
8	StudentAggregateAttendance	1-3,0-1	Numeric value greater than or equal to 0 with 1-3 numbers before the decimal and, optionally, 1 number after the decimal (examples: 75, 100.5).	Aggregate number of days the student was present during the days of operation.
9	StudentAggregateMembership	1-3,0-1	Numeric value greater than or equal to 0 with 1-3 numbers before the decimal and, optionally, 1 number after the decimal (examples: 75, 100.5).	Aggregate number of days the student was present for the days of operation plus the aggregate number of days the student was absent for the days of operation. When a student is absent more than ten consecutive calendar days, all those days beyond ten are deleted. A student who withdraws is dropped from membership the day after withdrawal.
10	StudentAggregateUnexcusedAbsence	1-2,0-1	Numeric value greater than or equal to 0 with 1-2 numbers before the decimal and, optionally, 1 number after the decimal (examples: 5, 15.8).	Aggregate number of days the student was absent, as defined by the local board of trustees, of any student required to attend school when such absence is not excused to the satisfaction of the board of trustees by the parent, guardian, or other person having control of such student.

WDE670 Graduates and Completers - Student Level Data Elements

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
1	DistrictID	7	A valid 7-digit district ID.	The WDE 7-digit ID for the district of the student's enrollment.
2	SchoolID	7	A valid 7-digit school ID. It must be within the district identified by field #1.	The WDE 7-digit ID for the school of the student's enrollment.
3	WISERID	8	Must conform to the rules for valid WISER IDs.	The WDE 8-digit state assigned student record identifier.
4	StudentGradeLevel	2	12	Report students based on their current grade configurations. This should be the same grade level for which they are enrolled.
5	StudentDateOfBirth	8	YYYYMMDD	Student's date of birth
6	StudentGender	1	M, F	Student's gender
7	StudentEthnicity	1	A, B, H, I, W	A- Asian or Pacific Islander, B- Black, H- Hispanic, I-American Indian or Alaskan Native, W- White
8	StudentELL	1	Y, N	Is this student an English Language Learner (ELL)?
9	StudentMigrant	1	Y, N	Was this student eligible to participate or did this student participate in a summer Migrant Education Program in any of the prior three years
10	StudentLunch	1	F, N, R, S, X	F- Free Lunch Eligible, N - Not Eligible for free or reduced lunches, R - Reduced Price Lunch Eligible, S - School provides all students free lunches (under Provision 3 of the USDA NSLP regulations), X - School does not participate in the School Lunch Program
11	StudentGraduationOnTime	1	Y, N	Did the student graduate in the expected number of years? To graduate on time, students have to complete one grade per year from the beginning of high school, which is usually ninth grade. Students that receive their diploma in less than 4 years are also considered to be on-time graduates.

12	StudentGraduationAward	2	GD, OC	<p>The type of graduation award received by the student.</p> <p>GD - Graduated with diploma: Did this student receive a diploma during the current school year or previous summer school?</p> <p>OC - Other completer: Did this student receive a certificate of attendance or other certification in lieu of a diploma during the current school year or previous summer school?</p> <p>Students that have received a GED are not to be counted as a Diploma recipient or Other Completer.</p>
13	StudentNationalScholarship	1	Y, N	<p>National Scholarship: Did the diploma recipient receive at least one scholarship that is defined to be:</p> <p>(A) applicable to any college AND</p> <p>(B) open to any student in the United States (eligibility is not based on geographic location)?</p>
14	StudentStateScholarship	1	Y, N	<p>State Scholarship: Did the diploma recipient receive at least one scholarship that is defined to be:</p> <p>(A) limited to a specific college or colleges OR</p> <p>(B) limited to graduates in a given district or in the State of Wyoming?</p> <p>This includes the Hathaway Scholarship.</p>
15	StudentCompletedCoursework	1	Y, N	<p>Did the diploma recipient complete the district defined college-bound course of study?</p>