



Wyoming Department of Education

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MEMORANDUM NO. 2007 - 111

TO: School District Superintendents

FROM: Joe Simpson, Deputy Superintendent 

DATE: June 15, 2007

SUBJECT: School District Staff Member Collection (WDE602)

IMPORTANT INFORMATION

The Wyoming Department of Education (WDE) is revising the WDE602-School District Staff Member Collection to affect reductions in district audit findings via tightened alignment of the WDE602 with other WDE fiscal data collections. Additionally, collaboration between the WDE and the Professional Teaching Standards Board (PTSB) will clarify assignment reporting procedures to reduce opportunities for misreporting by districts.

Changes will be effective starting with the 2007-08 school year, including integration of the collection into the WISE infrastructure, submission through the State Report Manager (SRM), and the introduction of a Spring (end-of-year) School District Staff Member collection.

As a preview, the following is a high level overview of Fall and Spring School District Staff Member collections components:

Fall School District Staff Member collection

- The collection will continue to be based on an October 1st snapshot
- Each district will:
 - Be provided with its previous year's employment and assignment records and salary schedule by the WDE
 - Update its salary schedule
 - Indicate which staff members have separated from the district
 - Update previous year's employment and assignment records to reflect current year employment and assignment contracts

- Enter experience records based on new experience category breakouts (for additional information, reference Superintendents memorandum 2007-112)
- Enter new staff member, employment, assignment, and experience records

Spring (end-of-year) School District Staff Member collection

- This collection will be based the completed fiscal year
- Each district will:
 - Be provided with its October 1st employment and assignment records by the WDE
 - Indicate which staff members have since separated from the district
 - Update October 1st employment and assignment records to reflect actual employment and assignments for the fiscal year
 - Enter new staff member, employment, assignment, and experience records added after October 1st

Beginning with the 2007-08 school year, professional license information will be collected for staff members filling positions that require a state license to alleviate what is currently a time consuming verification process for both districts and the WDE.

Creation of a WDE Staffing Collection Manual (to include federal and state statutes and rules and regulations, definitions, content related instructions, and technical instructions) is underway with focus on fully illustrating the reporting process for districts. Additionally, assignment codes are being reviewed and updated, and enhanced assignment definitions will be provided.

Additional information to include data elements, training announcements, and collection timelines is forthcoming.

CC: Business Managers
WISE Coordinators
District Staffing Contacts
WDE Staffing Task Force
Professional Teaching Standards Board (PTSB)
Wyoming Department of Audit