



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050
Phone 307-777-7673 Fax 307-777-6234 Website www.k12.wy.us

MEMORANDUM NO. 2007 - 134

TO: School District Superintendents
Business Managers

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

DATE: August 10, 2007

SUBJECT: WDE602 and WDE607 – WISE Data Submission Trainings

WEN VIDEO TRAININGS

The Wyoming Department of Education (WDE) will hold training sessions in September to address the WDE602 - WISE School District Staff Member Collection and the WDE607 - WISE Dropout Statistics Collection. The training sessions will be interactive and administered over the Wyoming Equality Video Network (WEN).

Both collections are migrating to the WISE system for the first time this fall. Districts will also be required to submit student-level data for the WDE607 (as mentioned in Superintendent's Memo #2007-121). It is critical that the technical and content personnel for these collections attend the respective training(s).

Materials for both collections will be posted on the WISE website at http://www.k12.wy.us/wise/wise_home.htm no later than September 7, 2007.

School District Superintendents
Business Managers
Memo No. 2007-134
August 10, 2007
Page 2

The WISE data submission trainings are scheduled as follows:

Tuesday, September 11, 2007, 2:00 p.m. – 3:50 p.m.
WDE602 – WISE School District Staff Member Collection

This training will discuss the data elements encompassed in the School District Staff Member Collection. It will also detail the submission process which will be much different than in previous years.

Your district personnel will be required to know how to download the previous years' staffing data from the State Report Manager (SRM), update the data, and reload the data into the SRM. Technical staff as well as content personnel should plan on attending this training.

Wednesday, September 12, 2007, 2:00 p.m. – 4:00 p.m.
WDE607 – WISE Dropout Statistics

This training will briefly discuss the data elements related to the Dropout Statistics Collection. It should be noted that districts will be required to submit student-level data this year. A brief discussion will also take place on the combination of the WDE607 and WDE670 (WISE Graduates and Completers) in the fall of 2008. More information on this new collection will be available soon.

The data will be submitted through the SRM as a Comma Separated Value (.CSV) file. Your district personnel will be required to know the layout of the file, be able to upload the file to the SRM, and validate its contents before sending it on to the WDE. Technical staff as well as content personnel should plan on attending this training.

Sign Up by September 5, 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 is September 5, 2007.**

School District Superintendents
Business Managers
Memo No. 2007-134
August 10, 2007
Page 3

If you have any content questions about the WDE602 data collection, please contact Ann-Marie Trujillo at 307-777-6252 or atrujil@educ.state.wy.us.
School District Superintendents

If you have any content questions about the WDE607 data collection or any submission questions, please contact Kelly R. Breeden at 307-777-8751 or kbreed@educ.state.wy.us.

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

VM:kb