



## Wyoming Department of Education

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### MEMORANDUM NO. 2007-138

**TO:** School District Superintendents  
Business Managers  
Principals  
Secretaries

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

**DATE:** August 17, 2007

**SUBJECT:** Dealing with Data Forms – Fall 2007 Education Data Collection

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### WEN VIDEO TRAININGS

The Wyoming Department of Education (WDE) will hold a training session in September to address the electronically uploadable and WEB enabled data collection forms. The Dealing with Data Forms-Fall 2007 training session will be interactive and administered over the Wyoming Equality Video Network (WEN).

**Materials for Dealing with Data Forms-Fall 2007 training will be posted on the Department website under New Information at <http://www.k12.wy.us> no later than September 7, 2007.**

**The training is scheduled as follows:**

**Wednesday, September 12, 2007 10:00 a.m. to 11:50 a.m.**

This training will discuss data submission procedures and provide information on element changes in collections that are not submitted through the State Report Manager (SRM). Some of the collections included will be the

- WDE568-Neglected and Delinquent Title I D, Subpart 1 Annual Program Review
- WDE584-District Technology Survey

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- WDE588-School Technology Survey
- WDE-634 Class Size

It is critical that content personnel and those completing data forms for these collections attend the training and include:

Secretaries for Schools & Districts  
Principals  
Business Managers  
School District Superintendents

Your personnel will be required to know how to download required data forms, complete the form, appropriate file naming protocol, uploading process and who to contact with collection content questions.

**Sign Up by September 5, 2007**

If you are interested in joining this training, 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.**

If you have any questions about Dealing with Data Forms training, please contact Aleta Nichols at 307-777-7009 or [anicho@educ.state.wy.us](mailto:anicho@educ.state.wy.us).

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