



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. 2007-180

TO: School District Superintendents
Special Education Directors
WISE Coordinators
Business Managers

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

DATE: November 02, 2007

SUBJECT: WDE425 – WISE Special Education – Fall Snapshot
WISE Data Submission Training

WEN VIDEO TRAINING

The Wyoming Department of Education (WDE) will hold a training session in November to address the WDE425 - WISE Special Education – Fall Snapshot Data Collection. The training session will be interactive and administered over the Wyoming Equality Video Network (WEN).

Tuesday, November 13, 2007, 10:00 a.m. – 12:00 p.m.

WDE425 - WISE Special Education – Fall Snapshot Data Collection

This training will detail the submission process and provide helpful hints while working with the State Report Manager (SRM) for the WDE425 – WISE Special Education – Fall Snapshot Data Collection. Technical staff as well as content personnel should plan on attending this training.

Along with details on the submission process, a portion of the presentation will focus on content-based Frequently Asked Questions. The questions, along with the corresponding answers, will be presented in the training. Content personnel will also be available to answer any additional content questions that district personnel may have.

Sign Up by November 9, 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 November 9, 2007.**

School District Superintendents
Special Education Directors
WISE Coordinators
Business Managers
Memo No. 2007-180
Page 2

Are You Unable to Attend the Training?

If you are unable to attend the WDE425 training via the WEN Video, you can watch it later from your desktop. A video of the training will be posted online at <http://146.166.150.24/tcs> a few days after the scheduled training date.

WDE425 Data Collection Materials

The data elements are now available on the WISE website. The training slides and guidebook for this collection will be posted on the WISE website no later than November 23, 2007. A link to the WISE website is available through the Forms Inventory at https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=425.

If you have any content questions about the WDE425 data collection, please contact Stephanie Weaver at 307-777-2560 or sweave@educ.state.wy.us.

If you have any submission questions about the WDE425 data collection, please contact Kelly R. Archer at 307-777-8751 or karche@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:ka