



Wyoming Department of Education

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MEMORANDUM NO. 2007-188

TO: School District Superintendents
WISE Coordinators
Technology Directors

FROM: Shadd Schutte, MPA, CAPM ^{SAS}
WISE Project Manager
Technology, Careers, and Data

DATE: November 30, 2007

SUBJECT: Teacher-Course-Student data for the INFORM/SUCCESS applications

FOR YOUR INFORMATION

The Wyoming Department of Education (WDE) is working with EDmin to populate the Teacher-Course-Student data into the INFORM and SUCCESS applications. The Teacher-Course-Student data allows for tracking of individual students in a particular class and identify which teacher is responsible for that class. This level of detail is necessary in order to populate applications similar to INFORM and SUCCESS so that the appropriate teachers have access to their students' information.

The WDE has received a few questions on the Teacher-Course-Student data and how it correlates with the INFORM/SUCCESS applications managed by EDmin. To better serve each school district, WDE is providing a list of those questions and respective answers below.

Which Teacher-Course-Student Data are Used to Populate EDmin's Applications?

There are two Teacher-Course-Student data collections: WDE684 and WDE685.

The WDE684 - WISE Certified Teacher-Course-Student data collection is the authoritative source for student enrollment data. Data from the WDE684 collections are utilized in the funding model, AYP, and a variety of state and Federal reports. If your district only submits data into the WDE684 data collection, this data will be utilized to populate the INFORM and SUCCESS applications.

School District Superintendents
WISE Coordinators
Technology Directors
Memo No. 2007-188
Page 2

If your district has submitted data to the WDE685 – WISE Uncertified Teacher-Course-Student data collection after October 1st, then the WDE685 data will be sent to EDmin to populate the INFORM and SUCCESS applications.

If your district's Teacher-Course-Student data has changed since October 1st, it is highly recommended that your district submit data to the WDE685 data collection.

What are the Differences between the WDE685 and WDE684?

The WDE684 data collection is the authoritative source for student enrollment data. Data from the WDE684 collections are utilized in the funding model, AYP, and a variety of Federal reports.

The sole purpose for the WDE685 data collection is to populate the INFORM and SUCCESS applications managed by EDmin. The WDE685 data are not utilized in any reporting processes.

What are the Similarities between the WDE685 and WDE684?

Both the WDE684 and WDE685 data collections are submitted through the WISE data system using the State Report Manager (SRM). For both collections, there are two data files that must be sent in. These files are the Student Enrollment and the Section Enrollment. The data elements within each file are identical across both collections.

How Does Your District Submit the WDE685?

The WDE685 is submitted to WDE through the WISE data system using the SRM. The WDE685 data should be uploaded into the *Uncertified WDE-685 2007-08 Teacher/Course/Student (TCS)* report in the SRM.

All business rules for the WDE685 data have been set to warnings. By doing this, the WDE685 can be automatically sent via SIF to the WDE without staff overseeing the transmission. If your district is not yet SIF-enabled for the WDE685, you are still able to submit WDE685 data using a comma-delimited file in the SRM.

School District Superintendents
WISE Coordinators
Technology Directors
Memo No. 2007-188
Page 3

How Do I Ensure I am Sending High Quality WDE685 Data?

In the WDE685, all of the business rules set to warnings. This will allow incomplete data to pass through the SRM. When data are missing or inaccurate, the INFORM or SUCCESS applications will not be correct. In order to avoid these issues, EDmin has provided a list of data elements that must have complete and valid values.

Within the Student Enrollment file, the following data elements must contain complete and valid values:

- ◆ WISERID
- ◆ StudentLastName
- ◆ StudentGradeLevel
- ◆ StudentGender
- ◆ DistrictID
- ◆ SchoolID

Within the Section Enrollment file, the following data elements must contain complete and valid values:

- ◆ LocalSectionID
- ◆ WISERID
- ◆ LocalCourseID
- ◆ WISEStaffID
- ◆ TeacherLastName
- ◆ DistrictID
- ◆ SchoolID

When is the WDE685 Data Collection Due?

The WDE685 does not have a due date. Data for this collection can be submitted weekly, monthly, or once a year. The frequency with which your district submits data depends on how often your district has changes within your Teacher-Course-Student data. Once WDE receives the WDE685 data, it will be transferred weekly to EDmin. EDmin will populate the INFORM and SUCCESS applications with the most recent WDE685 data.

School District Superintendents
WISE Coordinators
Technology Directors
Memo No. 2007-188
Page 4

Where Can I Obtain More Information on the WDE685?

For more information on the WDE685, please visit the Forms Inventory at https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=685. Additional information is also posted on the WISE website at <http://www.k12.wy.us/wise/>.

Who Do I Contact with Questions?

If you have any submission questions about the WDE685 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.

If you have any questions regarding the INFORM or SUCCESS applications, please contact Gina McCarley at 1-866-WED-GATE (1-866-933-4283).

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