



## Wyoming Department of Education

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### MEMORANDUM NO. 2007-190

**TO:** District Superintendents  
Business Managers  
High School Principals  
Vocational Coordinators  
District WDE 337 Contacts

**FROM:** Tom Martin, CTE Section Supervisor  
Technology, Careers and Data Unit 

**SUBJECT:** WDE 337 Collection Date Change  
Career Vocational Education Programs Sequence Report

**DATE:** December 7, 2007

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### FORM WDE 337 COLLECTION DATE CHANGE - IMPORTANT -

During the last five years, the submittal deadline for the WDE 337 was early June. Over the past few years, this due date has been shown to be difficult for districts to meet. Trying to submit, collect and validate this important information over the summer vacation period has been counter-productive due to the fact that personnel who submit the data are generally not present in the schools during this period for WDE to contact.

In order to make this collection easier for you and to enable better customer service from the department, the release and due date for the WDE337 for courses planned in the 2008-09 school year, has been changed. Schools will receive their WDE337 for the 2008-09 school year on **February 15, 2008**. The due date for WDE 337 submittal will be **March 28, 2008**. This will be a firm submission date that will not be extended or negotiated. Once submitted, the school's data will be reviewed, corrected [if necessary] and approved or disapproved for additional district funding by June 1, 2008.

These changes to the release and due dates stated above will allow the school and district personnel responsible for collection and submittal of the data to work together in a timely manner to submit and collect error-free information.

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To make things easier, we will provide districts with a pre-filled form that includes only the approved courses from the prior year. The schools will need to complete the Yes or No column indicating if the course is to be taught as shown during the 2008-09 school year. New course records can be added at the end of the form. The form is being provided in this format in an attempt to save time and effort for school and district staff responsible for submitting the form.

In January 2008, the school will receive notification regarding form access and available training via the WEN video network.

If you have questions or concerns, please contact Tom Martin at 777-6215 or [tmarti@educ.state.wy.us](mailto:tmarti@educ.state.wy.us).

TM/ds