



# Wyoming Department of Education

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## MEMORANDUM NO. 2008 - 036

**TO:** School District Superintendents  
WISE Coordinators  
Business Managers

**FROM:** Joe Simpson  
Deputy State Superintendent

**DATE:** February 29, 2008

**SUBJECT:** Data Correction Timeline for Spring 2008 WDE 684 –  
WISE Certified Teacher-Course-Student Data Collection

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### DATA CORRECTION TIMELINE WITH IMPLICATIONS FOR AYP

The Wyoming Department of Education (WDE) is requiring districts to submit data for a spring 2008 snapshot of the WDE 684 – WISE (Wyoming Integrated Statewide Education Data System) Certified Teacher-Course-Student data. This memorandum will provide a timeline for any data corrections to be submitted to the WDE for this data collection.

This memorandum will not address specific questions on the spring 2008 WDE 684 data collection. Districts are referred to Superintendent's Memo No. 2008-011 sent on January 25, 2008. That particular memorandum addresses this collection in detail. Districts are also welcome to contact Kelly R. Archer at 307-777-8751 with any specific questions on this collection.

#### **Why is the Accuracy of the Spring 2008 WDE684 Important?**

The spring 2008 WDE684 data are utilized in a variety of ways. The data are utilized in identification of At-Risk students (Free and Reduced Lunch, English Language Learner, and/or Mobile Students as defined by WDE rules, and regulations) for use in the Wyoming Education Resource Block Grant Model and Adequate Yearly Progress (AYP) determination.

#### **Why Do We Need a Data Correction Deadline?**

Corrections to the spring 2008 WDE684 data are restricted to a firm timeline in order to meet the deadlines of the various reporting purposes.

Specifically, this data correction timeline has major implications for AYP. After the data correction timeline, schools will not be allowed to make any changes to the data contained in the spring 2008 WDE684. This means that during the AYP appeals period, districts and schools **WILL NOT** be allowed to change any demographic data contained in the WDE684. It is imperative that districts and schools ensure the student data is absolutely accurate before the data correction deadline. If a school or district misses AYP as a result of inaccurate data, the district/school will still be held accountable for the accuracy of its data. **Those districts/schools missing AYP as a result of inaccurate data will not be allowed to change the data and will continue to miss AYP.**

#### **What is the Data Correction Timeline?**

The following set of dates will provide a schedule for submitting the spring 2008 WDE684 data and for making any necessary changes to that data set.

#### March 12, 2008 – March 28, 2008

The spring 2008 WDE684 is a WISE collection, and therefore, the data will be submitted through the State Report Manager (SRM). As such, the collection window for the spring 2008 WDE684 data is from March 12, 2008 to March 28, 2008. **The spring 2008 WDE684 data are due on or before March 28, 2008.**

#### March 19, 2008 - April 18, 2008

As the WDE684 data are submitted through the SRM, WDE will perform error check analyses on each district's data. Within five business days after districts submit the spring 2008 WDE684, WDE will send each district's WDE684 contact a document containing potential errors from these data. Districts are required to revise their spring 2008 WDE684 data and submit a revised file through the SRM. As revised spring 2008 WDE684 data are submitted through the SRM, error check analyses will be performed and sent to district WDE684 contacts.

This process will continue through April 18, 2008 or until district WDE684 contacts send an e-mail to WDE stating that the WDE684 data does not contain any additional errors.

#### April 21, 2008 – May 2, 2008

On April 21, 2008, a final error check analysis will be conducted on the spring 2008 WDE684 data. The WDE will contact each district's WDE684 contact via telephone on any urgent corrections discovered within this final check. If corrections are needed, the district WDE684 contact must send an e-mail that requests the specific issue to be corrected.

This final check process will continue through May 2, 2008. **Please note that only the district WDE684 contact can make corrections to the spring 2008 WDE684 data.**

May 12, 2008 – May 16, 2008

Between May 12, 2008 and May 16, 2008 districts will be required to log onto a secure website to verify and download their finalized spring 2008 WDE684 data. A secure hyperlink and the user rights information will be provided to districts prior to this review period.

May 19, 2008 – May 30, 2008

If a district discovers any discrepancy on the finalized spring 2008 WDE684 data, the district's WDE684 contact should contact Kelly R. Archer to make any necessary changes.

**Please note that only the district WDE684 contact can make corrections to the finalized spring 2008 WDE684 data.**

June 6, 2008

There will be no more changes made to the spring 2008 WDE684 data after June 6, 2008. If a district discovers changes that need to be made after June 6, 2008, the WDE will not make those corrections to the spring 2008 WDE684 data. In the future the WDE 684 will be collected this time of year, each year.

**It is highly recommended that districts verify their data as soon as possible so that the WDE has sufficient time to make all changes prior to June 6, 2008.**

**Who to Contact for More Information?**

If you have any questions on the At-Risk students, please contact Matthew Willmarth at 307-777-5808 or via e-mail at [mwillm@educ.state.wy.us](mailto:mwillm@educ.state.wy.us).

If you have any questions on AYP, please contact Laurel Ballard at 307-777-7016 or via e-mail at [lballa@educ.state.wy.us](mailto:lballa@educ.state.wy.us).

If you have any questions about the WDE684 data collection, please contact Kelly R. Archer at 307-777-8751 or [karche@educ.state.wy.us](mailto: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](mailto:sschut@educ.state.wy.us).

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CC: Curriculum Coordinators  
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Principals