



# Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

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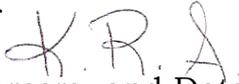
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## MEMORANDUM NO. 2008 - 075

**TO:** School District Superintendents  
WISE Coordinators

**FROM:** Kelly R. Archer  
Data Analyst   
Technology, Careers, and Data

**DATE:** May 16, 2008

**SUBJECT:** Spring 2008 WEN Video Training  
WDE670 - WISE Graduate and Completer Statistics

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### REMINDER ON WDE670 WEN VIDEO TRAINING

**The Wyoming Department of Education (WDE) will hold a training session on May 28th from 2:00 p.m. to 4:00 p.m. to address the WDE 670 - WISE Graduate and Completer Statistics data collection.** The training session will be interactive and administered over the Wyoming Equality Video Network (WEN). This memorandum will answer districts' most frequently asked questions regarding the spring 2008 WDE 670 data collection and provide information on the upcoming training.

#### **Information on the Training**

##### **When is it?**

The WDE 670 training will be held on **May 28th from 2:00 p.m. to 4:00 p.m.** via the WEN.

##### **Who Should Attend?**

Both technical and content personnel should attend this training. WDE recommends that each WISE Coordinator attend, along with the person(s) responsible for completing the WDE 670 data collection.

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### **What is the Agenda?**

This training will detail the submission process and provide helpful hints while working with the State Report Manager (SRM) for the WDE 670 data collection.

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.

### **When to Sign Up?**

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 May 23, 2008.**

### **Where are the Collection Documents Posted?**

The current data elements are available on the WISE website. A link to the WISE website is available through the Forms Inventory at [https://wdesecure.k12.wy.us/stats/wde.forms.details?the\\_form=670](https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=670). School districts will be contacted via e-mail once this document has been posted to the WISE website.

### **Who to Contact for More Information?**

If you have any questions regarding the WDE 670, please contact me 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).