



Wyoming Department of Education

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MEMORANDUM NO. 2008-099

TO: School District Superintendents
WISE Coordinators

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

DATE: July 18, 2008

SUBJECT: October 2008 WDE684
WISE teacher-course-student data collection

SUBMISSION AND CORRECTION INFORMATION

The Wyoming Department of Education (WDE) is announcing changes to the 2008-09 WDE684 – WISE Teacher-Course-Student data collection. This memorandum will provide details on the differences in this school year's collection, provide details on the scheduled Wyoming Equality Network (WEN) video training, and communicate the firm data correction timeline for this data collection.

Information on the WDE684 Collection

What is the WDE684 data collection?

The fall 2008 WDE684 is the official collection for enrollment for the 2008-09 school year.

How is this Year's Collection Different from Last Year?

1. This collection can be submitted utilizing the SIF 2.1 objects and fields.
2. For districts that are not SIF 2.1 enabled, SIF 1.5r1 objects and fields will still be accepted.
3. Last year, full-time kindergarten was reported as KG. This year (and years to follow), full-time kindergarten will be reported as FK.

When is the Collection Window?

The collection will be submitted through the State Report Manager (SRM) on the WISE data system. The data collection window is from October 1, 2008 through October 17, 2008. The fall 2008 WDE684 data collection is due on or before October 17, 2008.

What is the Snapshot?

A snapshot date in a data collection is a date in which you will take a theoretical picture of your Student Information System (SIS). For the fall 2008 WDE684 data collection, your district will need to report any students that are enrolled on the snapshot date. The snapshot for the fall 2008 WDE684 data collection is October 1, 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=684. The business rules and guidebook will be available by September 2008. School districts will be contacted via e-mail once these documents have been posted to the WISE website.

Information on the WDE684 Training

When is it?

The WDE684 training will be held on **September 17th from 2:00 p.m. to 3:50 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 WDE684 data collection.

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 WDE684 data collection.

Along with details on the submission process, a portion of the presentation will focus on content-based Frequently Asked Questions (FAQ). 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 September 12, 2008.**

Information on the WDE684 Data Correction Timeline

Why is the Accuracy of the Fall 2008 WDE684 Data Important?

The fall 2008 WDE684 data are the official enrollment figures for the 2008-09 school year. In addition, 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 rule and regulation) 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 fall 2008 WDE684 data are restricted to a firm timeline in order to meet the deadlines of the various reporting purposes.

What is the Data Correction Timeline?

The enclosed flow chart identifies a set of dates will provide a firm schedule for making any necessary changes to the fall 2008 WDE684 data. Please note that only the district WDE684 contact can make corrections to the finalized fall 2008 WDE684 data.

Who to Contact for More Information?

If you have any questions regarding the WDE684, please contact Shannon Cranmore at 307-777-6245 or scranm@educ.state.wy.us.

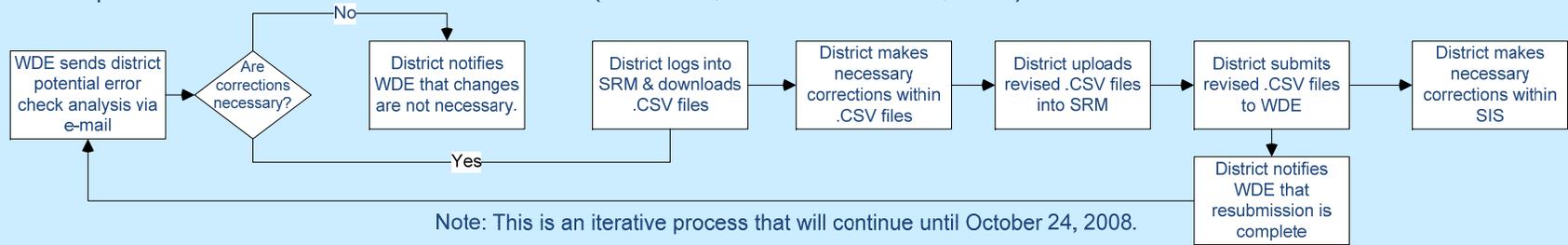
If you have any questions about the WISE project, please contact Shadd Schutte at 307-777-3656 or sschut@educ.state.wy.us.

Enclosure

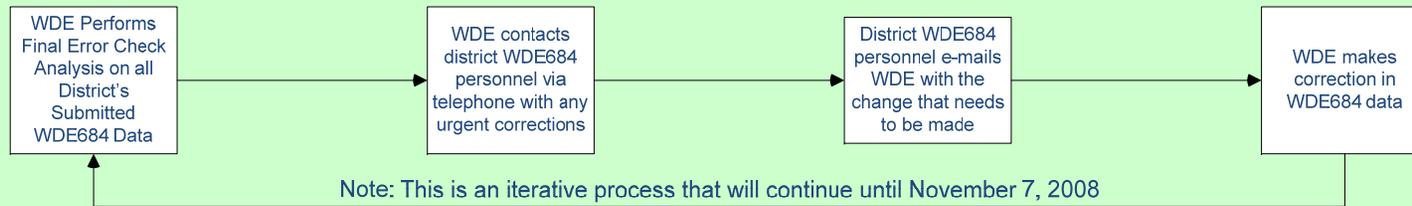
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First Step: Initial WDE684 Data Correction Process (October 6, 2008 – October 24, 2008)



Second Step: Second WDE684 Data Correction Process (October 27, 2008 – November 7, 2008)



Third Step: District Review of WDE684 Data (November 10, 2008 – November 14, 2008)



Fourth Step: Third WDE684 Data Correction Process (November 17, 2008 – November 21, 2008)



Final Step: Final WDE684 Data Correction Process (November 24, 2008 – November 26, 2008)

Note: No changes will be accepted or made to the WDE684 data after November 26, 2008! It is highly recommended that districts verify