



## Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

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Cheyenne, WY 82002-0050

Phone 307-777-7673 Fax 307-777-6234 Website [www.k12.wy.us](http://www.k12.wy.us)

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### MEMORANDUM NO. 2009 –007

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

**FROM:** Scott Bullock, Distance Education Consultant  
Technology, Careers & Data Unit 

**DATE:** January 16, 2009

**SUBJECT:** WDE 591 – Distance Education Milestones Report

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### DATA COLLECTION WEN VIDEO TRAINING

The Wyoming Department of Education (WDE) will hold a training session on February 11<sup>th</sup>, 2009 to address the WDE 591 Distance Education Milestones Report. This training session will be interactive and administered over the Wyoming Equality Video Network.

**When is the training?** The WDE 591 training will be held on **Wednesday, February 11<sup>th</sup>, 2009 from 2:00 p.m. to 3:00 p.m. via WEN Video.**

**What is the Distance Education Milestones Report?** The WDE 591 is used to monitor the delivery and completion of distance education courses. The Milestones represent essential objectives of a course and are used to track student progress and to calculate distance education membership. Districts that receive distance education coursework from any Wyoming school district or postsecondary institution are required to submit the Distance Education Milestones Report. A draft copy of the WDE 591 is attached. The WDE 591 will be made available on the ‘WDE Data Collection Form Inventory’ located at:

[https://wdesecure.k12.wy.us/stats/wde.forms.details?the\\_form=591](https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=591)

**What is the agenda?** This training will detail the submission process and provide details regarding the required elements of the Distance Education Milestones Report (WDE 591). Members of the WDE Distance Education team will be available to answer any program questions that may arise.

**Who should attend?** Both technical and content personnel should attend this training. The WDE recommends that the WISE Coordinator(s) and staff responsible for completing the WISE Attendance and Membership form (WDE 600) be present at this training.

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**How 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 the site no later than Monday, February 9<sup>th</sup>.

**Who to contact for more information?** If you or your staff has questions, please contact Scott Bullock at 307-777-7418 or via e-mail at [sbullo@educ.state.wy.us](mailto:sbullo@educ.state.wy.us) or Lachelle Brant at (307)777-3679 or [lbrant@educ.state.wy.us](mailto:lbrant@educ.state.wy.us).

Thank you for taking the time to pass this information along to your staff.

SB:lb

Enclosure

**DRAFT COPY**

District ID - Name: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_

1. Enter data for each student taking the course indicated during the School Year being reported.
2. Direct any content questions to Scott Bullock, (307) 777-7418.
3. Click in any green cell for instructions on what to enter in that column.
3. When complete save a copy to your machine.
4. Have the individual at the district office with upload rights upload the form to the Department.

**INSTRUCTIONS**

Course Information					Student Information							Outcomes			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
1	Course ID	Course Name	Course Provider	Hathaway Course	Milestones	School ID	WISER ID	Student First Name	Student Middle Name	Student Last Name	Date of Birth	Grade Level	Milestones Completed	K-12 Credits Awarded	Post Secondary Credits awarded
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**Distance Education Milestones Report  
January 2009**

Technology, Careers and Data  
Wyoming Dept. of Education  
2300 Capitol Ave.  
Cheyenne WY 82002-0050  
Contact: Scott Bullock, (307) 777-7418



WDE-591  
Revised: Nov 2008  
Due: June 30, 2009  
Expires: Jul 2009

1. For questions regarding reportable content, please contact Scott Bullock, (307) 777-7418.
2. The Distance Education Milestones Report data are stored in a table, the WDE-591. There is one record for each student enrolled in the district for each distance education course the student takes.
3. Descriptions of what to enter in the columns of the WDE-591 are listed below.

[WDE-591](#)

Col. #	Field Name	Length	Valid Values / Formats	Definition
1	Course ID	15	Alpha/Numeric Characters	Course ID used by provider
2	Course Name	25	Alpha/Numeric Characters	Title of course used by provider
3	Course Provider	25	Valid Program Provider	Enter provider of distance education course from dropdown list
4	Hathaway Course	1	Y, N	This course was used to meet Hathaway requirements.
5	Milestones	3	Whole numbers between 1 and 200.	Number of milestones for this this course. Do not leave blank.
6	School ID	7	Valid Wyoming School ID	The 7-digit ID of the school in which the student was enrolled when taking the course.
7	WISER ID	8	Must conform to valid values for WISER IDs	The WDE 8-digit state assigned student record identifier
8	Student First Name	15	Name characters	Student's first name. Use full legal first name.
9	Student Middle Name	15	Name characters Optional	Student's middle name or initial. Use full legal middle name if possible.
10	Student Last Name	25	Name characters	Student's last name. Use full legal last name.
11	Date of Birth	10	YYYY-MM-DD	Student's date of birth.
12	Grade Level	2	HK, FK, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	Student's grade level.
13	Milestones Completed	3	Whole numbers between 0 and 200	Number of Milestones met by student. Do not leave blank.
14	K-12 Credits Awarded	1	Numbers between 0.00 and 9.00	Number of K-12 credits awarded to student for this course. Two decimal places allowed.
15	Post Secondary Credits Awarded	1	Numbers between 0.00 and 9.00	Number of post secondary credits awarded to student for this course. Two decimal places allowed.