



Wyoming Department of Education

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MEMORANDUM NO. 2009-054

TO: School District Superintendents
WISE Coordinators
Business Managers
Personnel Directors

FROM: Leslie Zimmerschied, Data Analyst
Technology, Careers, and Data Unit

DATE: March 27, 2009

SUBJECT: Spring 2009 WEN Video Training: WDE-652 - WISE School District Staff Member Collection-End of Year

DATA COLLECTION WEN VIDEO TRAINING

The Wyoming Department of Education (WDE) will hold a training session on April 28th from 2:00 p.m. to 4:00 p.m. to address the WDE-652 - WISE School District Staff Member Collection - End of Year. This training session will be interactive and administered over the Wyoming Equality Video Network (WEN). This memorandum answers districts' most frequently asked questions regarding the Spring 2009 WDE-652 data collection and provides information on the upcoming training.

Information on the WEN Training

When is it?

The WDE-652 training will be held on **April 28th** from 2:00 p.m. to 4:00 p.m via the WEN.

Who should attend?

Both technical and content school district personnel should attend this training. WDE recommends that each WISE Coordinator attend, along with Human Resource Administrators and the person responsible for completing the WDE-652.

What is the agenda?

A portion of the presentation will focus on submission process via the SRM. The trainings will detail the content of the WDE-652 collection. Specifications of each required element will be explained as well as answers to Frequently Asked Questions. Content experts from WDE will be on-hand to answer any additional questions that district personnel may have.

When to sign up?

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If you are interested in joining this training, please contact your local WEN Video scheduler to sign up your site. **The last date to sign up your WEN site is April 22, 2009.**

Information on the WDE-652 Collection

What is the WDE-652 data collection?

The WDE-652 is a full-year, comprehensive, collection for staff member demographics and employment status. The WDE-652 collects statistics on all staff members within each school district. It is the Spring collection that closely matches the WDE602 collection required in the fall.

What is the purpose of the WDE-652 data collection?

The information collected in the WDE-652 is necessary for reporting at both the state and federal levels. At the state level, staffing data are used to complete the funding model as specified in Wyoming State Law 21-2-203. At the federal level, the number of Highly Qualified Teachers is an indicator for the No Child Left Behind (NCLB) Legislation.

What previous notification was provided to districts?

The Spring 2009 WDE-652 collection was addressed in Superintendent's Memo No. 2009-047 on March 6, 2009. The full WISE collection schedule is available on the Forms Inventory Calendar:

<https://wdesecure.k12.wy.us/stats/forms.inventory>. The Spring WISE collection schedule is also available through the WISE Info Center on the Fusion Portal:

http://fusion.edu.wyoming.gov/MySites/Data_Collection/data_collection_forms_inventory.aspx.

When is the Collection Window?

The collection will be submitted through the State Report Manager. The data collection window is from May 18, 2009 through June 30, 2009. The Spring 2009 WDE-652 data collection is due on June 30, 2009 by 5:00 p.m.

Where are the Collection Documents Posted?

The current data elements and business rules are available on the WISE website at <http://www.k12.wy.us/wise>. The staffing manual and guidebook will be available in March 2009. 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 content questions regarding the WDE-652, please contact Susan Kruse at 307-777-6252 or skruse@educ.state.wy.us.

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If you have any submission questions regarding the WDE-652, please contact Leslie Zimmerschied at 307-777-8751 or lzimme@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.

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