



## Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

Hathaway Building, 2nd Floor, 2300 Capitol Avenue

Cheyenne, WY 82002-0050

Phone 307-777-7673 Fax 307-777-6234 Website www.k12.wy.us

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### MEMORANDUM NO. 2009-131

**TO:** School District Superintendents  
School Principals

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**FROM:** Shannon Cranmore, Data Analyst/EDEN Coordinator  
Technology, Careers and Data

**DATE:** September 4, 2009

**SUBJECT:** Data Collection Forum Meeting

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### INFORMATION TO SHARE

The next Data Collection Forum Meeting is scheduled for **Tuesday September 22, 2009 from 3:30-5:00 p.m.** via the WEN Video. The purpose of this meeting is to discuss the Data Collection Forum in detail. This will include: determining the Data Collection Forum's goals, plans for future meetings, and discussing ED Facts and data reporting. The agenda for this meeting is as follows:

Data Collection Forum Meeting Agenda for September 22, 2009, 3:30-5:00 p.m.

- 3:30-3:35 Welcome and Introductions
- 3:35-4:00 What is the Data Collection Forum (DCF)?
  - History
  - Planning
  - Goals
  - Structure
  - Future Meetings
- 4:00-4:30 ED Facts Review
  - What is ED Facts?
  - Why is it Important?
- 4:30-4:45 Additional Questions
- 4:45-5:00 'Hot Topics'

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- Hot topics will be on the agenda for every Data Collection Forum Meeting. During this time, districts will be given the opportunity to provide input and ideas on specific data related items they would like the Data Collection Forum to address at future meetings. These items will not be discussed and questions will not be answered during this timeframe, however, all input will be forwarded to the next meeting's agenda for full consideration.

This meeting is open to all school and district staff. Please encourage those that are responsible for collecting and reporting data to attend. The WDE recommends that each district have at least one representative at this meeting.

For more information on the Data Collection Forum, please view Superintendent's Memo #2007-109 dated August 14, 2009.

If you are interested in joining this meeting, please contact your local WEN Video scheduler to sign up your site.

If you have any questions about the Data Collection Forum or this meeting, please contact Shannon Cranmore at [scranm@educ.state.wy.us](mailto:scranm@educ.state.wy.us) or 307-777-6245.

SC:tw