



Wyoming Department of Education

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MEMORANDUM NO. 2010-045

TO: School District Superintendents
School Principals

FROM: Shannon Cranmore
Data Analyst/EDEN Coordinator
Information, Data and Technical Services

DATE: March 5, 2010

SUBJECT: Data Collection Forum

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Information to Share

The next Data Collection Forum Meeting is scheduled for **Wednesday, March 24, 2010, from 3:30-5:00 pm** via the WEN Video. This meeting was canceled in February and has now been rescheduled.

The purpose of this meeting is to discuss the changes to the WDE652 – WISE School District Staff Member Collection. Please ensure that all staff responsible for completing this collection attends this meeting. The agenda for this meeting is as follows:

Data Collection Forum Meeting Agenda for March 24, 2010, 3:30-5:00 pm

- 3:30-3:35 Welcome and Introductions
- 3:35-4:55 WDE652 – WISE School District Staff Member Collection
- Education File Data Elements
 - Office of Postsecondary Education Identifier (OPE ID) Codes
 - Classification of Instructional Programs (CIP) Codes
 - Tips to compiling the new elements related to staff education
 - Update on Praxis II
 - New Assignment Code for Instructional Facilitators paid hourly wage
 - Questions

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4:55-5:00 Hot Topics

- 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 time frame.

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

For more information on the Data Collection Forum, please view [Memo No. 2009-109: Data Collection Forum](#) 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 or 307-777-6245.

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