



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

MEMORANDUM NO. 2010-074

TO: School District Superintendents
Curriculum Directors
Technology Directors
WISE Coordinators

FROM: Laurel Ballard, Chief Information and Data Officer
Information Management Unit

DATE: April 2, 2010

SUBJECT: Student Name Entry Standards

IMPORTANT INFORMATION – PLEASE SHARE

Data quality is vital to running an efficient organization, and is a top priority for the Wyoming Department of Education (WDE). It is critical that each student be accurately and authentically identified. The eligibility for school services, assessment scores, and funding are determined by data submitted by school district personnel. Decisions affecting student learning are made based on the accuracy of the data.

Wyoming's current statewide longitudinal education data system must be enhanced to meet this demand. The long-term goal for the WDE's statewide longitudinal data system is a sustainable enterprise education information system. To achieve this, Wyoming needs to fully link student records over time, standardize and update our data collection methodology, and decrease the data-reporting burden to the local school districts.

Pursuant to WS § 21-2-203, the WDE will require full legal names on student level data collections and within the Student Registration System, beginning in the 2010-2011 school year. Full legal names are specified on primary identification documents such as birth certificates, legal presence documents, and/or legal name change documents.

School District Superintendents
Curriculum Directors
Technology Directors
WISE Coordinators
Memo No. 2010-074
April 2, 2010
Page 2

All persons (and their supervisors) who are responsible for entering data into student information systems and submitting data collections to the WDE must be familiar with these standards. A full Student Name Entry Standards Guidebook will be available by August 2, 2010. Training for school district data entry personnel will be held in early August 2010.

The WDE adheres to all portions of the Family Education Rights and Privacy Act (FERPA) to protect the privacy of student education records.

If you have any questions about this information, please contact Leslie Zimmerschied at lzimme@educ.state.wy.us, 307-777-8751 or Laurel Ballard lballa@educ.state.wy.us, 307-777-7016.

LB:lz