



## Wyoming Department of Education

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### MEMORANDUM NO. 2010-083

**TO:** School District Superintendents  
WISE Coordinators  
Business Managers  
Personnel Directors  
WDE652 Contacts

**FROM:** Susan Williams  
Data Analyst – WDE652 Data Steward 

**DATE:** April 16, 2010

**SUBJECT:** May 2010 WDE652 – WISE School District Staff Member  
Collection School Year 2009-2010

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### TIME SENSITIVE – DATA COLLECTION

**The Wyoming Department of Education (WDE) is announcing the May 2010 WDE652 – WISE School District Staff Member School Year data collection.** This memorandum will provide details on:

- The changes made to this school year's collection
- The scheduled Wyoming Equality Network (WEN) video training
- The firm data correction timeline for this data collection.

### **Information on the WDE652 Collection**

#### **What is the WDE652 data collection?**

The WDE652 is a full-year comprehensive collection for staff member demographics and employment status. The spring WDE652 collection is an accurate report of employment details as they occurred throughout the entire school year. Year-end employment data is required to ensure accurate FTE experience is calculated for each individual. This data is then rolled forward as prior experience for use in conjunction with the next fall's October 1<sup>st</sup> employment data in the Wyoming Funding Model.

#### **How is this Year's WDE652 Collection Different from Last Year?**

The change to the WDE652 is the addition of a fourth file, the Education file. Districts were sent the file spec for the Education file in January 2010 to provide added time to collect the new information.

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The education file is to be reported for all **teachers, principals, assistant principals, instructional facilitators and tutors.**

In the WDE652 Education file, districts will be required to report post secondary institutions, degrees earned, years degrees were earned, location where teaching certificate was attained, GPAs, as well as Praxis II information when applicable. WDE652 Education file data elements can be retrieved from the WISE website, <http://www.k12.wy.us/wise/>.

### **When is the Collection Window?**

The data collection window opens May 17, 2010, and closes June 30, 2010. No submissions will be accepted after June 30<sup>th</sup> at 5:00 P.M. The collection will be submitted through the State Report Manager (SRM) on the WISE data system. It is recommended that districts attempt to submit their data no later than June 23<sup>rd</sup> to give them time to correct any errors that may occur in the SRM.

### **Where are the Collection Documents Posted?**

All collection documents are available on the WISE website. You can access the WISE website through the link above or it is available through the Forms Inventory at: [https://wdesecure.k12.wy.us/stats/wde.forms.details?the\\_form=652](https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=652). School districts will be contacted via e-mail once the guidebook has been posted to the WISE website. A copy of the training slides will be sent out to all WDE652 contacts two days prior to training.

### **Information on the WDE652 Training**

#### **When is it?**

The WDE652 training will be held on **Wednesday, April 28, 2010, from 2:00 p.m. to 3:50 p.m.** via the WEN video. Please contact your WEN video scheduler to sign up your site.

#### **Who Should Attend?**

Both technical and content personnel should attend this training. WDE recommends that each WISE Coordinator attend, along with the person(s) responsible for completing the WDE652 data collection.

#### **What is the Agenda?**

This training will detail the data elements and the submission process, as well as providing helpful hints while working with the State Report Manager (SRM) for the WDE652 data collection.

Along with details on the submission process, a portion of the presentation will focus on content-based Frequently Asked Questions (FAQ). The questions, along with the corresponding answers, will be presented in the training. Content personnel will also be available to answer any additional content questions that district personnel may have.

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### **When to Sign Up?**

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

### **Information on the WDE652 Data Correction Timeline**

#### **What is the Data Correction Timeline?**

After the data is submitted the WDE652 steward will contact districts if any errors need to be corrected. Districts will be asked to correct errors within a two week time period. No changes will be accepted or made to the WDE652 data after July 31, 2010.

Please note, only the district WDE652 contact can make corrections to the finalized fall 2010 WDE652 data.

#### **Why Do We Need a Data Correction Deadline?**

Corrections to the fall 2010 WDE652 data are restricted to a firm timeline in order to meet the deadlines of the various reporting purposes. The WDE652 data are used to populate the Wyoming funding model. It is imperative that the data be accurate and submitted on time so the WDE can meet its reporting requirements.

#### **Who to Contact for More Information?**

If you have any questions regarding the WDE652, please contact Susan Williams at 307-777-6252 or [swilli@educ.state.wy.us](mailto:swilli@educ.state.wy.us).

If you have any questions about the WISE project, please contact Cassie Lallak at 307-777-5463 or [clalla@educ.state.wy.us](mailto:clalla@educ.state.wy.us).

If you have any questions about the SRM or submission of the WDE652, please contact Leslie Zimmerschied at 307-777-8751 or [lzimme@educ.state.wy.us](mailto:lzimme@educ.state.wy.us).