



# Wyoming Department of Education

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## MEMORANDUM NO. 2011-023

**TO:** School District Superintendents  
WISE Coordinators  
PAWS Coordinators

**FROM:** Shannon Cranmore, Project Manager  
Information Management Division

**DATE:** February 18, 2011

**SUBJECT:** 2011 Spring WDE684 – WISE Teacher/Course Student Data Collection

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### IMPORTANT INFORMATION

**The Wyoming Department of Education (WDE) announces the 2011 Spring WDE684 – Teacher/Course/Student data collection.**

This memorandum provides details on the 2011 Spring WDE684 collection, as well as communications, trainings and firm due dates for submissions and corrections for this data collection.

**Information on the WDE684 Collection**

***What is the WDE684 data collection?***

The WDE684 is the authoritative collection of student-level demographics, enrollment and course information.

***What is the purpose of the WDE684?***

The data collected by the WDE684 is critical and essential to the continual growth of Wyoming's information education system. Data are utilized in an array of fashions, which include (but are not limited to) funding models, Adequate Yearly Progress (AYP), No Child Left Behind indicators, Traffic Signal Reports for teachers, and Special Education Programs.

***How will the data be submitted?***

The collection will be submitted through the State Report Manager (SRM) on the Wyoming Integrated Statewide Education Data System (WISE). Each district has unique and secure log-in information.

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***How do I access the SRM?***

The SRM can be accessed through the Wyoming Education Fusion Portal <http://fusion.edu.wyoming.gov/MySites/Applications/applications.aspx>. District personnel directly responsible for collecting and reporting these data should be granted access by their district Fusion Administrator.

***When is the collection window?***

The data collection window is from **March 25, 2011, to April 8, 2011**, and is due to the WDE **on or before April 8, 2011**. This data collection is a year-to-date collection from the first day of school through March 25, 2011.

***What can your district do to ensure that WDE684 data is submitted on or before the due date of April 8, 2011?***

Your district can run WDE685 Uncertified Teacher/Course/Student collection trails prior to the WDE684 window opening to review data and ensure that data are cleaned prior to submitting the WDE684 data collection. The WDE685 is always open, so submission trials can be run at any time.

Districts are also encouraged to start submitting their WDE684 data beginning on March 25, 2011, to allow the full collection window timeframe to make any necessary corrections before the due date of April 8, 2011. WDE staff will be contacting districts throughout the collection window to offer assistance to those who may need it.

**Information on the WDE684 data correction timeline.**

***Why is the information on the WDE684 data important?***

These data are utilized in identification of At-Risk students (Free and Reduced Lunch, English Language Learner, and/or mobile students as defined by WDE rules and regulations) for use in the Wyoming Education Resource Block Model, Bridges Summer School Grant Program and AYP determinations. Teacher Course Student data are also utilized in the PAWS Reporting utilized by teachers.

***Why do we need a data collection timeline?***

Corrections to the WDE684 data are restricted to a firm timeline in order to meet the deadlines for AYP reporting and PAWS Reporting.

***What is the data correction timeline?***

The opportunity for districts to make corrections to their WDE684 data exists between March 26, 2011, and May 5, 2011. **No changes to the WDE684 will be made after May 6, 2011.**

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***Will training be offered for this collection?***

A WDE684 training will be conducted on March 22, 2011, from 2:00 p.m. to 4:00 p.m. via WEN Video. It is encouraged that all staff responsible for data reporting on the WDE684 attend this training. To schedule your district for this event, please contact your district WEN Video Coordinator. This training will also be recorded if staff is not able to attend.

***Where are the collection documents posted?***

The current data elements are posted on the WISE website at:

<http://portals.edu.wyoming.gov/wise/>

The WDE684 guidebook will be posted on this site as soon as it becomes available, but no later than March 1, 2011.

**Whom do I contact for more information?**

If you have questions regarding the WDE684 collection or if you have questions about the WDE685 and running trials before the collection window, please contact Leslie Zimmerschied at [lzimme@educ.state.wy.us](mailto:lzimme@educ.state.wy.us) or 307-777-8751.

To answer questions about the WISE data system, please contact Drew Dilly at [ddilly@educ.state.wy.us](mailto:ddilly@educ.state.wy.us) or 307-777-3656.

For assistance with the Wyoming Education Fusion Portal, please contact Cassie Lallak at [clalla@educ.state.wy.us](mailto:clalla@educ.state.wy.us) or 307-777-5463, and for general questions regarding data collections and the SRM, please contact Shannon Cranmore at [scrann@educ.state.wy.us](mailto:scrann@educ.state.wy.us) or 307-777-6245.