



# Wyoming Department of Education

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## MEMORANDUM NO. 2011-056

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

**FROM:** Susan Williams, Data Analyst – WDE652 Data Steward  
Information Management Division

**DATE:** April 20, 2011

**SUBJECT:** MAY 2011 WDE652 – WISE SCHOOL DISTRICT STAFF MEMBER  
COLLECTION SCHOOL YEAR 2010 - 2011

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### SUBMISSION AND CORRECTION INFORMATION

**The Wyoming Department of Education (WDE) is announcing the May 2011 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 reporting of employment details as they actually occurred throughout the entire school year. This year-end data is required to ensure accurate calculation of FTE values for the school year. These accurate FTE values are then rolled forward as prior experience for use in conjunction with the next fall's October 1<sup>st</sup> WDE602 employment data in the Wyoming Funding Model. Accurate calculation of FTE based on actual, full-year employment detail is important because it reduces errors in funding and decreases audit findings.

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### **How is this Year's WDE652 Collection Different from the fall WDE602?**

There were no element changes to the WDE652; however, there are two new business rules. One business rule requires a valid email address. In the fall WDE602 an Email element was added to the Employment file. Note that districts will be required to add email addresses for all new employees assigned a district email address. The second business rule requires districts to add education information for all newly hired principals, assistant principals, teachers, tutors and instructional facilitators.

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

The data collection window is from May 17, 2011, through June 30, 2011. The spring 2011 WDE652 data collection is due on or before June 30, 2011, by 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: <http://portals.edu.wyoming.gov/wise/>. 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 **Thursday, April 28, 2011, from 2:00 p.m. to 3:50 p.m.** via the WEN.

#### **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.

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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.

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

If you are interested in joining this training, please contact your local high school or community college and ask their local 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 there are errors 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 WDE602 data after July 31, 2011.

Please note, only the district WDE652 contact can make corrections to the finalized fall 2011 WDE652 data.

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

Corrections to the fall 2011 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 these data are 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).

CC: Staffing Contacts