



# Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction  
Hathaway Building, 2<sup>nd</sup> Floor, 2300 Capitol Avenue  
Cheyenne WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: [edu.wyoming.gov](http://edu.wyoming.gov)

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## MEMORANDUM NO. 2011-067

**TO:** School District Superintendents  
Business Managers  
District Personnel Responsible for WDE103/WDE401 Content

**FROM:** Greg Hansen, Consultant  
School Foundation Program  
Finance Division

**DATE:** May 9, 2011

**SUBJECT:** WEN Video Training  
2011 WDE103 – Reimbursable Pupil Transportation Expenditures Report  
2011 WDE401 – Reimbursable Special Education Expenditures Report

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### IMPORTANT INFORMATION

**The Wyoming Department of Education (WDE) will hold a training session on May 24, 2011, from 2:00pm – 4:00pm to address the WDE103 – Reimbursable Pupil Transportation Expenditures Report, as well as the WDE401 Reimbursable Special Education Expenditures Report.** The training session will be interactive and administered over the Wyoming Equality Video Network (WEN). This memorandum answers districts' most frequently asked questions regarding the 2011 WDE103/WDE401 data collections and provides information on the upcoming training.

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

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

The WDE103/WDE401 training will be held May 24, 2011, from 2:00pm to 4:00pm via the WEN.

##### ***Who should attend?***

Each school district business manager is strongly encouraged to participate. Both technical and content personnel should attend this training.

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***What is the agenda?***

The training will first cover the WDE103 and then the WDE401 providing an overview of each collection. Portions of the presentation will focus on the form login and submission process via Fusion. Updates to the forms will also be explained. The steward of the WDE103/WDE401 collections will conduct the presentation and answer any additional questions district personnel may have.

***When to sign up?***

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

**Information on the WDE103 Collection**

***What is the WDE103 data collection?***

The WDE103 is the official collection for reimbursable pupil transportation expenditures.

***What is the purpose of the WDE103 data collection?***

The data collected in the WDE103 is used in the WDE100, School Funding Worksheet, for School Foundation Program funding purposes, and for various state and federal reports.

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

The collection will be submitted through the Wyoming Department of Education Fusion portal.

***How do I access Fusion?***

Fusion can be accessed through the following link, <http://fusion.edu.wyoming.gov>

District personnel directly responsible for collecting and reporting these data will need to be granted access to the WDE103 by their district Fusion Administrator. For more detailed instructions refer to the WDE103 guidebook.

***When is the Collection Due?***

The data collection window is from **July 1, 2011, through August 12, 2011**. The 2011 WDE103 data collection is due on or before August 12, 2011.

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***Where are the WDE103 collection documents posted?***

The current guidebook and training presentation slides *will be* posted on the Fusion website:

[https://fusion.edu.wyoming.gov/sites/secured/MySites/Data\\_Collection/data\\_collection\\_forms\\_inventory.aspx](https://fusion.edu.wyoming.gov/sites/secured/MySites/Data_Collection/data_collection_forms_inventory.aspx).

Users will need their Fusion user name and password to access this page. Guidebooks can be found by clicking on the arrow to the left of the collection number under the Data Collection Suite header and then clicking on the Documents tab.

**Information on the WDE401 Collection**

***What is the WDE401 data collection?***

The WDE401 is the official collection for reimbursable special education expenditures.

***What is the purpose of the WDE401 data collection?***

The data collected in the WDE401 is used in the WDE100, School Funding Worksheet, for School Foundation Program funding purposes, and for various state and federal reports.

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

The collection will be submitted through the Wyoming Department of Education Fusion portal.

***How do I access Fusion?***

Fusion can be accessed through the following link,  
<http://fusion.edu.wyoming.gov/>

District personnel directly responsible for collecting and reporting these data will need to be granted access to the WDE401 by their district Fusion Administrator. For more detailed instructions refer to the WDE401 guidebook.

***When is the Collection Due?***

The data collection window is from **July 1, 2011, through August 12, 2011**. The 2011 WDE401 data collection is due on or before August 12, 2011.

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***Where are the WDE401 collection documents posted?***

The current guidebook and training presentation slides *will be* posted on the Fusion website:

[https://fusion.edu.wyoming.gov/sites/secured/MySites/Data\\_Collection/data\\_collection\\_forms\\_inventory.aspx](https://fusion.edu.wyoming.gov/sites/secured/MySites/Data_Collection/data_collection_forms_inventory.aspx).

Users will need their Fusion user name and password to access this page. Guidebooks can be found by clicking on the arrow to the left of the collection number under the Data Collection Suite header and then clicking on the Documents tab.

***Who to contact for more information?***

If you have any content questions regarding the WDE103 or WDE401, please contact Greg Hansen at [ghanse@educ.state.wy.us](mailto:ghanse@educ.state.wy.us) or 307-777-6266.

For questions regarding Fusion form submission, please contact Susan Williams at [swilli@educ.state.wy.us](mailto:swilli@educ.state.wy.us) or 307-777-6252.