



Wyoming Department of Education

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MEMORANDUM NO. 2011-086

TO: School District Superintendents
Summer School Coordinators
Business Managers
District Personnel Responsible for WDE537 Wyoming Bridges Program Report

FROM: Dianne Frazer, Education Consultant
Educational Quality and Accountability Division

DATE: June 1, 2011

SUBJECT: WEN Video Training
2011 WDE-537 – Wyoming Bridges Summary of Summer Programs Report

IMPORTANT INFORMATION

The Wyoming Department of Education (WDE) will hold a training session to address the data requirements of the WDE-537 – Summary of Summer Programs, Summer School 2011. This interactive training will be administered over the Wyoming Equality Video Network (WEN).

When is it?

The WDE-537 training will be held Tuesday, June 14, 2011 from 1:30 to 2:30 p.m. via the WEN.

Who should attend?

Personnel responsible for completing or supervising the completion of the WDE-537 – usually summer school coordinators, business managers, or any other technical and content personnel involved in submission of collections requiring detailed *student-level data* as well as submissions which result in district *reimbursement of expenditures*.

What is the agenda?

The training will provide an overview of the collection and data format requirements. WDE personnel will explain areas of concern experienced during the first year of the data collection and highlight updates to the form made this year to ensure compliance with Department requirements for student-level data. Districts are encouraged to ask questions and make suggestions.

When to sign up?

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

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What is the WDE-537?

The WDE-537 is the official data collection associated with summer school attendance and costs and requires data to be reported at the student level. Additionally, it is the form used to request reimbursement for summer school expenditures.

What is the purpose of the WDE-537 data collection?

The data collected in the WDE-537 is used to pay districts for summer school expenses, to analyze academic growth in students completing summer school, and to provide information that is reported to the state legislature and other policymakers.

How will the data be submitted?

The collection will be submitted through the Wyoming Department of Education data collection process by district personnel with data upload rights.

When is the collection due?

The data collection is due no later than October 1, 2011. More information on timelines will be discussed in the WEN training.

Where is the WDE-537 collection document posted?

The guidebook and form will be posted on the Department's website under data collection:
<http://edu.wyoming.gov/DataInformationAndReporting/DataCollectionSuite.aspx>

How can I access this WEN Video training at a later date?

After the June 14th WEN training, a recording of the presentation will be available at <http://wenvideo.net>. Click on "Recordings" and select the WDE537 session.

Who should I contact for more information?

If you have any questions regarding the WDE-537, please contact Ruth Sommers at 307-632-0157, somm8@bresnan.net or Dianne Frazer at 307-777-8676, dfraze@educ.state.wy.us. For questions regarding data uploading, please contact Aleta Nichols at 307-777-7009, anicho@educ.state.wy.us.

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