



Wyoming Department of Education

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

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

MEMORANDUM NO. 2011-116

TO: School District Superintendents
WISE Coordinators

FROM: Brian Wuerth, Data Analyst
Information Management Division

DATE: September 6, 2011

SUBJECT: Fall 2011 WDE684A – WISE Teacher/Course/Student Data Collection

IMPORTANT INFORMATION

The Wyoming Department of Education (WDE) announces the Fall 2011 WDE684A – WISE Teacher/Course/Student data collection.

This memorandum provides details on the upcoming collection, as well as information on the firm correction timeline and acceptance process.

Information on the WDE684 Collection

What is the WDE684 data collection?

The WDE684 is the authoritative collection of student-level demographic, enrollment and course information. This report includes vital and social statistics on students in Wyoming Schools. There are several authorities that allow the WDE to collect data for the WDE684 collection. They are: W.S. § 21-2-304(a) (v); W.S. §21-2-203; and No Child Left Behind Title I Part A.

What is the purpose of the WDE684 data?

The data collected by the WDE684 is critical and essential to the continual growth of Wyoming's information education system. The data from the WDE684 collection is made available in a clear and useful way through public report cards such as the Wyoming Education Summary.

What training will be provided?

Two WEN Video trainings have been scheduled to detail all aspects of the Fall 2011 WDE684A data collection, including data compilation and submission. Everyone is welcome to attend. Please contact your local WEN Video scheduler to sign up for this event.

- Tuesday, September 20, 10:00am – 12:00pm
- Tuesday, October 4, 2:00pm – 4:00pm

Who should attend the trainings?

Both technical and content personnel should attend. WDE recommends that each WISE Coordinator attend, along with all personnel responsible for tracking student demographics and vital statistics.

How will the data be submitted?

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

When is the collection window?

The data collection window is from October 3, 2011, through October 17, 2011. The Fall 2011 WDE684A data collection is due on or before October 17, 2011.

Where is the collection documents posted?

The current data elements and guidebook are available on the WISE Data System website at <https://www.k12.wy.us/wise/>.

What has changed within the WDE684 collection?

The Fall 2011 WDE684A has no notable changes from the previous WDE684 collection. Please be aware that significant changes to the WDE684 will occur for the 2012-2013 school year. Extensive training will be provided regarding these changes and our goal is to make this transition as seamless as possible.

Information on the WDE684 correction timeline:

Why is the accuracy of the Fall 2011 WDE684A data important?

The Fall WDE684A data is needed to make effective policy decisions about instructional programs, dropout prevention strategies, and graduation requirements.

Why do we need a data correction deadline?

Corrections to the Fall 2011 WDE684A data are restricted to a firm timeline in order to meet the deadlines of public reporting.

What is the data correction timeline?

The enclosed flowchart identifies a set of dates to provide a firm schedule for making any necessary changes to the Fall 2011 WDE684A data. Opportunities for

School District Superintendents
WISE Coordinators
Memo No. 2011-116
September 6, 2011
Page 3

districts to make corrections exist between October 3, 2011, and November 14, 2011.

No changes to the WDE684A demographic data will be made after November 18, 2011.

On December 23, 2011, district personnel will be provided with Graduation and Dropout Rates for review. Districts will have one week to review and accept exit data and calculated rates. A verification letter, signed by the superintendent, must be received at the WDE no later than 5:00pm on January 2, 2012.

How do I access the data?

The WDE684A data will be available through the Wyoming Education Fusion portal (<http://fusion.edu.wyoming.gov>). District personnel directly responsible for collecting and reporting the data will be granted access. If there are additional personnel within your district who should have access, please contact your district's Fusion Administrator.

Whom do I contact for more information?

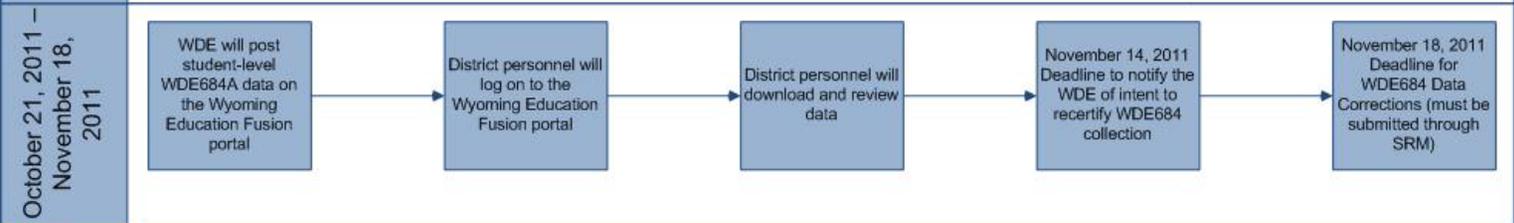
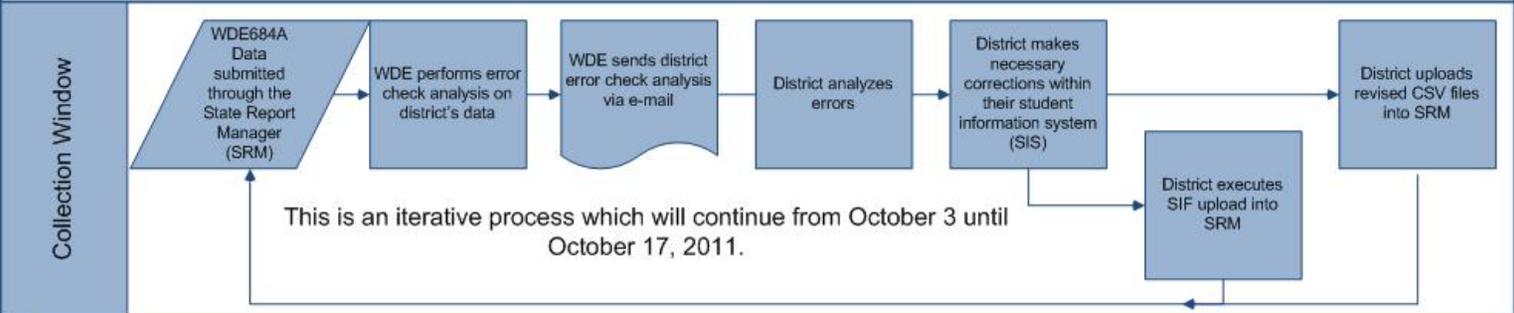
If you have any questions regarding the content or submission of the WDE684A, please contact Brian Wuerth at brian.wuerth@wyo.gov or 307-777-6748.

If you have any questions about the WISE Data System please contact Drew Dilly at drew.dilly@wyo.gov or 307-777-3656.

BW/tc

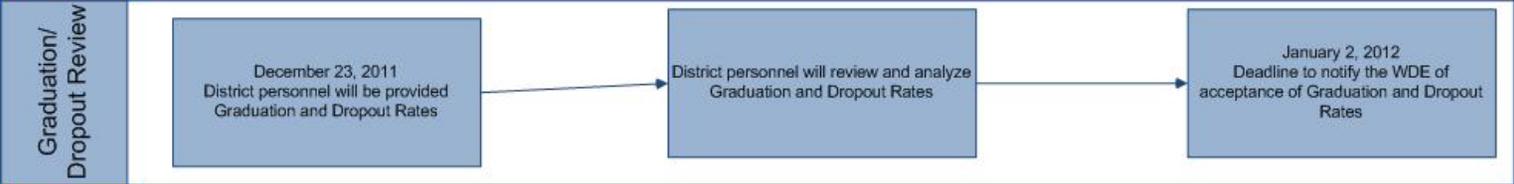
Enclosure

Fall 2011 WDE684A Data Correction Process



Deadline

Note: No changes will be accepted or made to the WDE684 demographic data after November 18th, 2011.



Deadline

Note: No changes will be accepted or made to the Graduation and Dropout Rates after January 2nd, 2012.

Last revised on August 29, 2011

