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MEMORANDUM NO. 2014-058

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

FROM: Jason Marcum, Consultant
School Foundation Program

DATE: May 5, 2014

SUBJECT: WEN Video Training
Spring 2014 WDE103 – Reimbursable Pupil Transportation Expenditures Report
Spring 2014 WDE401 – Reimbursable Special Education Expenditures Report

INTERACTIVE TRAINING SESSIONS AVAILABLE FOR WDE103 AND WDE401 REPORTS

CHEYENNE - The Wyoming Department of Education (WDE) will hold a training session on May 22, 2014, from 2:00 – 4:00 p.m. to address the WDE103 – Reimbursable Pupil Transportation Expenditures Report, as well as the WDE401 Reimbursable Special Education Expenditures Re-port. 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 Spring 2014 WDE103/WDE401 data collections and provides information on the upcoming training.

Frequently Asked Questions About the Training

When is it?

The WDE103/WDE401 training will be held May 22, 2014, from 2:00 to 4:00 p.m. via the WEN.

Who should attend?

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

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 your site up. The last date to sign up your WEN site is Friday May 16, 2014.

Frequently Asked Questions About WDE103 and WDE401 Data Collection

What is the data collection?

The WDE103 is the official collection for reimbursable pupil transportation expenditures. The WDE401 is the official collection for reimbursable special education expenditures.

What is the purpose of the data collection?

The data collected in the WDE103 and 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 accessible here: <http://fusion.edu.wyoming.gov>. District personnel directly responsible for collecting and reporting the data will need to be granted access to the WDE103 or WDE401 by their Fusion Administrator. For more detailed instructions refer to the WDE 103 or WDE 401 guidebook.

When is the collection window?

The data collection window opens July 1, 2014, and closes August 12, 2014. The Spring 2014 WDE103 and WDE401 data collection is due on or before August 12, 2014.

Where are the data collection documents posted?

The current guidebook and training presentation slides will be posted on the Fusion website a week prior to the scheduled training date. The guidebook and training presentation can be found at: http://fusion.edu.wyoming.gov/MySites/Data_Collection/data_collection_forms_inventory.aspx. Users will need their Fusion 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.

For content questions regarding the WDE103 or WDE401, please contact Jason Marcum at 307-777-6206 or jason.marcum1@wyo.gov. For questions regarding Fusion form submission, please contact Susan Williams at susan.williams@wyo.gov.