



**WYOMING**  
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**MEMORANDUM NO. 2015-044**

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

**FROM:** Donal Mattimoe, Data Analyst, WDE Information Division

**DATE:** April 20, 2015

**SUBJECT:** Spring 2015 WDE652 Training

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**WISE DISTRICT STAFF DATA COLLECTION,  
SCHOOL YEAR 2014-15**

The Wyoming Department of Education (WDE) announces the Spring 2015 WDE652-WISE School District Staff Member data collection. This memorandum provides:

- General information about the WDE652 report;
- The scheduled date of the Google Uber Conference training;
- The firm data correction timeline for this collection.

**What is the WDE652 Data Collection?**

The WDE652 is a full-year comprehensive reporting of the employment details of all school district staff, 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. FTE values are then rolled forward as prior experience for use in conjunction with the next fall's October 1st 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. The collection consists of four separate data files:

- 1) Employment,
- 2) Assignment,
- 3) Experience,
- 4) Education.

**Does the WDE Collect/Use Personally Identifiable Staff Information in this Collection?**

Yes. The WDE collects personal staff employment data in the WDE652 collection. However, only aggregated data that *does not* contain personally identifiable information is *publicly reported*.

Aggregated data consists of combined statistics that districts and schools use to make school improvement decisions. For more information about data collection and how the WDE protects your privacy, see <http://edu.wyoming.gov/data/data-governance>.

### **When is the WDE652 Training?**

The WDE652 training will be held on Thursday, April 23 from 10:00 a.m. to 11:30 a.m. at the following url: <https://www.uberconference.com/wdeuberconference>. You can join by phone or computer. To view the presentation, you must use your computer.

### **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's in the Agenda?**

The agenda includes a review of collection reference materials including the reportable combinations hand out, guidebook, and data elements. The goal is to teach districts to access and fully utilize WDE reference materials.

Along with details on the submission process, a portion of the presentation will focus on content-based Frequently Asked Questions (FAQs). The questions, along with their 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 is the Collection Window?**

The data collection window is open from May 13 through June 30, 2015. The collection will be submitted through the SRM on the WISE data system. It's recommended that districts attempt to submit their data no later than June 15, 2015 to give them time to correct any errors that may occur in the data trials in SRM.

### **Where are the Collection Documents Posted?**

All collection documents (including the training slides) will be available on the WISE website. You can access the WISE website here: <http://portals.edu.wyoming.gov/wise>.

### **What is the Data Correction Timeline?**

After the data is submitted, the WDE652 steward will contact districts via email if there are errors to be corrected. It's requested that **all errors be promptly fixed within two weeks of receipt** in order to give WDE staff time to complete all Federal and Public reports.

*If you have questions regarding the content or submission of the WDE652, contact Donal Mattimoe at [donal.mattimoe@wyo.gov](mailto:donal.mattimoe@wyo.gov) or 307-777-6391. If you have questions about the WISE project, contact Leslie Zimmerschied at 307-777-8751 or [leslie.zimmerschied@wyo.gov](mailto:leslie.zimmerschied@wyo.gov).*