



**WYOMING**  
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## MEMORANDUM NO. 2015-046

**TO:** District Superintendents  
Business Managers  
WISE Coordinators

**FROM:** Kim Morrow, School Foundation Program, Finance Division

**DATE:** April 20, 2015

**SUBJECT:** Spring 2015 WDE600 & WDE601 Training Conducted via WEN Video, UberConference

## WDE600 & WDE601 TRAINING

The Wyoming Department of Education will hold training May 7, 2015 to address two important data collections:

- WDE600 (WISE Attendance and Membership data collection);
- WDE601 (WISE Annual District Report).

Training will be interactive and administered over the Wyoming Equality Video Network (WEN), and via UberConference. This memorandum answers districts' most frequently asked questions regarding the Spring 2015 WDE600/WDE601 data collections, and provides information on the upcoming training.

### When is the Training?

WDE600/WDE601 training is scheduled for May 7, 2015 from from 2:00 p.m. to 4:00 p.m.

### Who should attend?

Each school district business manager is strongly encouraged to participate. Both technical and content personnel should attend this training. The WDE recommends that WISE Coordinators and attendance and membership representatives attend.

### What's in the Agenda?

A portion of the presentation will focus on the submission process via the State Report Manager (SRM). The trainings will also feature the content of the WDE600 collection. Specifications will be explained and answers provided for frequently asked questions. The steward of the WDE600/601 will be on-hand to answer questions that district personnel may have.

## **When to Sign Up**

To participate in this training via the WEN, contact your local WEN Video scheduler to sign up your site. You must schedule your WEN site by Tuesday, May 5, 2015. An invitation to the UberConference training will be emailed to districts with the conference details soon.

## **WDE600 COLLECTION**

### **What is the WDE600 Data Collection?**

The WDE600 is the official collection for student attendance, membership, and unexcused absence data.

### **What's the Purpose of the WDE600 Data Collection?**

The data collected in the WDE600 is used in the WDE100, School Funding Worksheet, for School Foundation Program funding purposes, and for various federal reports.

### **How is the Data Submitted?**

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

### **How do I access the SRM?**

The SRM can be accessed through the Wyoming Education Fusion Portal, found here: <http://fusion.edu.wyoming.gov/MySites/Applications/applications.aspx>.

District personnel directly responsible for collecting and reporting these data should be granted access by their district Fusion Administrator.

### **When is the Collection Window?**

The data collection window is open from June 1, 2015 through June 15, 2015. The Spring 2015 WDE600 data collection is due by June 15, 2015.

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

The current data elements and guidebook are available on the WISE website: <http://portals.edu.wyoming.gov/WISE/>.

## **WDE601 COLLECTION**

### **What is the WDE601 Data Collection?**

The WDE601 is the official collection for school district revenue and expenditure activity data.

### **What's the purpose of the WDE601 data collection?**

The data collected in the WDE601 is used in Statistical Series No. 3, in related required federal reports, and for funding model validation.

**How is the Data Submitted?**

The collection will be submitted through the SRM on the WISE. Each district has unique and secure log in information.

**How do I access the SRM?**

The SRM can be accessed through the Wyoming Education Fusion Portal, found here: <http://fusion.edu.wyoming.gov/MySites/Home/default.aspx>.

District personnel directly responsible for collecting and reporting these data should be granted access by their district Fusion Administrator.

**When is the Collection Window?**

The data collection window is from July 1, 2015 through August 12, 2015. The Spring 2015 WDE601 data collection is due by August 12, 2015.

**Where are the collection documents posted?**

The current data elements and collection guidebook as well as a video tutorial are available on the WISE website: <http://portals.edu.wyoming.gov/WISE/>.

**Who to contact for more information?**

*For content questions regarding the WDE600 or WDE601, please contact Kim Morrow at [kimberly.morrow@wyo.gov](mailto:kimberly.morrow@wyo.gov) or 307-777-6000.*

*For questions about the WISE data system, please contact Leslie Zimmerschied at [leslie.zimmerschied@wyo.gov](mailto:leslie.zimmerschied@wyo.gov), or 307-777-8751.*

*For assistance with the Wyoming Education Fusion Portal, please contact Susan Williams at [susan.williams@wyo.gov](mailto:susan.williams@wyo.gov), or 307-777-6252.*