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## MEMORANDUM NO. 2015-052

**TO:** District Superintendents  
WISE Coordinators  
Business Managers  
Data Collection Respondents  
Institution Directors

**FROM:** Elizabeth Foster, Data Collection Specialist

**DATE:** May 4, 2015

**SUBJECT:** Data Validation on Uploaded Excel Files in DCS

## DATA VALIDATION ON EXCEL-BASED DATA COLLECTIONS

A new phase of the Data Collection Suite (DCS) is being implemented and is currently in place for some Finance data collections. Starting with the upcoming 2015 Spring collections, when an Excel-based collection is uploaded to the DCS module, data validation will be performed on the uploaded file. Data validation is the process of verifying that the data passes a certain set of criteria. For example, if the data element is required, or if the data element is within the set range of the expected data parameters (I.E., is the entered value greater than or equal to zero, but less than or equal to 100).

Once the file is uploaded and the data validation is performed, a validation report is generated. This report reflects the errors associated with the data file and can be viewed at the time of uploading. Errors must be corrected prior to the data certification. Data submissions cannot be certified until all errors are corrected.

Even though the uploaded file passed the data validation, your submission is subject to further verification following transfer to the Oracle database, where business rules apply. Business rules can include cross-referencing with the WISER ID to determine whether it matches the student's name, date of birth, and gender. If your data does not pass the secondary business rule checks, it must be corrected and resubmitted.

This process is similar to the SRM data process, except that it is now being implemented against the Excel-based files.

Because data validation is performed at the time the data file is uploaded, it is suggested that the person responsible for correcting and certifying the data is responsible for uploading the file to ensure timeliness.

There are many state and federal laws to protect the security and privacy of student education records. The WDE seeks to exceed the minimum requirements for data protections whenever possible. All Wyoming Department of Education (WDE) data systems use advanced technology to protect student data. A full copy of the October 2014 Data Security Plan is available here: <http://edu.wyoming.gov/downloads/data/2015/governance/Data-Security-Report-2014-Final.pdf>.

The data the WDE collects meet specific policy or service needs, and every data collection from the WDE is authorized by a state or federal law. To view the mandate for each collection, visit the Data Collection Suite - Forms Inventory and click on the name of the collection.

*For questions, contact either the Collection Steward or WDE Data Collection Specialist Liz Foster at (307) 777-7009 or [elizabeth.foster@wyo.gov](mailto:elizabeth.foster@wyo.gov).*