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**MEMORANDUM No. 2014-045**

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

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

**DATE:** April 7, 2014

**SUBJECT:** WEN Video Training  
Spring 2014 WDE600 – WISE Attendance and Membership  
Spring 2014 WDE601 – WISE School District Annual Report

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## **WDE OFFERS TRAININGS ON ATTENDANCE AND ANNUAL REPORT DATA COLLECTIONS**

### *Trainings to take place over the Wyoming Equality Educational Network*

**CHEYENNE** - The Wyoming Department of Education (WDE) will hold a training session on May 1, 2014 from 2:00 – 4:00pm to address the WDE600 - WISE Attendance and Membership data collection, as well as the WDE601 Wyoming Integrated Statewide Education Data System (WISE) Annual District Report.

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 WDE600/WDE601 data collections and provides information on the upcoming training.

## **When is the training**

The WDE600/WDE601 training will be held May 1, 2014 from 2:00 - 4:00 pm via the WEN.

## **Who should attend**

Each school district business manager is strongly encouraged to participate.

Both technical and content personnel should attend this training. WDE recommends that each WISE Coordinator attend, along with your attendance and membership representative.

## **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 of each required element will be explained as well as answers to Frequently Asked Questions. The steward of the WDE600/601 will be on-hand to answer any additional questions that 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 up your site. The last date to sign up your WEN site is Tuesday, April 29, 2014.

## **Information on the WDE600 Collection**

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

## **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 the data is to be submitted**

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

## **How the SRM is accessed**

The SRM can be accessed through the Wyoming Education Fusion Portal <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.

## **Dates to access the collection window**

The data collection window is from May 30, 2014 - June 16, 2014. The Spring 2014 WDE600 data collection is due on or before June 16, 2014.

## **Where the collection documents are posted**

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

## **Information on the WDE601 Collection**

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

## **The purpose of the WDE601 data collection**

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

## **How the data is to be submitted**

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

## **How the SRM is accessed**

The SRM can be accessed through the Wyoming Education Fusion Portal <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.

## **Timing for the Collection Window**

The data collection window is from July 1, 2014 - August 12, 2014. The Spring 2014 WDE601 data collection is due on or before August 12, 2014.

## **Where the collection documents will be 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/>.

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*If you have any content questions regarding the WDE600 or WDE601, please contact Kim Morrow at 307-777-6000 or [kimberly.morrow@wyo.gov](mailto:kimberly.morrow@wyo.gov). To answer 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 307-777-5463.*