
MEMORANDUM No. 2014-026

TO: School District Superintendents
Business Managers
WISE Coordinators
Special Education Coordinators
Distance Education Coordinators

FROM: Brian Wuerth, Data Analyst
Information Management Division

DATE: February 24, 2014

SUBJECT: Training for the Spring 2014 WDE684A Teacher/Course/Student Enrollment Collection

WDE684 DATA COLLECTION TRAININGS ANNOUNCED

Trainings to take place over the WEN

The Wyoming Department of Education (WDE) announces that Spring 2014 WDE684 data collection training will be conducted via the Wyoming Equality Network (WEN). This memorandum provides information regarding the three WDE684 trainings that will be taking place, via the WEN, between now and March 21, 2014. Below is a Question and Answer format outlining the training opportunities.

Q. What is the collection window for the Fall 2014 WDE684?

A. The Spring 2013 WDE684 will open Friday, March 21 and close on Friday, April 4. Please make plans to assure that your data is submitted during this collection window. The introduction of WAEA mandates has significantly shortened the deadline for having this data cleaned and available for analysis.

Q. What information is covered by these training sessions?

A. The first two training sessions will cover general information regarding the entire Spring 2014

WDE684 data collection. The third training session will focus on Dual/Concurrent college course reporting.

Q. When and where will training take place?

A. The three WDE684 trainings will be held according to the schedule posted below:

Date	Time	Information Covered
• Thursday, March 6	2-3 p.m.	General 684
• Tuesday, March 11	10-11 a.m.	General 684
• Thursday, March 13	2-3 p.m.	Dual/Concurrent Reporting

Q. Who should attend the trainings?

A. Both technical and content personnel should attend. WDE recommends that each WISE Coordinator attend, along with all personnel responsible for tracking student demographics and vital statistics. It is also recommended that Special Education Coordinators and Distance Education Coordinators attend their respective training sessions.

Q. Who do I contact to schedule this and future trainings?

A. To schedule this or any future WEN training, please contact your local WEN Coordinator. Also, please feel free to contact Leslie Brown at The Wyoming Department of Administration and Information to schedule your local WEN facility.

Brown can be contacted at:

Leslie Brown
307-777-3348
Leslie.brown@wyo.gov

Q. Whom do I contact for more information?

A. If you have any questions regarding the content or submission of the WDE684B, please contact Brian Wuerth at brian.wuerth@wyo.gov or 307-777-6748.