



# Wyoming Department of Education

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## MEMORANDUM NO. 2008-007

**TO:** School District Superintendents  
School Principals  
WISE Coordinators

**FROM:** Nathaniel Castellanos  
Project Analyst  
Health and Safety Unit *NC*

**DATE:** January 18, 2007

**SUBJECT:** WDE 636 - WISE Student Disciplinary Actions and Crime and Violence Incidents

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### For Your Information

The Wyoming Department of Education (WDE) is providing information regarding the WDE 636 - WISE Student Disciplinary Actions and Crime and Violence Incidents data collection. A few school districts have had questions regarding this new collection. To better serve each district, WDE is providing a list of those questions and respective answers below. Please disseminate to the appropriate personnel within your district.

#### **How is the Collection Different?**

The WDE 636 data collection will consist of the data elements from the WDE 630 – Student Disciplinary Actions and the WDE631 – Crime and Violence Incidents data collections. To submit the WDE 636, districts will be required to submit two separate files. One file will contain the data elements from the WDE 630, which reports the individual student disciplinary actions. The second file will include the data elements from the WDE 631, which reports information on the overall incident. Please note that each file will also contain new data elements.

#### **When were Districts Notified of Changes?**

WDE strives to provide detailed and timely communication to each district. As mentioned below, each district has been notified of the changes to this collection on several occasions.

The first notification was delivered at the spring 2007 School Improvement Conference. Shadd Schutte included in his presentation that the WDE 630 and WDE631 collections were to be combined and that additional data elements would be included with the new collection.

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Superintendent's Memo #2007-121 was sent on July 6, 2007 to inform school districts that the WDE 636 data collection would be the collection number that would combine the WDE 630 and WDE 631 data collections.

This was also reiterated during the August 2007 PowerSchool Users Conference. At this conference, the combination of the WDE630 and WDE631 collections was addressed; it was stated that there would be new data elements within the new collection.

On September 26, 2007, WISE Coordinators were sent an e-mail notification that a draft of the WDE 636 data elements were posted to the WISE website. A second e-mail notification was sent on December 26, 2007 explaining that minor changes were made to these data elements and the revised version was posted to the WISE website.

#### **Where are the Current Data Elements Posted?**

The current data elements are available on the WISE website. A link to the WISE website is available through the Forms Inventory at [https://wdesecure.k12.wy.us/stats/wde.forms.details?the\\_form=636](https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=636). Additional information including business rules, a guidebook with frequently asked questions, and training slides are forthcoming. All forthcoming documentation will be posted prior to the collection window.

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

The WDE 636 data collection is due on June 27, 2008. The collection window will open in the State Report Manager on June 16, 2008 and will remain open through June 27, 2008.

#### **Who to Contact for More Information?**

If you have any content questions about the WDE 636 data collection, please contact Nathaniel Castellanos at 307-777-6391 or [ncaste@educ.state.wy.us](mailto:ncaste@educ.state.wy.us).

If you have any submission questions about the WDE 636 data collection, please contact Kelly R. Archer at 307-777-8751 or [karche@educ.state.wy.us](mailto:karche@educ.state.wy.us).

If you have any questions about the WISE project, please contact Shadd Schutte at 307-777-3656 or [sschut@educ.state.wy.us](mailto:sschut@educ.state.wy.us).

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