



# Wyoming Department of Education

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## MEMORANDUM NO. 2008 - 019

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

**FROM:** Kelly Archer  
Data Analyst  
Technology, Careers, and Data

**DATE:** February 8, 2008

**SUBJECT:** SPRING 2008 WEN VIDEO TRAINING  
WDE600 - WISE Attendance and Membership

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### DATA COLLECTION WEN VIDEO TRAINING

**The Wyoming Department of Education (WDE) will hold a training session on April 30th from 9:30 a.m. to 11:30 a.m. to address the WDE600 - WISE Attendance and Membership data collection.** The training session will be interactive and administered over the Wyoming Equality Video Network (WEN). This memorandum will answer districts' most frequently asked questions regarding the spring 2008 WDE600 data collection and provide information on the upcoming training.

#### **Information on the Training**

##### **When is it?**

The WDE600 training will be held on **April 30th from 9:30 a.m. to 11:30 a.m.** via the WEN.

##### **Who Should Attend?**

Both technical and content personnel should attend this training. WDE recommends that each WISE Coordinator attend, along with your attendance and membership representative. Each district business manager's attendance and participation is also strongly encouraged.

##### **What is the Agenda?**

This training will detail the submission process and provide helpful hints while working with the State Report Manager (SRM) for the WDE600 data collection.

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Along with details on the submission process, a portion of the presentation will focus on content-based Frequently Asked Questions. The questions, along with the corresponding answers, will be presented in the training. Content personnel will also be available to answer any additional content questions that district personnel may have.

### **When to Sign Up?**

If you are interested in joining this training, please contact your local high school or community college and ask their local WEN Video scheduler to sign up your site. **The last date to sign up your WEN site is April 25, 2008.**

### **Information on the WDE600 Collection**

#### **What is the WDE600 data collection?**

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

#### **How is this Year's Collection Different from Last Year?**

1. Each district will be required to submit student-level data for this school year's WDE600 data collection.
2. The length requirements for the StudentAggregateAttendance, StudentAggregateMembership, and StudentAggregateUnexcusedAbsence data elements have been extended to allow for three numbers after the decimal.

#### **When were Districts First Notified of this Collection?**

The spring 2008 WDE600 collection was first addressed in Superintendent's Memo No. 2007-121 and was sent out to districts on July 6, 2007.

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

The collection will be submitted through the State Report Manager on the WISE data system. The data collection window is from June 2, 2008 through June 15, 2008. The spring 2008 WDE600 data collection is due on or before June 15, 2008.

#### **Where are the Collection Documents 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=600](https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=600). The business rules and guidebook will be available by the beginning of April 2008.

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School districts will be contacted via e-mail once this document has been posted to the WISE website.

**Who to Contact for More Information?**

If you have any content questions regarding the WDE600, please contact Amy Manley at 307-777-6000 or [amanle@educ.state.wy.us](mailto:amanle@educ.state.wy.us).

If you have any submission questions regarding the WDE600, please contact Kelly 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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