



# Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

Hathaway Building, 2nd Floor, 2300 Capitol Avenue

Cheyenne, WY 82002-0050

Phone 307-777-7673 Fax 307-777-6234 Website [www.k12.wy.us](http://www.k12.wy.us)

---

## MEMORANDUM NO. 2008 - 022

**TO:** School District Superintendents  
WISE Coordinators

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

**DATE:** February 15, 2008

**SUBJECT:** SPRING 2008 WEN VIDEO TRAINING  
WDE-636: WISE Report of Student Disciplinary Actions and Crime and Violence

---

### DATA COLLECTION WEN VIDEO TRAINING

**The Wyoming Department of Education (WDE) will hold a training session on May 6th from 2:00 p.m. to 4:00 p.m. to address the WDE636 - WISE Report of Student Disciplinary Actions and Crime and Violence 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 this required collection and provide information on the upcoming training. Please disseminate to the appropriate personnel within your district.

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

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

The WDE636 training will be held on **May 6th from 2:00 p.m. to 4:00 p.m.** via the WEN.

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

Both technical and content personnel should attend this training. WDE recommends that each WISE Coordinator attends, along with your attendance and membership representative. The district business manager's attendance and participation is 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 WDE636 data collection.

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 May 1, 2008.**

### **Information on the WDE636 Collection**

#### **What is the WDE636 data collection?**

The WDE636 is the official collection for districts to report severe disciplinary actions, and incidents of Crime & Violence that occur on school grounds or at school sponsored events occurring during the 2007-08 school year.

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

The WDE636 data collection will consist of the data elements from the WDE630 – Student Disciplinary Actions and the WDE631 – Crime and Violence Incidents data collections. To submit the WDE636, districts will be required to submit two separate files. One file will contain the data elements from the WDE630, which reports the individual student disciplinary actions. The second file will include the data elements from the WDE631, 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 WDE630 and WDE631 collections were to be combined and that additional data elements would be included with the new collection.

Superintendent's Memo #2007-121 was sent on July 6, 2007 to inform school districts that the WDE636 data collection would be the collection number that would combine the WDE630 and WDE631 data collections.

This was also reiterated during the August 2007 Power School 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 WDE636 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.

On January 18, 2008, Superintendent's Memo #2008-007 was sent out to provide additional information to each school district on this collection.

**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 16, 2008 through June 27, 2008. The spring 2008 WDE636 data collection is due on or before June 27, 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=636](https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=636). The business rules and guidebook will be available by the beginning of April 2008. School districts will be contacted via e-mail once these documents have been posted to the WISE website.

**Who to Contact for More Information?**

If you have any content questions regarding the WDE636, 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 regarding the WDE636, please contact me 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).