



Wyoming Department of Education

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MEMORANDUM NO. 2008 - 023

TO: School District Superintendents
WISE Coordinators

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

DATE: February 15, 2008

SUBJECT: SPRING 2008 WEN VIDEO TRAINING
WDE427 - WISE Special Education Data Collection-End of Year

DATA COLLECTION WEN VIDEO TRAINING

The Wyoming Department of Education (WDE) will hold a training session on April 29th from 2:00 p.m. to 4:00 p.m. to address the WDE427 - WISE Special Education Data Collection - End of Year 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.

Information on the Training

When is it?

The WDE427 training will be held on **April 29th 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 the following people attend the training: WISE Coordinator, Special Education Directors, and Special Education Data Managers. Any other necessary personnel are also welcome to attend this training.

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 WDE427 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 April 24, 2008.**

Information on the WDE427 Collection

What is the WDE427 data collection?

The WDE427 is the official end-of-year collection for the Special Education data.

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

1. A new data element was added to the WDE427 data collection. This data element, Student Special Education, will evaluate the type of specially designed instruction being used on each student to meet his/her unique needs.
2. An in-depth definition has been provided for Student ELL.
3. The valid values of the Student Primary Disability have changed to match the valid values that were required on the December 2007 WDE425 collection.
4. The valid values of all five Student Related Service elements have been changed to the valid values that were required on the December 2007 WDE425 collection. The "Parent Counseling and Training" code will remain on the WDE427 collection.
5. The valid values of Student Assessment have been changed to the valid values that were required on the December 2007 WDE425 collection.
6. Student Secondary Disability, Student Total Instructional Minutes, Student Direct Service Minutes, and Student Indirect Service Minutes have been removed from the WDE427.

When were Districts First Notified of this Collection?

The spring 2008 WDE427 collection was first addressed in Superintendent's Memo No. 2007-121 and was sent out to districts on July 6, 2007.

Special Education contacts were also sent an e-mail on February 12, 2008 by Stephanie Weaver regarding the addition of the new data element Student Special Education.

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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 WDE427 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=427. 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 WDE427, please contact Stephanie Weaver at 307-777-2560 or sweave@educ.state.wy.us.

If you have any submission questions regarding the WDE427, please contact me at 307-777-8751 or 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.