



# Wyoming Department of Education

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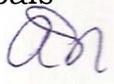
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## MEMORANDUM NO. 2008 - 059

**TO:** School District Superintendents  
Business Managers  
School Principals

**FROM:** Aleta Nichols   
Data Collection Specialist  
Technology, Careers, and Data

**DATE:** April 18, 2008

**SUBJECT:** Dealing With Data Forms – Spring 2008 WEN Video Training

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### INFORMATION TO SHARE

**The Wyoming Department of Education (WDE) will hold a training session on May 14th from 3:00 p.m. to 5:00 p.m. and on May 15th from 9:00 a.m. to 11:00 a.m. to address the Excel and WEB based collections due at the end of the school year.** 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 WEB and Excel based data collections and provide information on the upcoming training.

### **Information on the WDE Dealing with Data Forms Spring Data Training**

#### **When is the Training?**

The Dealing with Data Forms training will be held twice, on **May 14th from 3:00 p.m. to 5:00 p.m. and May 15, from 9:00 a.m. to 11:00 a.m.,** via the WEN.

#### **What is the Spring Collection?**

The spring 2008 Data Collection includes various WISE based, WEB based, Excel based and paper based data collections submitted to the WDE by districts and schools in Wyoming at the end of the school year.

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A **draft** copy of the WDE 614-Spring Reporting Certification Checklist which lists the WISE, WEB, Excel and paper based collections included in the spring collection will be posted on the forms inventory on Friday, April 25, 2008 at <https://wdesecure.k12.wy.us/stats/forms.inventory>.

### **Who Should Attend?**

Both content and administrative personnel, including school and district secretarial staff should attend this training. The WDE recommends any individuals who complete data collection forms should attend.

### **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 9, 2008.**

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

This training will detail the submission process and provide helpful hints while working with the WDE Excel and WEB based data collections.

Along with details on the submission process, a content specialist will be available to respond to questions that district personnel may have about for the following collections:

**WDE 533 District Report of Homeless Children and Youth**

**WDE 588 School Technology Report**

**WDE 608 School Information Update Form**

### **What is Different About this Training?**

After careful review of district feedback, there will be more detailed content for the individual collections reviewed.

### **When are the Various Collections Due?**

The spring data collections are due on individually specific dates. Some are legislatively mandated, others are driven by the needs of the Department to meet statutory federal and state reporting requirements. Those collections bundled as the Spring Data Collection are listed on the WDE 614-Spring Reporting Certification Checklist.

Due date scheduling takes into consideration the responding districts' and schools' work year to minimize impact and collect data while school and district personnel are working.

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**Where are the Documents Posted for this Training?**

The package of documents to print and bring to the **WDE Dealing with Data Forms Spring Data Training** will be available on the Wyoming Department of Education home page at [www.k12.wy.us](http://www.k12.wy.us) under New Information by May 12, 2008.

**Who to Contact for More Information?**

If you have any questions regarding the DEALING WITH DATA FORMS SPRING 2008 training please contact Aleta Nichols at 307-777-7009 or [anicho@educ.state.wy.us](mailto:anicho@educ.state.wy.us)

If you have any questions about WEN VIDEO contact your local high school or community college and ask for the WEN Video scheduler.

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