



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

MEMORANDUM NO. 2008 - 070

TO: School District Superintendents
Human Resources Managers
Business Managers

FROM: Vince Meyer *V.M.*
Data Services Supervisor
Technology, Careers, and Data

DATE: May 9, 2008

SUBJECT: Staffing Data Collections – the WDE 602 and WDE 652

The Wyoming Department of Education is required to collect, report, and utilize district staffing data that is complete, accurate, timely, and reliable to meet state and federal statutory requirements. Through careful study, it has been determined that the collection of staffing data at a single point in time each year does not adequately enable the WDE to meet these requirements. As such, a spring staffing collection, the WDE 652, is being collected for the first time this year in addition to the October 1st WDE 602 collection.

For what purposes is staffing data utilized by the WDE?

Staffing data is utilized for:

- The Wyoming funding model
- State employee certification monitoring and reporting
- Federal highly qualified teacher and paraprofessional monitoring and reporting
- Public reporting

What purpose does the spring 2008 WDE 652 collection serve?

This collection will capture actual staffing data as it transpired during the school year for all employees including those that entered or left the district, changed positions, or had contracts modified. Purposes include:

- Calculated FTEs based on actual data for all staff employed throughout the school year will be rolled forward as district experience.
- To ensure full-year enforcement of state employee certification monitoring requirements.
- To ensure full-year enforcement of federal highly qualified teacher and paraprofessional monitoring requirements.

What purpose will the October 1, 2008 WDE 602 collection serve?

This collection will capture districts' staffing data as it exists on October 1st for the following purposes:

- Calculated FTEs are used in calculating average years of experience in the Wyoming funding model in conjunction with employees' previous experience.
- Calculated FTEs are used in calculating average level of education in the Wyoming funding model.
- To monitor and enforce state requirements that districts ensure their staff are appropriately certified and assigned.
- To monitor and enforce federal requirements that districts ensure their teachers and paraprofessionals are highly qualified.
- Reporting of staffing data to the Wyoming Legislature, the United States Department of Education, and the general public.

Why is the WDE 652 being collected as a snapshot this year?

In consultation with district Human Resource Managers, it was determined that this year's initial WDE 652 collection would be collected as a snapshot rather than a true year end collection. This decision allows time for districts to establish processes that will meet WDE 652 full-year tracking requirements. Beginning with the 2008-09 school year, the WDE 652 will be a true year end collection comprised of all employees, including those that entered or left the district, changed positions, or had contracts modified.

What is the timeline for this spring's WDE 652 submission?

The collection opened on the snapshot date of May 5th and is due on June 23rd. Collection specific information has been provided during data collection training sessions and is available on the WISE website: <http://www.k12.wy.us/wise/>.

How can we partner with the WDE to reduce data collection burden?

As mentioned in Superintendent's Memo No. 2008-016 Data Collection Forum (http://www.k12.wy.us/A/supt_memos/2008_016.pdf), the WDE has reestablished a forum where data collection alternatives – and return on investment of those alternatives – can be discussed in a formal and interactive setting. As we move forward, we will use this avenue to work collaboratively with districts in evolving the collection of staffing data to be as efficient as possible.

CC: WDE 602 & WDE 652 Contacts
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