



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

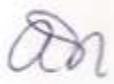
Hathaway Building, 2nd Floor, 2300 Capitol Avenue

Cheyenne, WY 82002-0050

Phone 307-777-7673 Fax 307-777-6234 Website www.k12.wy.us

MEMORANDUM NO. 2008 - 126

TO: School District Superintendents
Business Managers
Principals
Secretaries

FROM: Aleta Nichols, Data Collection Analyst
Technology, Careers, and Data 

DATE: August 29, 2008

SUBJECT: Dealing with Data Forms – Fall 2008 Education Data Collection

WEN VIDEO TRAININGS

The Wyoming Department of Education (WDE) will hold a training session in September to address the electronically uploadable and WEB enabled data collection forms. The Dealing with Data Forms-Fall 2008 training session will be interactive and administered over the Wyoming Equality Video Network (WEN).

Materials for Dealing with Data Forms-Fall 2008 training will be posted on the Department website under New Information at <http://www.k12.wy.us> no later than September 12, 2008.

The training is scheduled as follows:

Tuesday, September 16, 2008 9:00 a.m. to 11:00 a.m.

This training will discuss data submission procedures and provide information on element changes in collections that are not submitted through the State Report Manager (SRM). Some of the collections included will be the

- WDE568-Neglected and Delinquent Title I D, Subpart 1 Annual Program Review
- WDE584-District Technology Survey
- WDE613-Gifted/Talented Survey
- WDE634 Class Size

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It is critical that content personnel and those completing data forms for these collections attend the training and include:

Secretaries for Schools & Districts
Principals
Business Managers
School District Superintendents

Your personnel will be required to know how to download required data forms, complete the forms, understand appropriate file naming protocol, know the uploading process and who to contact with collection content questions.

Sign Up by September 11, 2008

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 September 11, 2008.**

If you have any questions about Dealing with Data Forms training, please contact Aleta Nichols at 307-777-7009 or anicho@educ.state.wy.us.

AN:tw