



Wyoming Department of Education

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MEMORANDUM NO. 2008 - 129

TO: School District Superintendents
WISE Coordinators
Business Managers

FROM: Leslie Zimmerschied 
Data Collection Analyst
Technology, Careers, and Data

DATE: September 5, 2008

SUBJECT: Fall 2008 WEN Video Training
WDE 684 - Wise Teacher-Course-Student
Data Collection

DATA COLLECTION WEN VIDEO TRAINING

The Wyoming Department of Education (WDE) will hold a training session on September 17, 2008 to address the WDE 684 - WISE Teacher-Course-Student 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 the fall 2008 WDE 684 data collection and provide information on the upcoming training.

Information on the Training

When is it?

The WDE 684 training will be held on **Wednesday September 17, 2008 from 2:00 p.m. to 3:50 p.m.** via the WEN.

Who Should Attend?

Both technical and content personnel should attend this training. WDE recommends that each WISE Coordinator attend, along with the person(s) responsible for completing the WDE 684 data collection.

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 WDE 684 data collection.

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Along with details on the submission process, a portion of the presentation will focus on content-based Frequently Asked Questions (FAQ). 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 September 12, 2008.**

Information on the WDE684 Collection

What is the WDE 684 data collection?

The fall 2008 WDE 684 is the official collection for enrollment for the 2008-09 school year.

When is the Collection Window?

The data collection window is from October 1, 2008 through October 17, 2008.

The fall 2008 WDE 684 data collection is due on or before Friday October 17, 2008 by 5:00 P.M. The collection will be submitted through the SRM on the WISE data system.

What is the Snapshot?

A snapshot date in a data collection is a date in which you will take a theoretical picture of your Student Information System (SIS). For the fall 2008 WDE 684 data collection, your district will need to report any students that are enrolled on the snapshot date. **The snapshot for the fall 2008 WDE 684 data collection is October 1, 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=684. The business rules and guidebook will be available by September 2008. School districts will be contacted via e-mail once these documents have been posted to the WISE website.

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When were Districts First Notified of this Collection?

The fall 2008 WDE 684 collection was first addressed in Superintendent's Memo No. 2008-099 and was sent out to districts on July 18, 2008.

Who to Contact for More Information?

If you have any content or submission questions regarding the WDE 684, please contact Leslie Zimmerschied at 307-777-8751 or lzimme@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.

LZ:sc