



Wyoming Department of Education

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MEMORANDUM NO. 2009-049

TO: School District Superintendents
WISE Coordinators
PAWS Coordinators

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

DATE: March 20, 2009

SUBJECT: Spring 2009 WDE-684 – Wise Teacher/Course/Student Data Collection

SUBMISSION INFORMATION

The Wyoming Department of Education (WDE) announces the Spring 2009 WDE-684 – WISE Teacher/Course/Student data collection. This memorandum provides details on this Spring's collection, as well as communicates the firm correction timeline for this data collection.

Information on the WDE-684 Collection

When were Districts First Notified of this Collection?

The Collection Schedule has been available on the Forms Inventory, the Forms Inventory Calendar, and Fusion Portal – WISE Info Center. Districts were then notified of this collection through Superintendents Memo 2009-047, sent on March 6, 2009.

What is the WDE-684 data collection?

The Spring 2009 WDE-684 is the authoritative collection of student-level demographics and course information.

What is the purpose of the WDE-684 data?

The data collected by the WDE-684 is critical and essential to the continual growth of Wyoming's education system. Data are utilized in an array of fashions, which include (but are not limited to) funding models, Adequate Yearly Progress (AYP), No Child Left Behind indicators, and Special Education programs.

How will the data be submitted?

The collection will be submitted through the State Report Manager (SRM) on the WISE data system. Each school district has unique and secure log-in information.

When is the Collection Window?

The data collection window is from March 31, 2009 through April 17, 2009. The Spring 2009 WDE-684 data collection is due on or before April 17, 2009.

What is the Snapshot?

A snapshot date in a data collection is a date in which you will take a factual picture of your Student Information System (SIS). For the Spring 2009 WDE-684 data collection, the snapshot is March 31, 2009.

Where are the Collection Documents Posted?

The current data elements are available on the WISE website at <https://www.k12.wy.us/wise/>.

Information on the WDE-684 Data Correction Timeline

Why is the Accuracy of the Spring 2009 WDE-684 Data Important?

The Spring 2009 WDE-684 data are utilized in identification of At-Risk students (Free and Reduced Lunch, English Language Learner, and/or Mobile Students as defined by WDE rule and regulation) for use in the Wyoming Education Resource Block Grant Model, Bridges Summer School Grant Program, and Adequate Yearly Progress (AYP) determination.

Why Do We Need a Data Correction Deadline?

Corrections to the Spring 2009 WDE-684 data are restricted to a firm timeline in order to meet the deadlines of AYP reporting purposes.

What is the Data Correction Timeline?

The enclosed flow chart identifies a set of dates to provide a firm schedule for making any necessary changes to the Spring 2009 WDE-684 data. Opportunities for districts to make corrections exist between March 31st and May 16th, 2009. **No changes to the WDE-684 will be made after June 5, 2009.**

How Do I Access the Data?

The WDE-684 data will be available through the Fusion Portal. District personnel directly responsible for collecting and reporting the data will be granted access. If there are additional personnel within your district who should have access, please contact Leslie Zimmerschied.

Whom do I contact for More Information?

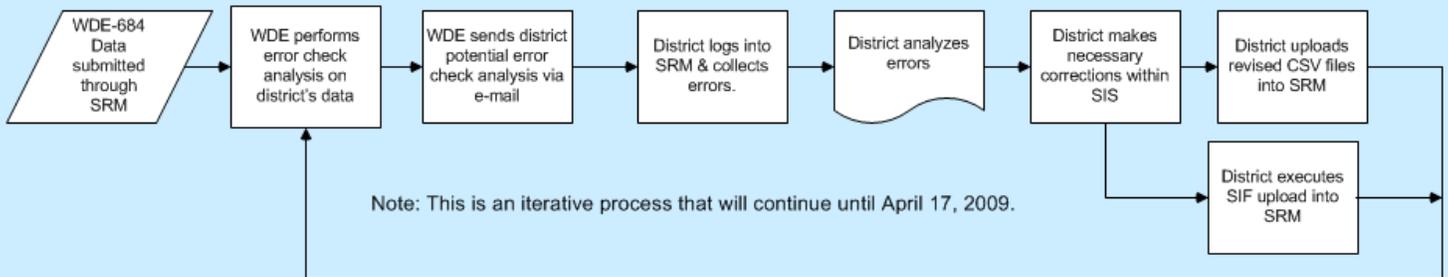
If you have any questions regarding the content or submission of the WDE-684, please contact Leslie Zimmerschied at lzimme@educ.state.wy.us or 307-777-8751.

If you have any questions about the WISE project, please contact Shadd Schutte at 307-777-3656 or sschut@educ.state.wy.us.

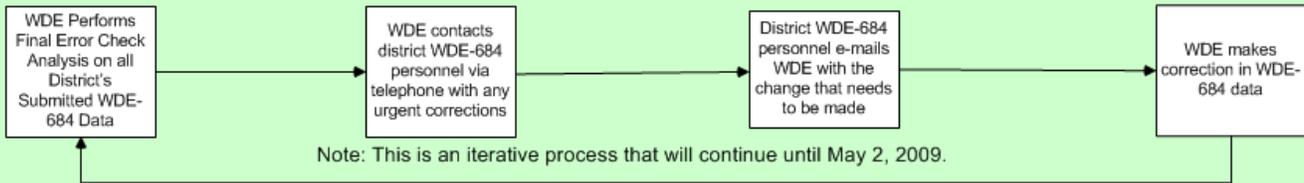
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Spring 2009 WDE-684 Data Correction Process

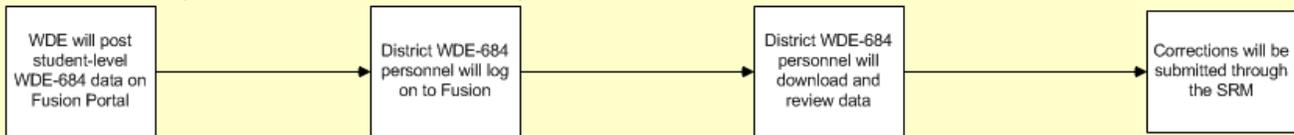
Initial Data Correction Process (March 31, 2009 - April 17, 2009)



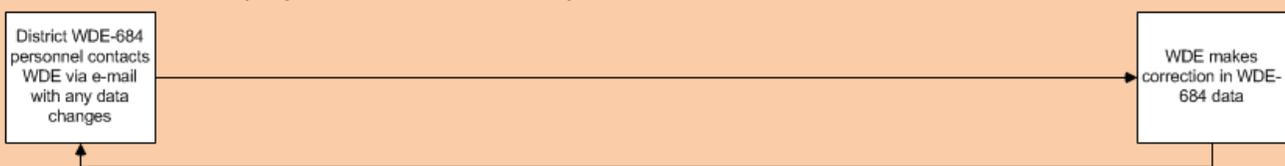
Second Data Correction Process (April 21, 2009 – May 2, 2009)



District Review of Data (May 12, 2009 – May 16, 2009)



Final Data Correction Process (May 19, 2009 - June 5, 2009)



Note: No changes will be accepted or made to the WDE-684 data after June 5, 2009! It is highly recommended that districts verify their data as soon as possible so that the WDE has sufficient time to make all changes prior to June 5, 2009.