



Wyoming Department of Education

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MEMORANDUM NO. 2009-062

TO: School District Superintendents
WISE Coordinators
Personnel Directors

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

DATE: April 10, 2009

SUBJECT: Spring 2009 WEN Video Training
WDE-636: WISE Report of Student Disciplinary Incidents

DATA COLLECTION WEN VIDEO TRAINING

The Wyoming Department of Education (WDE) will hold a training session on May 27th from 2:00 p.m. to 4:00 p.m. to address the WDE-636 - WISE Report of Student Disciplinary Incidents data collection.

The training session will be interactive and administered over the Wyoming Equality Video Network (WEN). This memorandum answers districts' most frequently asked questions regarding this required collection and provides information on the upcoming training. Please disseminate to the appropriate personnel within your district.

Information on the Training

When is the training?

The WDE-636 training will be **May 27th from 2:00 p.m. to 4:00 p.m.** via the WEN.

Who Should Attend?

Both technical and content personnel should attend this training. WDE recommends that each WISE Coordinator attend, plus all personnel directly responsible for preparing the WDE-636 data. The district business manager's attendance and participation is strongly encouraged.

What is the Agenda?

A portion of the training will relate to the submission process via the

State Report Manager (SRM). The trainings will detail the content of the WDE-636 collection. Specifications of each required element will be explained as well as answers to Frequently Asked Questions. Content experts from WDE will be on-hand to answer any additional questions that may arise.

When to Sign Up?

If you are interested in joining this training, please contact your local WEN Video scheduler to sign up your site. **The last date to sign up your WEN site is May 22, 2009.**

Information on the WDE-636 Collection

What is the WDE-636 data collection?

The WDE-636 is the official collection for districts to report severe disciplinary actions, and incidents of Crime & Violence that occur on school grounds or at school sponsored events occurring during the 2008-09 school year.

What is the purpose of the WDE-636 data collection?

The data includes indicators for, but is not limited to the following: Gun-Free Schools Act (GFSA), Individuals with Disabilities Act (IDEA), Under Section 602 (a) (1) Federal Safe and Drug-Free Schools and Communities Act (SDFSC); Elementary and Secondary Education Act (ESEA), Title IV, Part A, Subpart 3 as amended by the No Child Left Behind Act of 2001 (NCLB).

When is the Collection Window?

The collection will be submitted through the State Report Manager on the WISE data system. The data collection window is from June 19, 2009 through July 2, 2009. The Spring 2009 WDE-636 data collection is due on or before July 2, 2009.

What previous notification was provided to districts?

The Spring 2009 WDE-636 collection was addressed in Superintendent's Memo No. 2009-047 on March 6, 2009. The full WISE collection schedule is available on the Forms Inventory Calendar: https://wdesecure.k12.wy.us/pls/warehouse/wde.form_inventory_calendar.show. The Spring WISE collection schedule is also available through the WISE Info Center on the Fusion Portal: <http://fusion.edu.wyoming.gov>.

Where can I find more information on the collection?

The current data elements are available on the WISE website at <https://www.k12.wy.us/wise/>. The business rules and guidebook will be

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available by May 15th, 2009. School districts will be contacted via e-mail once these documents have been posted to the WISE website.

Who to Contact for More Information?

If you have any content questions regarding the WDE-636, please contact Nathaniel Castellanos at 307-777-6391 or ncaste@educ.state.wy.us.

If you have any submission questions regarding the WDE-636, 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:tw