



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

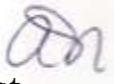
Hathaway Building, 2nd Floor, 2300 Capitol Avenue

Cheyenne, WY 82002-0050

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

MEMORANDUM NO. 2009-070

TO: School District Superintendents
Business Managers
School Principals
Personnel Directors

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

DATE: April 17, 2009

SUBJECT: Dealing with Data Forms – Spring 2009
WEN Video Training

DEALING WITH DATA FORMS – SPRING 2009 WEN VIDEO TRAINING

The Wyoming Department of Education (WDE) will hold a training session on May 14th from 1:30 p.m. to 3:30 p.m. to address the Excel- and web-based collections due at the end of the school year. 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 spring 2009 conventional (web, Excel and paper based) data collections and provide information on the upcoming training.

When is the Training?

The Dealing with Data Forms training will be held on May 14th from 1:30 p.m. to 3:30 p.m. via the WEN.

What is the Spring Collection?

The spring 2009 Data Collection includes various WISE-based, web-based, Excel-based and paper-based data collections submitted to the WDE by districts and schools in Wyoming at the end of the school year.

A draft copy of the WDE-614-Spring Reporting Certification Checklist which lists the data forms included in the spring collection will be posted on the forms inventory on Friday, April 30, 2009 at

<http://wdesecure.k12.wy.us/stats/forms.inventory>.

What is the purpose of the WDE-614?

The WDE-614 serves two purposes. First it serves as the required legal assurance from districts that appropriate fiscal collections have been submitted. The signature of the District Superintendent is required. Second, it serves as a resource for staff of districts and schools for scheduling and reporting the various data that are required by state or federal statute. It lists all collections (conventional, WISE and web enabled, or paper based) that are bundled and due at the end of the school year.

Who Should Attend?

The WDE recommends any individuals who are responsible for the information in a form or who complete data collection forms should attend. Include administrative personnel, district superintendents, business managers, school principals and secretarial staff should attend this training.

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 May 7, 2009.

What is the Agenda?

This training will detail the submission process and provide helpful hints while working with the WDE Excel- and web-based data collections.

Along with details on the submission process, content personnel will be available to respond to questions that district personnel may have about for the following collections:

- WDE-533 District Report of Homeless Children and Youth
- WDE-608 School Information Update Form
- WDE-609 School District Program Contacts
- WDE-626 Early Literacy Longitudinal Study

When are the Various Collections Due?

The spring data collections are due on individually specific dates. Some are legislatively mandated, others are driven by the needs of the Department to meet statutory federal and state reporting requirements. Those collections bundled as the Spring Data Collection are listed on the WDE-614-Spring Reporting Certification Checklist.

School District Superintendents
Business Managers
School Principals
Memo No. 2009-070
April 17, 2009
Page 3

Where are the Documents Posted for this Training?

The package of documents to print and bring to the WDE Dealing with Data Forms Spring Data Training will be available on the Wyoming Department of Education home page at www.k12.wy.us under New Information by May 11, 2009.

Who to Contact for More Information?

If you have any questions regarding the Dealing with Data Forms Spring 2009 training, please contact Aleta Nichols at 307-777-7009 or anicho@educ.state.wy.us

If you have any questions about WEN video please contact your local high school or community college and ask for the WEN Video scheduler.

AN