



## Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

Hathaway Building, 2nd Floor, 2300 Capitol Avenue

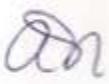
Cheyenne, WY 82002-0050

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

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### MEMORANDUM NO. 2009-133

**TO:** School District Superintendents  
Business Managers  
School Principals

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

**DATE:** September 4, 2009

**SUBJECT:** Dealing with Data Forms – Fall 2009 WEN Video Training

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### INFORMATION TO SHARE

**The Wyoming Department of Education (WDE) will hold a training session on September 17, 2009 from 10:00 a.m. to 12:00 p.m. and on September 23, 2009 from 3:30 p.m. to 5:00 p.m. to address the Excel and Web based collections due at the beginning of the school year.** The training session will be interactive and administered over the Wyoming Equality Network (WEN) Video. This memorandum will answer districts' most frequently asked questions regarding Fall Web, Excel or Word based data collections and provides information on the upcoming training.

#### **Information on the WDE Dealing with Data Forms Fall Data Training**

##### **When is the training?**

The Dealing with Data Forms Training will be held twice, on **September 17, 2009 from 10:00 a.m. to Noon and September 23, 2009 from 3:30 p.m. to 5:00 p.m.** via the WEN Video.

##### **What is the Fall collection?**

The Fall 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 beginning of the school year.

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A DRAFT copy of the WDE618-Fall Reporting Certification Checklist which lists the WISE, Web, Excel and paper based collections included in the fall collection will be posted on the forms inventory on Friday, September 4, 2009 at <https://wdesecure.k12.wy.us/stats/forms.inventory>.

**Who should attend?**

WISE Coordinators, technical staff who pull data from the School Information System (SIS) for data reporting, and content and administrative personnel, including school and district secretarial staff should attend this training. The WDE recommends any individuals who complete or upload data collection forms should attend.

**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.

**What is the agenda?**

This training will detail submission processes and provide helpful hints while working with the WDE Excel/Word and Web based data collections.

Along with specifics on submission processes, changes to collections including those listed below will be detailed:

- ***WDE584 District Technology Survey – New Element***
- ***WDE613 Gifted / Talented Program***
- ***WDE632 Advanced Placement – Upcoming Changes***
- ***Eliminated Collections***

**What is different about this training?**

After review of district feedback of the problems encountered there will be a discussion period to address error reduction, the easiest, cleanest methods to populate forms, and submit data, as well as any issues you want to bring up for individual fall collections.

**When are the various collections due?**

The fall data collections are due on individually specified dates. Some are legislatively mandated; others are driven by the needs of the Department to meet statutory federal and state reporting requirements. Those collections

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bundled as the Fall Data Collection are listed on the WDE618-Fall Reporting Certification Checklist.

**Where are the documents posted for this training?**

The package of documents to print and bring to the WDE Dealing with Data Forms Fall Data Training will be available on the Wyoming Department of Education home page at [www.k12.wy.us](http://www.k12.wy.us) under New Information by September 11<sup>th</sup>.

**Who to contact for more information?**

If you have any questions regarding the Dealing with Data Forms Fall 2009 Training please contact Aleta Nichols at 307-777-7009 or [anicho@educ.state.wy.us](mailto:anicho@educ.state.wy.us)

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

AN:tw