



Wyoming Department of Education

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MEMORANDUM NO. 2010-064

TO: School District Superintendents
Business Managers
WISE Coordinators

FROM: Jed Cicarelli 
School Foundation Program Consultant
Finance Unit

DATE: March 26, 2010

SUBJECT: WEN Video Training
Spring 2010 WDE-600 – WISE Attendance and Membership
Spring 2010 WDE-601 – WISE School District Annual Report

DATA COLLECTION WEN VIDEO TRAINING

The Wyoming Department of Education (WDE) will hold a training session on April 14, 2010, from 2:00 – 4:00pm to address the WDE-600 - WISE Attendance and Membership data collection, as well as the WDE-601 WISE Annual District Report. The training session will be interactive and administered over the Wyoming Equality Video Network (WEN). This memorandum answers districts' most frequently asked questions regarding the Spring 2010 WDE-600/WDE-601 data collections and provides information on the upcoming training.

INFORMATION ON THE TRAINING

When is it?

The WDE-600/WDE-601 training will be held April 14, 2010, from 2:00 to 4:00pm via the WEN.

Who should attend?

Each school district business manager is strongly encouraged to participate. Both technical and content personnel should attend this training. WDE recommends that each WISE Coordinator attend, along with your attendance and membership representative.

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What is the agenda?

A portion of the presentation will focus on the submission process via the SRM. The trainings will also feature the content of the WDE-600 collection. Specifications of each required element will be explained as well as answers to Frequently Asked Questions. The steward of the WDE-600/601 will be on-hand to answer any additional questions that district personnel may have. Targeted WDE-601 user training will be conducted at a later date.

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 Monday April 12, 2010.

INFORMATION ON THE WDE-600 COLLECTION

What is the WDE-600 data collection?

The WDE-600 is the official collection for the student-level attendance, membership, and unexcused absence data.

How is this year's WDE-600 collection different from last year?

The StudentAggregateUnexcusedAbsence data element length has been increased to allow for unexcused absences greater than 99 days. In addition, the WDE will require school districts and accredited institutions to start collecting and reporting under the new race and ethnicity guidelines for all data collections in the 2009-10 school year.

What is the purpose of the WDE-600 data collection?

The data collected in the WDE-600 is used in the WDE-100, School Funding Worksheet, for School Foundation Program funding purposes, and for various federal reports.

What previous notification was provided to districts?

The Spring 2010 WDE-600 collection was addressed in Superintendent's Memo No. 2010-038 on February 26, 2010. The full WISE collection schedule is available on the Forms Inventory Calendar:

<https://wdesecure.k12.wy.us/stats/forms.inventory>. The Spring WISE collection schedule is also available through the WISE Info Center on the Fusion Portal <https://fusion.edu.wyoming.gov>.

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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 1, 2010, through June 15, 2010. The Spring 2010 WDE-600 data collection is due on or before June 15, 2010.

Where are the collection documents posted?

The current data elements and guidebook are available on the WISE website, <http://www.k12.wy.us/wise/> .

INFORMATION ON THE WDE-601 COLLECTION

What is the WDE-601 data collection?

The WDE-601 is the official collection for school district revenue and expenditure activity.

What is the purpose of the WDE-601 data collection?

The data collected in the WDE-601 used in Statistical Series No. 3, in related required federal reports and for funding model validation.

What previous notification was provided to districts?

The Spring 2010 WDE-601 collection was addressed in Superintendent's Memo No. 2010-038 on February 26, 2010. The full WISE collection schedule is available on the Forms Inventory Calendar: <https://wdesecure.k12.wy.us/stats/forms.inventory>. The Spring WISE collection schedule is also available through the WISE Info Center on the Fusion Portal <https://fusion.edu.wyoming.gov> .

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 July 1, 2010, through August 12, 2010. The Spring 2010 WDE-601 data collection is due on or before August 12, 2010.

Where are the collection documents posted?

The current data elements are available on the WISE website, <http://www.k12.wy.us/wise/> . The collection guidebook will be available on or before May 15, 2010. Business managers will be contacted via e-mail when the documents have been posted to the WISE website.

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Who to contact for more information?

If you have any content questions regarding the WDE-600 or WDE-601, please contact Jed Cicarelli at 307-777-5808 or jcicar@educ.state.wy.us.

If you have any technical questions regarding the SRM or submission process, 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 Cassie Lallak at 307-777-5463 or clalla@educ.state.wy.us .

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