



## 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](http://www.k12.wy.us)

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### MEMORANDUM NO. 2010-078

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

**FROM:** Lachelle Brant, Distance Education Consultant  
Innovative, Connections & Support Unit

**DATE:** April 16, 2010

**SUBJECT:** WDE591 – Distance Education Milestones Report

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### DATA COLLECTION WEN VIDEO SESSION

**What is the Distance Education Milestones Report?** The WDE591 is used to monitor the delivery and completion of distance education courses. The Milestones represent essential objectives of a course and are used to track student progress and to calculate distance education membership. Districts that receive distance education coursework from any Wyoming school district or postsecondary institution are required to submit the Distance Education Milestones Report. A draft copy of the WDE591 is attached. The WDE591 form and web tutorial will be made available on the 'WDE Data Collection Form Inventory' located at:

[https://wdesecure.k12.wy.us/stats/wde.forms.details?the\\_form=591](https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=591).

**When is the Event?** The WDE591 session will be held on **Wednesday, May 19<sup>th</sup>, 2010, from 2:00 p.m. to 3:00 p.m. via WEN Video.**

**What is the agenda?** Members of the WDE Distance Education team will be available to answer any program questions related to the submission process or required elements of the Distance Education Milestones Report (WDE591). **Please review the WDE591 form and web tutorial prior to attending this event.** This will be an interactive session and an opportunity to ask questions.

School District Superintendents  
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**Who should attend?** Both technical and content personnel should attend this training. The WDE recommends that the WISE Coordinator(s) and staff responsible for completing the WISE Attendance and Membership form (WDE600) be present at this training.

**How 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 the site no later than Monday, May 17, 2010.

**Who to contact for more information?** If you or your staff has questions, please contact Lachelle Brant at (307)777-3679 or via e-mail at [lbrant@educ.state.wy.us](mailto:lbrant@educ.state.wy.us) or Scott Bullock at 307-777-7418 or [sbullo@educ.state.wy.us](mailto:sbullo@educ.state.wy.us).

Thank you for taking the time to pass this information along to your staff.

LB:sb:ns

Attachment

Distance Education Milestones Report  
 School Year 2009-10

District ID - Name: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_

1. Enter data for each student taking the course indicated during the School Year being reported.
2. Direct any content questions to Scott Bullock, (307) 777-7418.
3. Click in any green cell for instructions on what to enter in that column.
3. When complete save a copy to your machine.
4. Have the individual at the district office with upload rights upload the form to the Department.

[INSTRUCTIONS](#)

	Course Information					Student Information						Outcomes			
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	Course ID	Course Name	Course Provider	Hathaway Course	Milestones	School ID	WISER ID	Student Last Name	Date of Birth	Gender	Grade Level	Milestones Completed	K-12 Credits Awarded	Post Secondary Credits awarded	Completion Status
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