



Wyoming Department of Education

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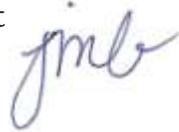
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MEMORANDUM NO. 2010-088

TO: School District Superintendents

FROM: Jillian Balow, Education Program Consultant
Educational Quality and Accountability 

DATE: April 23, 2010

SUBJECT: WDE-626 Early Literacy Longitudinal Data Collection

TRAINING EVENT

WDE-626 EARLY LITERACY LONGITUDAL DATA COLLECTION UPDATES AND INSTRUCTIONS

A WEN Network training event for all individuals who complete the WDE-626 **Early Literacy Longitudinal Data** form is scheduled for **Monday, May 3, 2010, from 3:00 – 5:00 p.m.** The training event will be repeated on **Friday, May 14, 2010, from 11:00 a.m. – 1:00 p.m.** This training is intended to provide information and updates to any persons, including reading/literacy coordinators, principals, business managers, and superintendents, who complete the WDE-626.

The WEN Network training will be comprised of a WDE-626 technical run-through by Aleta Nichols, Data Collection Analyst; expenditure reporting by Amy Manley, Foundation Program Supervisor; and collection clarification, updates, instructions, and due dates by Jillian Balow, Education Program Consultant.

NOTE: Per findings and recommendations in the Reading Assessment and Intervention Program Evaluation, conducted by the Wyoming Legislative Services Office, districts will be required to report reading assessment and intervention expenditures for 2009-2010 using the WDE-626. The reporting categories include: personnel, programs and materials, assessment, professional development, and other costs. Expenditures for the reporting categories will be required for general funds; off (or outside) model funds;

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and federal funds. Gerald Hoppmann, Legislative Services Office Program Evaluator, will provide a brief summary of the program evaluation findings related to reporting on the WDE-626. The full program evaluation report may be accessed at:

<http://legisweb.state.wy.us/progeval/REPORTS/2010/DOE/TOC.HTM>.

Please contact your local WEN scheduler to register for one of these training events. It is not necessary to attend both sessions, as the content will be repeated.

Data for the WDE-626 will be accepted **May 15 – June 30, 2010**. The due date for the WDE-626 is **June 30, 2010**. The form will be available on May 15, 2010, for download at:

https://wdesecure.k12.wy.us/stats/forms.details?the_form=626

At this website, the file and instructions necessary for the WDE-626 will be available. Once completed, all forms can be uploaded to the Wyoming Department of Education by the individual with upload rights at the district office.

If you have questions regarding how to complete data entry on the WDE-626, please contact Aleta Nichols at anicho@educ.state.wy.us or (307)777-7009. If you have questions pertaining to expenditure reporting on the WDE-626, please contact Amy Manley at amanle@educ.state.wy.us or (307)777-6000. If you have other questions about the WDE-626, or about the training, please contact Jillian Balow at jbalow@educ.state.wy.us or (307)777-8909.

JB:al