



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. 2010-103

TO: School District Superintendents
WISE Coordinators
Business Managers
Personnel Directors
WDE652 Contacts

FROM: Joe Simpson
Deputy Superintendent of Public Instruction 

DATE: May 7, 2010

SUBJECT: Current Status of the WDE652 Education File and Future Requirements for the WDE602 Education File Moving Forward

CURRENT STATUS OF THE WDE652 COLLECTION (MAY 17 – JUNE 30, 2010)

WDE652 Update Announced in Training on April 28, 2010:

In the WDE652 training held over the WEN it was announced that districts will be given a one-time reprieve from reporting the transcript and Praxis II information required in the new WDE652 Education File.

Districts will still need to submit the Education file, however, only the column headers and the first two columns, DistrictID and WISEID, will be required for all principals, assistant principals, teachers, tutors, and instructional facilitators.

If districts have already collected transcript or Praxis II information and would like to report it in the WDE652, the Wyoming Department of Education (WDE) will ensure the Select Committee on Recalibration is made aware of their additional efforts.

How will WDE retrieve the Education File Data?

The WDE has finalized plans with the Wyoming Professional Teaching Standards Board (PTSB) to retrieve transcript and Praxis II information directly from PTSB paper files for all current district staff in the State of Wyoming.

School District Superintendents
WISE Coordinators
Business Managers
Personnel Directors
WDE652 Contacts
Memo No. 2010-103
Page 2

District Requirements for the WDE602/652 Moving Forward:

The WDE sought advice from the Attorney General and was advised that the transcript and Praxis II records requested in the Education File are not privileged or protected information. The elements collected by the WDE in the WDE602/652 Education File do not fall within the realm of a “public records request.” This information is collected pursuant to the State Superintendent’s oversight of the public education system.

In the **fall 2010 WDE602 and moving forward all districts will be required to report the data elements in the Education File for all new hires.** It is suggested that districts put in place employment policies that require all newly hired principals, assistant principals, teachers, tutors, and instructional facilitators to provide copies of transcripts and Praxis II test results to district offices as part of their future hiring processes.

The WDE will work with districts to assure that each newly hired teacher has the required information as part of the current WISE process.

Education File Authority:

Wyoming Statute § 21-2-203(c)(ii) directs the State Superintendent to “collect data from school districts necessary for the Department to administer the school finance system.”

The Wyoming Legislature recently appointed a Select Committee on School Finance Recalibration. This committee is charged with evaluating all funding model components. Section 334 of the 2010 WYO. SESS. LAWS, Ch. 0039 (HEA0046) specifies, “[t]he Department of Education, school districts and school data advisory committee shall collect and provide the information requested by the committee.”

The Education File data will be used for research, analysis and aggregate reporting in accordance with the above cited laws. In addition, teachers and school district staff should be assured that the WDE employs the strictest data protection measures and takes many precautions to avoid the inadvertent release or access of information.

Who to Contact for More Information?

If you have any questions regarding the WDE652, please contact the WDE602/652 data steward, Susan Williams at 307-777-6252 or swilli@educ.state.wy.us.