



# Wyoming Department of Education

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## MEMORANDUM NO. 2011-085

**TO:** School District Superintendents  
WISE Coordinators

**FROM:** Brian Wuerth, Data Quality Specialist  
Information Management Division

**DATE:** May 23, 2011

**SUBJECT:** WDE638-Certified Course Inventory Data Collection

### IMPORTANT INFORMATION

#### **Information on the WDE638-Certified Course Inventory Data Collection**

##### **What is the WDE638-Certified Course Inventory Data Collection?**

The WDE638-Certified Course Inventory data collection is a comprehensive listing of all courses provided by a school district for the upcoming school year. The timeline provided below specifically addresses the Career Technical Education (CTE) Approved Courses provided by high schools (defined as grades 9 – 12) for the upcoming 2011-2012 school year.

##### **What is the approval timeline for the WDE638-Certified Course Inventory Data Collection?**

<b>WDE638 Course Approval Timeline</b>		
<b>TASK</b>	<b>Start Date</b>	<b>End Date</b>
WDE638 Training (Department) via WEN Video		6/21/2011
WDE638 Collection Window (Districts)	7/1/2011	7/29/2011
WDE638 Data Cleanup (Department)	8/1/2011	9/7/2011
Provide Data to WDE CTE Course Approval Team (Department)		9/9/2011
WDE Approval Team approves courses and works With districts to ensure CTE course correctness (Districts and Department)	9/12/2011	9/22/2011
CTE Course approvals are final and no additional Changes may be made		9/23/2011

**\*\* Please note for all CTE courses, no changes or resubmitted collections for funding purposes will be accepted after 9/23/2011.**

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**When and where will the training for the WDE638-Certified Course Inventory Data Collection take place?**

Training for the WDE638-Certified Course Inventory Data Collection will be offered over the Wyoming Equality Network (WEN) Video on Tuesday, June 21<sup>st</sup> from 10am to 12pm.

**When is the collection window?**

The data collection window for all courses is from July 1, 2011, through July 29, 2011. The 2011 WDE638 data collection updates are due on or before July 29, 2011.

**\*\* Please see WDE638 Course Approval Timeline above for collection deadlines specific to CTE Approved Courses.**

**How will the data be submitted?**

The collection will be submitted through the State Report Manager (SRM) on the Wyoming Integrated Statewide Education (WISE) Data System. Each school district has unique and secure log-in information.

**Where are the collection documents posted?**

The current data elements and guidebook are available on the WISE Data System website at [www.portals.edu.wyoming.gov/wise/](http://www.portals.edu.wyoming.gov/wise/).

**Whom do I contact for more information?**

If you have any questions regarding content or submission of the WDE638, please contact Brian Wuerth at [bwuert@educ.state.wy.us](mailto:bwuert@educ.state.wy.us) or 307-777-6748.

If you have any questions about the WISE Data System, please contact Drew Dilly at 307-777-3656 or [ddilly@educ.state.wy.us](mailto:ddilly@educ.state.wy.us).

BW:tc