



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

MEMORANDUM NO. 2011-114

TO: School District Superintendents
WISE Coordinators
Business Managers
Personnel Directors
WDE602 Contacts

FROM: Susan Williams, Data Analyst – WDE602 Data Steward
Information Management Division

DATE: September 6, 2011

SUBJECT: FALL 2011 WDE602 – WISE SCHOOL DISTRICT STAFF MEMBER
COLLECTION

IMPORTANT INFORMATION

The Wyoming Department of Education (WDE) is announcing the Fall 2011 WDE602 – WISE School District Staff Member data collection.

This memorandum will provide details on:

- General Information about the WDE602
- The changes made to this collection
- The scheduled Wyoming Equality Network (WEN) video training
- The firm data correction timeline for this data collection.

General Information about the WDE602 Collection

What is the WDE602 data collection?

The WDE602, or fall staffing collection, collects statistics on all staff members within each school district. The collection consists of six separate data files. The six files are: 1) Staff/Employment, 2) Assignment, 3) Experience, 4) Education 5) Schedule Header, and 6) Salary Schedule.

The Staff/Employment file collects information on the staff members' demographics and current employment status within the school district. The elements within the Assignment file collect information on the staff members' current duties. Experience records are added for new employees and employees working in new experience groups. The Education file collects post-secondary and Praxis II information on all principals, assistant principals, teachers, tutors and

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instructional facilitators. The Schedule Header provides information on the construction of each district's salary schedule. The Salary Schedule contains a salary distribution for those staff members that are on that particular schedule.

Changes to the WDE602 Collection

How is this Year's WDE602 Collection Different from last year?

- The Employment file element name of BaseSalary had been changed to RegularSalary. This element was renamed to align with terminology used by districts.
- A FundingType field has been added to the Assignment File. Districts will be required to report whether an assignment is paid for with F (Federal Funds) S (State General Fund) or O (Other Funds)
- A RegularOrExtraSalary field has been added to the Assignment File. Districts will be required to report whether an assignment is R (Regular Salary) or an E (Extra Salary) assignment
- An AssignmentSalary field has been added to the Assignment File. This field will be pre-populated for staff unless they have more than one experience group type. Districts will need to break out the assignment salary for employees with more than one experience group code and all extra salary assignments.
- An ExtraSalaryReason code has been added to the Assignment File. All assignments with E (Extra Salary) in the RegularOrExtraSalary field will need to have an Extra Salary Reason associated with it.
 - NB - National Board Certified Teacher (NBCT) pay
 - ON - Other National Certification pay (national board related pay for any employee type, excluding NBCT pay)
 - RI - Rural Inconvenience (Isolation) Pay or Fuel Stipend
 - EA - Equipment Allowance (Car, Phone, Tools, etc)
 - SO - Sign On Bonus
 - HA - Housing Allowance
 - LG - Retention Bonus / Longevity Pay
 - MY - Mid-Year Salary Schedule Step Increase
 - DP - Differential Pay (working condition related - e.g. overnight shift, hazard pay)
 - TE - Education Incentive
 - YH - Holiday / Year End Bonus

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- AS - Additional Pay for Individual Who No Longer Fits on the Salary Schedule
- PF - Performance Bonus
- XD - Extra Duty - NOT usable with the EPY "Additional Pay" assignment code, rather, for use only with actual-duty assignments (all assignment codes other than the code for "Additional Pay").
- Praxis II Test City and Praxis II Test Country Administered elements have been removed from the Education file and are no longer required.

Information on the WDE602 Training

When is it?

The WDE602 training will be held on **Tuesday, September 13, 2011, from 2:00 p.m. to 3:50 p.m.** via the WEN.

Who Should Attend?

Both technical and content personnel should attend this training. WDE recommends that each WISE Coordinator attend, along with the person(s) responsible for completing the WDE602 data collection.

What is the Agenda?

Instead of detailing the data elements like in past years this training will focus on the collection reference materials such as the reportable combinations hand out, guidebook, and data elements; teaching districts how to access and fully utilize the Wyoming Department of Education materials. Changes to the WDE602 data elements will also be discussed in length.

Along with details on the submission process, a portion of the presentation will focus on content-based Frequently Asked Questions (FAQ). The questions, along with the corresponding answers, will be presented in the training. Content personnel will also be available to answer any additional content questions that district personnel may have.

When 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 your site.

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Information on the WDE602 Data Correction Timeline

When is the Collection Window?

The data collection window is from October 1 through October 27, 2011. The fall 2011 WDE602 data collection is due on or before October 27, 2011, by 5:00 P.M. The collection will be submitted through the SRM on the WISE data system. It is recommended that districts attempt to submit their data no later than October 20th to give them time to correct any errors that may occur in the SRM.

Where are the Collection Documents Posted?

All collection documents are available on the WISE website. You can access the WISE website at: <http://portals.edu.wyoming.gov/wise/>. School districts will be contacted via e-mail once the guidebook has been posted to the WISE website. A copy of the training slides will be sent out to all WDE602 contacts two days prior to training.

What is the Data Correction Timeline?

After the data is submitted the WDE602 steward will contact districts via email if there are errors to be corrected. It is requested that all errors are promptly fixed within a two week time period in order to give WDE staff time to complete the Newspaper Report and Statistical Series # 2 reports.

Please note, only the district WDE602 contact can make corrections to the finalized fall 2011 WDE602 data.

Why Do We Need a Data Correction Deadline?

Corrections to the fall 2011 WDE602 data are restricted to a firm timeline in order to meet the deadlines of the various reporting purposes. The WDE602 data are used to populate the Wyoming funding model. It is imperative these data are accurate and submitted on time so the WDE can meet its reporting requirements.

Who to Contact for More Information?

If you have any questions regarding the WDE602 content or submission in the SRM, please contact Susan Williams at 307-777-6252 or susan.williams@wyo.gov

If you have any questions about the WISE project, please contact Drew Dilly at 307-777-3656 or drew.dilly@wyo.gov

CC: Staffing Contacts