



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. 2011-153

TO: School District Superintendents
Business Managers
WISE Coordinators
Assessment Coordinators

FROM: Drew Dilly, Division Director
Information Management Division

DATE: December 5, 2011

SUBJECT: 2011-12 WDE684, WDE638, and WDE602 Data Verification
Process

IMPORTANT AND TIME SENSITIVE

The Wyoming Department of Education (WDE) will be providing districts their 2011-12 WDE684, WDE638, and WDE602 data for review on December 12, 2011. Districts will be given until December 23, 2011, to review this data for accuracy. An acceptance letter will also be sent out with this data and must be completed and faxed to the WDE at 307-777-6234, Attn: Brian Wuerth, no later than December 23, 2011. A hard copy of this acceptance letter with original signatures must also be mailed to the WDE, 2300 Capitol Avenue, 2nd Floor, Cheyenne WY 82002, Attn: Brian Wuerth, and received no later than December 30, 2011. A sample copy of the acceptance letter is attached.

Data will be securely provided to Superintendents, Business Managers, WISE Coordinators and Assessment Coordinators via password protected email or secure links.

If you have any questions about this process, please contact Brian Wuerth at 307-777-8751 or brian.wuerth@wyo.gov

DD/bw/pr

Attachment



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To Whom It May Concern,

In the Wyoming Department of Education's (WDE) ongoing effort to improve data quality and timeliness, we ask that the following four sections of this letter be reviewed and signed by your District Superintendent.

We ask that the District Superintendent sign in the space provided and return a copy of this memorandum via fax to 307-777-6234, attention Brian Wuerth, no later than the end of business **December 23, 2011**. A hard copy with original signatures also needs to be mailed to the Wyoming Department of Education, 2300 Capital Ave, Cheyenne WY, 82002, Attn: Brian Wuerth, and must be received no later than **December 30, 2011**.

SECTION 1

Please sign the following:

I understand that the WDE will use the Fall 2011 WDE684, WDE638, and WDE602 data for reasons including, but not limited to, funding, accountability, and public reporting.

District Superintendent

Date

SECTION 2

WDE 684 Teacher/Course/Student Collection

The WDE684 is the official collection for student-level demographic and course information. This collection includes vital and social statistics on students in Wyoming schools. The following is a link to the data submitted to the WDE by your district:

https://fusion.edu.wyoming.gov/sites/secured/Mysites/Data_Collection/data_collection_wde_684_reports.aspx

Note: This link will require Fusion login rights to access.

Please sign the following:

I agree that the data provided in the WDE684 is accurate and complete, as verified by following the link above.

If you disagree with this statement, please work with Brian Wuerth, brian.wuerth@wyo.gov or 307-777-6748, to correct your data submission. When this process is complete and you agree that the data provided in the WDE684 is accurate and complete, please sign the following:

District Superintendent

Date

SECTION 3

WDE 638 Course Inventory Collection

The WDE638 is the official collection for school-level course inventory information. The following is a link to the data submitted to the WDE by your district:

Link to WDE638 Data

Please sign the following:

I agree that the data provided in the WDE638 is accurate and complete, as verified by following the link above.

If you disagree with this statement, please work with Brian Wuerth, brian.wuerth@wyo.gov or 307-777-6748, to correct your data submission. When this process is complete and you agree that the data provided in the WDE638 is accurate and complete, please sign the following:

District Superintendent

Date

SECTION 4

WDE 602 School District Staff Member Collection

The WDE602 is the official collection for district staff member demographic and teaching information. The following is a link to the data submitted to the WDE by your district:

Link to WDE602 Data

Please sign the following:

I agree that the data provided in the WDE602 is accurate and complete, as verified by following the link above.

If you disagree with this statement, please work with Susan Williams, susan.williams@wyo.gov or 307-777-6252, to correct your data submission. When this process is complete and you agree that the data provided in the WDE602 is accurate and complete, please sign the following:

District Superintendent

Date

If you have any questions, or need further explanation, please contact Brian Wuerth at brian.wuerth@wyo.gov or 307-777-6748. Thank you for your prompt response to this request.