



Wyoming Department of Education

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MEMORANDUM NO. 2011-042

TO: School District Superintendents
WISE Coordinators

FROM: Brian Wuerth, Data Analyst
Information Management Division

DATE: March 5, 2012

SUBJECT: Spring 2012 WDE684B – WISE Teacher/Course/Student Data Collection

IMPORTANT INFORMATION

This memorandum provides details on the upcoming collection, as well as information on the firm correction timeline and acceptance process.

Overview of the WDE684: The WDE684 is the authoritative collection of student-level demographic, enrollment and course information. This report includes vital and social statistics on students in Wyoming Schools. The Wyoming Department of Education (WDE) is permitted to collect data for the WDE684 based on the following statutes and directives: W.S. § 21-2-304(a) (v); W.S. §21-2-203; and No Child Left Behind Title I Part A. (Note: Link to Wyoming Statutes referenced above by using the following URL:

<http://legisweb.state.wy.us/statutes/statutes.aspx?file=titles/Title21/T21CH2.htm>)

Scheduled Training Sessions: Two WEN Video trainings have been scheduled to detail all aspects of the Spring 2012 WDE684B data collection, including data compilation and submission. Everyone is welcome to attend. Please contact your local WEN Video scheduler to sign up for this event.

- Tuesday, March 6, 10:00am – 11:00am
- Tuesday, March 13, 2:00pm – 3:00pm

Collection Window: The data collection window is from March 23, 2012 through April 6, 2012. The Fall 2011 WDE684A data collection is due on or before April 6, 2012.

Support Documentation: The current data elements and guidebook are available on the WISE Data System website at <https://www.k12.wy.us/wise/>.

Correction Timeline: The enclosed flowchart identifies a set of dates to provide a firm schedule for making any necessary changes to the Spring 2012 WDE684B data. Opportunities for districts to make

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corrections exist between March 23, 2012, and April 30, 2012. **No changes to the WDE684A demographic data will be made after April 30, 2012.**

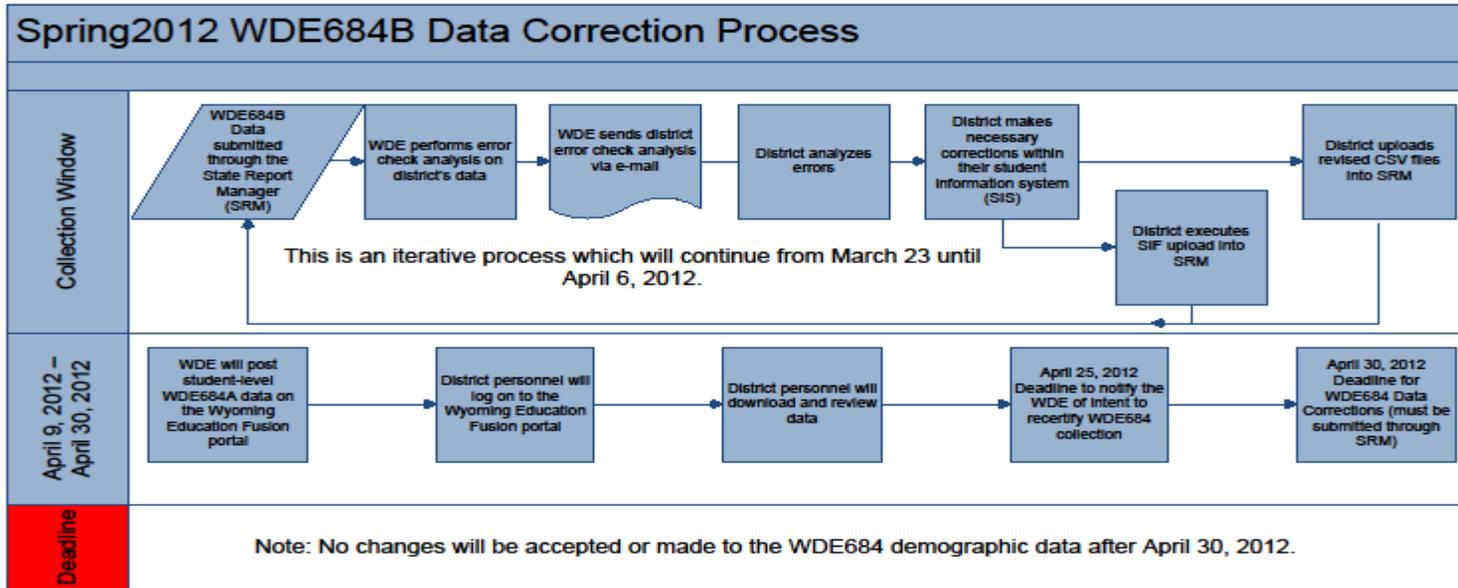
Submitting the Data: The collection will be submitted through the State Report Manager (SRM) on the Wyoming Integrated Statewide Education (WISE) Data System. Each school district has unique and secure log-in information.

Accessing the Submitted Data: The WDE684A data will be available through the Wyoming Education Fusion portal (<http://fusion.edu.wyoming.gov>). District personnel directly responsible for collecting and reporting the data will be granted access. If there are additional personnel within your district who should have access, please contact your district's Fusion Administrator.

Contact Information: If you have any questions regarding the content or submission of the WDE684B, please contact Brian Wuerth at brian.wuerth@wyo.gov or 307-777-6748.

If you have any questions about the WISE Data System, please contact Leslie Zimmerschied at leslie.zimmerschied@wyo.gov or 307-777-8751.

Enclosure



Last revised on February 29, 2012

