



# Wyoming Department of Education

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## MEMORANDUM NO. 2012-084

**TO:** School District Superintendents  
WISE Coordinators  
P-16 Education Council

**FROM:** Brian Wuerth, Data Analyst  
Information Management Division

**DATE:** May 14, 2012

**SUBJECT:** Spring 2012 WDE713 – Post Secondary Options Collection

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### IMPORTANT INFORMATION

#### **The Wyoming Department of Education (WDE) announces the Spring 2012 WDE713 Post Secondary Options data collection.**

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

#### **What is the WDE713 data collection?**

The WDE713 is a **one-time** collection to establish accessibility, equity, and quality of dual and concurrent enrollment at the University of Wyoming and community colleges for Wyoming public school students. The authority that allows the WDE to collect data for the WDE713 collection is: [W.S. § 21-20-201](#).

#### **Why is the WDE713 a one-time collection?**

The WDE713 is an interim data collection for the 2011-12 school year which will allow the WDE to collect necessary data not currently available through any of the current data collections. Beginning in the 2012-13 school year, the WDE713 data elements will be incorporated into the WDE684 and WDE638 data collections.

#### **What is the purpose of the WDE713 data?**

The data collected by the WDE713 is critical and essential to establishing statewide policy for accessibility, equity, and quality of dual and concurrent enrollment at the University of Wyoming and community colleges for Wyoming public school students in grades 9 thru 12. As prescribed in [W.S. § 21-20-201](#), all data from the WDE713 collection will be made available to the Wyoming Community College Commission who will then analyze and present the data to the Wyoming Legislature.

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**What training will be provided?**

The remaining WEN Video training is scheduled to detail all aspects of the Spring 2012, WDE713 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, May 22, 2012, from 2:00pm – 3:00pm

**Who should attend the trainings?**

Both technical and content personnel should attend. WDE recommends that each WISE Coordinator attend, along with all personnel responsible for tracking student demographics and vital statistics.

**How will the data be submitted?**

The collection will be submitted through the Data Collection Suite, available on the FUSION website at the following link:

[http://fusion.edu.wyoming.gov/MySites/Data\\_Collection/data\\_collection\\_forms\\_inventory.aspx](http://fusion.edu.wyoming.gov/MySites/Data_Collection/data_collection_forms_inventory.aspx)

Each school district has unique and secure log-in information. For questions regarding FUSION login, please consult your district FUSION administrator or contact Brian Wuerth, 307-777-6748, [brian.wuerth@wyo.gov](mailto:brian.wuerth@wyo.gov)

**When is the collection window?**

The data collection window is from June 1, 2012, through June 15, 2012. The Spring 2012 WDE713 data collection is due on or before June 15, 2012.

**Where are the collection documents posted?**

The data elements, training slides, and FAQ's document are available on the Data Collection Suite at the following link:

[http://fusion.edu.wyoming.gov/MySites/Data\\_Collection/data\\_collection\\_forms\\_inventory.aspx](http://fusion.edu.wyoming.gov/MySites/Data_Collection/data_collection_forms_inventory.aspx)

**Information on the WDE713 correction timeline:**

**What is the data correction timeline?**

The data will be reviewed and analyzed beginning June 16, 2012, and the districts will be contacted individually regarding any corrections identified during this process. The districts will also have the opportunity to correct any issues identified between June 16, 2012, and July 27, 2012. Once all the corrections have been made to the district data, the entire WDE713 file will need to be resubmitted using the process outlined above.

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**No changes to the WDE713 data will be made after July 27, 2012.**

On August 31, 2012, the Wyoming Community College Commission will be provided with the data collected by the WDE713.

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

If you have any questions regarding the content or submission of the WDE713, please contact Brian Wuerth at [brian.wuerth@wyo.gov](mailto:brian.wuerth@wyo.gov) or 307-777-6748.

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