



Wyoming Department of Education

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MEMORANDUM NO. 2012-114

TO: School District Superintendents
Business Managers
WISE Coordinators

FROM: Brian Wuerth, Information Management Division
Data Analyst

DATE: August 13, 2012

SUBJECT: Training for the Fall 2012 WDE684A – focusing on Federal data reporting elements

IMPORTANT INFORMATION

The Wyoming Department of Education (WDE) announces that Fall 2012 WDE684 data collection training will be conducted via the WEN.

This memorandum provides information regarding four WDE684 trainings that will be taking place, via the WEN, between now and October 1, 2012.

Information covered by these trainings.

These training sessions will be covering all aspects of the WDE684 WISE Teacher/Course/Student data collection, including but not limited to WDE684 changes, data elements, dates, Fusion, SIF, etc. The first training, August 30, 2012, will focus on two areas; English Language Learners (ELL) and Immigrant students. The remaining three trainings will be focused on the WDE684 in general. Districts are encouraged to forward questions or specific discussion topics to Brian Wuerth at brian.wuerth@wyo.gov or 307-777-6748.

WDE684 Training dates and times.

This first of four WDE684 trainings will be held Thursday, August 30th from 10am until 12pm, and will be conducted via the WEN. The date for this training is:

- Thursday, August 30, 10:00am – 12:00pm
- Thursday, September 6, 2:00pm – 3:00pm
- Tuesday, September 18, 10:00am – 11:00am
- Tuesday, September 25, 2:00pm – 3:00pm

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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.

Who do I contact to schedule this and future trainings?

To schedule this or any future WEN training, please contact your local WEN Coordinator. Also, please feel free to contact Leslie Brown at A&I to schedule your local WEN facility.

Leslie Brown
307-777-3348
Leslie.brown@wyo.gov

Whom do I contact for more 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.

Enclosure
BW/pr