



Wyoming Department of Education

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MEMORANDUM NO. 2013-009

TO: School District Superintendents
Business Managers

FROM: Elizabeth Foster, Data Collection Specialist
Information Management

DATE: February 11, 2013

SUBJECT: Changes to the WDE614 and WDE618 Collections

WDE614 and WDE618 COLLECTION CHANGES

In WDE's continued effort to minimize the data requirements imposed by state and federal mandates, the WDE614 and WDE618 collections will no longer require a signature or be submitted to the Wyoming Department Education (WDE). These collections are now informational only and are encouraged to be used by district and school staff as checklists for due dates on collections due to the WDE.

The WDE614 will list all collections that will be available between January 1 - August 31 of the current calendar year.

The WDE618 will list all collections that will be available between September 1- December 31 of the current calendar year.

These collections, which are now informational only, will also list the WDE steward for the collection,; the collection window,; submission method, and who is required to submit. Some collections will be at the district level while others will be at the school level. It is important to note that some collections are meant for other audiences like community colleges and accredited institutions.

These collections can be accessed via the Data Collection Suite web site:

<http://edu.wyoming.gov/DataInformationAndReporting/DataCollectionSuite.aspx>

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The preliminary copy of the WDE614 will be posted on February 11, 2013, and the final version will be posted on May 1, 2013.

The preliminary version of the WDE618 will be posted on August 2, 2013, and the final version will be posted on September 6, 2013.

If you have questions or concerns in regards to the changes of the WDE614 or WDE618, please contact Elizabeth Foster at 307-777-7009 or email elizabeth.foster@wyo.gov

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