



Wyoming Department of Education

Jim Rose, Interim Director

Hathaway Building, 2nd Floor, 2300 Capitol Avenue

Cheyenne WY 82002-0050

Phone: 307-777-7675 Fax: 307-777-6234 Website: edu.wyoming.gov

MEMORANDUM NO. 2013-021

TO: School District Superintendents
Business Managers
WISE Coordinators

FROM: Brian Wuerth, Information Management Division
Data Analyst

DATE: March 11, 2013

SUBJECT: Training for the Spring 2013 WDE684

WYOMING DEPARTMENT OF EDUCATION TO USE WEN IN DATA COLLECTION TRAINING FOR WDE648

This memorandum provides information regarding three WDE684 trainings that will be taking place, via the WEN, between now and the beginning of the collection window – March 26, 2013.

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 two trainings, March 19, 2013 and March 21, 2013, will focus on the WDE684 in general. The last training, March 26, 2013, will be cover the WDE684 in general with a focus on Distance Education reporting. 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

The WDE684 trainings will be held from Tuesday, March 19- Tuesday, March 26. All trainings will be conducted via the WEN. The dates and times for these trainings are:

- Tuesday, March 19, 10:00am – 11:00am
- Thursday, March 21, 2:00pm – 3:00pm
- Tuesday, March 26, 10:00am – 12:00pm

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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 ETS 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 WDE684, please contact Brian Wuerth at brian.wuerth@wyo.gov or 307-777-6748.

Enclosure
BW/pr