



# Wyoming Department of Education

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## MEMORANDUM NO. 2013-039

**TO:** School District Superintendents  
Business Managers  
WISE Coordinators

**FROM:** Kim Morrow  
School Foundation Program  
Finance Division

**DATE:** April 8, 2013

**SUBJECT:** WEN Video Training  
Spring 2013 WDE600 – WISE Attendance and Membership  
Spring 2013 WDE601 – WISE School District Annual Report

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## IMPORTANT INFORMATION

**The Wyoming Department of Education (WDE) will hold a training session on May 2, 2013 from 2:00 – 4:00pm to address the WDE600 - WISE Attendance and Membership data collection, as well as the WDE601 WISE Annual District Report.** The training session will be interactive and administered over the Wyoming Equality Video Network (WEN). This memorandum answers districts' most frequently asked questions regarding the Spring 2013 WDE600/WDE601 data collections and provides information on the upcoming training.

### **Information on the Training**

#### ***When is it?***

The WDE600/WDE601 training will be held May 2, 2013 from 2:00 to 4:00pm via the WEN.

#### ***Who should attend?***

Each school district business manager is strongly encouraged to participate.

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Both technical and content personnel should attend this training. WDE recommends that each WISE Coordinator attend, along with your attendance and membership representative.

***What is the agenda?***

A portion of the presentation will focus on the submission process via the SRM. The trainings will also feature the content of the WDE600 collection. Specifications of each required element will be explained as well as answers to Frequently Asked Questions. The steward of the WDE600/601 will be on-hand to answer any additional questions that district personnel may have.

***When to sign up?***

If you are interested in joining this training, please contact your local WEN Video scheduler to sign up your site. The last date to sign up your WEN site is Tuesday, April 30, 2013.

**Information on the WDE600 Collection**

***What is the WDE600 data collection?***

The WDE600 is the official collection for the student-level attendance, membership, and unexcused absence data.

***What is the purpose of the WDE600 data collection?***

The data collected in the WDE600 is used in the WDE100, School Funding Worksheet, for School Foundation Program funding purposes, and for various federal reports.

***How will the data be submitted?***

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

***How do I access the SRM?***

The SRM can be accessed through the Wyoming Education Fusion Portal <http://fusion.edu.wyoming.gov/MySites/Applications/applications.aspx>. District personnel directly responsible for collecting and reporting these data should be granted access by their district Fusion Administrator.

***When is the Collection Window?***

The data collection window is from **May 31, 2013 through June 17, 2013**. The Spring 2013 WDE600 data collection is due on or before June 17, 2013.

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***Where are the collection documents posted?***

The current data elements and guidebook are available on the WISE website, <http://portals.edu.wyoming.gov/WISE/>.

**Information on the WDE601 Collection**

***What is the WDE601 data collection?***

The WDE601 is the official collection for school district revenue and expenditure activity.

***What is the purpose of the WDE601 data collection?***

The data collected in the WDE601 used in Statistical Report Series No. 3, in related required federal reports and for funding model validation.

***How will the data be submitted?***

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

***How do I access the SRM?***

The SRM can be accessed through the Wyoming Education Fusion Portal <http://fusion.edu.wyoming.gov/MySites/Home/default.aspx>.

District personnel directly responsible for collecting and reporting these data should be granted access by their district Fusion Administrator.

***When is the Collection Window?***

The data collection window is from **July 1, 2013 through August 12, 2013**. The Spring 2013 WDE601 data collection is due on or before August 12, 2013.

***Where are the collection documents posted?***

The current data elements and collection guidebook as well as a video tutorial are available on the WISE website, <http://portals.edu.wyoming.gov/WISE/> .

***Who to contact for more information?***

If you have any content questions regarding the WDE600 or WDE601, please contact Kim Morrow at 307-777-6000 or [kimberly.morrow@wyo.gov](mailto:kimberly.morrow@wyo.gov).

To answer questions about the WISE data system, please contact Leslie Zimmerschied at [leslie.zimmerschied@wyo.gov](mailto:leslie.zimmerschied@wyo.gov) or 307-777-8751.

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For assistance with the Wyoming Education Fusion Portal, please contact Susan Williams at [susan.williams@wyo.gov](mailto:susan.williams@wyo.gov) or 307-777-5463.