



# Wyoming Department of Education

Jim Rose, Interim Director

Hathaway Building, 2<sup>nd</sup> Floor, 2300 Capitol Avenue

Cheyenne WY 82002-0050

Phone: 307-777-7675 Fax: 307-777-6234 Website: [edu.wyoming.gov](http://edu.wyoming.gov)

---

## MEMORANDUM NO. 2013-040

**TO:** School District Superintendents  
Business Managers  
WISE Coordinators  
Personnel Directors  
WDE652 Contacts

**FROM:** Donal Mattimoe, Data Analyst  
Information Management Division

**DATE:** April 8, 2013

**SUBJECT:** Training for the Spring 2013 WDE652 – WISE School District Staff  
Member Collection School Year 2012 - 2013

---

### INFORMATION TO SHARE

**The Wyoming Department of Education (WDE) is announcing the Spring 2013 WDE652 – WISE School District Staff Member data collection.**

This memorandum will provide details on:

- General Information about the WDE652
- The scheduled Wyoming Equality Network (WEN) video/Blackboard Collaborate training
- The firm data correction timeline for this data collection.

#### **General Information about the WDE652 Collection**

##### **What is the WDE652 data collection?**

The WDE652 is a full-year comprehensive reporting of the employment details as they actually occurred throughout the entire school year. This year-end data is required to ensure accurate calculation of FTE values for the school year. These accurate FTE values are then rolled forward as prior experience for use in conjunction with the next fall's, October 1, WDE602 employment data in the Wyoming Funding Model. Accurate calculation of FTE based on actual, full-year employment detail is important because it reduces errors in funding and decreases audit findings.

School District Superintendents  
Business Managers  
WISE Coordinators  
Personnel Directors  
WDE652 Contacts  
April 8, 2013  
Page 2

The collection consists of four separate data files. The four files are:

- 1) Employment
- 2) Assignment
- 3) Experience
- 4) Education

### **Information on the WDE652 Training**

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

The WDE652 training will be held on **Thursday, April 25, 2013 from 2:00-4:00 p.m.** Participants can attend the training via the WEN or Blackboard Collaborate.

#### **Who Should Attend?**

Both technical and content personnel should attend this training. WDE recommends that each WISE Coordinator attend, along with the person(s) responsible for completing the WDE652 data collection.

#### **What is the Agenda?**

The agenda will include review of collection reference materials such as the reportable combinations hand out, guidebook, and data elements; teaching districts how to access and fully utilize the Wyoming Department of Education materials.

Along with details on the submission process, a portion of the presentation will focus on content-based Frequently Asked Questions (FAQs). The questions, along with the corresponding answers, will be presented in the training. Content personnel will also be available to answer any additional content questions that district personnel may have.

#### **When to Sign Up?**

If you are interested in joining this training, please contact your local high school or community college and ask their local WEN Video scheduler to sign up your site.

If you choose to use Blackboard Collaborate the link is:

[http://tiny.cc/WDE\\_Participant](http://tiny.cc/WDE_Participant)

Please treat this link as you would any other public meeting space. This webinar platform should be accessed only at the scheduled time and date of the event. (Blackboard does offer a public platform that can be accessed at any time.)

Webinars are collaborative and interactive online experiences. If you are new to Blackboard Collaborate, please visit the "Tutorial and Documentation" links below. Prior to attending any sessions, we strongly suggest that you use the "System Check" links below to confirm that your system is properly configured. These are simply one-time technical checks and, in the future, you will not need this process

School District Superintendents  
Business Managers  
WISE Coordinators  
Personnel Directors  
WDE652 Contacts  
April 8, 2013  
Page 3

unless you switch computers. **Blackboard Collaborate is not compatible at this time with iPads.**

#### **Blackboard Collaborate System Check:**

- Configuration - Verification that your computer's operating system and Java are supported through Blackboard Collaborate's Configuration page: <http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=1473>
- Demo Room - If you will be using a microphone (or web-cam), Blackboard Collaborate has a demo room that can be used to verify the connection to these devices through the "Audio Setup Wizard": <https://sas.illuminate.com/site/external/jwsdetect/meeting.jnlp?sid=345&password=M.A2DE26587EB74583B59A0F8AAD0CC4&username=Test>

#### **Blackboard Tutorial and Documentation:**

- Online Orientation (Video): <http://www.brainshark.com/blackboardinc/vu?pi=zGLzYw5XBz35Sgz0>

On-Demand Learning (Documentation): <http://www.blackboard.com/Platforms/Collaborate/Services/On-Demand-Learning-Center/Web-Conferencing.aspx>.

#### **Information on the WDE652 Data Collection Timeline**

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

The data collection window is from May 15, 2013 through June 30, 2013. The Spring 2013 WDE652 data collection is due on or before June 28, 2013 by 5:00 P.M. The collection will be submitted through the SRM on the WISE data system. It is recommended that districts attempt to submit their data no later than June 17, 2013 to give them time to correct any errors that may occur in the SRM.

##### **Where are the Collection Documents Posted?**

All collection documents including the training slides will be available on the WISE website. You can access the WISE website at: <http://portals.edu.wyoming.gov/wise/>.

##### **What is the Data Correction Timeline?**

After the data is submitted the WDE652 steward will contact districts via email if there are errors to be corrected. It is requested that all errors be promptly fixed within two weeks of receipt.

Please note, only the district's WDE652 contact can make corrections to the finalized Spring 2013 WDE652 data.

School District Superintendents  
Business Managers  
WISE Coordinators  
Personnel Directors  
WDE652 Contacts  
April 8, 2013  
Page 4

**Why Do We Need a Data Correction Deadline?**

Corrections to the Spring 2013 WDE652 data are restricted to a firm timeline in order to meet the deadlines of the various reporting purposes. The WDE652 data are used to populate the Wyoming funding model. It is imperative that these data files are accurate and submitted on time so the WDE can meet its reporting requirements.

**Whom Do I Contact for More Information?**

If you have any questions regarding the content or submission of the WDE652, please contact Donal Mattimoe at 307-777-6391 [donal.mattimoe@wyo.gov](mailto:donal.mattimoe@wyo.gov).

If you have any questions about the WISE project, please contact Leslie Zimmerschied at 307-777-8751 or [leslie.zimmerschied@wyo.gov](mailto:leslie.zimmerschied@wyo.gov)

If you have submission questions, please contact Susan Williams at 307-777-6252 or [susan.williams@wyo.gov](mailto:susan.williams@wyo.gov)

Enclosure  
DM/pr