



# Wyoming Department of Education

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## MEMORANDUM NO. 2013-058

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

**FROM:** Brian Wuerth, Information Management Division  
Data Analyst

**DATE:** May 13, 2013

**SUBJECT:** End-of-Year 2013 WDE684

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### IMPORTANT INFORMATION

**The Wyoming Department of Education (WDE) announces that the End-Of-Year 2013 WDE684 data collection will open June 15, 2013**

The End-of-Year 2013 WDE684 Teacher/Course/Student Collection window will be June 17 - July 5.

**WDE684 Training dates and times.**

Training for the End-Of-Year WDE684 will be held from May 21 - May 30. All trainings will be conducted via the WEN. The dates and times for these trainings are:

- Tuesday, May 21, 10:00am – 11:00am;
- Tuesday, May 28, 10:00am – 11:00am;
- Thursday, May 30, 2:00pm – 3:00pm.

**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

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changes, data elements, dates, Fusion, SIF, etc. All three sessions will have a specific focus on the Special Education (SPED) File. Districts are encouraged to forward questions or specific discussion topics to Brian Wuerth at [brian.wuerth@wyo.gov](mailto:brian.wuerth@wyo.gov) or 307-777-6748.

**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. This collection will focus on collecting the SPED data for the 2012-13 school year, so districts are encouraged to have someone from their Special Programs division attend.

**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](mailto: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](mailto:brian.wuerth@wyo.gov) or 307-777-6748.

BW/pr