



Wyoming Department of Education

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MEMORANDUM NO. 2013-072

TO: School District Superintendents
Business Managers
WISE Coordinators
Personnel Directors
WDE633 Contacts

FROM: Donal Mattimoe, Data Analyst
Information Management Unit

DATE: June 3, 2013

SUBJECT: Revised Opening Date and Modifications to WDE633 Certified Staff
Vacancy and Applicant Information Collection Form

TIME SENSITIVE

The Wyoming Department of Education (WDE) announces changes to the WDE633 Certified Staff Vacancy and Applicant Information collection timeline and excel form.

Collection Time Line

The WDE633 collection will open June 3, 2013, and close August 30, 2013. The WDE633 form includes detailed information about each element and will be available the morning of June 3 on the Data Collection Suite – Forms Inventory page, http://fusion.edu.wyoming.gov/MySites/Data_Collection/data_collection_forms_inventory.aspx. Click on the > symbol to the left of the WDE633 and then select the Documents tab. The WDE633 form has a separate instructions page, there is a tab at the bottom of the excel form.

Collection Statutory Authority

The WDE633 data is collected in accordance with [W.S. § 21-2-203\(c\)\(ii\)](#) and [W.S. § 21-13-309\(u\)](#).

Element Modifications:

The WDE has altered the WDE633 collection elements in order to provide more detailed information upon request from the Legislative Services Office.

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Changes Include:

- The WDE is now collecting the districts' overall ability to attract high quality applicants in addition to the ability to replace each vacancy.
- WISE ID, first name and last name for individuals vacating positions and the persons hired to replace them will now be collected.
- A new element called "Other Vacancies Filled," has been added. Districts will report whether other vacancies with the same assignment code were filled using the same pool of applicants.
- A new element called "Number of Positions," has been added. Districts will report the number of vacancies filled with the same applicant pool as this vacancy.
- The response "Transferred out-of-district," for the "Reason for Vacancy," has been changed to two new responses, "Transferred (out-of-district, in-state)," and "Transferred (out-of-district, out-of-state)."

If you have WDE633 content or submission questions, please contact Donal Mattimoe at 307-777-6391 or donal.mattimoe@wyo.gov.