



Wyoming Department of Education

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MEMORANDUM NO. 2013-086

TO: School District Superintendents
Business Managers

FROM: Elizabeth Foster, Data Collection Specialist
Information Management

DATE: July 8, 2013

SUBJECT: Rescinding Changes Outlined in Changes to the WDE614 and WDE618 Collections Memo (Memorandum No. 2013 – 009)

CORRECTION TO THE WDE614 and WDE618 COLLECTIONS

Per W.S. 21-2-203(e)(i) states: *All data or reports required to be submitted to the department by school districts in accordance with law or rules shall include a statement by the superintendent of the district certifying that the data submitted is complete, accurate and conform with all reporting requirements.*

The WDE614 and WDE618 collections will be changed back to their previous state and require the superintendent's signature. The form will then need to be mailed to the Wyoming Department of Education (WDE) or a .pdf version of the signed form can be emailed to the Data Collection Specialist, Elizabeth Foster at elizabeth.foster@wyo.gov.

In WDE's continued effort to minimize the data requirements imposed by state and federal mandates, the WDE is currently working on a solution to allow the districts to complete these collections with the Click-Wrap software that is currently in place for other collections such as the WDE684.

The WDE614 will still list all collections that will be available between January 1- August 31 of the current calendar year.

The WDE618 will still list all collections that will be available between September 1-December 31 of the current calendar year.

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These collections will still list the WDE steward for the collection, the collection window, submission method and who is required to submit. Some collections will be at the district level while others will be at the school level. It is important to note that some collections are meant for other audiences like community colleges and accredited institutions.

These collections can be accessed via the Data Collection Suite – Forms Inventory web site:
<http://edu.wyoming.gov/DataInformationAndReporting/DataCollectionSuite.aspx>

The corrected copy of the WDE614 is currently posted on the Data Collection Suite – Forms Inventory web site.

The preliminary version of the WDE618 will be posted on August 2, 2013 and the final version will be posted on September 6, 2013.

If you have questions or concerns in regards to the changes of the WDE614 or WDE618, please contact Elizabeth Foster at 307-777-7009 or email elizabeth.foster@wyo.gov

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