



# Wyoming Department of Education

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## MEMORANDUM NO. 2013-098

**TO:** School District Superintendents  
Business Managers  
WISE Coordinators  
Personnel Directors  
WDE602 Contacts

**FROM:** Donal Mattimoe, Data Analyst  
Finance and Data Division

**DATE:** August 14, 2013

**SUBJECT:** Training for the Fall 2013 WDE602 WISE  
SCHOOL DISTRICT STAFF MEMBER COLLECTION

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### IMPORTANT INFORMATION

The Wyoming Department of Education (WDE) is announcing the Fall 2013 WDE602 – WISE School District Staff Member data collection.

This memorandum will provide details on:

- General Information about the WDE602
- The scheduled Wyoming Equality Network (WEN) video training
- The firm data correction timeline for this data collection.

### Frequently asked questions about the WDE602 Collection

#### **Q. What is the WDE602 data collection?**

**A.** The WDE602 collects employment details as of October 1. That includes duties employees are contracted or planned to work during the full school year. It is important to report all contracted and planned employment, not just what is being done on October 1. October 1 employment data is required for use in administering the funding model (Wyoming State Law 21-2-203), staff endorsement and Highly Qualified status determinations (NCLB), and mandated state and federal Reporting. The collection consists of six separate data files. The six files are:

- 1) Staff/Employment
- 2) Assignment

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- 3) Experience
- 4) Education
- 5) Schedule Header
- 6) Salary Schedule

**Q. When is the training on the WDE602 Training?**

**A.** The WDE602 training will be held on Thursday, September 12, 2013 from 2:00-3:30 p.m. via the WEN.

**Q. Who Should Attend?**

**A.** 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 WDE602 data collection.

**Q. What is the Agenda?**

**A.** The agenda will include review of collection reference materials such as the reportable combinations hand out, guidebook, and data elements; and 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 (FAQ). 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.

**Q. When to Sign Up?**

**A.** 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. We will also be using Blackboard Collaborate and you will be able to type in questions using the chat function:

**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

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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 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 WDE602 Data Collection Timeline**

**Q. When is the Collection Window?**

**A.** The data collection window is from October 1, 2013-October 25, 2013. The fall 2013 WDE602 data collection is due on or before October 25, 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 October 18, 2013 to give them time to correct any errors that may occur in the data trials in SRM.

**Q. Where are the Collection Documents Posted?**

**A.** 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/>.

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**Q. What is the Data Correction Timeline?**

**A.** After the data is submitted, the WDE602 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 in order to give WDE staff time to complete all federal and public reports.

Please note, only the district's WDE602 contact can make corrections to the finalized Fall 2013 WDE602 data.

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

**A.** Corrections to the Fall 2013 WDE602 data are restricted to a firm timeline in order to meet the deadlines of the various reporting purposes. The WDE602 data are used for, but not limited to, the Statistical Report Series #2, the Newspaper Report, and the Wyoming funding model. It is imperative that these data are accurate and submitted on time so the WDE can meet its reporting requirements.

**Q. Whom do I contact for more information?**

**A.** If you have any questions regarding the content or submission of the WDE602, please contact Donal Mattimoe at [donal.mattimoe@wyo.gov](mailto:donal.mattimoe@wyo.gov) or 307-777-6391.

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)

Enclosure  
DM/pr