



Wyoming Department of Education

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MEMORANDUM NO. 2013-102

TO: School District Superintendents
Summer School Coordinators
Business Managers

FROM: Dianne Frazer, Education Consultant
Standards, Learning and Accountability Division

DATE: August 26, 2013

SUBJECT: Submission of WDE537 – Bridges Summer School Report, 2013

TIME SENSITIVE INFORMATION

Please be aware that the Bridges Report for 2013 Summer School (WDE537) is now available in the Data Collection Suite (DCS) in Fusion. It can be accessed at <http://edu.wyoming.gov/DataInformationAndReporting/DataCollectionSuite.aspx>.

After clicking on this link, scroll down to the WDE537 report and click on the arrow. After a short time lapse, options for filling out this report will be made available to you. The WDE537 form can be found in the **Documents** tab; it should be downloaded to complete. District personnel should use this form to report SY2012-13 Bridges Summer School student data and expenditures.

Training for completing the WDE537 was held via the WEN on June 14, 2011. This session was recorded and can be viewed at www.wenvideo.net. Click on "Recordings" in the top bar, then select "Trainings" from the list at the bottom of the page. Choose the Bridges training from the available selections. We ask that you please have the person or persons responsible for filling out the WDE537 view this video ahead of its completion and submittal. While some of the content is dated, the information on completing the form is accurate.

After finalizing the WDE537, please have the person with upload rights in your district upload the form to Fusion and certify the report. This is a new process and involves 2 separate steps. The last day to submit the WDE-527 is **October 15, 2013**. **All submissions must be received by this date. All corrections must be**

School District Superintendents
Summer School Coordinators
Business Managers
August 26, 2013
Page 2

completed by November 9, 2013. We highly recommend submitting your report by October 1, 2013 to allow time for corrections.

Should you have any content questions regarding the WDE-537, please contact Dianne Frazer at dianne.frazer@wyo.gov , 307-777-8676. Technical questions about the submission process should be addressed to Liz Foster at Elizabeth.foster@wyo.gov, 307-777-7009.