



WYOMING
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MEMORANDUM NO. 2015-024

TO: School District Superintendents
Business Managers
WISE Coordinators

FROM: Brian Wuerth, Data Analyst, Information
Management Division

DATE: March 02, 2015

SUBJECT: Training for the Spring 2015 WDE684

IMPORTANT INFORMATION

TRAINING FOR SPRING 2015 WDE684

The Wyoming Department of Education (WDE) announces that Spring 2015 WDE684 data collection training will be conducted via the WEN. Three WDE684 training events will take place between today and the start of the collection window, March 20, 2015.

Information covered by these trainings

The training session on March 10th will cover all aspects of the WDE684 WISE Teacher/Course/Student data collection, including, but not limited to WDE684 changes, data elements, collection dates, Fusion access, SIF, etc.

The second and third training sessions on March 12th and 18th will focus on changes to how the Special Education (SPED) file is reported and the correlation between the Spring WDE684 and WAEA.

WDE684 Training dates and times

WDE684 trainings will be conducted via the WEN. Districts are encouraged to forward questions, specific discussion topics, and requests for alternate forums for training (i.e., BlackBoard, Google, etc.), to Brian Wuerth at brian.wuerth@wyo.gov or 307-777-6748. Mr. Wuerth will make arrangements to accommodate your needs. Training dates are as follows:

- Tuesday, March 10, 10:00am - 11:00am: General 684;
- Thursday, March 12, 2:00pm - 3:00pm: SPED and WAEA;
- Wednesday, March 18, 10:00am - 11:00am: SPED & WAEA.

Who should attend the trainings?

WDE recommends that Special Education personnel responsible for reporting attend at least one of the two SPED file training sessions. WDE also recommends that each WISE Coordinator attend, along with any personnel responsible for tracking student demographics and vital statistics.

To schedule this or any future WEN training, please contact your local WEN Coordinator. You may also contact Leslie Brown at ETS to schedule your local WEN facility.

Leslie Brown
307-777-3348
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If you have questions regarding the content or submission of the WDE684, contact Brian Wuerth at brian.wuerth@wyo.gov or 307-777-6748.