



**WYOMING**  
DEPARTMENT OF EDUCATION



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## MEMORANDUM NO. 2015-048

**TO:** District Superintendents  
Business Managers  
District Personnel Responsible for WDE103, WDE401 Content

**FROM:** Trystin Green  
School Foundation Program  
Finance Division

**DATE:** April 27, 2015

**SUBJECT:** Spring 2015 WDE103 & WDE401 Training via WEN Video, UberConference

## WDE103 & WDE401 TRAINING

**CHEYENNE** - The Wyoming Department of Education (WDE) will hold a training session to address the WDE103 Reimbursable Transportation Report and the WDE401 Reimbursable Special Education Report. The training session will be interactive and administered over the Wyoming Equality Video network (WEN) and via UberConference on May 14, 2015 from 2:00 to 4:00 p.m.

Both technical and content personnel should attend this training, and the WDE strongly encourages each school district business manager to participate. To join via WEN, contact your local WEN video scheduler to sign up your site by May 12, 2015. An email invitation will be sent to all districts to join the training via UberConference.

The data collection window for both collections is July 1, 2015 through August 12, 2015. The collections must be submitted through the WDE Data Collection Suite (DCS), which can be accessed at: <https://edu.wyoming.gov/dcs/default.html>.

The WDE103 is the official collection for pupil transportation expenditures and data collected is used to reimburse districts for pupil transportation costs. The WDE401 is the official collection for pupil special education expenditures and data collected is used to reimburse districts for special education costs. Data from both collections is also used in the WDE100 School Funding Worksheet (for School Foundation Program funding purposes), the WDE601 verification, and for various federal reports.

*For questions regarding the WDE103 or WDE401, contact Trystin Green at 307- 777-6000 or [trystin.green@wyo.gov](mailto:trystin.green@wyo.gov). For assistance with the Wyoming Education Fusion Portal, contact Susan Williams at [susan.williams@wyo.gov](mailto:susan.williams@wyo.gov) or 307-777-5463.*