



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
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MEMORANDUM NO. 2015-085

TO: School District Superintendents
Business Managers
WISE Coordinators
Curriculum Coordinators

FROM: Brian Wuerth, Data Quality Specialist
Information Management Division

DATE: August 10, 2015

SUBJECT: WDE638 – Certified Course Inventory Data Collection

CERTIFIED COURSE INVENTORY DATA COLLECTION INFORMATION

The data collection window for the WDE638 Certified Course Inventory will be from August 21, 2015, through October 16, 2016. The Certified Course Inventory is a comprehensive list of all courses provided by individual school districts for the upcoming 2015-16 school year.

The collection will be submitted through the State Report Manager (SRM) on the Wyoming Integrated Statewide Education (WISE) Data System. Each school district has unique and secure log-in information.

The current data elements and guidebook are available on the WISE Data System website at <http://portals.edu.wyoming.gov/wise/>.

Though there have been no changes to the WDE638 data collection for the 2015-16 school year, two training sessions will be conducted via WebEx. They will take place Tuesday, August 18 from 10 a.m. to 11 a.m. and Thursday, August 20 from 1 p.m. to 2 p.m. An email will be sent with a link to join the trainings.

The 2015 WDE638 data collection updates are due by October 16, 2016.

For more information, please contact Brian Wuerth, Data Quality Specialist, at (307)777-6748, or brian.wuerth@wyo.gov.