MEMORANDUM NO. 2015-103

TO: School District Superintendents
    Business Managers, Special Education Directors, WISE Coordinators

FROM: Shannon Cranmore, EDFacts Coordinator/Data Analyst
    Finance and Data Division

DATE: September 14, 2015

SUBJECT: WDE736 - Seclusion and Restraint

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New Seclusion and Restraint Data Collection

The Wyoming Department of Education (WDE) has established a new data collection to comply with Chapter 42 Seclusion and Restraint in Schools. The collection is the WDE736 – Seclusion and Restraint and can be found on the Data Collection Suite at http://edu.wyoming.gov/dcs/default.html.

This collection will collect student level data on all incidents where seclusion and/or restraint were used as a type of intervention for a student during the 2015-16 school year. This is an end of year collection that will be due to the WDE no later than July 8, 2016. In order to submit this collection, the district’s Fusion administration will need to assign WDE736 Fusion User Roles to the person that will be responsible for completing and submitting this collection. The data elements for this collection are:

- WISER ID
- School ID
- First Name
- Middle Name
- Last Name
- Name Suffix
- Date of Birth
- Gender
- Date of Intervention
- Type of Intervention

Any incident where the intervention included Seclusion or Restraint must be reported to the WDE, this also includes interventions of seclusion and restraint that are included as part of a student’s Individualized Education Plan (IEP).

For complete definitions as what qualifies as seclusion or restraint, please review the Chapter 42 Rules and Regulations which are located at http://soswy.state.wy.us/Rules/RULES/8457.pdf.

For more information, please contact Shannon Cranmore, EDFacts Coordinator/Data Analyst, at 307-777-6245 or shannon.cranmore@wyo.gov.