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MEMORANDUM NO. 2015-105

TO: School District Superintendents
WDE602 Contacts

FROM: Donal Mattimoe, Data Analyst
Finance and Data Division

DATE: September 14, 2015

SUBJECT: Training for the Fall 2015 WDE602

TRAINING FOR THE FALL 2015 WDE602 - WISE SCHOOL DISTRICT STAFF MEMBER COLLECTION

The Wyoming Department of Education (WDE) is announcing the Fall 2015 WDE602 – WISE School District Staff Member data collection. This memorandum will provide general information about the WDE602, and the data correction timeline for this data collection.

General Information about the WDE602 Collection

What is the WDE602 data collection?

The WDE602 is a collection of employment details for all Wyoming school districts. The information is used to administer the funding model (Per Wyoming State Law 21-2-203), for staff endorsement and Highly Qualified status determinations (Under the No Child Left Behind act), and mandated state and federal reporting. The collection consists of six separate data files. These are:

- 1) Staff/Employment
- 2) Assignment
- 3) Experience
- 4) Education
- 5) Schedule Header
- 6) Salary Schedule

When is the WDE602 Training?

The WDE602 training will be held on Thursday, September 17, 2015 from 2:00 p.m. to 3:00 p.m. via Uber Conference. Join the call: <https://www.uberconference.com/wdeuberconference>
Optional dial in number: 888-670-9530
Alternate number: 307-438-9905
No PIN is needed.

Who Should Attend?

Both technical and content personnel should attend this training. The WDE recommends that each WISE Coordinator attend, along with those responsible for completing the WDE602 data collection.

What is the Agenda?

The agenda will include review of collection reference materials such as the reportable combinations hand out, guidebook, and data elements; and teaching districts how to use the WDE materials. Along with details on the submission process, a portion of the presentation will focus on content-based FAQs. The questions, along with the corresponding answers, will be presented in the training. Content personnel will also be available to answer any additional content questions that district personnel may have.

Information on the WDE602 Data Collection Timeline

When is the Collection Window?

The data collection window is October 130, 2015. The fall 2015 WDE602 data collection is due by 5:00 P.M. on October 30, 2015. The collection will be submitted through the State Report Manager (SRM) on the Wyoming Integrated Statewide Education (WISE) data system. It is recommended that districts attempt to submit their data no later than October 19, 2015 to give them time to correct any errors that may occur in the SRM trials.

Where are the Collection Documents Posted?

All collection documents and the training slides will be available on the WISE website, which can be found at <http://portals.edu.wyoming.gov/wise/>.

What is the Data Correction Timeline?

After the data is submitted, the WDE602 steward will contact districts via email if there are errors to be corrected. It is requested that districts identify and correct all errors within two weeks of receipt in order to give WDE staff time to complete all Federal and Public reports.

Why Do We Need a Data Correction Deadline?

Corrections to the Fall 2015 WDE602 data are restricted to a firm timeline in order to meet the deadlines of the various reporting purposes. The WDE602 data are used for the Statistical Report Series #2, the Newspaper Report, the Wyoming funding model, and others. It is imperative these data are accurate and submitted on time so the WDE can meet its reporting requirements.

For questions regarding the content or submission of the WDE602, please contact Donal Mattimoe at donal.mattimoe@wyo.gov or 307-777-6391. For questions about the WISE project, please contact Leslie Zimmerschied at 307-777-8751 or leslie.zimmerschied@wyo.gov.