



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

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MEMORANDUM NO. 2015-109

TO: School District Superintendents
Business Managers
WISE Coordinators
Curriculum Coordinators

FROM: Brian Wuerth, Data Quality Specialist
Information Management Division

DATE: September 21, 2015

SUBJECT: WDE684 Collection Trainings

TRAINING SESSIONS FOR THE FALL 2015-16 WDE684 COLLECTION

The Wyoming Department of Education (WDE) will conduct three training sessions on the WDE684 collection. The WDE684 is the official collection for student-level demographic, enrollment, section, and special education information.

All of the training sessions will be conducted via WebEx and will take place on the following dates:

- Monday, September 28, 2015 – 10 a.m. to 11 a.m.
[2015-16 WDE684 Training1](#)
- Wednesday, September 30, 2015 – 1 p.m. to 2 p.m.
[2015-16 WDE684 Training2](#)
- Friday, October 2, 2015 – 10 a.m. to 11 a.m.
[2015-16 WDE684 Training3](#)

The data collection window is from October 1, 2015 through October 16, 2015. The 2015-16 WDE684 data collection updates are due on or before October 16, 2015.

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 portals.edu.wyoming.gov/wise/.

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