

WDE613 DATA COLLECTION GUIDE

INTRODUCTION

The WDE613 is the annual data collection from districts regarding the methods used for identifying gifted and talented students, the instruction provided for those students and a description of the programs used in districts to serve them. A report based on the information submitted by each district is provided to the Joint Education Committee every November.

School Districts are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education (WDE) is critical to the continual growth of Wyoming's education system. Quality and timely data is essential to inform the work of stakeholders such as students, teachers, administrators, parents and policymakers to most appropriately impact the teaching and learning process.

The WDE Accountability team will review and assist districts to provide complete, accurate data before adjudicating the WDE613 collection. This collection is accessed through the WDE's Data Collection Suite, completed and automatically uploaded by the district to the WDE. The WDE613 data is meant to be used by the WDE, Wyoming Legislature, and district employees. It will be used to provide information to stakeholders and support the sharing of practices between districts.

WDE613 AUTHORITY

The authority for the WDE to collect data included in the WDE613 is listed below:

- [W.S. 21-9-101 \(c\)\(ii\)](#), [W.S. 21-2-202\(a\)\(xiv\) and \(f\)](#) and the Elementary and Secondary Education Act as amended; [W.S. 21-13-309\(m\)\(v\)\(E\)\(II\)](#), and [21-13-309\(u\)](#)
- [USDE - Laws & Guidance / Elementary & Secondary Education Subpart 6](#)

COLLECTION SCHEDULE

***WDE613 FALL COLLECTION WINDOW:
OCTOBER 2 – NOVEMBER 1, 2017***

The data for this collection can be input, validated and uploaded at any time during the collection window. It is highly recommended that each school district upload by October 23, 2017. This will ensure that errors can be corrected before the due date.

INSTRUCTIONS

ACCESSING THE WDE613 COLLECTION

The WDE613 collection is an Online Survey based collection that can be accessed through the [WDE Data Collection Suite-Forms Inventory](#).

Within the forms inventory, scroll down to select the WDE613 Gifted and Talented Survey collection. Open the file and click the link in order to arrive at the survey.

DATA SUBMISSION

When all questions have been answered on the WDE613, hit submit at the bottom of the survey. This will send the information directly to the WDE.

CORRECTIONS TO DATA

If you find an error and need help with resolution contact the WDE613 Collection Steward: Brendan O'Connor at brendan.oconnor@wyo.gov or (307) 777-8505. Data can be submitted any time during the window period. All errors must be resolved before data is final.

RE-UPLOADING

In the event that a survey needs to be re-uploaded, contact the Collection Steward.

The collection window is October 2, - November 1, 2017. Remember, all errors must be resolved before data is final.

CONTACT

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