

CREATING  
OPPORTUNITIES  
FOR STUDENTS TO  
KEEP WYOMING  
STRONG



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## MEMORANDUM NO. 2020-021

**TO:** School District Superintendents  
WISE Coordinators  
Principals  
Business Managers

**FROM:** Trent Carroll, Chief Operations Officer

**DATE:** February 18, 2020

**SUBJECT:** March 2020 WDE684 Data Collection Window  
and Training

## MARCH 2020 WDE684B DATA COLLECTION DUE MARCH 16

The Spring WDE684B Teacher/Course/Student Data Collection is the official collection for student-level demographic, enrollment, section, and special education information, with a data collection window of March 2–16, 2020.

A WDE684B training video will be available to view on February 24, 2020. In an effort to make training materials accessible to a larger audience, improve the ease and flexibility of access, and reduce reporting errors to improve overall data quality, the Wyoming Department of Education (WDE) is switching its WDE684 training method from a live WebEx course to pre-recorded video training. District WISE Coordinators should share the training materials with all individuals responsible for reporting student course and enrollment data, special education data, English learner data, virtual education data, and various other programs within their district.

In the interim, district WyEd Administrators should review WyEd Pro roles for their users to ensure that the individuals that will receive the Virtual Training link are still designated district representatives.

*For more information, contact April Strong at 307-777-5781 or [april.strong@wyo.gov](mailto:april.strong@wyo.gov).*