

CREATING
OPPORTUNITIES
FOR STUDENTS TO
KEEP WYOMING
STRONG

MEMORANDUM NO. 2020-057



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Superintendent of Public Instruction

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Chief of Staff

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Chief Academic Officer

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Chief Policy Officer

TRENT CARROLL

Chief Operations Officer

TO: School District Superintendents
Business Managers
WDE602 Submitters

FROM: Trent Carroll, Chief Operations Officer

DATE: April 20, 2020

SUBJECT: Reopening of the WDE602 WISE School District Staff
Member Collection April 20-24, 2020



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WDE602 WISE SCHOOL DISTRICT STAFF MEMBER COLLECTION APRIL 20-24, 2020

The Wyoming Department of Education (WDE) is implementing changes to the School Funding Model as a result of the Wyoming Legislature's 2020 Budget Session. The funding model's health insurance component was modified within the 2020 Budget Bill (Section 334) to limit funding for the biennium to positions that actually participate in school district health insurance plans. In order to ensure the most accurate data possible, the WDE will reopen the October 2019 WDE602 collection from April 20-24 to allow for any necessary corrections or adjustments to staff members' health insurance selections.

Districts that wish to make corrections should log in to the [State Report Manager](#), download the most recent certified WDE602 trial, and update the InsuranceOption field on the Employment file. No new staff members should be added or deleted from the file. When ready, upload these four files: Staff/Employment, Assignment, Experience, and Education.

Only changes to the Health Insurance data will be accepted. Some districts will need to make changes to married couples' InsuranceOption changing the field to SC - Split Coverage - on both staff members in order to report all employees enrolled in the district insurance plan. All other staffing changes will be reported on the upcoming WDE652 collection.

For more information, contact Donal Mattimoe at 307-777- 6391 or donal.mattimoe@wyo.gov.