

CREATING  
OPPORTUNITIES  
FOR STUDENTS TO  
KEEP WYOMING  
STRONG



**JILLIAN BALOW**

Superintendent of Public Instruction

**DICKY SHANOR**

Chief of Staff

**SHELLEY HAMEL**

Chief Academic Officer

**KARI EAKINS**

Chief Policy Officer

**TRENT CARROLL**

Chief Operations Officer



**CHEYENNE OFFICE**

122 W. 25th St. Suite E200  
Cheyenne, WY 82002  
307-777-7675

**RIVERTON OFFICE**

320 West Main  
Riverton, WY 82501  
307-857-9250



**ON THE WEB**

[edu.wyoming.gov](http://edu.wyoming.gov)  
[twitter.com/WYOEducation](https://twitter.com/WYOEducation)  
[facebook.com/WYOEducation](https://facebook.com/WYOEducation)

## MEMORANDUM NO. 2020-077

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

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

**DATE:** May 18, 2020

**SUBJECT:** End of Year 2020 WDE684 Data Collection Window and Training

---

## END OF YEAR 2020 WDE684C DATA COLLECTION DUE JUNE 30

The End of Year (EOY) WDE684C 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 May 20-June 30, 2020.

A training video for the WDE684C EOY will be shared via email to each district's WISE Coordinator/s by the end of the day on Friday May 15, 2020. The Wyoming Department of Education (WDE) asks that the link be shared with the appropriate district personnel who are responsible for entering data in the student information system, including those responsible for the school free and reduced lunch program.

The WDE684 Section File records for all students affected by school closures will remain the same as if that student is taking the class via the same methodology as they normally would have prior to the closures. Students taking courses through approved adaptive learning plans are not considered Distance Education (DE) and should not be reported as such. Section enrollments should be reported with the "Medium of Instruction" they were prior to the COVID-19 closures. If a course was "Face to Face (FF)" prior to the closure, it will still be reported as FF afterward.

DE as a "Medium of Instruction" should only be used for students taking courses that have been pre-approved for virtual education, with one exception. These courses are reported on the WDE638 with a Y for "Virtual Education." The exception is if the course is a post-secondary dual enrollment course, meaning the instructor is employed by and teaches the course from a college via distance delivery. In these situations, the "Instruction Level" is reported as HS (Post-Secondary Dual). The section enrollment on the WDE684 in this situation is reported as DE for "Medium of Instruction" and the course is reported with an N for "Virtual Education" on the WDE638.

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

---

*For more information, contact April Strong, Records & Data Management Analyst, at 307-777-8751 or [april.strong@wyo.gov](mailto:april.strong@wyo.gov).*