

CREATING
OPPORTUNITIES
FOR STUDENTS TO
KEEP WYOMING
STRONG

MEMORANDUM NO. 2020-094

TO: School District Superintendents
Business Managers
Personnel Directors

FROM: Trent Carroll, Chief Operations Officer

DATE: June 15, 2020

SUBJECT: End of Year WDE652 Staffing Collection



JILLIAN BALOW
Superintendent of Public Instruction

DICKY SHANOR
Chief of Staff

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Chief Academic Officer

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WISE SCHOOL DISTRICT STAFF MEMBER COLLECTION-END OF YEAR

The WDE652-WISE School District Staff Member Collection-End of Year collection window has been permanently moved to start mid-June and will run through the end of July. This year, the collection window is June 17, 2020 through July 31, 2020. The collection window was moved so districts can report actual special education salaries instead of estimates. Salaries collected in the WDE652 will be pre-populated into the WDE401 Reimbursable Special Education Expenditures Report in an effort to reduce district data burden.

The WDE652 is a full-year comprehensive reporting of the employment details of all school district staff, as they actually occurred throughout the entire school year. The Wyoming Department of Education (WDE) uses this information to populate the funding model, pre-populate the special education reimbursement collection, and to generate several statistical summaries, including highly qualified teachers.

Due to the COVID-19 school closures, any special education or transportation staff whose assigned duties no longer meet Chapter 20 and 44 Rules for reimbursement must be edited in the WDE652. This is to ensure that the WDE and school districts are following Chapter 20 and 44 rules for the student transportation and special education components within the education resource block grant model.

The data collected will be submitted through the State Report Manager (SRM) software that can be accessed from the [Data & Reporting](#) page of the WDE website.

For more information, contact Elizabeth Foster, Data Collection Specialist, at 307-777-7009 or elizabeth.foster@wyo.gov.