

CREATING
OPPORTUNITIES
FOR STUDENTS TO
KEEP WYOMING
STRONG

MEMORANDUM NO. 2021-004

TO: School District Superintendents
Personnel Directors
Principals

FROM: Trent Carroll, Chief Operations Officer

DATE: January 18, 2021

SUBJECT: WDE642 Staff Publication Exemption Request



JILLIAN BALOW
Superintendent of Public Instruction

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Chief of Staff

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WDE642 STAFF PUBLICATION EXEMPTION REQUEST

For the past two years, the Wyoming Department of Education (WDE) has had an increase in Freedom of Information Act (FOIA) data requests for district staffing data, including staff names. During the 2019-20 school year, the WDE consulted with the Wyoming Attorney General's Office and determined that this information is not protected. As a result, the WDE gave school districts the opportunity to report the names of employees the districts wanted to be excluded from these data files because their inclusion could endanger the district employee's life or physical safety.

The WDE is providing the opportunity for school districts to report this information on an annual basis. The new optional data collection called the **WDE642 Staff Publication Exemption Request** has been created in the Data Collection Suite. The collection will open Tuesday, January 19, and districts will have a two-week time period to submit a data file if they would like to request the exclusion of members of their staff from future data requests. Moving forward this data collection will open at the beginning of each school year and districts will have the opportunity to resubmit, adding people to the spreadsheet, at any time during the school year.

To submit a data file, an individual will require the WyEd WDE642 Certify role. The collection form can be found at edu.wyoming.gov/data/dcs/.

Scroll down to the WDE642 and click on the arrow to the left of the collection number. The collection form can be found under the documents tab.

Districts will be required to provide all the following information:

- Staff WISER ID.
- Staff Name.
- Staff Date of Birth and Gender.
- A brief description of why exclusion from staffing data requests is requested.

For more information, contact Linda Finnerty, Communications Director, at 307-777-2053 or linda.finnerty@wyo.gov.

For assistance with the data collection submission, contact Elizabeth Foster, Data Collection Specialist at 307-777-7009 or elizabeth.foster@wyo.gov.