



Opportunity Through Education

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## MEMORANDUM NO. 2022–090

**TO:** School District Superintendents  
WISE Coordinators  
Assessment Coordinators  
Special Education Directors  
Principals  
Virtual Education Coordinators

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

**DATE:** August 15, 2022

**SUBJECT:** Student-level Data Collection Updates and Reminders

# STUDENT-LEVEL DATA COLLECTION UPDATES AND REMINDERS

The following changes will take place in each listed data collection beginning with the 2022-23 school year. Please plan ahead and incorporate these changes into your district systems.

### **WDE638 and WDE638 VE**

Beginning July 1, 2022, the WDE638 will be submitted to the Wyoming Department of Education (WDE) through the Data Collection Suite (DCS). The WDE638 and WDE638VE will once again be combined and submitted through the same file. As a result of this change, the WDE638VE will be retired and no longer available for submission after the 2021-22 school year.

A new field is also being added to the WDE638 file. The Career and Technical Education “CTE” field will be used to indicate if a course offered is a CTE course and is a required ‘Y’ or ‘N’ value. Only mark CTE as Yes (Y) to indicate if the course is being submitted for new or continued approval as a CTE course for Perkins V funding. Any other CTE courses can be identified via the SCED-based State Course ID and/or the use of the appropriate content area code in the “ContentArea” field in the WDE638.

## **WDE684 Student File**

In past years, New Referrals were reported as IDEA = Y as of the Date Services began. Beginning July 1, 2022, New Referrals will be reported as IDEA = Y on the student file beginning with the date their initial IEP is initiated (DateOfInitialIEP). This change will not affect students entering from out of state, they will continue to be reported as IDEA = Y beginning with the date comparable services began (ServiceStartDate).

A new field is being added to the WDE684 Student file. The "VirtualEdStudent" field will be used to allow districts to identify students that are primarily enrolled in a virtual education program offered through a Wyoming Public School District. This flag is marked Yes (Y) **only IF** more than 50% of their sections are delivered through Virtual Education. Virtual Education sections in the total count **should not include any** Post-Secondary Dual enrollment courses (Instruction Level 'HS').

A new exit type code is being added for use in cases where a student is expelled or involuntarily withdrawn from their regular school or removed by IAES, but will continue to receive educational and or special education services; '168 - Removed by IAES, Expelled or involuntarily withdrawn with a continuation of services.' Unlike the existing expelled code (167) use of this exit type will not require an exit from the IEP but will require a subsequent enrollment record to be submitted by the district that spans the duration of the removal or expulsion.

Expanded use of the 142 SPED extended Absence exit type code; the 142 student exit code can now be used for a period of 10 instructional days, vs the previous 10 calendar days. Its purpose is to allow districts a grace period before being required to exit the student from the IEP, it is not an extension of membership. The 10-day drop still applies, but the district will have 10 instructional days to have the student back in school before ending the IEP and subsequently creating a new one should they return. The 142 use will no longer be restricted to only students that are known to be returning.

## **WDE684 Special Education File**

The "MedicaidEligible" field that was introduced in the 2021-22 school year will be required beginning with the 2022-23 school year. Valid values are 'Y'es or 'N'o. Null and blank values will not be allowed.

The 'EX - Expelled' Program Exit Reason is being revived to be used in cases where the students' enrollment is ended with an exit type 167 - Expelled or involuntarily withdrawn without continuation of services. If the student exit type is 167, or if the Program exit reason is EX, a matching exit will be required from either the Student file or the Special Education file.

### **WDE684 Section File**

A new option has been added to the "InstructionLevel field." 'OC' Other College-Level Course can be used only for College Level courses that are offered through a college but do not qualify for Wyoming Postsecondary Education Options Program Act (PEOP) Dual or Concurrent enrollment. High School level courses and credit recovery courses do not qualify for use with the 'OC' InstructionLevel.

### **WDE687 Assessment Participation Rostering**

A new field is being added to the WDE687 Assessment Participation Rostering file. The "VirtualEdStudent" field will be used to allow districts to identify students that are primarily enrolled in a virtual education program offered through a Wyoming public school district. This flag is marked Yes (Y) **only if** more than 50% of their sections are delivered through Virtual Education. Virtual Education sections in the total count **should not include any** Post-Secondary Dual enrollment courses (Instruction Level 'HS').

### **Students with a Concurrent Enrollment and Homeschooled Students Assessment Participation Rostering**

The automated rostering system will only pull in students with an active primary enrollment for rostering purposes. Any student within the district that is primarily homeschooled but taking classes in the district, or primarily homeschooled but wishing to take the assessment test within the district will need to be added to the WDE687 Assessment Participation Rostering file prior to their test date. These students will not be pulled into the roster automatically. Homeschooled students are indicated by marking the Homeschool flag as Yes (Y) in the SIS and on the WDE684. Home-based education (Homeschool) is defined per Wyoming Statute 21-4-101(a)(v).

### **A Reminder of Changes Implemented in the 2021-22 School Year**

A new collection was created for the reporting of students that are receiving services through a Private Services plan. The WDE694 Parentally Placed Private and Home Schooled Service Plans collection was created to capture services plan information for students that are parentally placed in private schools or who are homeschooled. This collection opens twice a year and coincides with the fall and end-of-year WDE684. Students that are receiving special education services through an IEP should be enrolled in the district and included on the WDE684. Students who are not enrolled in a Wyoming public school district that are receiving special education services through a private services plan should be included in the WDE694.

New exit code 142 allows for 10 calendar days between the date it is used and a new enrollment record being created. This exit code should be used when the student is expected back after a 10 calendar day separation. The 142 exit code is intended to ease the burden on districts where a

student has exceeded the maximum number of 10 days of absence, which required both an exit from membership and an exit on the Special Education file. The 142 will allow a 10 calendar day grace period between the required exit from membership and the required exit from the IEP.

Students entering from out of state with an active IEP are now reported as IDEA = Y beginning with the date comparable services began in the district. If a student that has been receiving comparable services under an out-of-state IEP is found to be ineligible, or the student's parent or guardian refuses services under the Wyoming IEP, that student will be exited from the IEP/comparable services and subsequently reported as IDEA = N.

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