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## MEMORANDUM NO. 2014- 061

**TO:** School District Superintendents  
School Principals

**FROM:** Donal Mattimoe, Data Analyst  
Finance and Data

**DATE:** May 12, 2014

**SUBJECT:** Opening Date of the WDE633 Certified Staff Vacancy and Applicant Collection Form

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# THE WYOMING DEPARTMENT OF EDUCATION IS ANNOUNCING THE WDE633 COLLECTION TIMELINE.

*Collection for Certified Staff Vacancy and Applicant Information open May 14 - Aug. 30*

### Collection Timeline

The WDE633 collection will open May 14, 2014, and close August 30, 2014. The WDE633 excel form includes detailed information about each element and is available on the Data Collection Suite – Forms Inventory page, <http://edu.wyoming.gov/dcs/default.html>. Click on the > symbol to the left of the WDE633 and then select the Documents tab. The WDE633 form has a separate instructions page; found on a tab at the bottom of the Excel form.

### Collection Statutory Authority

The WDE633 data is collected in accordance with W.S. § 21-2-203(c)(ii) and W.S. § 21-13-309(u).

### Prior Year Element Modifications

The WDE altered the WDE633 collection elements in 2013 in order to provide more detailed information upon request from the Legislative Services Office.

## **Prior Year Changes**

- The WDE is now collecting the districts' overall ability to attract high quality applicants in addition to the ability to replace each vacancy.
- WISE ID, first name and last name for individuals vacating positions and the persons hired to replace them will now be collected.
- A new element called, "Other Vacancies Filled" has been added. Districts will report whether other vacancies with the same assignment code were filled using the same pool of applicants.
- A new element called "Number of Positions" has been added. Districts will report the number of vacancies filled with the same applicant pool as this vacancy.
- The response "Transferred out of district" for the "Reason for Vacancy" has been changed to two new responses, "Transferred (out of district, in state)" and "Transferred (out of district, out of state)."

## **New Changes**

- The "Reason for Vacancy" options have been defined in more detail, to provide a clearer example of their usage.
- The element "Date Vacancy Filled" has an updated description, the date should be the date the employee signs his or her offer letter or contract.
- Recognizing that districts may use multiple vacancy resolutions, we reworded the question for the Vacancy Resolution field, it is now "If vacancy wasn't filled by the first day of school, what was the final resolution?"

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*If you have WDE633 content or submission questions, please contact Donal Mattimoe at 307777 6391 or [donal.mattimoe@wyo.gov](mailto:donal.mattimoe@wyo.gov)*