



**Wyoming Department of Education**

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**MEMORANDUM NO. 2014-094**

**TO:** School District Superintendents  
Business Managers  
WISE Coordinators  
Special Education Directors

**FROM:** Brian Wuerth, Data Collection Specialist  
Information Management Division

**DATE:** August 25, 2014

**SUBJECT:** Training for the Fall 2014 WDE684

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## **FALL 2014 WDE684 DATA COLLECTION TRAINING**

**CHEYENNE** - The Wyoming Department of Education (WDE) announces that Fall 2014 WDE684 data collection training will be conducted via the Wyoming Equality Network (WEN). Three WDE684 trainings will be taking place via the WEN between Aug. 25th and the beginning of the collection window – October 1, 2014.

The first training session will cover general aspects of the WDE684 collection, including but not limited to, WDE684 changes, data elements, dates, Fusion, SIF, etc. This session will be held via the WEN and Google Hangout on Sept. 18, at 10:00 am.

Two sessions focusing on changes to how the Special Education (SpED) file reporting will be held, one on Sep. 23, at a time which will be determined soon, via the SIS Conference and one on Sept. 25 at 10:00 am via the WEN.

WDE recommends that Special Education personnel responsible for reporting attend at least one of the two SpED file training sessions. WDE also recommends that each WISE Coordinator attend, along with all personnel responsible for tracking student demographics and vital statistics.

To schedule this or any future WEN training, please contact your local WEN Coordinator. Also, to schedule your local WEN facility, please contact Leslie Brown at 307-777-3348 or [leslie.brown@wyo.gov](mailto:leslie.brown@wyo.gov).

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*If you have any questions regarding the content or submission of the WDE684, please contact Brian Wuerth at [brian.wuerth@wyo.gov](mailto:brian.wuerth@wyo.gov) or 307-777-6748.*