



Wyoming Department of Education

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MEMORANDUM NO. 2014-104

TO: School District Superintendents
Summer School Coordinators
Business Managers
WISE Coordinators
Tech Directors

FROM: Dianne Frazer, Education Consultant
Standards & Accountability Division

DATE: September 15, 2014

SUBJECT: Submission of WDE-537 – Bridges Summer School Report, 2014

BRIDGES SUMMER SCHOOL REPORT NOW AVAILABLE

Time Sensitive: Submissions due Oct. 10, 2014

CHEYENNE - Please be aware that the Bridges Report for 2014 Summer School (WDE-537) is now available on the Data Collection Suite – Forms Inventory page of the WDE website.

The form can be accessed at <http://edu.wyoming.gov/dcs/default.html>. After clicking on this link, scroll down to the WDE-537 report and click on the arrow to the left. The WDE-537 form can be found in the Documents tab and must be downloaded to complete. District personnel should use this form to report SY2013-14 Bridges Summer School student data and expenditures. This collection will be open for data entry only from now through September 26, 2014.

Beginning September 29, 2014, the completed 537 form can be uploaded and certified. **Please Note:** The upload process is a two-step process. First, the file is uploaded via our secure portal of the Data Collection Suite, and then the data file submission has to be certified.

The last day to submit the WDE-537 is **October 10, 2014**. All submissions must be received by this date. All corrections must be completed by **November 7, 2014**. The WDE highly recommends submitting your report by October 1, 2014 to allow time for corrections.

Should you have any content questions regarding the WDE-537, please contact Dianne Frazer at dianne.frazer@wyo.gov, or 307-777-8676. Technical questions about the submission process should be addressed to Liz Foster at elizabeth.foster@wyo.gov, or 307-777-7009.