



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
Wyoming Strong*

**Jillian Balow**

Superintendent of Public Instruction

**Dicky Shanor**

Chief of Staff

**Brent Bacon**

Chief Academic Officer

**Brent Young**

Chief Policy Officer

**Dianne Bailey**

Chief Operations Officer



**Cheyenne Office**

Hathaway Building, 2nd Floor  
2300 Capitol Avenue  
Cheyenne WY 82002-0206  
Phone: (307) 777-7690  
Fax: (307) 777-6234

**Riverton Office**

320 West Main  
Riverton, WY 82501  
Phone: (307) 857-9250  
Fax: (307) 857-9256

**On the Web**

edu.wyoming.gov  
wyomingmeasuresup.com

## MEMORANDUM NO. 2016-065

**TO:** School District Superintendents  
WDE652 Data Stewards

**FROM:** Dianne Bailey, Chief Operations Officer

**DATE:** April 11, 2016

**SUBJECT:** Spring 2016 WDE 652 Information

### SPRING 2016 WDE652 WISE SCHOOL DISTRICT STAFF MEMBER DATA COLLECTION WINDOW SET

The Wyoming Department of Education (WDE) will hold a WDE652 training on Thursday, April 21 from 10:00 a.m. to 11:30 a.m. The WDE652 is a full-year comprehensive reporting of the employment details of all school district staff as they actually occurred throughout the entire school year.

Join the training at: <https://goo.gl/wi53va>

The data collection window is from May 11 to June 30, 2016. The collection will be submitted through the State Report Manager (SRM) on the Wyoming Integrated Statewide Education (WISE) data system. It is recommended that districts attempt to submit their data no later than June 15, 2016 to give them time to correct any errors that may occur in the data trials in the SRM.

All collection documents and training slides will be available on the WISE website: <http://portals.edu.wyoming.gov/wise/>.

After the data is submitted, the WDE652 steward will contact districts via email if there are errors to be corrected. It is requested that all errors be promptly fixed within two weeks of receipt in order to give WDE staff time to complete all Federal and Public reports.

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*For questions regarding the content or submission of the WDE652, please contact Donal Mattimoe at [donal.mattimoe@wyo.gov](mailto:donal.mattimoe@wyo.gov) or 307-777-6391.*

*For questions about the WISE project, please contact Leslie Zimmerschied at [leslie.zimmerschied@wyo.gov](mailto:leslie.zimmerschied@wyo.gov) or 307-777-8751.*