



TO: Wyoming School District Tech Directors, WISE Coordinators, and PAWS Coordinators

SUBJECT: WISE Support and PAWS Pre-code Information

FROM: **WISE Project Team**

John Woller - WDE WISE Project Coordinator,
Alex Jackl – ESP’s Wyoming Project Manager,
Vince Meyer – WDE Data Services Supervisor, and
Meredith Bickell – WDE Technical Services Supervisor

We want to start this letter by acknowledging the hard work and effort that has gone on in every district this Fall to make the data reporting happen. We are in the midst of a great endeavor and we have struggled at times, and at times you have not received everything you needed from us. To better support you we are sending you this letter to let you know that we are putting in place a process to both resolve outstanding issues and to preclude them from happening again.

ATTACHMENTS

This letter includes two attachments:

The first is a description of the new support and accountability structure we are putting in place in order to serve you best. The support phone and e-mail addresses are being implemented to assist with reporting and resolution for issues dealing with WISE and WISER ID. This process was developed to help manage and track the issues and to better serve the districts. Additionally it will expedite district issues in a more efficient manner and provide the Department a way of documenting and tracking them.

SUPPORT INFORMATION

307-777-2572

wisesupport@www.k12.wy.us

wiserid_help@www.k12.wy.us

The second attachment is a spreadsheet that specifies the data elements WDE will be collecting for the PAWS Pre-code collection.

For questions on the data elements please contact Vince Meyer (777-6232), for questions on the collection process please contact Meredith Bickell (777-3510) and for questions pertaining to PAWS please contact Cheryl Schroeder (777-6840).

PRE-CODE INFORMATION

There are two important pieces of information in this section: PAWS Pre-code timeline information and an explanation of the data elements.

We will be conducting two collections this Spring using WISE: February 1st PAWS Pre-code and April 1st WDE671 – Student Roster Update.

There will be two ways to use WISE to report the PAWS Pre-code data: If your district is SIF-enabled, and your SIS supports the data elements listed in the attachment you can use SIF to report the data. If you are not SIF-enabled yet or your SIS does not support all of these objects you will be able to put the data into a CSV data file and upload the file to a secure State Report Manager (SRM) web site. The SRM will perform some basic checks on the file

and immediately report any errors to you. Basic errors will also be captured in the SIF-Agent interface for those using SIF.

We will be scheduling information meetings in January for those of you who will be generating the reports. We will go over the data elements and how the data elements should be handled in your district's SIS. The submission window for the PAWS Pre-code data will be ten (10) days long. It will open on Wednesday, February 1st and end on Friday, February 10th.

Because of the criticality of this data it is vital that you look at the data elements now and make sure you know exactly where the data is located in your district's SIS, and that it is complete for every student.

One set of data that is being collected for the first time is the Teacher-Course data. We will be collecting all the class periods the student attends - which we are calling "sections" according to the national data standards- and the teacher or teachers teaching that section. You will need to produce the ID for the course and the name of the Course (PH401 - "Introductory Physics") the first and last name (and middle if available) of the teacher, the teacher's local ID (your district's unique ID for the teacher) and a section ID for the class period. If you don't have a section ID the SIF mechanism will provide that. If you are not using SIF then you will need to generate a unique ID for the class period. It only needs to be unique in your school or district.

It is our strongest recommendation that you adopt the recommended code sets (located in the PAWS Pre-code attachment file) in your SIS because it will decrease the time spent correcting code value issues and it will support faster SIF integration (as they are mostly conformant to the SIF standard). It will also ease your pain in generating reports in the future if your local code sets are consistent with the required values for reporting. One item we are requesting is that if your local code values ARE different from the recommended ones PLEASE fill in your local values and send the spreadsheet back to Alex Jackl at ajackl@espsg.com. Alex will then compile these results so we can better prepare for the Spring collections. We know this is not a "numbered" collection, but if you do this we will be able to better serve you and it will be easier for you to report. Thank you!

We will be sending you updates in a few weeks. Thank you for your patience, partnership and hard work. Although this year has and will still be a little difficult, we are going to end up with a great system that takes a lot of the burden of collection away from you. Thank you and have a very happy holiday!