



Wyoming Department of Education

Hathaway Building, 2nd Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 • <http://www.k12.wy.us/>

WDE602: WISE School District Staff Member Staffing Manual and Data Collection Guidebook

Collection Window:
10/01/2008 - 10/27/2008

WDE602 Collection Steward

Shannon Cranmore
Data Analyst
307-777-6245
scanm@educ.state.wy.us



WISE Project Manager

Shadd Schutte, MPA, CAPM
WISE Project Manager
307-777-3656
sschut@educ.state.wy.us

Revised September 4, 2008

Table of Contents

Introduction.....	2
Instructions.....	3
Collection Schedule.....	7
Frequently Asked Questioned.....	8
Appendix 1: Reportable Combinations.....	13
Appendix 2: Assignment Codes that Require a License.....	19
Appendix 3: FTE Calculation for Assignment Salary.....	20
Appendix 4: State Report Manager.....	21
Appendix 5: Inserting Staff Names in Assignment and Experience Files.....	36

Introduction

Abstract

This abstract provides a general description of the data being collected. This serves only as a basic overview of the data contained within this collection.

The WDE602 collects statistics on all staff members within each school district. The collection consists of five separate data files. The five files are 1) Staff/Employment, 2) Assignment, 3) Experience, 4) Schedule Header, and 5) Salary Schedule.

The Staff/Employment file collects information on the staff members' demographics and current employment status within the school district. The elements within the Assignment file collect information on the staff members' current assignment. Years of experience are submitted using the Experience file. The Schedule Header provides information on the construction of each district's salary schedule. The Salary Schedule contains a salary distribution for those staff members that are on that particular schedule.

Authority

Introduction

School districts are required to submit a variety of data collections to the WDE each year. The data collected by the WDE is critical and essential to the continual growth of Wyoming's education system. Data are utilized in an array of fashions, which include (but are not limited to) funding models, Adequate Yearly Progress (AYP), and Special Education programs. This section describes the rules and regulations, specific to this collection, that permit WDE to require the school districts to submit these data.

WDE602 Authority

The information collected on the WDE607 is necessary for reporting at both the state and federal levels. At the state level, staffing data are necessary to complete the funding model as specified in Wyoming State Law 21-2-203. At the federal level, the number of highly qualified teachers is an indicator for the No Child Left Behind (NCLB) legislation.

Instructions

Introduction

Each collection will have a set of instructions specific to the data being submitted. It should be noted that the instructions listed below are solely aimed to provide an overview on the collection. These instructions are not intended to give the reader technical guidance on the State Report Manager (SRM). The SRM User's Guide can be found online at http://www.k12.wy.us/WISE/document/WYOMING_SRM_062807_v3.pdf.

Data Submission Process

Overwriting Data

The potential exists for users to overwrite each other's data. A simple example of this includes Jill and Bob, whom are both staff members of the same school district. On Monday morning, Jill downloads the Staff/Employment file. She decides to update personnel within that file later in the week. On Tuesday, Bob logs into the SRM to edit the Staff/Employment file. He makes all of his corrections and logs off the SRM on Tuesday afternoon. On Friday, Jill completes her edits within that file and then uploads her version of the Staff/Employment file. Jill's file will overwrite all of the edits that Bob made on Tuesday.

In order to avoid a similar scenario, all school district personnel must coordinate with each other and with the WISE Coordinator. In addition, it is highly recommended that each school district devise its own plan to meet the requirements of this collection. This plan should include an editing schedule or systematic flow of tasks to help ensure that overwriting of data is prevented.

Login

The first step in the data submission process is to login to the SRM. Each district has a SRM contact person. In most cases, this is the district WISE coordinator. This person has the district's URL, username, and password. It will be necessary to work with this person in submitting the data from this collection.

Download Files

After logging into the SRM, the user can download all of the following files (if applicable to the district): 1) Staff/Employment, 2) Assignment, 3) Experience, 4) Schedule Header "I", 5) Salary Schedule "I", 6) Schedule Header "T", and 7) Salary Schedule "T". Each of these files will contain last year's data which must be updated before sending to WDE. A district will only have seven files if they have a "T" Salary Schedule. If the district does not have this type of Salary Schedule, they will only be downloading five files. There are screen shots available in the Appendix on how to successfully download a file.

Please note that the Experience file will only contain data for the following elements: 1) DistrictID, 2) WISEStaffID, and 3) ExperienceGroupCode. Due to the new experience categories, the remaining seven elements will be blank. The districts will be required to obtain data for these seven new experience elements. If a staff member does not have experience in a particular experience category, please insert a zero into that element. Each element must have a value or the SRM will not accept the file.

Salary Schedule Files

Once the data files have been updated, the next step is to upload the salary schedule into the SRM. This can be done by clicking on the "2006-07 Data" link next to the Salary Schedule heading on the main page of the SRM. Then, the user will click on the orange "New Trial" button. In the next screen, the user will upload the associated salary schedule files. **Please note that all associated files must be uploaded or the user will get an error message after clicking the "Import" button.** While the data are being uploaded, the program checks the data for errors. There are screen shots available in the Appendix to guide the user through uploading the files into the SRM.

Once the salary schedule(s) is uploaded correct all errors must be corrected before uploading the Assignment/Employment/Experience files. Please reference the Errors in Data section below for more information on how to correct the errors in the schedule. Once all errors have been fixed, the salary schedule needs to be sent to the WDE. Please reference the Send to WDE section below for more information.

Assignment, Employment, and Experience Files

After the salary schedule has been sent to the WDE, the assignment, employment and experience files can be uploaded into the SRM. The process for uploading these files is similar to the Salary Schedule.

This can be done by clicking on the "2006-07 Data" link next to the Staff Employment, Assignments, and Experience heading on the main page of the SRM. Then, the user will click on the orange "New Trial" button. In the next screen, the user will

upload the associated Assignment/Employment/Experience files. Please note that all associated files must be uploaded or the user will get an error message after clicking the "Import" button. While the data are being uploaded, the program checks the data for errors. The user will receive numerous errors referencing the salary schedule if it was not sent to the WDE before the Assignment/Employment/Experience files were uploaded. There are screen shots available in the Appendix to guide the user through uploading the files into the SRM.

Errors in Data

Once the data have been uploaded, the user must evaluate all errors and warnings reported in the SRM. The SRM provides these errors in an attempt to provide cleaner data to WDE and the districts. It should be noted that any errors must be corrected before the SRM will allow the user to send data to the WDE.

There are two ways to make corrections to the data. The user can make corrections offline and upload a corrected set of files. All editing must be done offline for the Salary files. The Staff files can also be edited offline.

The other option is to edit records online. On the main menu, the user can click the "Records" link. On the next screen, the user can click on one of the files listed on the left hand side of the screen. A list of records within that file will then be shown on the screen. The user can scroll through the list to find the record that needs editing. Once the editing is complete, the user must click on the "Save" button. After all edits are made, clicking the "Revalidate" button will start the program to check for errors. Please note that online editing is only available for the Staff files.

The Appendix provides screen shots on identifying and reconciling errors and warnings. It also provides insight on editing the Staff files online.

Send to WDE

Once all errors have been corrected and all warnings have been examined, the user is ready to send the data to the WDE. For the Staff files, the "Send to WDE" button will turn blue at that time. The "Certify" button will turn blue once the Salary files are ready to be sent to the WDE. The Salary files should be sent first, thus the "Certify" button should be click first. Then, the user can click on the "Send to WDE" for the Staff files. Once each district has sent in the data, its content will be verified against other data collections. If any errors or questions persist in the data, the Data Collection Steward will contact each district for clarification.

Download Finalized Data

The user has the option to download the submitted data files out of the SRM. One copy of each submitted data file should be saved in a secure location for auditing purposes. These files may also prove useful to reconcile any questions that may arise.

A second copy of the submitted data should be saved with a new name to avoid overwriting the original fall WDE602 submission data. Once the second set of files is created, districts may want to utilize the second copy of files to continuously update the staffing records. Districts may find that by continuously updating their second copy of the submitted files, that it may decrease submission time for the spring collection. New files or online editing may be eliminated by continually updating a second copy of the fall WDE602 submitted data files. This could be done by uploading the latest version of the updated files into the SRM during the spring collection window. Caution should be taken to avoid overwriting of data, especially if there is more than one editor within the district.

Collection Schedule

Introduction

The submission of the data can be done within a certain span of time. This timeframe is referred to as the data collection window. During this timeframe, school district personnel may submit their data any day for the collection in question. It is imperative that the data be submitted by the last date, also known as the due date, of the collection window. For this collection, the due date is **October 27, 2008**.

It is highly recommended that each district load data by the Wednesday before the collection is due. For this collection, district should load data no later than **October 22, 2008**. This will ensure that data can be validated and errors can be corrected before the data are sent to WDE.

WDE602 Snapshot

Snapshot Date
10/1/08

WDE602 Collection Schedule

Collection Window
10/1/08 - 10/27/08

WDE602 Frequently Asked Questions

Introduction

Throughout the years, the WDE has collected a list of questions that are asked about this collection. The questions have been organized and a list of answers has been provided. If a subject in question is not on this list, the data steward should be contacted for clarification. For this collection, there are two Frequently Asked Questions (FAQ) tables: one for content questions and the other for submission questions. Both FAQ tables will be updated periodically as more questions arise.

Content Questions and Answers

#	Question	Answer
1	Who do I contact regarding content questions?	Shannon Cranmore at 307-777-6245
2	What is considered full time (1 FTE) for a classified employee?	They must work a minimum of the student days (usually 175) and eight hours per day. Calculation: 175 (<i>days</i>) * 8 (<i>hours</i>) = 1400 annual hours.
3	What does "separation date" mean?	The separation date is the date the staff member was no longer employed by your district. Assignment and Experience information should not be reported for separated staff. Please be sure to delete their records from the assignment and experience tables.
4	What is the definition of the "Base Salary"?	Base Salary is the base annual salary paid to a staff member. This amount does not include any extra salary. If a staff member is on a salary schedule and he/she has 1 FTE, the base salary should match the schedule salary.
5	What is the difference between the schedule and the base salary?	The base salary is the base annual salary paid to a staff member; the schedule salary is the salary that corresponds with where they are placed on the district salary schedule. If the staff member's FTE = 1, then the base and schedule salaries should be the same.
6	How do we list an hourly staff member's base salary?	Because base salary is an annual amount, you will need to calculate the annual amount by multiplying the hourly rate by the number of annual hours worked.

#	Question	Answer
7	Why doesn't a staff member's FTE equal 1 when I enter 100% time?	If they are on a salary schedule, check the contract days you entered in the assignment file compared to the contract days you entered in the salary schedule header file. If they don't match, the FTE will not calculate to 1. If they are not on a salary schedule then compare the contract days to your district's teacher days. If the contract days are less than the teacher days the FTE will also not calculate to 1.
8	What if a staff member works in more than one school?	Identify (by school ID) at which school each assignment is performed in the assignment file.
9	What is the difference between the assignment FTE and employment FTE?	The assignment FTE is the calculated FTE for a particular assignment. The employment FTE is the sum of the assignment FTEs for a particular staff member if they have more than one assignment. If the staff member only has the one assignment, the two will be the same.
10	How do I know which assignment codes and teacher types correspond with which experience group codes?	Within the staffing manual there is a list that shows the correlation between assignment codes, teacher types and experience group codes.
11	Do I need to list experience for previous assignments that a staff member is not currently performing?	No. You will only need to report all of the experience for the current assignment. E.g.; if a staff member was a teacher for 10 years, then a principal for five years (1 FTE for each year) and his current assignment is principal, report only his principal experience as 5. Remember, he hasn't earned this year's FTE yet so you can't count it.
12	What if I have a staff member over the age of 72?	You can still enter them, although you will get a warning and will need to verify he/she is indeed over 72.
13	What if a staff member works in all the schools with the same assignment, can I assign that staff member to the district, i.e., a school nurse?	The staff member needs to be assigned to each school they work at with their percent of time divided accordingly. No <u>school</u> personnel should be assigned to the district - that means school secretaries, teachers, etc. <u>District</u> personnel should be assigned to the district - such as business managers, superintendents, curriculum coordinators, etc.
14	Can I assign my school nurse a set percentage of time to Special Education School Nurse (XSN)?	Any of your licensed professionals with a Special Education assignment code <i>must be</i> directly associated with a student's IEP or they cannot have a special education assignment.
15	How do I report my math teacher who teaches one extra class per day and has an extra salary associated with that class?	Report with an assignment code of MAT 100% time and the second assignment code would also be MAT with no time, only extra salary.

#	Question	Answer
16	When would I use a teacher type of "NT"?	A teacher type of NT should be used when that teacher is instructing students but is not providing the grade or credit for the class. E.g.; Special Education pull out teachers.
17	How do I report my new staff members without a WISE Staff ID?	You will need to request a WISE Staff ID for each new staff member before submitting your file. All staff members will be reported with WISE Staff IDs.
18	What if a staff member has more than one assignment?	Report <u>all</u> of a staff member's assignments in the assignment file.
19	What does it mean that my data is based on an October 1 st snapshot?	It is what was happening in your district on October 1 st . E.g.; who was employed, what were their assignments, how much time was spent on each assignment, who was no longer employed by your district (by adding a separation date), etc. You should not report staff members who start employment with your district after October 1 st .
20	If my school serves 9-12 grade, do I need to enter my teachers as teaching 9-12?	No, your low grade/high grade combination should be based on the assignment, not the school grade configuration.
21	Why does the district have to report if an employee participates in the district's health insurance plan?	In the 2006 legislative session, Enrolled Act 23 was adopted and authorized the WDE to collect district health insurance actual participation information to calculate the health insurance amounts to be provided in the education resource block grant model. W.S. 21-13-309(m)(v)(F) requires the amounts to be provided in the education resource block grant model for health insurance to be based upon prior year statewide average district weighted actual participation in district health insurance plans as to the proportion of employee only, split contracts, employee plus spouse or children, and family coverage.
22	What if my district doesn't have the four insurance options of employee only, split contracts, employee plus spouse or children, and family coverage? What code do I use for each of my staff members?	Read each of the data elements definitions and use the most appropriate code that best suits the staff member's insurance option.
23	Can I select that an employee participates in the district health insurance plan if the district pays the employee the equivalent of the "employee only" premium for a health reimbursement account, but the employee doesn't actually participate in the district health insurance plan?	No, you cannot select that the employee participates in the district health insurance plan. The benefit being paid to the employee is solely at the discretion of the district and is above and beyond for non-participants and thus would not qualify. W.S. 21-13-313(m)(F) states, "...health insurance shall be based upon (l) Prior year statewide average district weighted actual participation in district health insurance plans..."
24	How do I enter a staff member's time/contract days if they work all year but only half time?	You would enter 50% time for the correct contract days (e.g., 188) and that will calculate the FTE at .50.
25	Where would I enter experience for our school nurse that had experience in a clinic outside of Wyoming?	You would enter that experience in OutOfStateNonPublicSchoolProfessional provided they meet the criteria described in the 'Definitions' in the data elements file.

#	Question	Answer
26	I have several teachers that have taught at a college or university. How do I figure an FTE for them when they work 2 hours per day, 3 days per week?	You will need to look at each post secondary institution's definition of a full-time teacher to determine the FTE for experience gained from that college or university. (i.e., UW's definition of full time is 24 credit hours over the academic calendar while LCCC's definition is 30 credit hours over the academic calendar)
27	Do I need to figure experience in all categories for my classified staff?	No, for classified staff we only need "district" and "other WY District" experience.

Submission Questions and Answers

#	Question	Answer
1	Who do I contact regarding submission questions?	Shannon Cranmore at 307-777-6245
2	Who do I contact regarding username and passwords for the State Report Manager?	Your district's WISE Coordinator
3	Who do I contact regarding the WISE project as a whole?	Shadd Schutte at 307-777-3656
4	Who do I contact if I need a WISERStaffID (WISE Staff identification number)?	Tiffanie Wilken at 307-777-6305
5	Where can I find more information on the elements within this collection?	http://www.k12.wy.us/wise/
6	How many data files should be submitted for this collection?	It depends. Everyone will submit <u>at least</u> five files. If your district has a "T" Salary schedule, you will be required to submit seven files. All seven files are listed below. <ol style="list-style-type: none"> 1. Staff/Employment 2. Assignment 3. Experience 4. Salary Header "I" 5. Salary Schedule "I" 6. Salary Header "T" 7. Salary Schedule "T"

#	Question	Answer
7	Which of the data files can be downloaded from the State Report Manager?	<p>There may be seven files that can be downloaded from the State Report Manager. All will contain last year's data. They are:</p> <ol style="list-style-type: none"> 1. Staff/Employment 2. Assignment 3. Experience 4. Salary Header "I" 5. Salary Schedule "I" 6. Salary Header "T" (if applicable to your district) 7. Salary Schedule "T" (if applicable to your district) <p>Please note that there will be blank data in the Experience file due to the new experience categories.</p>
8	How will I know when I can send the data to WDE?	You can send your data to WDE after you have corrected all of your errors and looked over all of your warnings. For the Salary files, the "Certify" button will turn blue. The "Send to WDE" button will turn blue for the Staff files after all errors have been corrected.
9	I need to make a correction in one of my Staff files. Do I need to upload all three files?	Yes. Anytime you need to upload a corrected Staff file, you will need to upload all three files even if you didn't make a correction in the other two.
10	I made a correction to my Staff files online. What do I do now?	First, make sure you save your correction. Then, click on the "Revalidate" button. This will start the program that checks for errors in your data files. If you do not have any errors and you have looked over all of your warnings, you can go ahead and click "Send to WDE."
11	Why isn't there a revalidate button for the Salary files?	If you need to make a correction to your Salary header or schedule, you must do that <u>offline</u> . Online corrections are only available for the Staff files. Once you upload your new Salary files, the program will automatically check your Salary files for errors. Thus, you will not need a "Revalidate" button for the Salary files.
12	How can I edit my Salary files online?	If you need to make a correction to your Salary header or schedule, you must do that offline. Online corrections are only available for the Staff files. Once you upload your new Salary files, the program will automatically check your Salary files for errors. Thus, you will not need a "Revalidate" button for the Salary files.

Appendix 1: Reportable Combinations

WDE602 2008-09 Reportable Combinations: Assignment / Teacher Type / License Type / Experience

ASSIGNMENT CODE	ASSIGNMENT DESCRIPTION	TEACHER TYPE	LICENSE TYPE	EXPERIENCE GROUP CODE	EXPERIENCE GROUP DESCRIPTION	ORGANIZATION LEVEL
<i>TEACHER TYPE note: "Teacher of Record" teaches content in a classroom setting and assigns grades and/or credit</i>		TR = Teacher of Record NT = Teacher, Not of Record	Where required	<i>ORGANIZATION LEVEL note: do not report - for your information only.</i>		D = District Level S = School Level

Administration

SUP	Superintendent		
ASU	Assistant Superintendent		
BMG	Business Manager		
DIR	Director - Supervisory		
ADR	Assistant Director - Supervisory		
DIN	Director/Assistant Director - Non-Supervisory		
CCD	Curriculum Coordinator - Supervisory		
CCN	Curriculum Coordinator - Non-Supervisory		
FDS	Cooks and Servers		
OPS	Operation and Maintenance Supervisor		
PDR	Personnel Director		
SED	Special Education Director		
TRS	Transportation Supervisor		
TTL	Title I Coordinator		
CGM	Consolidated Grants Manager		
CSD	Community Support Specialist		
DPC	Department Chair		
PRI	Principal		
APR	Assistant Principal		
IPR	Intern - Principal		

SUP	Superintendent/Assistant Superintendent	D
SUP	Superintendent/Assistant Superintendent	D
BMG	Business Manager	D
DIR	Director	D, S
DIR	Director	D, S
FDS	Cooks and Servers	S
OPS	Operation and Maintenance Supervisor	D
PDR	Personnel Director	D
SED	Special Education Director	D
TRS	Transportation Supervisor	D
TTL	Title I Coordinator	D
CGM	Consolidated Grants Manager	D
CSD	Community Support Specialist	D
DPC	Department Chair	D, S
PRI	Principal/Assistant Principal	S
PRI	Principal/Assistant Principal	S
IPR	Principal Intern	S

Aide - Instructional and Student Support

AID	Aide - Instructional and Student Support		
AIN	Playground/Non-Instructional Aide		
BLA	Bilingual Aide		
LMA	Aides, Library/Media (include Audio/Visual Support)		
SEA	Special Education Aide		
TIA	Title I Aide		
VEA	Vocational Education Aide		
RSA	Special Education - Related Services Aide		

AID	Aide - Instructional and Student Support	S
AID	Aide - Instructional and Student Support	S
AID	Aide - Instructional and Student Support	S
AID	Aide - Instructional and Student Support	D, S
AID	Aide - Instructional and Student Support	S
AID	Aide - Instructional and Student Support	S
AID	Aide - Instructional and Student Support	S
RSA	Related Services Aide	S

Classified - Computer / Tech; Food Service; Transportation; Operations and Maintenance

COM	Computer/Tech Coordinator		
CNT	Computer/Network Technician		
FDR	Food Service Director		
FHC	Food Service Manager/Head Cook		
TRM	Transportation Maintenance Worker		
TRA	Transportation Aide		
BDR	School Bus Drivers		
BMC	Bus Mechanics		
OHG	Operation and Maintenance Head Groundskeeper		
OPC	Operation and Maintenance Custodian		
OPG	Operation and Maintenance Groundskeeper		
OPH	Operation and Maintenance Head Custodian		
OPM	Operation and Maintenance Staff		

COM	Computer/Tech Coordinator	D
CNT	Computer/Network Technician	D, S
FDR	Food Service Director	D
FHC	Food Service Manager/Head Cook	S
TRM	Transportation Maintenance Worker	D, S
TRA	Transportation Aide	D, S
BDR	Bus Driver	D, S
BMC	Mechanic	S
OPM	Operation and Maintenance Staff	D, S
OPM	Operation and Maintenance Staff	D, S
OPM	Operation and Maintenance Staff	D, S
OPM	Operation and Maintenance Staff	D, S
OPM	Operation and Maintenance Staff	D, S

WDE602 2008-09 Reportable Combinations: Assignment / Teacher Type / License Type / Experience

ASSIGNMENT CODE	ASSIGNMENT DESCRIPTION	TEACHER TYPE	LICENSE TYPE	EXPERIENCE GROUP CODE	EXPERIENCE GROUP DESCRIPTION	ORGANIZATION LEVEL
<i>TEACHER TYPE note: "Teacher of Record" teaches content in a classroom setting and assigns grades and/or credit</i>		TR = Teacher of Record NT = Teacher, Not of Record	Where required	<i>ORGANIZATION LEVEL note: do not report - for your information only.</i>		D = District Level S = School Level

Teacher - Head Teacher

HTC	Head Teacher			TCH	Teacher and Student Support (Licensed or Certified)	S
-----	--------------	--	--	-----	---	---

Teacher - Elementary Grades

ELO	Elementary Grades		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
-----	-------------------	--	--------	-----	---	---

Teacher - Fine and Performing Arts

ART	Art		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
MUS	Music		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
MIK	Music Instrumental		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
MVK	Music Vocal		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
OBC	Orchestra/Band		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
PHO	Photography		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S

Teacher - Foreign Language

FCH	Chinese		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
FFR	French		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
FGR	German		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
FIT	Italian		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
FJP	Japanese		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
FLA	Latin		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
NLA	Native Language - Arapahoe		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
NLS	Native Language - Shoshone		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
FRU	Russian		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
FSP	Spanish		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S

Teacher - Language Arts

DRA	Drama		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
ENG	English (include Middle Language Arts)		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
JRN	Journalism		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
REA	Reading		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
RES	Reading Specialist/Remedial Reading		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
SPE	Speech		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
CIR	Title I Reading		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S

Teacher - Mathematics

MAT	Mathematics		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
CIM	Title I Math		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S

Teacher - Other

CPS	Computer Science		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
DRE	Driver Education		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
ROT	ROTC Instructor		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S
SSK	Study Skills/Study Hall		TR, NT	TCH	Teacher and Student Support (Licensed or Certified)	S

WDE602 2008-09 Reportable Combinations: Assignment / Teacher Type / License Type / Experience

ASSIGNMENT CODE	ASSIGNMENT DESCRIPTION	TEACHER TYPE	LICENSE TYPE	EXPERIENCE GROUP CODE	EXPERIENCE GROUP DESCRIPTION	ORGANIZATION LEVEL
<i>TEACHER TYPE note: "Teacher of Record" teaches content in a classroom setting and assigns grades and/or credit</i>		TR = Teacher of Record NT = Teacher, Not of Record	Where required	<i>ORGANIZATION LEVEL note: do not report - for your information only</i>		D = District Level S = School Level

Teacher - Physical Education and Health

APE	Adaptive PE	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
HEA	Health	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
PED	Physical Education	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S

Teacher - Science

BIS	Biology	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
PCH	Chemistry	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
PES	Earth Science	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
PHS	Physical Science	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
PPH	Physics	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S

Teacher - Social Studies

SAN	Anthropology	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
SEC	Economics	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
SGE	Geography	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
SPO	Political Science	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
PSY	Psychology	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
SSO	Sociology	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
SUS	US History	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
SWR	World History	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S

Teacher - Special Education

XAS	Special Education - Alternate Content Standards (include Life Skills)	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
XAR	Special Education - Arts	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
XCG	Special Education - Civics and Government	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
ECX	Special Education - Early Childhood (Age 3-5)	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
XEC	Special Education - Economics	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
XEL	Special Education - Elementary Grades	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
XEN	Special Education - English	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
XFL	Special Education - Foreign Language	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
XGE	Special Education - Geography	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
XHI	Special Education - History	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
XLA	Special Education - Language Arts	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
XMA	Special Education - Math	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
XRD	Special Education - Reading	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
XSC	Special Education - Science	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
XSD	Special Education - Secondary Grades (exclude Core Subject Areas)	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S

Teacher - Special Populations

ALT	Alternative, Non-Traditional, At-Risk Program Teacher	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
BIL	Bilingual Education	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
ECE	Early Child Ed/K-3	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
EBC	Early Childhood (Pre-birth - Age 8)	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
ESL	English as a Second Language	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S
GAT	Gifted and Talented	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S

Appendix 2: Assignment Codes that Require a License

Assign Code	Assignment Description	License Type Code	License Type Description
AUD	Audiology	AUD	Audiology
COU	Counseling	COU	Counseling
LPT	Physical Therapist	LPT	Physical Therapist
OTA	Certified Occupational Therapy Assistant (COTA)	OTA	Certified Occupational Therapy Assistant (COTA)
OTR	Occupational Therapist	OTR	Occupational Therapist
PST	Psychological Technician	PST	Psychological Technician
PTA	Physical Therapy Assistant	PTA	Physical Therapy Assistant
SNR	School Nurse	SNR	School Nurse
SPA	Speech Pathologist	SPA	Speech Pathologist
SPS	School Psychologist	SPS	School Psychologist
SSW	School Social Worker	SSW	School Social Worker
XAU	Special Education - Audiology	XAU	Special Education - Audiology
XCO	Special Education - Counseling	XCO	Special Education - Counseling
XDD	Special Education - Educational Diagnostician	XDD	Special Education - Educational Diagnostician
XOT	Special Education - Occupational Therapist	XOT	Special Education - Occupational Therapist
XPS	Special Education - Psychological Technician	XPS	Special Education - Psychological Technician
XPT	Special Education - Physical Therapist	XPT	Special Education - Physical Therapist
XPY	Special Education - School Psychologist	XPY	Special Education - School Psychologist
XSN	Special Education - School Nurse	XSN	Special Education - School Nurse
XSP	Special Education - Speech Pathologist	XSP	Special Education - Speech Pathologist
XSS	Special Education - School Social Worker	XSS	Special Education - School Social Worker
XTA	Special Education - Physical Therapy Assistant	XTA	Special Education - Physical Therapy Assistant
XTR	Special Education - Certified Occupational Therapy Assistant (COTA)	XTR	Special Education - Certified Occupational Therapy Assistant (COTA)

Appendix 3: FTE Calculation for Assignment Salary

Assignment File Calculation

1. Classified Assignment (employee class = Classified/time = 0)
 - A. Annual Hours = 0
 - i. Assignment FTE = 0
 - B. Single Classified Assignment:
(Student Days * 8) - (Annual Hours - Holiday Hours) <= 0
*Example: (175 * 8) - (2080 - 80) <= 0; 1400 - 2000 <= 0*
 - i. Assignment FTE = 1.0
(Student Days * 8) - (Annual Hours - Holiday Hours) > 0
*Example: (175 * 8) - (1400 - 80) > 0; 1400 - 1320 > 0*
 - ii. Assignment FTE = Annual hours – Holiday hours / Student Days * 8
*Example: (1400 - 80) / (175 * 8); 1320 / 1400 = .94 FTE*
 - C. Multiple Classified Assignments:
Sum of (Annual Hours – Holiday Hours) <= (Students Days * 8)
*Example: (1390 – 20) <= (175 * 8); 1370 <= 1400*
 - i. Assignment FTE = Annual hours – Holiday hours / Student Days * 8
*Example: (1400 - 80) / (175 * 8); 1320 / 1400 = .94 FTE*Sum of (Annual Hours – Holiday Hours) > (Students Days * 8)
 - ii. Assignment FTE = (Annual Hours – Holiday Hours) / (Sum of Annual Hours – Holiday Hours)
Example #1:
Assignment #1 = 976 hours
Assignment #2 = 976 hours
*(976 + 976) > (175 * 8); 1952 > 1400*
Assign FTE #1 – 976/1952 = .50 FTE
Assign FTE #2 – 976/1952 = .50 FTE

Example #2:
Assignment #1 = 1500 hours
Assignment #2 = 580 hours
*(1500 + 580) > (175 * 8); 1952 > 1400*
Assign FTE #1 – 1500/2080 = .72 FTE
Assign FTE #2 – 580/2080 = .28 FTE
2. Non-Classified Assignment (employee class <> Classified/ time > zero)
 - A. Percent of Time = 0
 - i. Assignment FTE = 0
 - B. Percent of Time > 0 and not on a schedule
 - i. Teacher Days - Contract Days > 0
 - a. Assignment FTE = (Percent of Time / 100) * (Contract Days / Teacher Days)
*Example #1: (100 / 100) * (187 / 182); 1 / 1.03 = .97 FTE*
*Example #2: (75 / 100) * (187 / 182); .75 / 1.03 = .73 FTE*
 - ii. Teacher Days - Contract Days <= 0
 - a. Assignment FTE = (Percent of Time / 100) * (Contract Days / Contract Days)
*Example #1: (100 / 100) * (182 / 182); 1 / 1 = 1.0 FTE*
*Example #2: (75 / 100) * (182 / 182); .75 / 1 = .75 FTE*
 - C. Percent of Time > 0 and on a schedule
 - i. Assignment FTE = (Percent of Time / 100) * (Contract Days / Schedule Days)
*Example #1: (100 / 100) * (182 / 182); 1 * 1 = 1.0 FTE*
*Example #2: (100 / 100) * (210 / 182); 1 * 1.15 = 1.15 FTE*
*Example #3: (.75 / 100) * (210 / 182); .75 * 1.15 = .86 FTE*
*Example #4: (.75 / 100) * (180 / 182); .75 * .99 = .74 FTE*

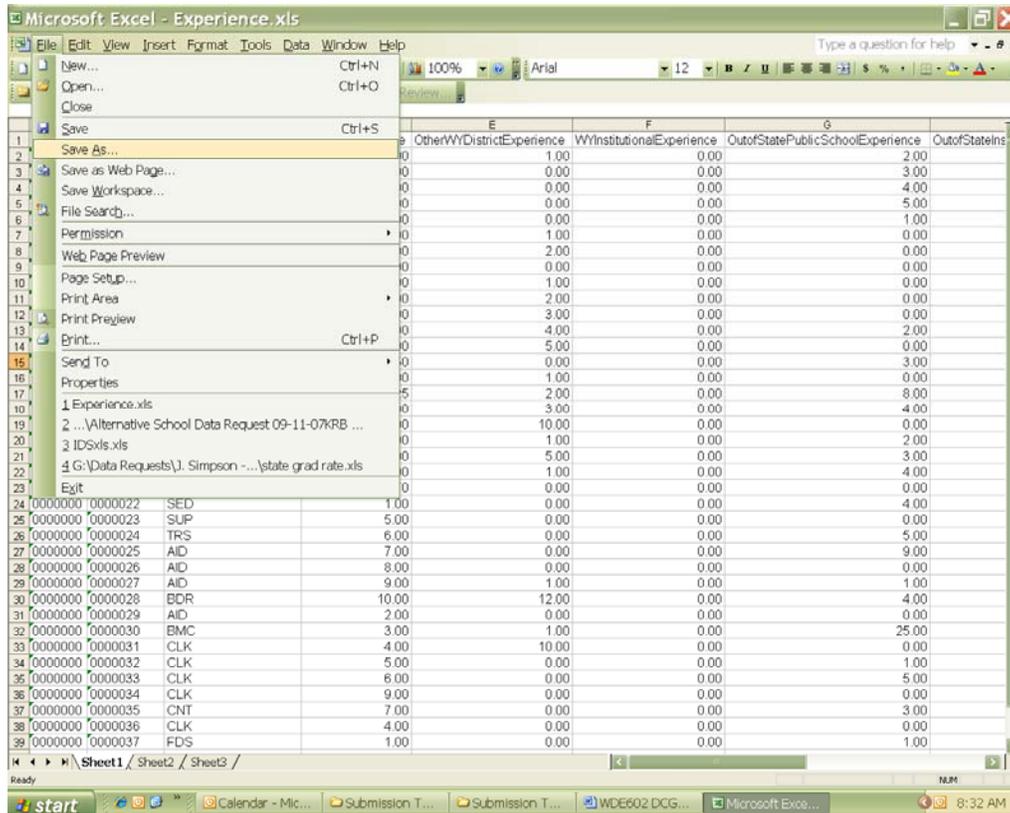
Appendix 4: State Report Manager Screen Shots for the WDE602 Collection

Converting an Excel Spreadsheet into a .CSV file

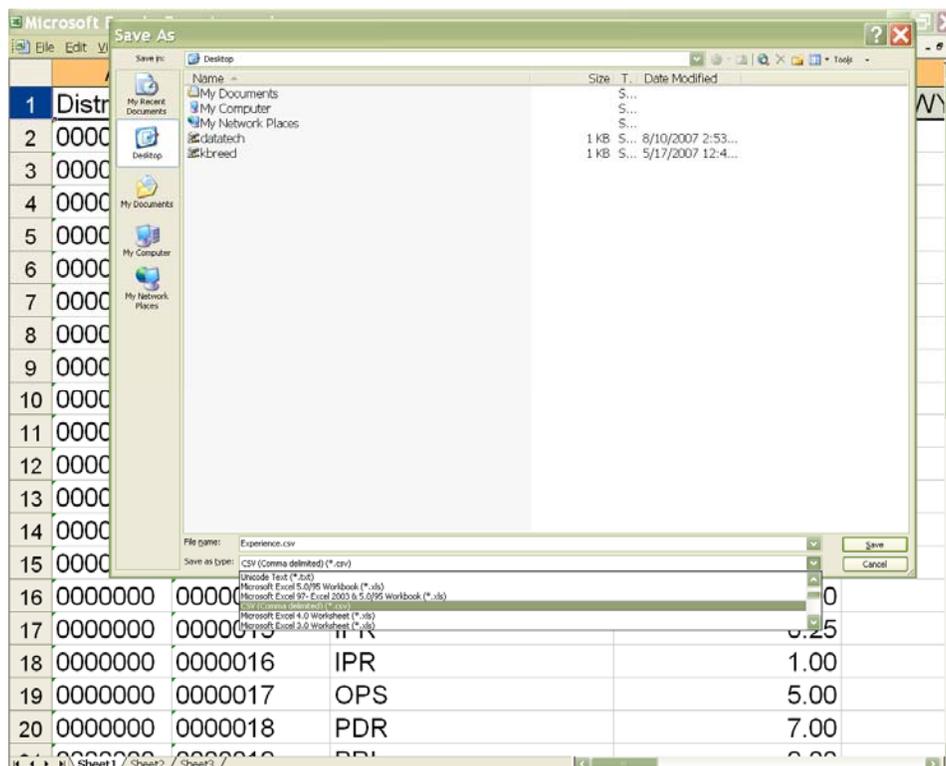
Step 1. Update data in the Staff and Salary files.

	A	B	C	D	E	F
	DistrictID	WISEStaffID	ExperienceGroupCode	DistrictExperience	OtherWYDistrictExperience	WYInstitutionalExperience
2	0000000	0000000	DIR	2.00	1.00	0.00
3	0000000	0000001	APR	5.00	0.00	0.00
4	0000000	0000002	APR	8.00	0.00	0.00
5	0000000	0000003	APR	9.00	0.00	0.00
6	0000000	0000004	ASU	1.00	0.00	0.00
7	0000000	0000005	BMG	4.00	1.00	0.00
8	0000000	0000006	DIR	5.00	2.00	0.00
9	0000000	0000007	ZZZ	3.00	0.00	0.00
10	0000000	0000008	DIR	4.00	1.00	0.00
11	0000000	0000009	TCH	8.00	2.00	0.00
12	0000000	0000010	FDR	9.00	3.00	0.00
13	0000000	0000011	HTC	1.00	4.00	0.00
14	0000000	0000012	HTC	20.00	5.00	0.00
15	0000000	0000013	HTC	0.50	0.00	0.00
16	0000000	0000014	IPR	3.00	1.00	0.00
17	0000000	0000015	IPR	0.25	2.00	0.00
18	0000000	0000016	IPR	1.00	3.00	0.00
19	0000000	0000017	OPS	5.00	10.00	0.00
20	0000000	0000018	PDR	7.00	1.00	0.00
21	0000000	0000019	PRI	9.00	5.00	0.00
22	0000000	0000020	PRI	1.00	1.00	0.00
23	0000000	0000021	PRI	0.70	0.00	0.00
24	0000000	0000022	SED	1.00	0.00	0.00
25	0000000	0000023	SUP	5.00	0.00	0.00
26	0000000	0000024	TRS	6.00	0.00	0.00
27	0000000	0000025	AID	7.00	0.00	0.00
28	0000000	0000026	AID	8.00	0.00	0.00
29	0000000	0000027	AID	9.00	1.00	0.00
30	0000000	0000028	BDR	10.00	12.00	0.00
31	0000000	0000029	AID	2.00	0.00	0.00
32	0000000	0000030	BMC	3.00	1.00	0.00
33	0000000	0000031	CLK	4.00	10.00	0.00
34	0000000	0000032	CLK	5.00	0.00	0.00
35	0000000	0000033	CLK	6.00	0.00	0.00

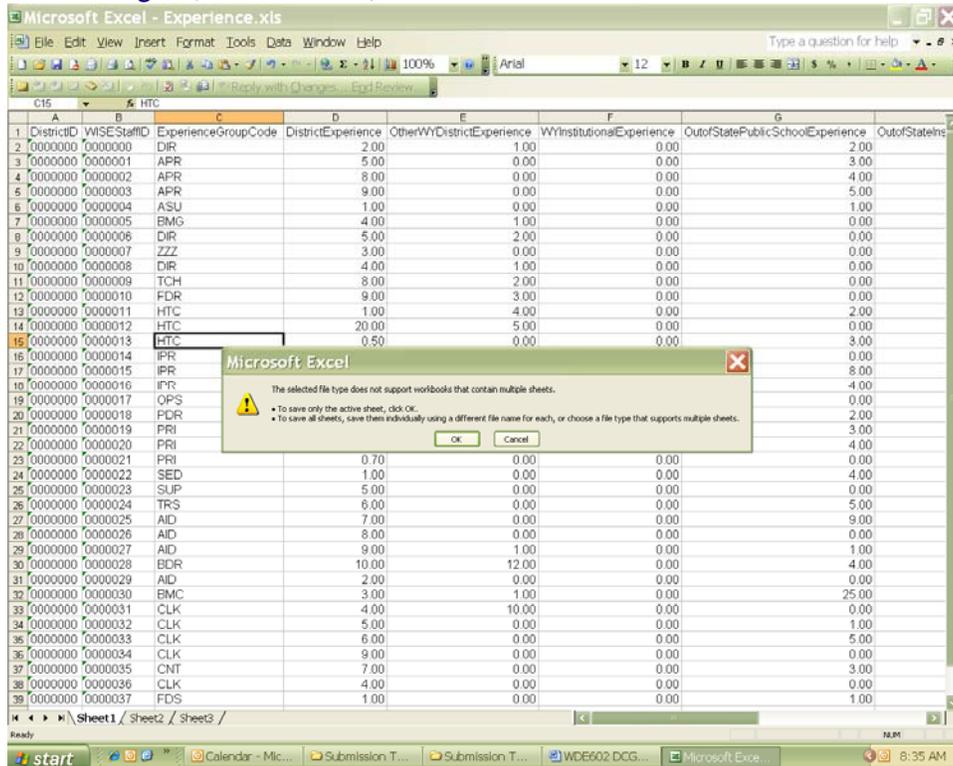
Step 2. On the menu, click File and then Save As.



Step 3. In the "Save as Type" drop down menu, select CSV (Comma delimited) (*.csv). Browse to the location where you want to save the file and then click "Save."

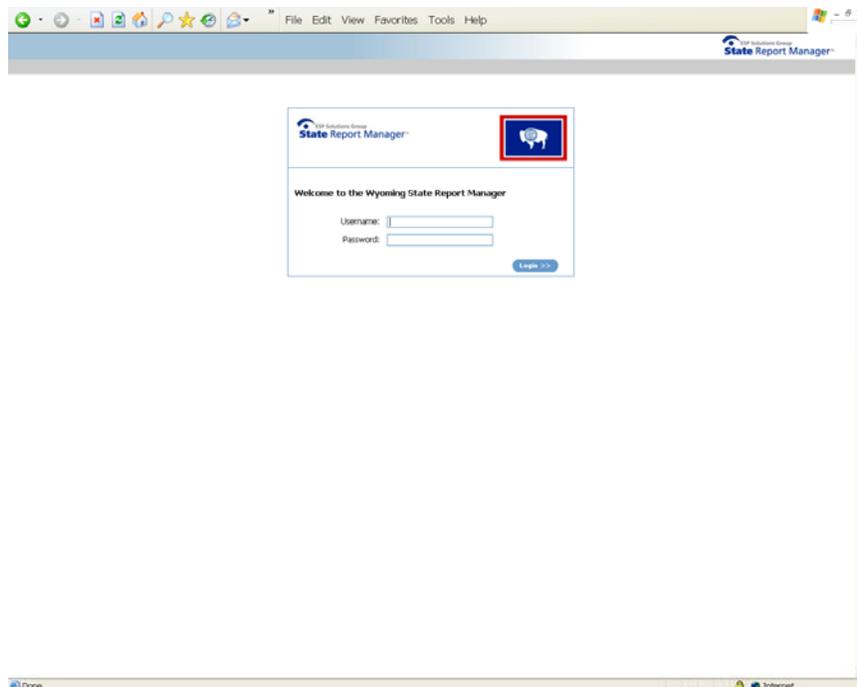


Step 4. Click OK when you see the error message below. Then click Yes to the second error message (not shown).

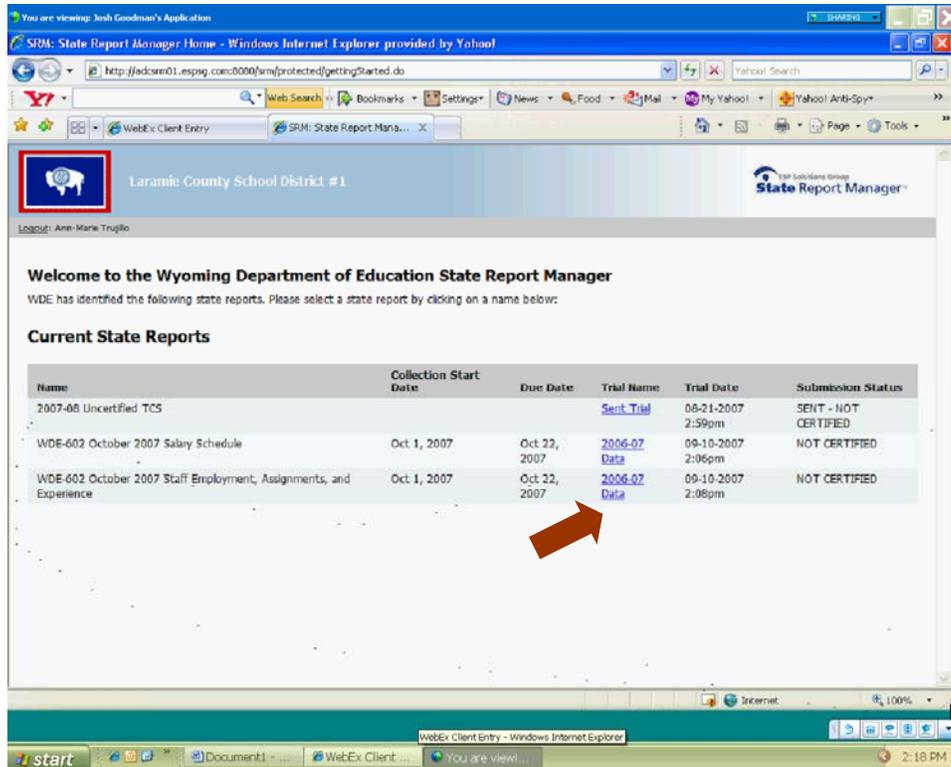


Download Last Year's Files

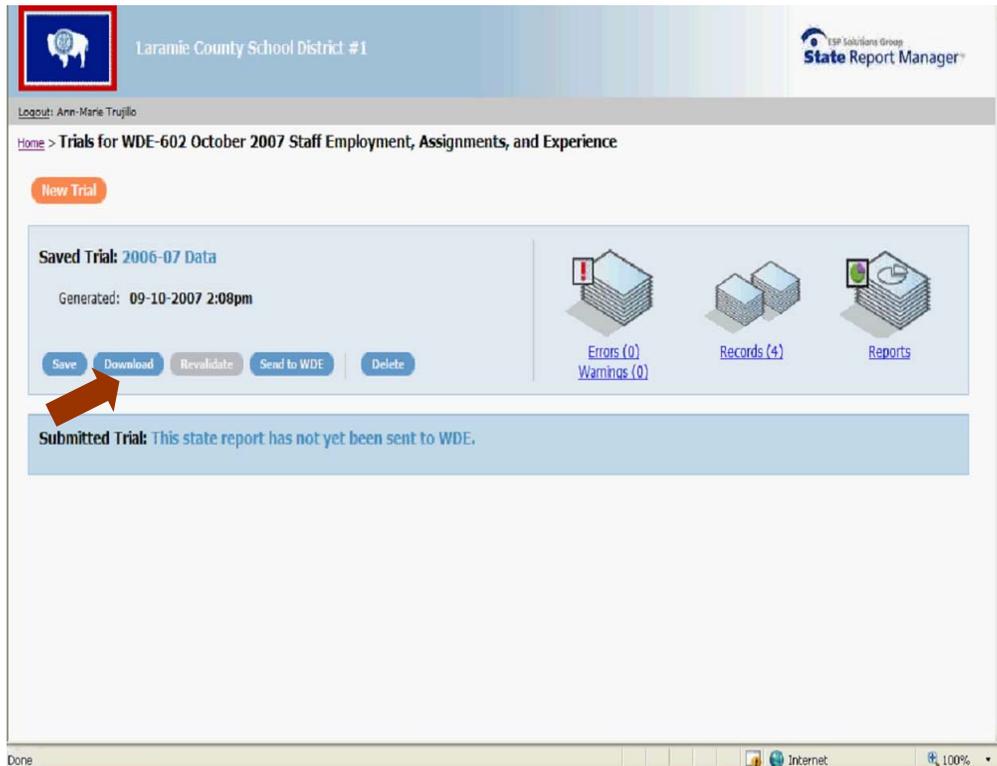
Step 1. Login to the State Report Manager (it will be necessary to coordinate with the district's WISE Coordinator to complete this data collection).



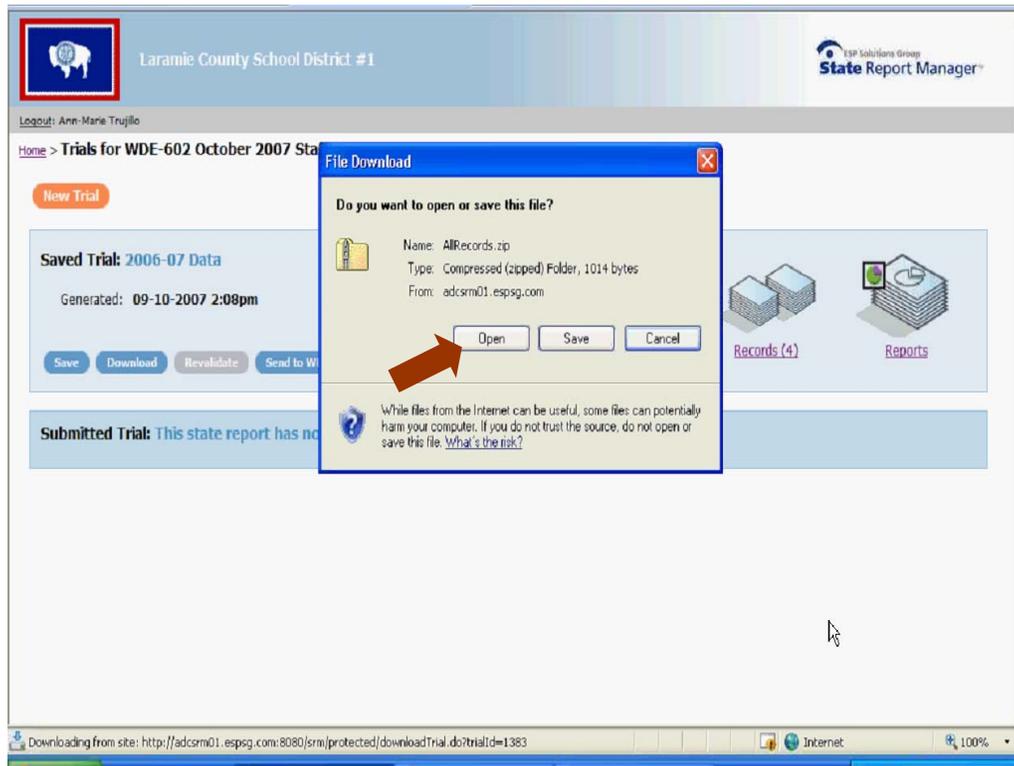
Step 2. Click on the "2006-07 Data" link.



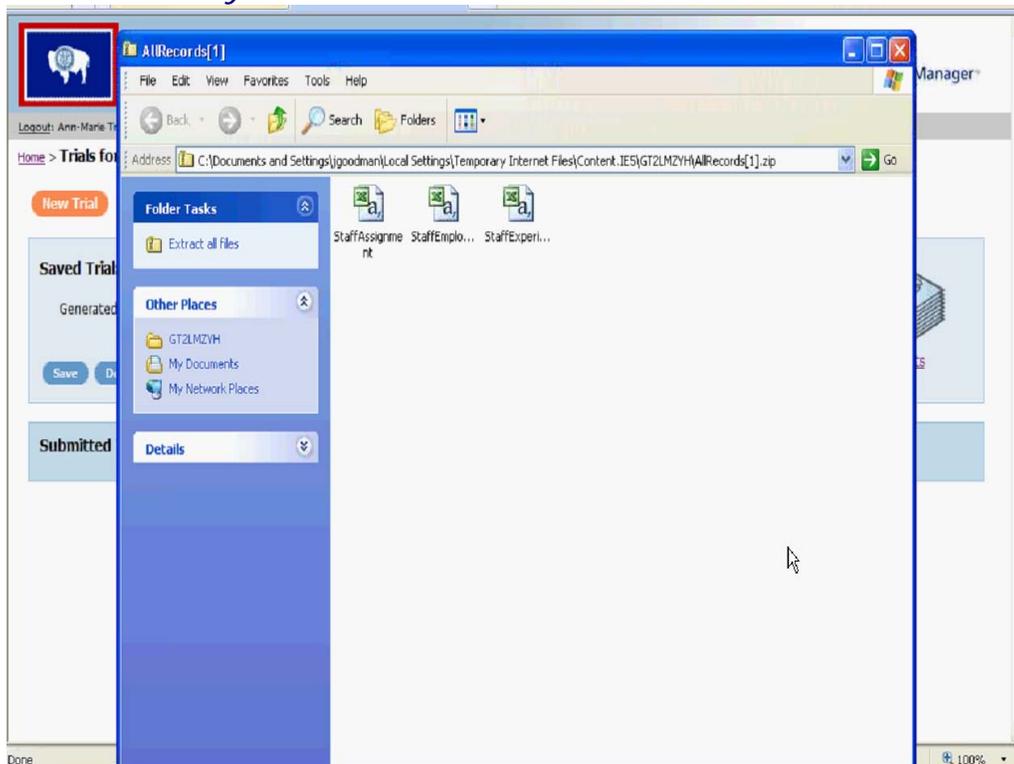
Step 3. Click on the "Download" button.



Step 4. On the pop-up screen, click on the "Open" button.



Step 5. Copy all the files in this folder and paste them in a different location that is convenient for you.



Upload Revised Files

Step 1. Login into the SRM. Click on the appropriate "2006-07 Data" link.

Welcome to the Wyoming Department of Education State Report Manager
WDE has identified the following state reports. Please select a state report by clicking on a name below:

Current State Reports

Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status
2007-08 Uncertified TCS			Sent Trial	08-21-2007 2:59pm	SENT - NOT CERTIFIED
WDE-602 October 2007 Salary Schedule	Oct 1, 2007	Oct 22, 2007	2006-07 Data	09-10-2007 2:06pm	NOT CERTIFIED
WDE-602 October 2007 Staff Employment, Assignments, and Experience	Oct 1, 2007	Oct 22, 2007	2006-07 Data	09-10-2007 2:08pm	NOT CERTIFIED

Step 2. Click on the "New Trial" button.

Home > Trials for WDE-602 October 2007 Staff Employment, Assignments, and Experience

New Trial

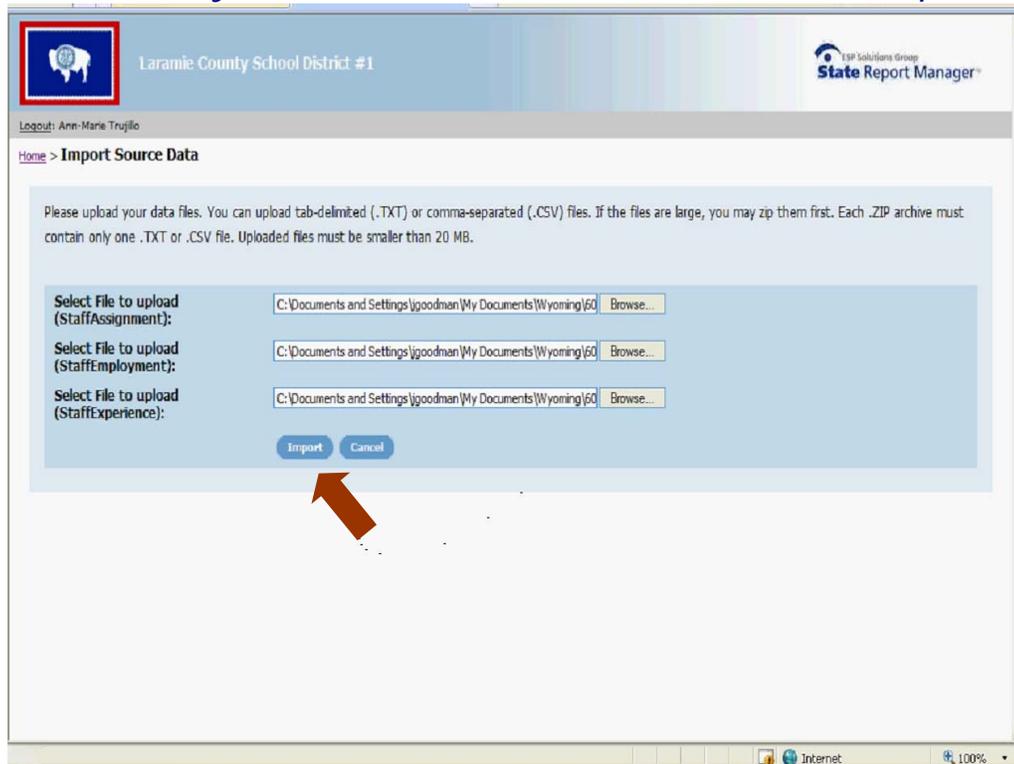
Saved Trial: 2006-07 Data
Generated: 09-10-2007 2:08pm

[Save](#) [Download](#) [Revalidate](#) [Send to WDE](#) [Delete](#)

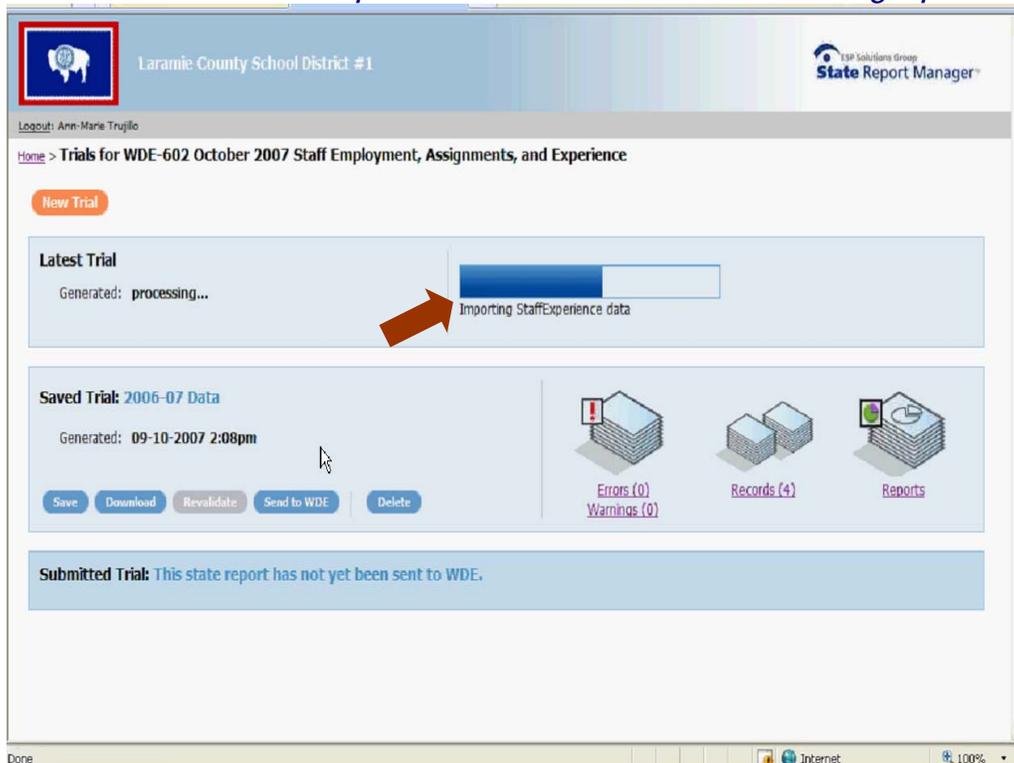
[Errors \(0\)](#) [Warnings \(0\)](#) [Records \(4\)](#) [Reports](#)

Submitted Trial: This state report has not yet been sent to WDE.

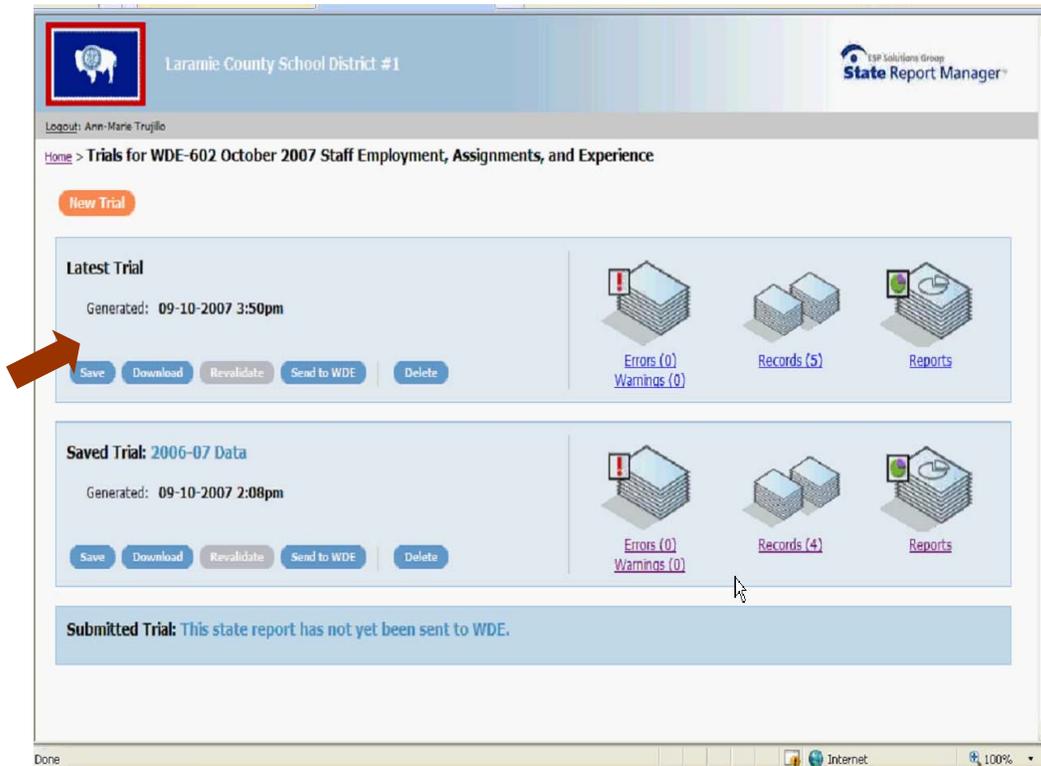
Step 3. Click on each "Browse" button. Find the appropriate file and click the "Open" button. After you have a file in each area, click the "Import" button.



Step 4. Watch the blue bar expand as the data files are being uploaded.

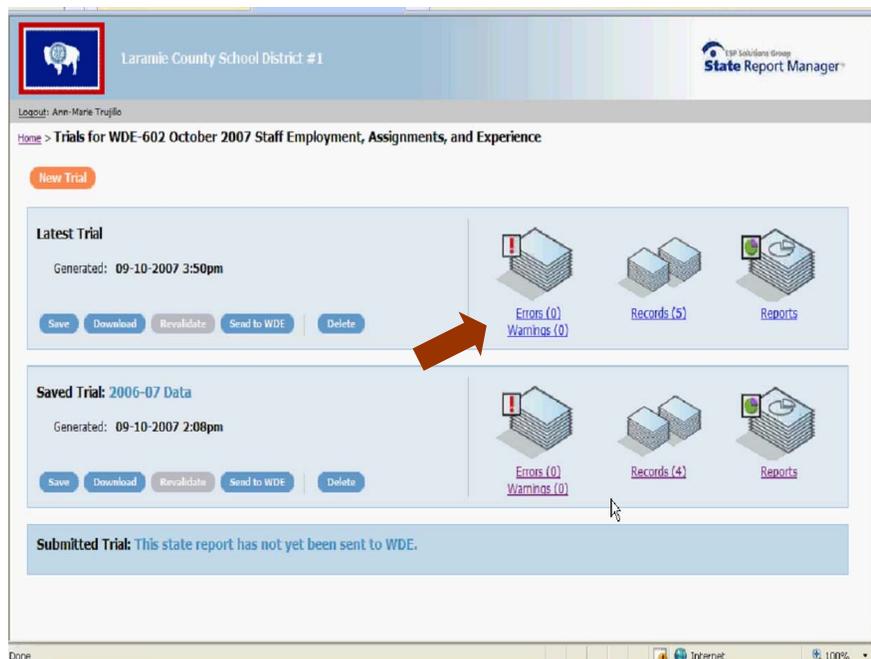


Step 5. The screen below will appear once the data files have been uploaded into the SRM. The latest "trial" or latest data files will always be listed on top.

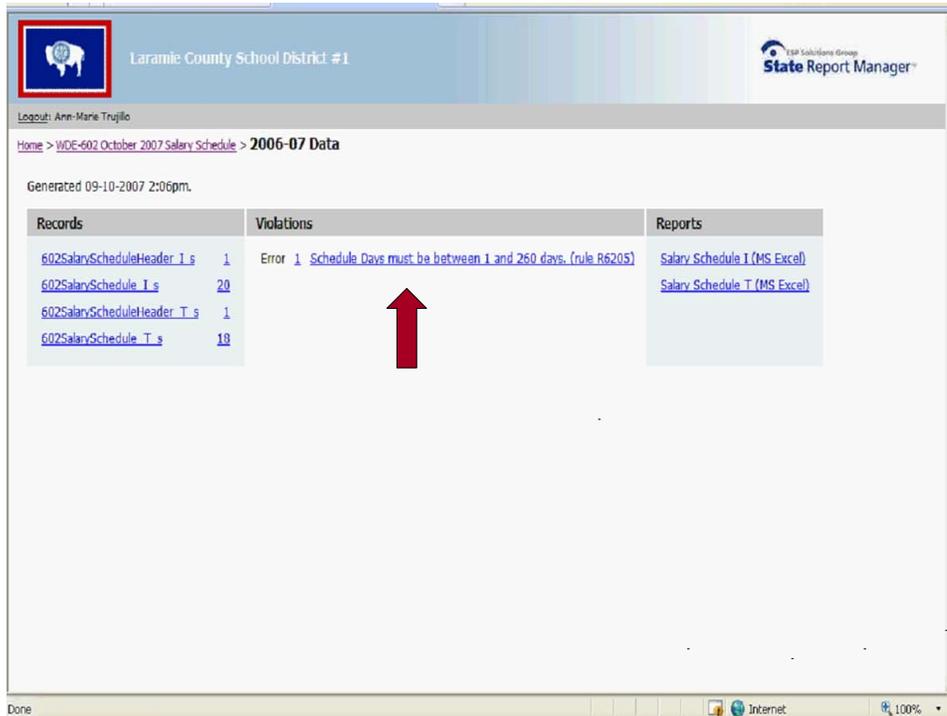


Check Errors in Data

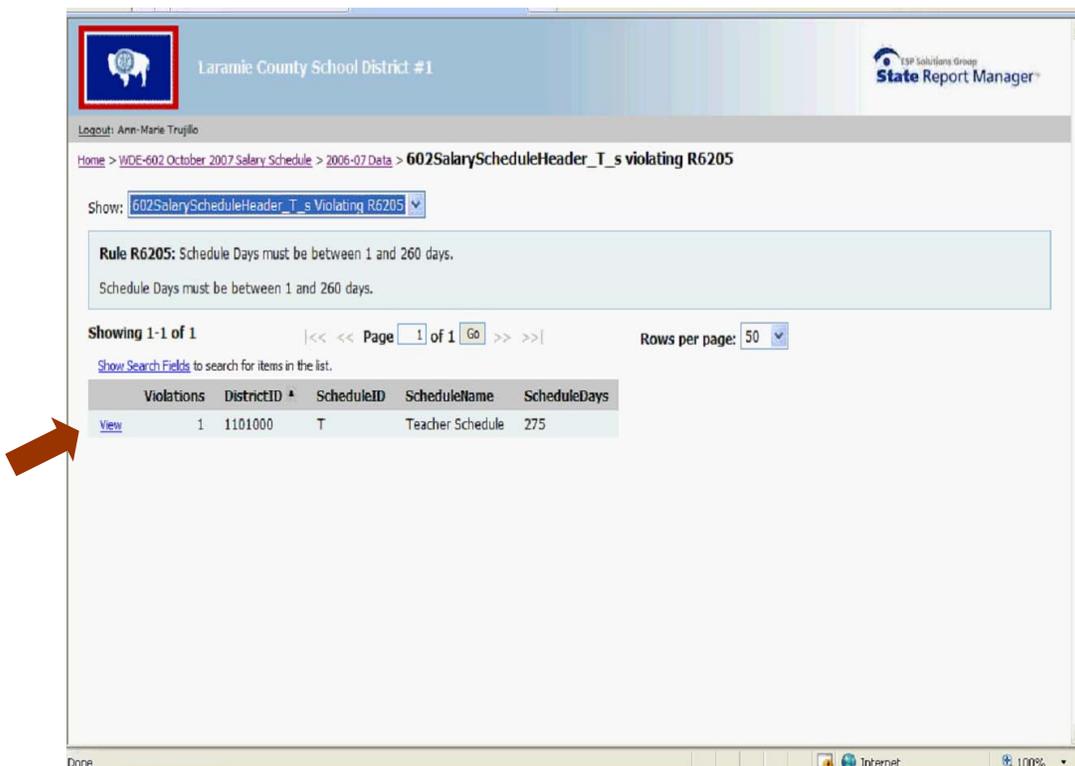
Step 1. Click on the "Errors (#)" or "Warnings (#)" link.



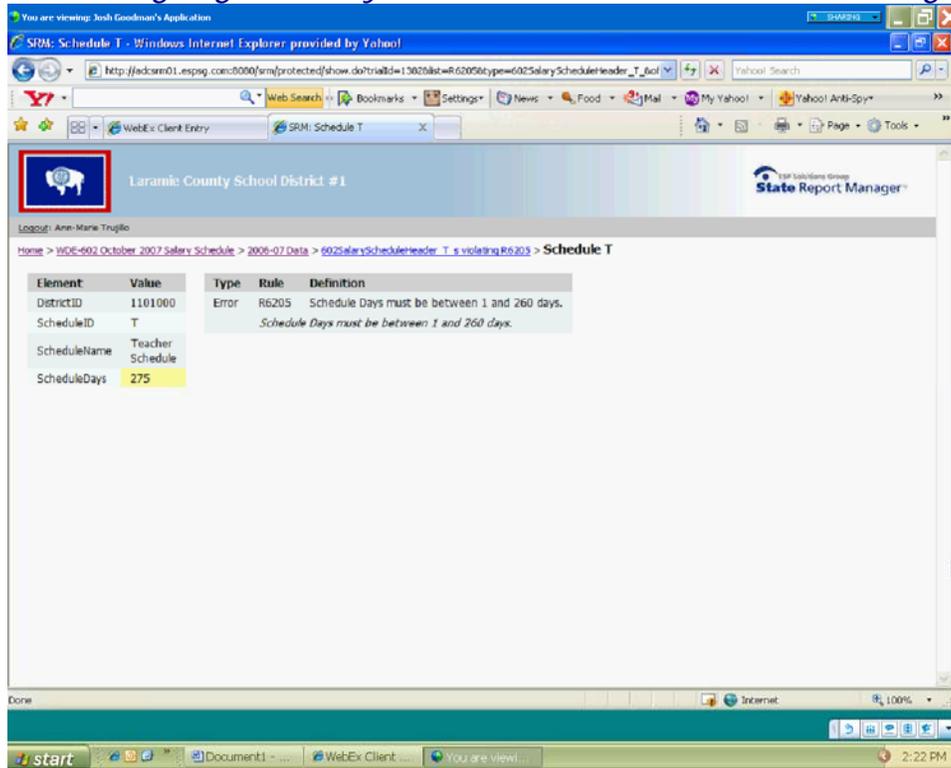
Step 2. The left-hand side lists the data files that were uploaded. The center area lists the different Errors and Warnings found in the data files. The right-hand side lists the different reports available for these data files. Click on the individual error/warning links in the center of the page.



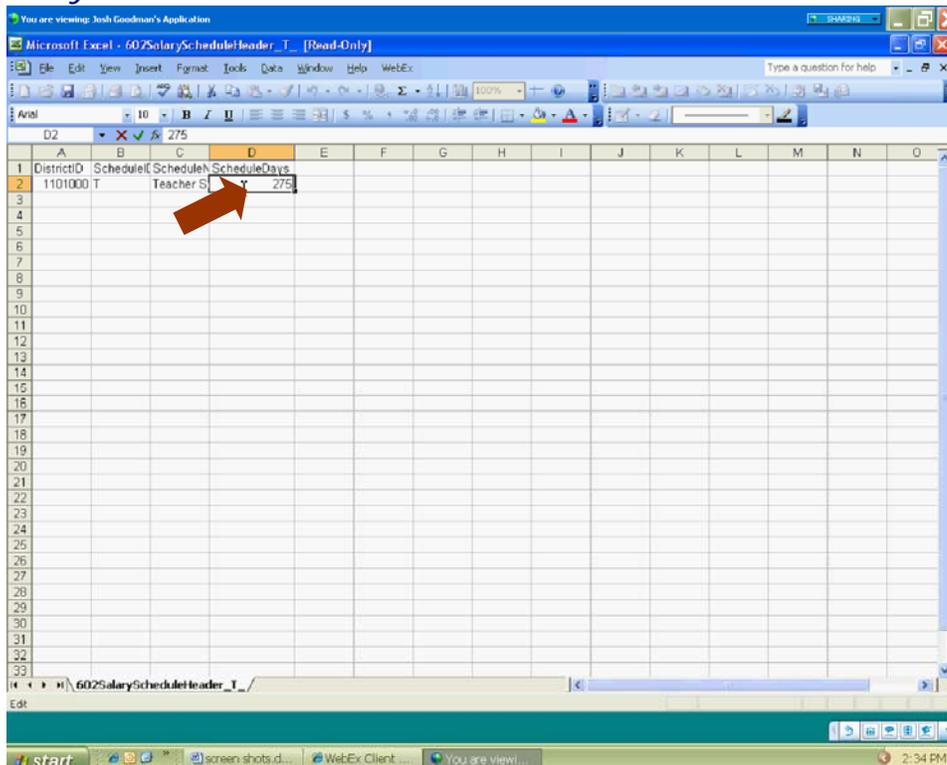
Step 3. Click the "View" link to get more information on a particular error/warning.



Step 4. The item highlighted in yellow contains the error/warning.



Step 5a. For the Salary files, please make your correction offline and upload the new Salary files.



Step 5b. For the Staff files either make the corrections offline similar to Step 5a or make the corrections within the SRM. To edit online, please proceed to Step 1 under "Edit Data Online."

Edit Data Online

Step 1. Go back to the screen below. On the left-hand side, click on the data file that needs a correction.

Laramie County School District #1

State Report Manager

Logout: Ann-Marie Trujillo

Home > WDE-602 October 2007 Salary Schedule > 2006-07 Data

Generated 09-10-2007 2:06pm.

Records	Violations	Reports
602SalaryScheduleHeader_I_s	1	Salary Schedule I (MS Excel)
602SalarySchedule_I_s	20	Salary Schedule T (MS Excel)
602SalaryScheduleHeader_T_s		
602SalarySchedule_T_s	18	

Done

Internet 100%

Step 2. Click the "View" link on the record that needs correcting.

Laramie County School District #1

Logout: Ann-Marie Trujillo

Home > WDE-602 October 2007 Staff Employment, Assignments, and Experience > Latest Trial > All StaffAssignments

Show: All StaffAssignments

Showing 1-2 of 2 |<< << Page 1 of 1 Go >> >> Rows per page: 50

Show Search Fields to search for items in the list.

Violations	WISEstaffID	SchoolID	AssignmentCode	TeacherType	EmployeeClass
View	0	1001019	1101056	SPA	Support Professional
View	0	1001019	1101057	SPA	Support Professional

Step 3. Click the "Edit" link.

Laramie County School District #1

Logout: Ann-Marie Trujillo

Home > WDE-602 October 2007 Staff Employment, Assignments, and Experience > Latest Trial > All StaffAssignments > 1001019 (SPA)

[Edit](#)

Element	Value
DistrictID	1101000
WISEstaffID	1001019
AssignmentCode	SPA - Speech Pathologist
TeacherType	
SchoolID	1101056
LowestGradeServed	09
HighestGradeServed	12
ContractDays	180
Time	50
AnnualHours	
HolidayHours	
ExtraSalary	
Salary	\$0.00
EmployeeClass	Support Professional
AssignmentFte	0.0

Step 4. Make the necessary corrections and click the "Save" button. To undo any changes made, click the "Cancel" button.

Laramie County School District #1

Logout: Ann-Marie Trujillo

Home > Latest Trial > All StaffAssignments > 1001019 (SPA) > Edit 1001019 (SPA)

Save Cancel

Element	Value
DistrictID	1101000
WISEStaffID	1001019
AssignmentCode	SPA - Speech Pathologist
TeacherType	-- no value --
SchoolID	1101056
LowestGradeServed	09
HighestGradeServed	12
ContractDays	180
Time	50
AnnualHours	
HolidayHours	
ExtraSalary	
Salary	\$0.00
EmployeeClass	Support Professional
AssignmentPte	0.0

Save Cancel

Send to WDE

Step 1. Go into latest trial of the Staff files. Make sure that all errors have been corrected and warnings have been looked over.

Laramie County School District #1

Logout: Ann-Marie Trujillo

Home > Trials for WDE-602 October 2007 Salary Schedule

New Trial

Latest Trial

Generated: 09-10-2007 3:50pm

Save Download Certify Delete

Errors (0) Warnings (0) Records (5) Reports

Saved Trial: 2006-07 Data

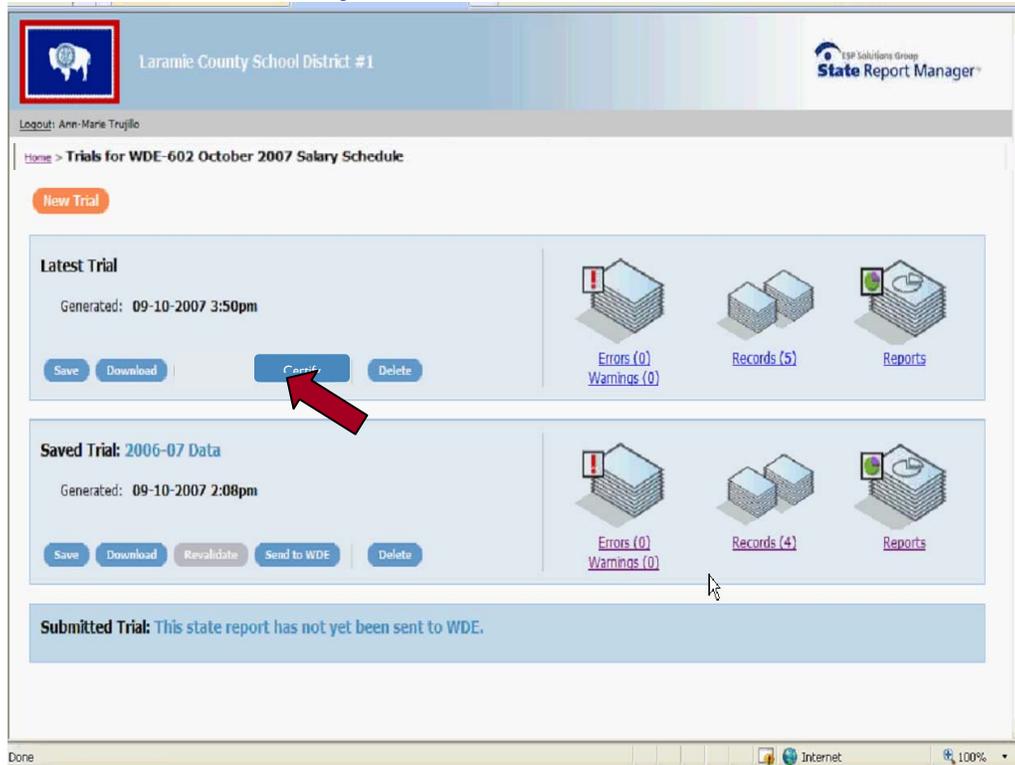
Generated: 09-10-2007 2:08pm

Save Download Certify Delete

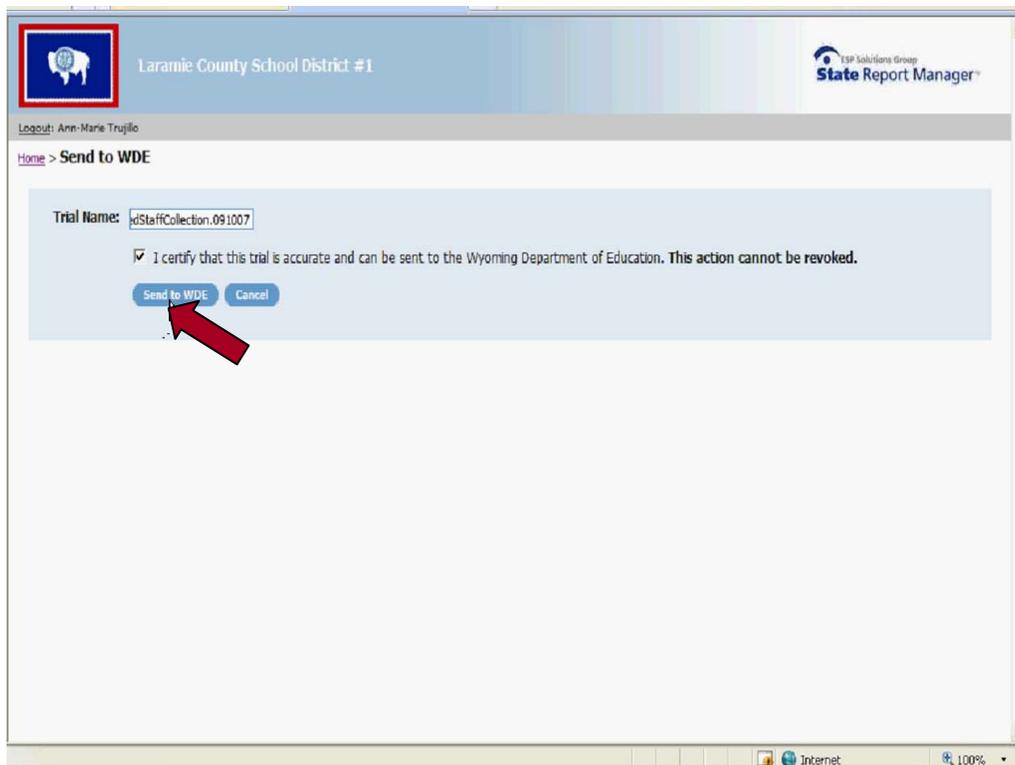
Errors (0) Warnings (0) Records (4) Reports

Submitted Trial: This state report has not yet been sent to WDE.

Step 2. Click the blue "Certify" button.



Step 3. Name this item in the white box, click in the certification box, and then click the "Send to WDE" button.



Step 4. Repeat this process for the Staff files except in Step 2, click the "Send to WDE" button.

Step 5. Return to the main menu. Note that under Trial Name it states "Certified Trial" for the both sets of data files that were sent to WDE.

Current State Reports

Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status
2007-08 Uncertified TCS			Sent_Trial	08-21-2007 2:59pm	SENT - NOT CERTIFIED
WDE-602 October 2007 Salary Schedule	Oct 1, 2007	Oct 22, 2007	Certified Trial.091007	09-10-2007 3:36pm	CERTIFIED
			2006-07 Data	09-10-2007 2:06pm	NOT CERTIFIED
WDE-602 October 2007 Staff Employment, Assignments, and Experience	Oct 1, 2007	Oct 22, 2007	CertifiedStaffCollection.091007	09-10-2007 3:50pm	CERTIFIED
			2006-07 Data	09-10-2007 2:06pm	NOT CERTIFIED

Appendix 5: Data Corrections and Newspaper Report Timeline

