



WDE607: WISE Dropout Statistics Data Collection Guidebook

Collection Window:
10/13/2008 - 10/24/2008

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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 WDE607 collects statistics on students who have dropped out of school. The information collected includes: 1) School District, 2) Last known school, 3) Last Name of the Student, 4) First Name of the Student, 5) WISERID, 6) Grade-level the student should have been attending, 7) Date of birth, 8) Gender, 9) Ethnicity, 10) ELL Status, 11) Migrant Education Program status, 10) School Lunch Program Status 11) IEP Status, 12) Homelessness of the Student.

The rates reported in this publication will be used to determine the percentage of public school students who were enrolled at some point during the previous school year, were not enrolled in school in October of this year, and had not earned a high school diploma or completed a state- or district-approved education program.

Authority

WDE607 Authority

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.

The information collected on the WDE607 is necessary for reporting at both the state and federal levels. Specifically, dropout statistics are utilized in the graduation rate calculation, which is an indicator for the No Child Left Behind (NCLB) legislation.

Instructions

Introduction

Each collection has a set of instructions specific to the data being submitted. It should be noted that the instructions listed below are written specifically for the WDE 607 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.

Dropout Definitions

The following are definitions of a school dropout:

1. Was enrolled in school at some time during the previous school year.
2. Was not enrolled at the beginning of the current school year.
3. Has not graduated from high school or completed a state or district approved educational program.
4. Does not meet any of the following exclusionary conditions:
 - a. Has transferred to another public school district, private school, or state or district approved education program.
 - b. Is temporarily absent due to suspension or school approved illness.
 - c. Has died.

The Frequently Asked Questions section has additional information on dropout definitions.

New Elements

There are two new elements on this year's WDE07 data collections.

1. StudentIDEA
 - a. Does this student have an Individual Education Plan (IEP) under IDEA?
2. StudentHomeless
 - a. Is this student homeless? The term "Homeless children and youths" is defined by the USED as: (A) individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and (B) includes – (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C)); (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Data Submission Process

For the fall 2008 collection, all school districts will be required to submit student-level data for the WDE607 data collection. The student-level data elements and business rules for this collection are available online at <http://www.k12.wy.us/wise/>. Download these documents to set up your SIS report or create an MS Excel spreadsheet. Archival information may also be available within the WISE library at <http://www.k12.wy.us/WISE/library/Default.aspx>.

Login

Once your data are compiled, the next step is to login to the SRM. Each district has one SRM contact person. In most cases, this is the district WISE Coordinator. This person has the district's URL, username, and password.

Sending Data

After logging into the SRM, the next step is to upload the data file. At this time, each district will upload using a Comma Separated Value (CSV) file.

The SRM helps reduce the number of critical errors within the data. It will identify any potential data entry issues, invalid values, and/or missing data. Any errors must first be corrected before the SRM will allow the user to send data to the WDE. This is a repetitious step that will help you to correct most issues and problems. WDE recommends that all districts upload their data the first time before October 22, 2008. If you need to make a correction, you must do so offline in the .CSV file. Please be sure to make all necessary changes in your Student Information System as well. Each time you upload a new file, the program will automatically check the new file for errors.

After all errors have been corrected, the "Send to WDE" button will turn blue. After clicking the "Send to WDE" button, the data will be transmitted to the WDE. Once data has been sent, its content will be verified against other data collections.

Revision Process

All data will be reviewed after the collection window closes. WDE will perform final error checks and contact district personnel if any errors persist. The student-level data will be posted on the WDE Fusion website in Mid-November 2008. District personnel responsible for the WDE607 will be able to review data through a secure log-on to the Fusion website. It is recommended that districts verify their data as soon as possible so that WDE may make any necessary corrections to the collection.

Collection Schedule

WDE607 Collection Schedule

School District personnel may submit their data on any day of the collection window. It is imperative that the data be corrected and complete no later than the due date of **October 24, 2008**.

For this collection, the district should perform their first upload of data no later than October 22, 2008. This will ensure errors can be corrected before the due date.

The revision process will last from October 27, 2008 to November 26, 2008. No changes will be made to the WDE607 after November 26, 2008.

Collection Window
10/13/08 - 10/24/08

Frequently Asked Questions

Questions and Answers

The WDE has collected a list of frequently asked questions regarding the WDE607 Collection. If a subject 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	Mark as a Dropout?		Comments
		Yes	No	
1	Are students who exceed the age requirements considered a dropout?	X		
2	If a student transferred to a different school, is he/she a dropout?		X	Verification must be obtained through transcripts, notification by parent, or a court order.
3	Are those students who are enrolled in a General Education Development (GED) test preparation program considered a dropout?	X		
4	If a student enrolled in a branch of the US Armed Services, would he/she be considered a dropout?	X		
5	If a student receives a certification of completion, is he/she considered a dropout?		X	
6	If a student receives a certification of attendance, is he/she considered a dropout?		X	
7	If a student receives a vocational education certificate, is he/she considered a dropout?		X	
8	If a student passes the GED, is he/she a dropout?	X		
9	If a student only attends summer school, is he/she considered a dropout?		X	
10	If a student enrolled for the 2008-2009 school year and was out of school for most of the 2007 - 2008 school year, is he/she a dropout?		X	
11	If a student is out of school because of an illness, is he/she a dropout?		X	The illness must be deemed legitimate.
12	If a student is expelled from school, is he/she a dropout?	See comments	See comments	<ol style="list-style-type: none"> 1. Student returns to school, he/she is <u>not</u> a dropout. 2. If student transfers, he/she is a <u>not</u> a dropout. 3. Student does not return to school, he/she is a <u>dropout</u>. 4. Student cannot return to

#	Question	Mark as a Dropout?		Comments
		Yes	No	
13	If a student is placed in a mental or correctional facility, are they considered a dropout?	See comments	See comments	school, he/she is a <u>dropout</u> . 1. If facility has an educational program, he/she is <u>not a dropout</u> . 2. If facility does not have an educational program, he/she is a <u>dropout</u> .
14	If a student joins the Job Corps, are they considered a dropout?		X	
15	If a student transferred to a home school, are they considered a dropout?		X	If the parent(s) completed appropriate documentation stating that they are continuing educational services through a home-based program, then the student is not a dropout.
16	If a student joins the Wyoming Youth ChalleNge, are they considered a drop out?	X		Please contact JoAnn Numoto at 307-777-7222 for more information on this program.
17	If a student cannot be located, are they considered a dropout?	X		Individuals who are not accounted for on October 1 are considered dropouts.

Submission Questions and Answers

#	Question	Answer
1	Who do I contact regarding submission questions?	Leslie Zimmerschied at 307-777-8751
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	Where can I find more information on the elements within this collection?	http://www.k12.wy.us/wise/
5	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. The "Send to WDE" button will turn blue after all errors have been corrected.
6	How do I make corrections to my file?	If you need to make a correction, you must do that offline in the .CSV file. Please be sure to make all necessary changes in your Student Information System, as well. Each time you upload a new file, the program will automatically check the new file for errors.