



# WDE684: WISE Teacher-Course-Student Data Collection Guidebook

Collection Window:  
10/1/2008 - 10/17/2008

Snapshot Date:  
10/1/2008

WISE Project Manager	WDE684 Data Steward & WISE Data Contact
Shadd Schutte, MPA, CAPM WISE Project Manager 307-777-3656 <a href="mailto:sschut@educ.state.wy.us">sschut@educ.state.wy.us</a>	Leslie Zimmerschied Data Analyst 307-777-8751 <a href="mailto:lzimme@educ.state.wy.us">lzimme@educ.state.wy.us</a>



Last Revised on 09-15-2008

# Table of Contents

Introduction .....	3
Instructions .....	4
Collection Schedule .....	5
Frequently Asked Questions .....	7

# 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 WDE684 collects statistics on students that are currently enrolled on the snapshot date. There are two pieces to this collection: 1) student enrollment and 2) section enrollment. A full list of data elements is available at <http://www.k12.wy.us/wise/>.

## 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. This section describes the rules and regulations, specific to this collection, that permit WDE to require the school districts to submit these data.

### *WDE684 Authority*

Enrolled Act #50 and W.S. 21-2-304(a)(v)

The information collected on the WDE684 is necessary for reporting at both the state and federal levels.

## Requirements

For each student who is enrolled in your district on October 1, 2008, you must complete the following:

- ◆ One record in the student data (demographics)
- ◆ One record for each enrolled course in the section enrollment data

# Instructions

Each collection will have a set of instructions specific to the data being submitted. It should be noted that the instructions listed below are written specifically for the WDE684 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](http://www.k12.wy.us/WISE/document/WYOMING_SRM_062807_v3.pdf).

## New Elements

There will be no additional data elements added to the WDE684 data collection this year.

## Collection Changes

There is one minor change to StudentGradeLevel. Last year, full-time kindergarten was reported as "KG". This year (and years to follow), full-time kindergarten will be reported as "FK".

## Data Submission Process

For the fall 2008 collection, all school districts will be required to submit student-level data for the WDE684 data collection. The student-level data elements and business rules for this collection can be found online at <http://www.k12.wy.us/wise/>. 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. For this collection, districts have two uploading options. The first option is to upload using a Comma Separated Value (CSV) file. The second option is to upload using a Schools Interoperability Framework (SIF) agent. This agent automatically pulls the data from district's student information systems by mapping the fields needed to fulfill the data collection requirements.

Submission of data through the State Report Manager (SRM) ultimately reduces the number of critical errors. Business rules within the SRM 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.

WDE recommends that all districts upload their data the first time before October 15, 2008.

Once 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 each district has sent in their data, the data 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 WDE684 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.

### *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.

## Collection Schedule

### WDE684 Collection Schedule

School District personnel may submit their data on any day of the WDE684 collection window. It is imperative that the data be corrected and complete no later than the due date of **October 17, 2008**.

For this collection, the district should perform their first upload of data no later than October 15, 2008. This will ensure errors can be corrected before the due date.

The revision process will last from October 17, 2008 to November 26, 2008. No changes will be made to the WDE684 after November 26, 2008.

Snapshot Date

WDE684 Snapshot Date  
10/01/08

Collection Window

WDE684 Collection  
Window

# Frequently Asked Questions

## WDE684 Questions and Answers

The WDE has collected a list of questions that are asked specifically about the WDE684 collection. If a question is not answered here, the content or technical coordinator should be contacted for clarification.

## Content Questions and Answers

#	Question	Answer
1	What is a snapshot date?	A snapshot date in a data collection is a date in which you will take a theoretical picture of your Student Information System. In your WDE684 data submission, you will need to report any students that are enrolled on the snapshot date.
2	When is the snapshot date for this collection?	For this collection, the snapshot date is the first day of the collection window - October 1, 2008.
3	What is required for this collection?	For each student that is enrolled in your district on October 1, 2008, you must complete the following: <ul style="list-style-type: none"> <li>◆ One record in the student data (demographics)</li> <li>◆ One record for each enrolled course in the section enrollment data</li> </ul>
4	What are the optional fields in the WDE684?	In the student data elements, they are: <ul style="list-style-type: none"> <li>◆ Student's middle name,</li> <li>◆ Student's name suffix,</li> <li>◆ Student's ELL monitoring year (see question #8)</li> </ul> In the section enrollment data elements, they are: <ul style="list-style-type: none"> <li>◆ Local course name</li> <li>◆ Teacher's middle name</li> </ul>
5	Should the school enrollment date always match the district enrollment date?	Not always. The dates should match when a student first enters a district or when a student leaves the district and returns at a later date. <ul style="list-style-type: none"> <li>◆ Example on when they should match: Joe Doe enters the district on 8/30/07. He drops out of school on 09/10/07 and returns on 09/17/07. Both the district and school enrollment dates should be reset to 09/17/07.</li> <li>◆ Example on when they may not match: Jane Doe enters into the district at School A on 8/30/07. Jane transfers to School B, which is in the same district, on 9/15/07. Her district enrollment date should stay 8/30/07, but her school enrollment date for School B should be 9/15/07.</li> </ul>
6	What is a Name Suffix?	It is a generational indicator. Valid values may include Sr., Jr., or III.  If your district does not have this field in your Student Information System, the suffix needs to be moved to the appropriate field before sending through the SRM.

7	What students are reported in the ELL data element?	<p>You will report the students that are an English Language Learner (ELL) as of the snapshot date. The definition of an ELL student is as follows:</p> <p>English Language Learner (ELL) Student. Any student on October 1:</p> <p>(i.)Who is newly enrolled in the district or who enrolled in the district after the State annual ELL assessment was given in the prior school year; and has been identified and evaluated by the district as being of limited English proficiency; or</p> <p>(ii.)Who is returning to the district from the previous school year; and</p> <p>(A) Who took the State’s annual ELL assessment in the prior school year and has not yet achieved the “proficiency” level (grades K-2) or the “transitional” level (grades 3-12).</p>
8	What should the ELL status be if a student is in ELL Monitoring?	<p>If the student is in ELL monitoring, then he/she has reached the proficient or transitional level on the WELLA. The student’s ELL status should be marked as NO for this particular collection. Since the student must be monitored for two years, the ELL monitoring year should either be reported as a one or two.</p>
9	When is ELL monitoring year required?	<p>This element is required for any student that exited the ELL program during the previous two years.</p>
10	What is the definition of an “immigrant” student?	<p>To be counted as an “immigrant” a student must meet the following criteria.</p> <ol style="list-style-type: none"> <li>1. Student is age 3 through 21</li> <li>2. Student was not born in any state within the United States</li> <li>3. Student has not attended one or more schools in the United States for more than three full academic years</li> </ol> <p>This definition is also available in the data element documentation.</p>
11	Do foreign exchange students count as immigrants?	<p>No.</p>
12	What is a migrant student?	<p>The federal definition (Title I-C) for a 'migratory child' is as follows:</p> <p>Migratory child means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain temporary or seasonal employment in agricultural or fishing work-</p> <ol style="list-style-type: none"> <li>(A) has moved from one school district to another;</li> <li>(B) in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or</li> <li>(C) resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.</li> </ol>
13	What is a home school student?	<p>A home school student is one receiving their primary educational instruction in a home environment for reasons other than health and attends public school 50% or less of the school day.</p> <p>If they attend home school 100% of the time (i.e., they <b>do not</b> attend a school in your district for any classes), you do not have to report them on the WDE684. They have to attend at least one class before they are reported on the WDE684.</p>

14	Do I include ALL home school students in the WDE684?	<p>If a home school student attends at least one class in a school within your district, you must report them on the WDE684. If they are 100% home schooled and do not attend any school within your district, you do not need to report them on the WDE684.</p> <p>Note: If they attend a school within your district for more than 50% of the school day, they are not considered home school students and they need to be reported on the WDE684 as such.</p>
15	How do I report home school students if I am a SIF-enabled district?	<p>For districts that are SIF-enabled and do not have this field in their Student Information System at the time of this collection, this element will report blank. For every student, you must include data in this element. You may do this through the following process: 1) SIF your original data, 2) In the SRM, download your SIF data into a .CSV file, 3) Enter "Y" into the StudentHomeSchooled element for all students that meet these criteria, 4) Enter "N" into the StudentHomeSchooled element for all students that do not meet these criteria, and 5) Re-upload the updated .CSV file into the SRM. Be sure to send the updated file to the WDE.</p>
16	If a student takes a WEN video class taught by a teacher that is not in our district, how do we report this on the section enrollment file?	<p>WDE recommends that you utilize a principal or guidance counselor's WISEStaffID and name for students taking WEN classes from out-of-district teachers.</p>
17	If a student takes a dual credit college course, which is taught by out-of-district teachers, how do we report this on the section enrollment file?	<p>WDE recommends that you utilize a principal or guidance counselor's WISEStaffID and name for students taking dual credit courses from out-of-district teachers.</p> <p>Note: This applies only to those students receiving dual credit.</p>
18	If a student takes a college course, which is taught by out-of-district teachers, how do we report this on the section enrollment file?	<p>If the student is taking a college course and is not receiving high school credit for it, you do not need to report this particular class in the section enrollment file.</p> <p>Note: If the student is receiving <u>dual</u> credit, please see the previous question.</p>
19	If a student is concurrently enrolled within an institution and primarily enrolled in our district, how do we report this on the section enrollment file?	<p>WDE recommends that you create a generic class for students that are concurrently enrolled within an institution and primarily enrolled in your district. Also, it is recommended that you assign either the principal or guidance counselor's WISEStaffID and name to this class.</p>
20	If a student was enrolled but does not show up to classes, do I report them on the WDE684?	<p>The student must be enrolled on the snapshot date in your district to be included in the WDE684 data collection. If they are still within the 10-day drop period, include them on the WDE684. However if they have past the 10-day drop period by the snapshot date, do not include them on the WDE684.</p>
21	How do I report a student that is attending more than one school within my district?	<p>If a student is taking courses at two or more schools within your district, you will need to report enrollments at all applicable schools. For example, if a student is attending two schools, you will have two enrollment records for this student: one primary and one concurrent. It is at your district's discretion on which school receives the primary enrollment record.</p> <p>You will identify primary and concurrent enrollment through the new data element, StudentPrimaryEnrollment. For the primary enrollment, you will mark this data element as 'Y.' for the concurrent enrollment, you will mark this data element as 'N.'</p>

22	How do I report a student that is primarily enrolled within my district and attending part-time in a school outside my district?	If a student is primarily enrolled in your district and is taking additional courses outside your district, then you would only need to report your district's primary enrollment record for this student.
23	How do I report a student that is primarily enrolled outside my district and attending part-time in a school within my district?	<p>You will identify primary and concurrent enrollment through the new data element, StudentPrimaryEnrollment. For the primary enrollment, you will mark this data element as 'Y.'</p> <p>You may not be fully aware if the student is primarily enrolled outside your district because it will not be recorded within your SIS. If that is the case, you can send submit the enrollment as "primary". WDE will rectify the situation between you and the other district during the revision process.</p> <p>If you are aware that the student is primarily enrolled outside your district, you are welcome to report this student with a concurrent enrollment record.</p> <p>You will identify primary and concurrent enrollment through the new data element, StudentPrimaryEnrollment. In this example, you will mark this data element as 'N' because the student is concurrently enrolled in your district.</p>
24	How do I report a student that is primarily enrolled at a private school but attends a school in my district for a few classes?	<p>You will report the student in your district as primarily enrolled. WDE does not receive enrollment from private schools on a regular basis, so your district would be the only enrollment for that student. If there were multiple enrollments on this student, WDE will let you know during the correction process.</p> <p>You will identify primary and concurrent enrollment through the new data element, StudentPrimaryEnrollment. For the primary enrollment, you will mark this data element as 'Y.'</p>
25	What is the definition of a "homeless" student?	<p>The federal definition (Title X-C) is as follows: The term homeless children and youths' –</p> <p>(A) means individuals who lack a fixed, regular, and adequate nighttime residence and</p> <p>(B) includes –</p> <p>(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;</p> <p>(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;</p> <p>(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and</p> <p>(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).</p>
26	Who do I contact regarding additional content questions?	Leslie Zimmerschied at 307-777-8751.

## Submission Questions and Answers

#	Question	Answer
1	Who do I contact regarding username and passwords for the State Report Manager?	Your district's WISE Coordinator
2	Who do I contact if I need a WISERID for a student?	Your district's WISE Coordinator
3	Who do I contact if I need a WISE Staff ID for a teacher?	Your district's WISE Coordinator or human resources personnel
4	Who do I contact regarding submission questions?	Leslie Zimmerschied at 307-777-8751
5	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?	<a href="http://www.k12.wy.us/wise/">http://www.k12.wy.us/wise/</a>
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 file, you must do that offline in the .CSV file. Please be sure to make all necessary changes in your Student Information System, as well. Once you upload your new file, the program will automatically check your new file for errors.
7	What do I do if I find errors in my certified file?	Contact Leslie Zimmerschied at 307-777-8751 right away for assistance.
8	I received a header error. What do I do?	Make sure your first row contains the correct headers. They must be named correctly and in the correct order.  If you have done this and are still receiving this error, contact Leslie Zimmerschied at 307-777-8751 right away for assistance.
9	What do I do if I am having a problem with my SIS during the collection?	You will need to call your SIS's help desk and report the problem. After you have received a reference number or ticket number, please send that number to Leslie Zimmerschied at <a href="mailto:lzimme@educ.state.wy.us">lzimme@educ.state.wy.us</a> . The WDE will follow up on your problem to help ensure that the problem is resolved.