

**WDE427 -  
WISE Special Education  
Data Collection**

**WISE Data Collection  
Submission Training**

**April 29, 2008**



**Wyoming Department of Education**

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



# Agenda

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## Agenda

- Collection Documents
- Overview of Data Collection
- Differences in Collection this Year
- Data Elements
- Business Rules
- State Report Manager
- Data Submission
- Frequently Asked Questions
- You Ask, WDE Answers!
- Contact Information
- Feedback

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# Collection Documents

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## Documentation Available

- What?
  - Data element document w/ business rules
  - Collection guidebook
  - Slides on today's training
- Where?
  - Current Information:  
<http://www.k12.wy.us/wise/>
  - Archival Information:  
<http://www.k12.wy.us/WISE/library/Default.aspx>



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# Overview of Data Collection

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## Overview of Data Collection

- Year end collection
- Collection includes
  - Any student receiving services during 2007-08 school year
  - Any student evaluated for IDEA during 2007-08 school year
    - Including those not found eligible

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## WDE427 Contacts

### 1. Data Steward

- Stephanie Weaver
- Content questions
- 307-777-2560

### 3. WISE Project

- Shadd Schutte
- WISE Project questions
- 307-777-3656

### 2. Submission Contact

- Kelly Archer
- State Report Manager (SRM) submission questions
- Username/password questions
- 307-777-8751

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## Important Dates

- Collection opens on SRM
  - June 16, 2008
- Collection due date
  - June 27, 2008

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## Coordination Cheerleader!

WDE recommends that SPED personnel work directly with district WISE Coordinators and WDE684 contacts during submission process



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## How do you coordinate?

- Ensure that student demographics are correct before submission of data
- Data verification includes comparing the WDE427 to WDE684



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## Why should you coordinate?

- Accurate student-level data
- Accuracy leads to fewer errors
- Both lead to reduction of district time spent after the collection is over



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# Differences in the Collection this Year

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## Differences in Collection

- Revised definition for ELL students
- New data element
  - StudentSpecialEducation
    - Describes the specially designed instruction for student services

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## Differences in Collection (cont.)

- Deleted data elements
  - StudentSecondaryDisability
  - StudentTotalInstructionalMinutes
  - StudentDirectServiceMinutes
  - StudentIndirectServiceMinutes

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## Differences in Collection (Cont.)

- Valid values changes
  - Primary Disability
  - Related Services
    - Exception - “Parent Counseling and Training” will remain
  - Assessment

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# Data Elements

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## Overview of Data Elements

- 34 data elements
  - 12 required elements
  - 2 optional elements
  - 20 conditional elements

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## Complete Data

- Required element
  - Data must be provided
- Conditional element
  - Data must be provided, if applicable
- Optional element
  - Data should be provided, if available

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## Data Elements in Detail

- DistrictID
  - Required element
  - State assigned district identifier
  - Must be 7 characters

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## Data Elements in Detail (cont.)

- WISERID
  - Required element
  - State assigned student record identifier
  - Must be 8 characters

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## Data Elements in Detail (cont.)

- StudentLastName
  - Required element
  - Student's last name
  - Up to 25 characters long

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## Data Elements in Detail (cont.)

- StudentFirstName
  - Required element
  - Student's first name
  - Up to 15 characters long

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## Data Elements in Detail (cont.)

- StudentMiddleName
  - Optional element
  - Student's middle name
  - Up to 15 characters long
  - *WDE recommends that you use the full middle name.*

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## Data Elements in Detail (cont.)

- StudentNameSuffix
  - Optional element
  - Generational identifier
  - Up to 8 characters long
    - Sr., Jr., III
  - *Do not put the suffix in with the last name. You will receive an error and will not be able to submit.*

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## Sidebar – Student Names

- It is recommended that you use full legal student names

K R Archer

K Archer

Kelly R Archer

Kellie Archer

Kelli Archer

Kelley Archer

YES

Kelly René Archer

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## Where to get legal names?

- Many districts are starting to put legal names into Student Information Systems
- Contact your WDE684 personnel or WISE Coordinator

Helpful  
Hint

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## Data Elements in Detail (cont.)

- StudentDateOfBirth
  - Required element
  - Student's date of birth
  - Must be 8 characters
    - YYYYMMDD – EX: 19790927

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## Data Elements in Detail (cont.)

- StudentGender
  - Required element
  - Student's gender
  - Must be 1 character
    - M or F

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## Data Elements in Detail (cont.)

- Student Ethnicity
  - Required element
  - Student's ethnicity
  - Must be 1 character
    - A, B, H, I, or W
    - Valid codes and definitions to follow

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## Codes for Ethnicity

- A – Asian or Pacific Islander
- B – Black
- H – Hispanic
- I – American Indian or Alaskan Native
- W – White

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## Data Elements in Detail (cont.)

- StudentDateOfInitialConsent
  - Conditional element
  - Date initial consent was received for the student.
  - 8 characters - YYYYMMDD
  - *Required when the date of initial consent was on or between 7/1/2007 and 6/30/2008.*

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## Data Elements in Detail (cont.)

- StudentDateEvaluationComplete
  - Conditional element
  - Date the student is determined to be a student with a disability and the educational needs are determined.
  - 8 characters - YYYYMMDD
  - *Required when the evaluation was on or between 7/1/2007 and 6/30/2008.*

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## Data Elements in Detail (cont.)

- StudentIDEA
  - Required element
  - Does this student have an Individual Education Plan (IEP) under IDEA? Is this student eligible for special education services?
  - Must be 1 character
    - Y, R, or N
    - Valid codes and definitions to follow

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## IDEA Codes

- Y – Yes
- R – Yes, but special education services were refused by the parent or legal guardian
- N - No

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## Data Elements in Detail (cont.)

- StudentDateOfInitialIEP
  - Conditional element
  - Date initial IEP was held.
  - 8 characters - YYYYMMDD
  - *Required when the evaluation was on or between 7/1/2007 and 6/30/2008.*

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## Data Elements in Detail (cont.)

- StudentServiceStartDate
  - Conditional element
  - Date student started receiving services in this district.
  - 8 characters - YYYYMMDD
  - *Required if the student is IDEA*

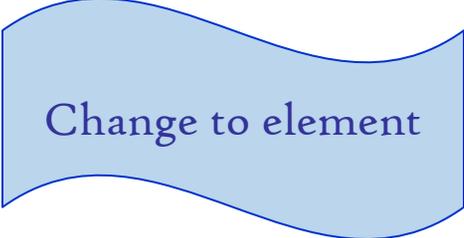
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## Data Elements in Detail (cont.)

- StudentELL
  - Required element
  - Is the student ELL?
    - New definition to follow
  - Must be 1 character
    - Y or N



Change to element

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## Definition for ELL

(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

(ii.) Who is returning to the district from the previous school year, and 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).

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## ELL Monitoring on WDE684

- If the student is in Year 1 or 2 of ELL monitoring on WDE684, then mark StudentELL = N on WDE427

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Hint

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## Data Elements in Detail (cont.)

- StudentGiftedTalented
  - Required element
  - Student identified as gifted or talented according to your district's identification method
  - Must be 1 character
    - Y or N

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## Data Elements in Detail (cont.)

- StudentGradeLevel
  - Required element
  - Report students based on the current grade level
  - Must be 2 characters
    - PK, HK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12

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## Data Elements in Detail (cont.)

- ResidentSchoolID
  - Required element
  - School responsible for the IEP of the student.
  - Must be 7 characters

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## Resident School

- Residential settings situations
  - Resident school is where the parent/guardian resides
  - School that student would attend if not placed in residential setting

Helpful  
Hint

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## Data Elements in Detail (cont.)

- ServiceSchoolID
  - Conditional element
  - School responsible for providing services
  - Must be 7 characters
  - *Required if the student is IDEA*



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## Data Elements in Detail (cont.)

- StudentPrimaryDisability
  - Conditional element
  - Student's primary disability
  - Must be 2 characters
  - *Required if the student is IDEA*

Change to element

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## Primary Disability Codes

- AT - Autism
- BI - Traumatic Brain Injury
- CD - Cognitive Disability
- DB - Deaf-Blindness

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## Primary Disability Codes (cont.)

- DD - Developmental Delay
- ED - Emotional Disability
- HI - Hearing Impairment  
(including Deafness)
- HL - Other Health Impairment

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## Primary Disability Codes (cont.)

- LD - Specific Learning Disability
- MU - Multiple Disabilities
- OI - Orthopedic Impairment
- SL - Speech/Language Impairment
- VI - Visual Impairment (including Blindness)

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## Data Elements in Detail (cont.)

- StudentRelatedService1 - 5
  - Conditional elements
  - Student's related service
  - Must be 2 characters
  - *Required if the student receives any of these services*

Change to elements

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## Related Service Codes

- AT - Assistive Technology
- AU - Audiological Services
- CS - Counseling (for students)
- EI - Educational Interpreting

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## Related Service Codes (cont.)

- LS - Speech/Language Services
- MS - Medical Services (for diagnosis & evaluation)
- OM - Orientation and Mobility
- OT - Occupational Therapy

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## Related Service Codes (cont.)

- OY - Other
- PC - Parent Counseling and Training
- PS - Psychological Services
- PT - Physical Therapy
- RC - Rehabilitation Counseling

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## Related Service Codes (cont.)

- RE - Recreation (including Therapeutic Recreation)
- SH - School Health Services
- SN - School Nurse
- SW - Social Work Services
- TR - Special Transportation

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## Data Elements in Detail (cont.)

- StudentSpecialEducation1 - 4
  - Conditional elements
  - Special Education is defined as specially designed instruction, at no cost to the parents, to meet the unique needs of a child with a disability.
  - Must be 2 characters
    - Valid codes and definitions to follow
  - *Required if student is IDEA*



New  
Element

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## Special Education Codes

- IN - Instruction
- PE - Physical Education
- SS - Speech
- TT - Travel Training
- VE - Vocational Education

(See guidebook for details)

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## Data Elements in Detail (cont.)

- StudentESY
  - Conditional element
  - Is the student eligible for Extended School Year (ESY) services?
  - Must be 1 character
    - Y or N
  - *Required if student is IDEA*

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## Data Elements in Detail (cont.)

- Student Environment
  - Conditional element
  - What is the student's environment?
  - Must be 2 characters
  - *Required if student is IDEA*

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## Student Environment Codes

- CF - Correctional Facility
- HH - Homebound or Hospital Setting
- PP - Parentally placed in private school
- RE - Inside regular class 80% or more of the day

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## Student Environment Codes (cont.)

- RF - Residential Facility
- RR - Inside regular class 40% - 79% of the day
- SC - Inside regular class less than 40% of the day
- SS - Separate School

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## Data Elements in Detail (cont.)

- Student Assessment

- Conditional element

Change to element

- What is the student's type of assessment?

- Must be 2 characters

- *Required if student is IDEA and grade is 3 through 8 or 11*

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## Student Assessment Codes

- RO - Regular Assessment without Accommodations
- RA - Regular Assessment with Accommodations
- AA - Alternate Assessment

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## Data Elements in Detail (cont.)

- StudentExitDate
  - Conditional element
  - The first day after one of the following:
    1. The student's last day of school
    2. The day on which the student graduates/matriculates.
  - YYYYMMDD – EX: 20070927
  - *Required if student is IDEA and has exited program*

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## Data Elements in Detail (cont.)

- StudentExitReason
  - Conditional element
  - The reason why the student has exited the program
  - Must be 2 characters
  - *Required if student is IDEA and has exited program*

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## Student Exit Reason Codes

- DE - Deceased
- DO - Dropped out (ages 16-21 only)
- GC - Graduated with other certificate or diploma
- GD - Graduated with regular diploma

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## Student Exit Reason Codes (cont.)

- MA - Reached maximum age for services. No diploma or certificate received (ages 20-21 only)
- NM - Normal Matriculation
- RP - Returned to Regular Program
- TO - Transferred to another educational setting outside the district

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# Business Rules

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## Business Rules

- Business rules are a set of validations to ensure data are accurate
- List available online at <http://www.k12.wy.us/wise/>



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# State Report Manager

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## State Report Manager (SRM)

- Wyoming Integrated Statewide Education (WISE) Data System
- More collections will migrate to WISE Data System over next few years
- Submit data more effectively and efficiently

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## State Report Manager (cont.)

- With the SRM, data can easily be...
  - Uploaded
  - Checked for errors
  - Sent to WDE
- Security - One contact in each district has username and password for unique SRM login

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## State Report Manager (cont.)

- SRM guidebook
  - [http://www.k12.wy.us/WISE/document/WYOMING\\_SRM\\_062807\\_v3.pdf](http://www.k12.wy.us/WISE/document/WYOMING_SRM_062807_v3.pdf)

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# Data Submission

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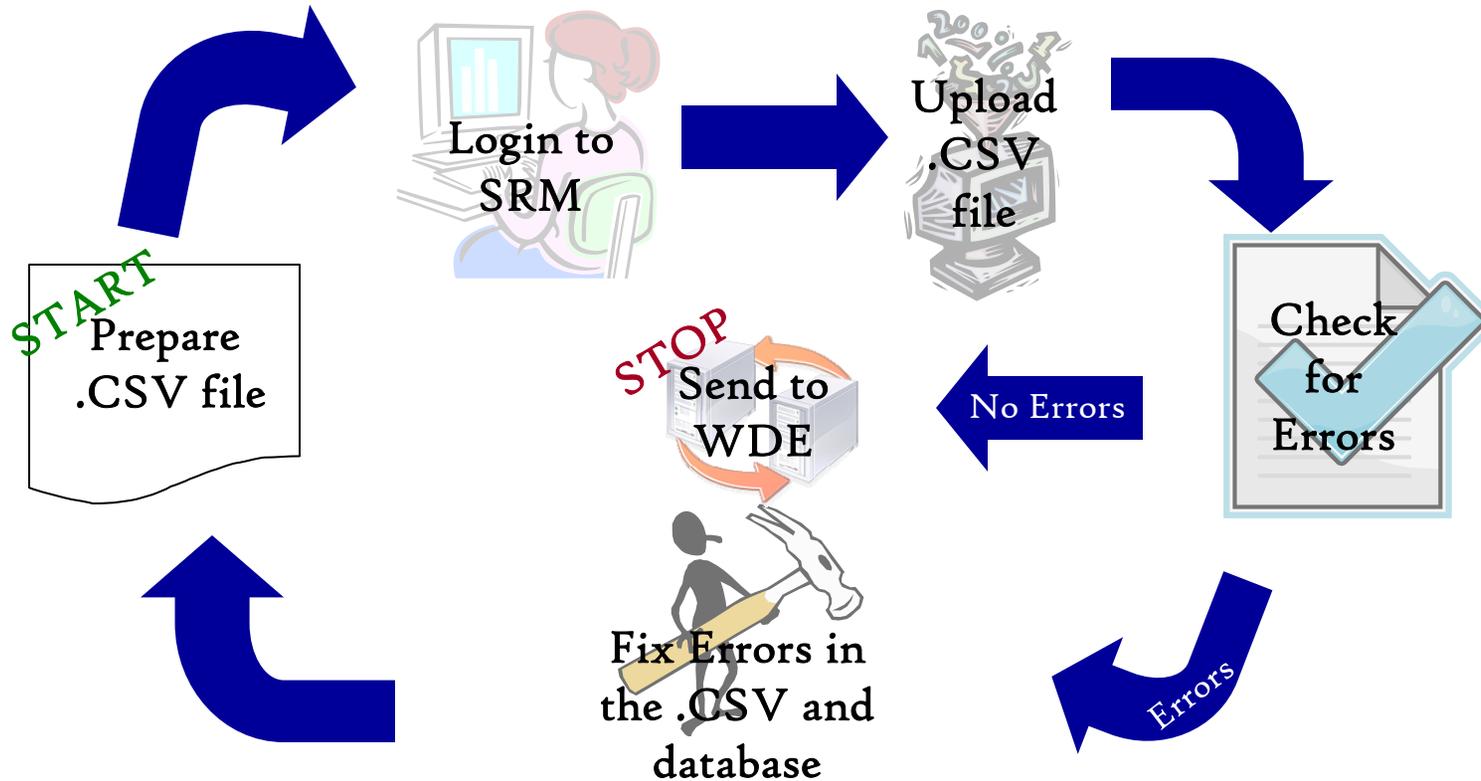


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# Submission Flow Chart



**MAKE SURE TO CORRECT DATA IN YOUR DATABASE!**

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## Prepare .CSV File

1. Type element names in first row of blank Microsoft Excel spreadsheet
2. Enter/import data into Excel
3. Save Excel sheet as .CSV file

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1 CSV Data Format					
2 This is the file format that districts will upload and download (student.csv).					
3					
Data Element					
4 CSV Column #	Field #	Header Name	Length	Valid Values	
5	1	DistrictID	7		
6	2	WISERID	8		
7	3	StudentLastName	1-25	Name characters	
8	4	StudentFirstName	1-15	Name characters	
9	5	StudentMiddleName	0-15	Name characters	
10	6	StudentNameSuffix	0-8	Alpha and periods	
11	7	StudentDateOfBirth	8		
12	8	StudentGender	1	M, F	
13	9	StudentEthnicity	1	A, B, H, I, W	
14	10	StudentDateOfInitialConsent	0 or 8		
15	11	StudentDateEvaluationComplete	0 or 8		
16	12	StudentIDEA	1	Y,R,N	
17	13	StudentDateOfInitialIEP	0 or 8		
18	14	StudentServiceStartDate	0 or 8		
19	15	StudentELL	1	Y,N	
20	16	StudentGiftedTalented	1	Y,N	
21	17	StudentGradeLevel	2	PK, HK, KG, 01-12	
22	18	ResidentSchoolID	7		
23	19	ServiceSchoolID	0 or 7		
24	20	StudentPrimaryDisability	0 or 2	AT, BI, CD, DB, DD, ED, HI, HL, LD, MU, OI, SL, VI	
25	21	StudentRelatedService1	0 or 2	AT, AU, CS, EI, LS, MS, OM, OT, OY, PC, PS, PT,	
26	22	StudentRelatedService2	0 or 2	RC, RE, SH, SN, SW, TR	
27	23	StudentRelatedService3	0 or 2		
28	24	StudentRelatedService4	0 or 2		
29	25	StudentRelatedService5	0 or 2		
30	26	StudentSpecialEducation1	0 or 2	IN, PE, SS, TT, VE	
31	27	StudentSpecialEducation2	0 or 2		
32	28	StudentSpecialEducation3	0 or 2		
33	29	StudentSpecialEducation4	0 or 2		
34	30	StudentESY	0 or 1	Y,N	
35	31	StudentEnvironment	0 or 2	CF, HH, PP, RE, RF, RR, SC, SS	
36	32	StudentAssessment	0 or 2	RO, RA, AA	
37	33	StudentExitDate	0 or 8		
38	34	StudentExitReason	0 or 2	PE, DG, GC, GD, MA, NM, RP, TO	
39					
40					

What position should each data element be in?

The image shows the top portion of a computer screen. At the top, there is a Microsoft Word toolbar with various icons for editing and formatting. Below that is an Internet Explorer browser window with a single tab titled 'Book2'. The address bar is empty, and the page content area is mostly blank.

	A	B	C	D	E	F	G	H	I	S
1	DistrictID	WISERID	StudentLastName	StudentFirstName	StudentMiddleName	StudentNameSuffix	StudentDateOfBirth	StudentGender	StudentEthnicity	S
2										
3										
4										
5										
6										
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30										
31										
32										
33										

Step 1. Enter data element names in first row



**Save As**

Save in: My Documents

Name	Size	Date Modified
M.		8/6/2007 7:55 ...
M.		1/16/2008 5:12...
M.		9/18/2007 4:28...
M.		6/8/2007 11:11...
U.		9/13/2007 7:41...
W		3/17/2008 11:1...
W		3/24/2008 8:00...
O.	29 KB	6/14/2007 8:00...
O.	16 KB	7/30/2007 11:1...
O.	15 KB	7/30/2007 11:1...
2.	15 KB	6/25/2007 9:12...
A.	34 KB	8/20/2007 8:20...
E.	384 KB	7/26/2007 4:57...
u.	21 KB	8/31/2007 9:16...
W	14 KB	9/10/2007 10:5...

File name: Book2.xls

Save as type: Microsoft Office Excel Workbook (\*.xls)

- Unicode Text (\*.txt)
- Microsoft Excel 5.0/95 Workbook (\*.xls)
- Microsoft Excel 97- Excel 2003 & 5.0/95 Workbook (\*.xls)
- CSV (Comma delimited) (\*.csv)
- Microsoft Excel 4.0 Worksheet (\*.xls)

	A
1	DistrictID
2	0101000
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	

## Step 3. Save as .CSV file

## Typical Submission Errors

- Element names are spelled incorrectly
  - Spelling is important
- Elements are placed out of order
  - Order is important
- Excel spreadsheet is uploaded
  - .CSV file should be uploaded

Helpful  
Hints

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## Login to SRM

- WISE Coordinator has
  - Username
  - Password
- Coordination is important
  - Work with WISE Coordinator



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# Official Slides



File Edit View Favorites Tools Help



**Welcome to the Wyoming State Report Manager**

Username:

Password:

Login >>

# Upload .CSV File



Laramie County School District #1



Logout: Ann-Marie Trujillo

## 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			<a href="#">Sent Trial</a>	08-21-2007 2:59pm	SENT - NOT CERTIFIED
WDE-427 June 2008 Special Education Data Collection			<a href="#">Run a Trial</a>		

**EXAMPLE ONLY**



# Upload .CSV File (cont.)

File Edit View Favorites Tools Help

Campbell County School District #1

ESP Solutions Group  
State Report Manager™

Logout:

Home > WDE-427 June 2008 Special Education Data Collection

New Trial

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

**EXAMPLE ONLY**

# Upload .CSV File (cont.)

 Laramie County School District #1

ESP Solutions Group  
**State Report Manager™**

Logout:

[Home](#) > **Import Source Data**

Please upload your data files. You can upload tab-delimited (.TXT) or comma-separated (.CSV) files. If the files are large, you may zip them first. Each .ZIP archive must contain only one .TXT or .CSV file. Uploaded files must be smaller than 20 MB.

Select File to upload  
(SPED Student):

C:\Documents and Settings\jgoodman\My Documents\Wyoming\60

**EXAMPLE ONLY**

# Upload .CSV File (cont.)

The screenshot displays the State Report Manager interface for Laramie County School District #1. The user is logged in as Ann-Marie Trujillo. The current page is titled 'WDE-427 June 2008 Special Education Data Collection'. A 'New Trial' button is visible. The 'Latest Trial' section shows a progress bar for 'Importing SPED Student data' which is currently at approximately 25% completion. An orange arrow points to the progress bar. The status is 'Generated: processing...'. The text 'EXAMPLE ONLY' is overlaid in large orange letters at the bottom of the slide.

**EXAMPLE ONLY**

## Check for Errors

- Errors
  - Fatal error
  - Data will only be sent to WDE if errors are corrected
- Warnings
  - Possible data entry error

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# Check for Errors (cont.)



Laramie County School District #1



[Logout](#): Ann-Marie Trujillo

[Home](#) > WDE-427 June 2008 Special Education Data Collection

New Trial

Latest Trial

Generated: 09-10-2007 2:06pm

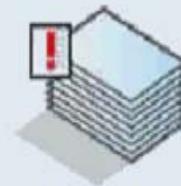
Save

Download

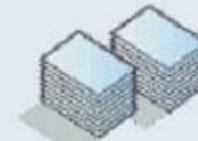
Revalidate

Send to WDE

Delete



[Errors \(1\)](#)  
[Warnings \(0\)](#)



[Records \(40\)](#)

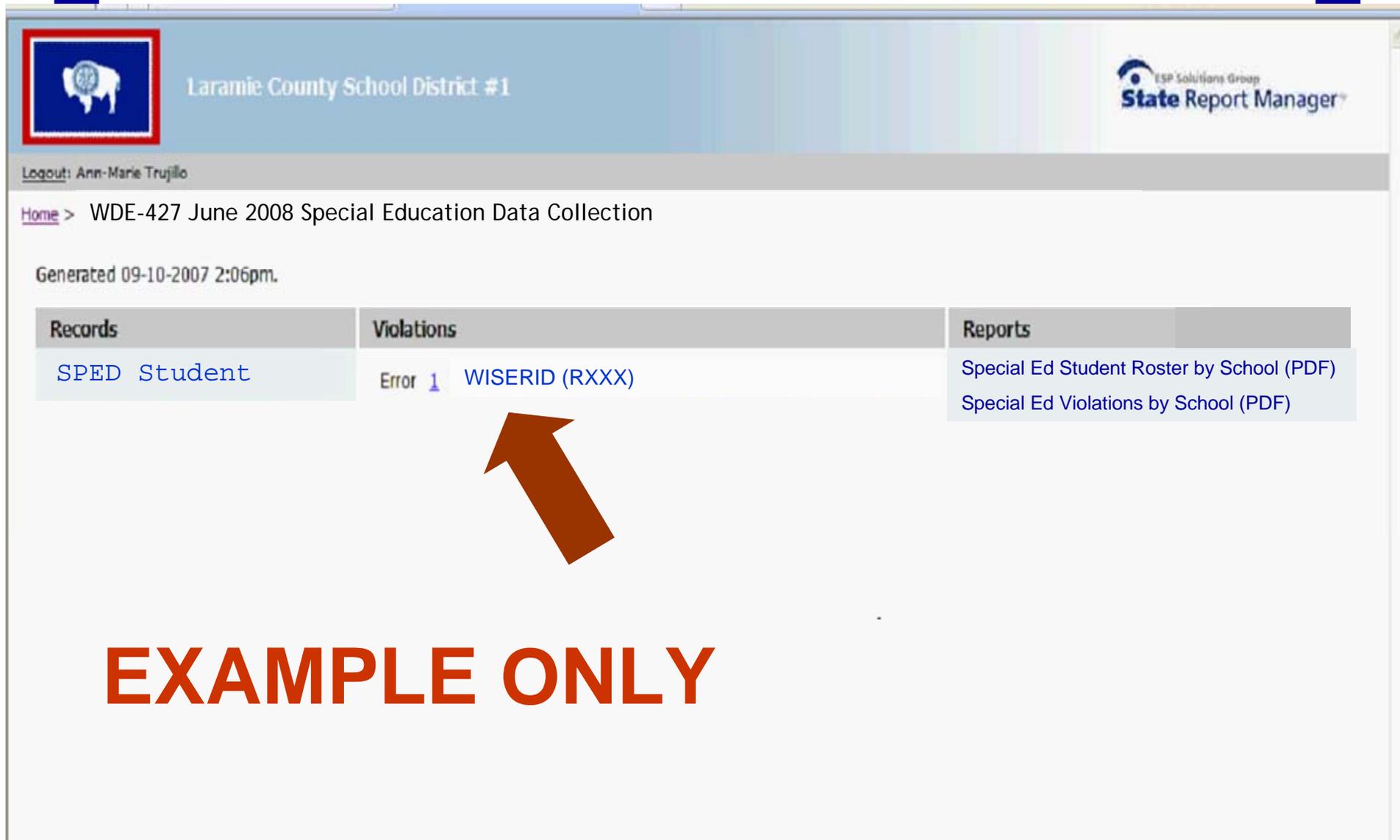


[Reports](#)

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



# Check for Errors (cont.)



The screenshot displays the State Report Manager interface for Laramie County School District #1. The page title is "WDE-427 June 2008 Special Education Data Collection". The report was generated on 09-10-2007 at 2:06pm. The interface is divided into three main sections: Records, Violations, and Reports.

Records	Violations	Reports
<a href="#">SPED Student</a>	Error <a href="#">1</a> <a href="#">WISERID (RXXX)</a>	<a href="#">Special Ed Student Roster by School (PDF)</a> <a href="#">Special Ed Violations by School (PDF)</a>

**EXAMPLE ONLY**

# Check for Errors (cont.)



Campbell County School District #1

[Logout:](#)

[Home](#) > WDE-427 June 2008 Special Education Data Collection

Show:

This area will give you the description of the particular business rule that your data are violating.

Showing 1-1 of 1

|<< << Page  of 1  >> >>|

Rows per page:

[Show Search Fields](#) to search for items in the list.

Violations	DistrictID ▲	SchoolID	WISERID	StudentLastName	StudentFirstName	StudentGradeLevel
<a href="#">View</a>	1	0301000	0301051	(Not visible due to confidentiality)		

# EXAMPLE ONLY

## Fix Errors in SIS

- Correct errors in your district's SIS
  - Reduce amount of time to submit future collections
  - Reduce number of errors in the future
    - WDE427 is validated against WDE684

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## Send to WDE

- Upload revised .CSV file
- Click blue “Send to WDE” button when Errors = 0

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# Send to WDE (cont.)



Laramie County School District

# EXAMPLE ONLY



Logout: Ann-Marie Trujillo

[Home](#) > Trials for WDE-427 June 2008 Special Education Data Collection

New Trial

### Latest Trial

Generated: 09-10-2007 3:36pm

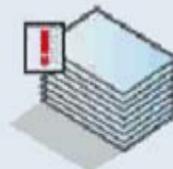
Save

Download

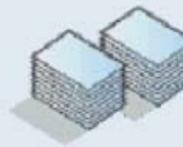
Revalidate

Send to WDE

Delete



Errors (0)  
Warnings (0)



Records (40)



Reports



# Confirm Data were Sent



EXAMPLE ONLY

Logout:

## 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
Uncertified WDE-685 2007-08 Teacher/Course/Student (TCS)			<a href="#">Latest Scheduled Trial</a>	03-25-2008 4:12am	SENT - NOT
WDE-427 June 2008 Special Education Data Collection			<a href="#">Sent Trial</a>	03-18-2008 9:22am	CERTIFIED



# Confirm Data were Sent (cont.)



**EXAMPLE ONLY**

[Logout:](#)

[Home](#) > Trials for WDE-427 June 2008 Special Education Data Collection

[New Trial](#)

**Submitted Trial:** [Sent Trial](#)

Generated: **04-03-2008 10:18am**

Send Status: **Report Sent to Report Authority**

[Download](#)

[Resend](#)

[Delete](#)



[Errors \(0\)](#)  
[Warnings \(174\)](#)



[Records \(3\)](#)

# Frequently Asked Questions

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## Content FAQs

- Q: How will I know if a student should be reported on WDE427?
- A: Report any student identified and receiving services under the IDEA during any part of the school year. WDE427 is cumulative and also includes students that have exited during the school year.

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## Content FAQs (cont.)

- Q: What is the difference between resident and service schools?
- A: Resident school - where the child's parents reside; service school provides the services listed on the IEP.
  - If student lives in Riverton but has chosen to attend school at Fremont #14, then Fremont #14 is resident school.

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## Content FAQs (cont.)

- Q: What service school should I use for a home school child?
- A: 1) District school where child receives special education services, or  
2) School where the service provider works in the district (services are provided in the home by speech/language pathologist from XYZ school. XYZ is the service school.)

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## Content FAQs (cont.)

- Q: Where can I obtain the definitions for related service or primary disability ?
- A: Definitions for both are listed in the Appendix of the guidebook. They are also available online at:  
<http://soswy.state.wy.us/RULES/6641.pdf>.

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## Content FAQs (cont.)

- Q: Where do we report the student's secondary disability?
- A: You are not required to report the secondary disability to the WDE. You are welcome to continue reporting secondary disabilities for your own internal tracking.

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## Submission FAQs

- Q: Who do I contact if I need a WISERID?
- A: Your district's WISE Coordinator

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## Submission FAQs (cont.)

- Q: When can I send the data to the WDE?
- A: The “Send to WDE” button will turn blue after you have corrected all errors. Be sure to look at all of the warnings before sending your data.

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## Submission FAQs (cont.)

- Q: I received an error on my headers. What does that mean?
- A: The headers in your .CSV file are either out of order or spelled incorrectly. Please feel free to contact Kelly to help fix them.

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# You Ask, WDE Answers!

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## You Ask, WDE Answers!

- WDE strives to provide excellent customer service on all collections.
- Now, it is your turn to ask us questions!
- Don't want to ask over the WEN?  
Contact us after the training!

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# Contact Information

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## WDE427 Contacts

### 1. Data Steward

- Stephanie Weaver
- Content questions
- 307-777-2560

### 3. WISE Project

- Shadd Schutte
- WISE Project questions
- 307-777-3656

### 2. Submission Contact

- Kelly Archer
- State Report Manager (SRM) submission questions
- Username/password questions
- 307-777-8751

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## Important Dates

- Collection opens on SRM
  - June 16, 2008
- Collection due date
  - June 27, 2008

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Feedback!

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## Send Us Feedback!

- How will we request for your feedback?
  - Through an online survey
- When will you receive information on the survey?
  - A URL link will be e-mailed to WISE Coordinators and WDE427 personnel later today

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Thank you for attending!

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