

WDE600 -  
WISE Attendance &  
Membership

WISE Data  
Collection Training

April 30, 2008



Wyoming Department of Education

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



# Agenda

Presented April 30, 2008



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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
  - Recording and 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

- WDE600
  - Attendance and membership collection
  - Provides data for the Wyoming Education Resource Block Grant Model
  - Student-level data is required for this school year's collection

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# WDE600 Contacts

## 1. Data Steward

- Amy Manley
- Content questions
- 307-777-6000

## 2. Submission Contact

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

## 3. WISE Project

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

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## Important Dates

- Collection opens on SRM
  - June 2, 2008
- Collection due date
  - June 15, 2008

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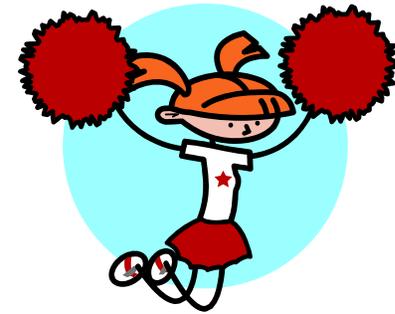


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# Coordination Cheerleader!

- WDE recommends that WDE600 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



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# Why should you coordinate?

- With continual coordination, student-level data will become cleaner within each district
- Leads to less errors returned from the WDE and less work on your end after the collection is over!



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# Differences in Collection this Year

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# Differences in Collection

- Student-level data
  - Required for every district
- Length requirement changes
  - Allows for 3 numbers after the decimal
    - StudentAggregateAttendance
    - StudentAggregateMembership
    - StudentAggregateUnexcusedAbsence

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# Data Elements

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# Overview of Data Elements

- 14 data elements
  - 12 required elements
  - 2 optional elements

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## Complete Data

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

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# Data Elements

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

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## Data Elements (cont.)

- SchoolID
  - Required element
  - State assigned school identifier
  - Must be 7 characters

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## Data Elements (cont.)

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

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## Data Elements (cont.)

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

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## Data Elements (cont.)

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

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## Data Elements (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 (cont.)

- StudentNameSuffix
  - Optional element
  - Generational identifier
  - Up to 8 characters long
    - Sr., Jr., III
  - *Please do not put the suffix in with the last name.*

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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 Rene 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 (cont.)

- StudentGradeLevel
  - Required element
  - Current grade configuration
  - Same grade for which they are enrolled
  - 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 (cont.)

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

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## Data Elements (cont.)

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

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## Data Elements (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 (cont.)

- StudentAggregateAttendance
  - Required element
  - Aggregate number of days the student was present during the days of operation.
  - 1 to 3 values before decimal, zero to 3 values after decimal
  - Examples: 100.525 or 75

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# Data Elements (cont.)

- StudentAggregateMembership
  - Required element
  - Aggregate number of days the student was present for the days of operation plus the aggregate number of days the student was absent for the days of operation.
  - 1 to 3 values before decimal, zero to 3 values after decimal
  - Examples: 100.525 or 75

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# Student Aggregate Membership

- When a student is absent more than ten consecutive calendar days, all those days beyond ten are deleted.
- A student who withdraws is dropped from membership the day after withdrawal.

Helpful  
Hint

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## Data Elements (cont.)

- StudentAggregateUnexcusedAbsence
  - Required element
  - Aggregate number of days the student was absent, as defined by the local board of trustees (*full definition to follow*)
  - 1 to 2 values before decimal, zero to 3 values after decimal
  - Examples: 15.825 or 5

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# Student Aggregate Unexcused Absence

## Full definition

- Aggregate number of days the student was absent, as defined by the local board of trustees, of any student required to attend school when such absence is not excused to the satisfaction of the board of trustees by the parent, guardian, or other person having control of such student.

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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

- Part of the Wyoming Integrated Statewide Education (WISE) Data System
- Infrastructure allows school districts to submit data more effectively and efficiently

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## State Report Manager (cont.)

- Look for more collections to migrate over to the WISE data system over next few years
- Data are secure!
  - One contact in each district has username and password for unique SRM login

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## State Report Manager (cont.)

- With the SRM, data can easily be...
  - Uploaded
  - Checked for errors
  - Sent to WDE

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# SRM Guidebook

- Helpful guidebook on the SRM

-[http://www.k12.wy.us/WISE/document/WYOMING\\_SRM\\_o62807\\_v3.pdf](http://www.k12.wy.us/WISE/document/WYOMING_SRM_o62807_v3.pdf)

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# Data Submission

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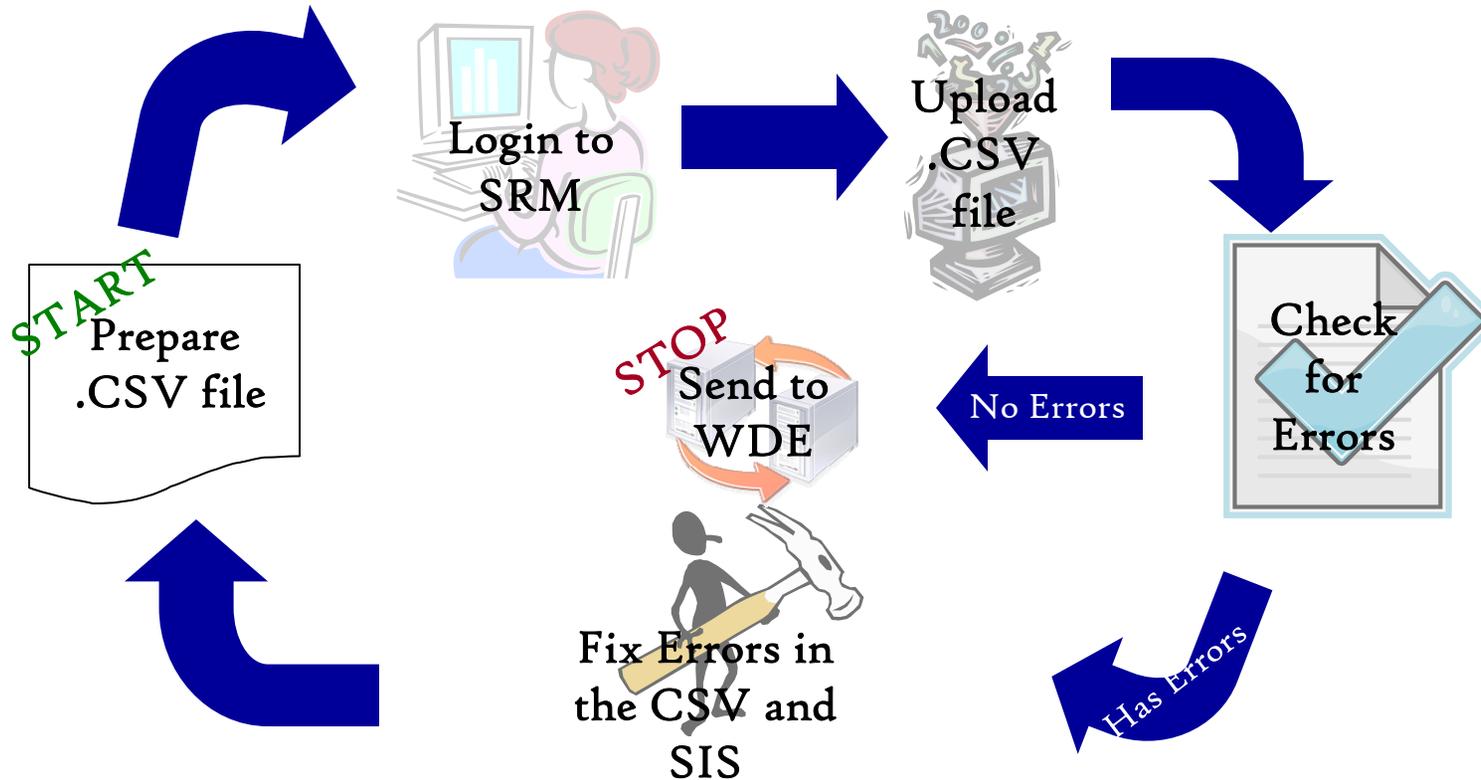


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# Submission Flow Chart



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

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## Prepare .CSV File

- Open Excel spreadsheet
- Type data element names in first row

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## Prepare .CSV File (cont.)

- Hand enter or import data into spreadsheet
- Save spreadsheet as student.CSV

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# 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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A	B	C	D	E
---	---	---	---	---

# CSV Data Format

This is the file format that districts will upload and download (e.g., students.csv).

Data Element				
CSV Column #	Field #	Header Name	Length	Valid Values
1	1	DistrictID	7	
2	2	SchoolID	7	
3	3	WISERID	8	
4	4	StudentLastName	1-25	Name characters
5	5	StudentFirstName	1-15	Name characters
6	6	StudentMiddleName	0-15	Name characters
7	7	StudentNameSuffix	0-8	Alpha and periods
8	8	StudentGradeLevel	2	PK, HK, KG, 01, 02, 06, 07, 08, 09, 10,
9	9	StudentDateOfBirth	8	
10	10	StudentGender	1	M, F
11	11	StudentEthnicity	1	A, B, H, I, W
12	12	StudentAggregateAttendance	1-3,0-3	examples: 75, 100.0
13	13	StudentAggregateMembership	1-3,0-3	examples: 99, 115.0
14	14	StudentAggregateUnexcusedAbsence	1-2,0-3	examples: 5, 15.82





**Save As**

Save in: Desktop

File list:

	Size	Date Modified
M..		
M..		
M..		
j...		2/14/2008 12:4...
2...	3,886 KB	3/25/2008 2:59...
6...	19 KB	3/4/2008 5:58 ...
6...	15 KB	3/10/2008 3:57...
6...	476 KB	3/11/2008 1:48...
6...	1 KB	3/14/2008 2:47...
6...	49 KB	3/11/2008 4:39...
2...	57 KB	11/30/2007 8:4...
8...	24 KB	3/11/2008 2:14...
8...	6 KB	3/10/2008 3:52...
b...	120 KB	4/1/2008 2:44 ...
b...	14 KB	1/25/2008 8:39...
C...	1 KB	2/12/2008 1:09...
C...	24 KB	3/11/2008 4:19...
C...	33 KB	1/30/2008 10:5...
C...	786 KB	3/17/2008 2:50...
C...	1,009 KB	3/17/2008 2:51...
d...	1 KB	8/10/2007 2:53...
d...	73 KB	3/12/2008 3:44...
k...	1 KB	5/17/2007 12:4...
R...	3,878 KB	3/25/2008 10:0...
s...	125 KB	12/27/2007 11:...
S...	1 KB	3/28/2008 10:0...
t...	22 KB	3/17/2008 1:37...
U...	1 KB	9/28/2007 10:5...
W..	43 KB	3/18/2008 3:07...
W..	1 KB	12/5/2007 5:44...

File name: student.xls

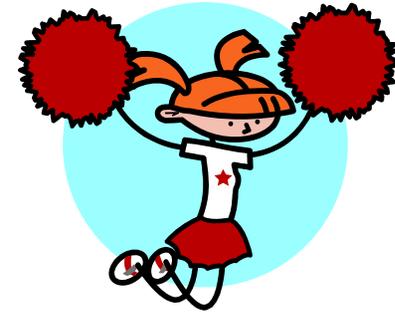
Save as type: Microsoft Office Excel Workbook (\*.xls)

Save as type options:

- Microsoft Office Excel Workbook (\*.xls)
- 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)
- Microsoft Excel 3.0 Worksheet (\*.xls)
- Microsoft Excel 2.1 Worksheet (\*.xls)

# Login to SRM

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



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**Welcome to the Wyoming State Report Manager**

Username:

Password:

[Login >>](#)

## 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-602 October 2007 Salary Schedule	Oct 1, 2007	Oct 22, 2007	<a href="#">2006-07 Data</a>	09-10-2007 2:06pm	NOT CERTIFIED
WDE-600 June 2008 Attendance and Membership			<a href="#">Run a Trial</a>		

**EXAMPLE ONLY**





Logout:

### Trials for WDE-600 June 2008 Attendance and Membership

New Trial

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

# EXAMPLE ONLY

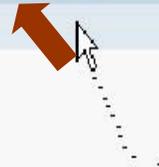


Please upload your data files. You can upload tab-delimited (.TXT) or comma-separated (.CSV) files. If the files are large, you may zip them first. Each .ZIP archive must contain only one .TXT or .CSV file. Uploaded files must be smaller than 20 MB.

Select File to upload

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

**EXAMPLE ONLY**





Logout: Ann-Marie Trujillo

[Home](#) > Trials for WDE-600 June 2008 Attendance and Membership

New Trial

**Latest Trial**

Generated: **processing...**



**EXAMPLE ONLY**

# Check for Errors

- Errors
  - Critical error
  - Data will only be sent to WDE if errors are corrected
- Warnings
  - Possible data entry error
  - Review data for accuracy

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[Logout:](#)

[Home](#) > Trials for WDE-600 June 2008 Attendance and Membership

[New Trial](#)

### Latest Trial

Generated: **08-30-2007 8:13am**

[Save](#)

[Download](#)

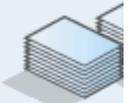
[Revalidate](#)

[Send to WDE](#)

[Delete](#)



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



[Records](#)



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

# EXAMPLE ONLY



Logout: Ann-Marie Trujillo

[Home](#) > 2007-08 WDE-600 June 2008 Attendance and Membership

Generated 09-10-2007 2:06pm.

Records	Violations	Reports
<a href="#">Student</a>	Error <a href="#">1</a> <a href="#">WISERID</a>	<a href="#">Student Roster by School (PDF)</a> <a href="#">Violations by School (PDF)</a> <a href="#">ADA/ADM (Excel)</a>

**EXAMPLE ONLY**



[Logout:](#)

[Home](#) > 2007-08 WDE-600 June 2008 Attendance and Membership

Show:

**Rule R2205:** Sum of StudentAggregateAttendance and StudentAggregateUnexcusedAbsence exceeds StudentAggregateMembership  
The sum of aggregate attendance and aggregate unexcused absences must be less than or equal to aggregate membership.

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 number of errors in the future
  - Reduce amount of time to submit future collections

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## Send to WDE

- After errors are fixed in SIS, upload new .CSV file
- If errors = 0, you can send data to WDE
- Blue “Send to WDE” button will light up

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Logout: Ann-Marie Trujillo

Home > Trials for WDE-600 June 2008 Attendance and Membership

New Trial

Latest Trial

Generated: 09-10-2007 3:50pm



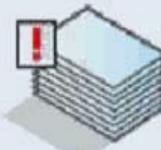
Save

Download

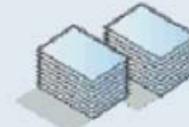
Revalidate

Send to WDE

Delete



Errors (0)  
Warnings (0)



Records (5)



Reports

**EXAMPLE ONLY**



## 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-600 June 2008 Attendance and Membership			<a href="#">Sent Trial</a>	03-18-2008 9:22am	CERTIFIED



**EXAMPLE ONLY**



SRM: Trials for WDE-684 March 20...



## Albany County School District #1

[Logout:](#)

[Home](#) > Trials for WDE- 600 June 2008 Attendance and Membership

[New Trial](#)

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

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

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

[Download](#)

[Resend](#)

[Delete](#)

# EXAMPLE ONLY

## Downloadable Reports

- Student Roster by School
- Violations by School
- ADA/ADM

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Wyoming Department of Education



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Logout:

Home > Trials for WDE-600 June 2008 Attendance and Membership

New Trial

### Latest Trial

Generated: 08-30-2007 8:13am

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



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



[Records \(0\)](#)



[Reports](#)



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

# EXAMPLE ONLY



Logout: Ann-Marie Trujillo

[Home](#) > Trials for WDE-600 June 2008 Attendance and Membership

Generated 09-10-2007 2:06pm.

Records	Violations	Reports
<a href="#">Student</a>	Error 1 <a href="#">WISERID</a>	<a href="#">Student Roster by School (PDF)</a> <a href="#">Violations by School (PDF)</a> <a href="#">ADA/ADM (Excel)</a>



**EXAMPLE ONLY**

# Frequently Asked Questions

Presented April 30, 2008



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## Content FAQs

- Q: Is student-level data mandatory this year?
- A: Yes. Districts were allowed to send either aggregate or student-level data during the 2006-07 school year. For this school year, student-level data will be required by all districts.

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## Content FAQs

- Q: How do I calculate membership?
- A: Refer to the Chapter 8 Rules and Regulations. For further questions, contact Amy Manley.

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## Content FAQs (cont.)

- Q: How do I calculate ADM?
- A: The SRM will calculate ADM after you submit the aggregated data. The SRM uses your school days data reported on the WDE608 to perform the ADM calculation.

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## Content FAQs (cont.)

- Q: What do I do if the school days used in the WDE600 averages for the calculation of ADM and etc., differ from the district reported school days on the WDE608?
- A: Contact the steward of the WDE608 (Ann-Marie Trujillo) to make a correction. Once the correction is made, the SRM will update school days and your ADM calculations will be accurate.

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## Content FAQs (cont.)

- Q: Can my days of operation be less than 175?
- A: If the pupil teacher contact days are less than 175, you must have a State Board of Education approved alternative schedule.

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## Content FAQs (cont.)

- Q: What is the definition of an unexcused absence?
- A: Unexcused absences are defined locally by policy set forth by the Board. Definitions can vary, even across schools in the same district.

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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: How will I know when I can send the data to WDE?
- A: You will have no errors and the “Send to WDE” button will turn blue.

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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 contact Kelly to help you 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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# WDE600 Contacts

- 1. Data Steward
  - Amy Manley
  - Content questions
  - 307-777-6000
- 2. Submission Contact
  - Kelly Archer
  - State Report Manager (SRM) submission questions
  - Username/password questions
  - 307-777-8751
- 3. WISE Project
  - Shadd Schutte
  - WISE Project questions
  - 307-777-3656

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# Feedback!

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# 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 WDE600 personnel later today

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Thank you for  
attending!

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