

WDE636-
WISE Report of Student
Disciplinary Actions and
Crime and Violence

WISE Data
Submission Training
May 6, 2008



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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
- Combines WDE630 and WDE631 Collections
 - Disciplinary actions
 - Acts of crime and violence

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Overview of Data Collection

- Upload two files
 - Student Action
 - Incident

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WDE636 Contacts

1. Data Steward

- Nathaniel Castellanos
- Content questions
- 307-777-6391

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 16, 2008
- Collection due date
 - July 3, 2008



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Coordination Cheerleader!

- Coordinate with
 - WISE Coordinators
 - WDE684 contacts



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How do you coordinate?

- Look over student demographics before you submit data



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Why should you coordinate?

- Data will be more accurate
- Accuracy leads to fewer corrections after data are submitted



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Differences in Collection this Year

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Differences in Collection

- WDE636 is a new data collection
- Combines WDE630 and WDE631 collections
- WDE636 has new data elements

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Student Action File

- New data elements
 - StudentLastName
 - StudentFirstName
 - StudentMiddleName
 - StudentNameSuffix

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Student Action File (cont.)

- New data elements (cont.)
 - StudentELL
 - InitialAlternativePlacement
 - StudentModifiedExpulsion
 - ModifiedAlternativePlacement

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Student Action File (Cont.)

- New data elements (cont.)
 - StudentHearingOffered
 - StudentHearingStatus
 - StudentInjury
 - IncidenceReferenceNumber

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Student Action File (cont.)

- Revised data elements
 - StudentAction
 - StudentWeaponType

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Incident File

- New data element
 - IncidentInjury

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Incident File (cont.)

- Revised data elements
 - Incident Reporter
 - Incident Victim
 - Incident Weapon Type
 - Incident Value

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Data Elements

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Complete Data

- Required element
 - Data must be provided
- Conditional element
 - Data must be provided under certain conditions
- Optional element
 - Data should be provided, if available

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Student Action Data Elements

- 29 student-level data elements
 - 24 required elements
 - 2 optional elements
 - 3 conditional elements

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Student Action File (cont.)

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

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Student Action File (cont.)

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



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Student Action File (cont.)

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



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Student Action File (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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Student Action File (cont.)

- StudentNameSuffix
 - Optional element
 - Generational identifier
 - Up to 8 characters long
 - *Please do not put the suffix in with the last name. Data will not be accepted.*



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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

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Where to get legal names?

- Student Information Systems may have them already
- Contact WDE684 personnel and/or WISE Coordinator

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Student Action File (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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Student Action File (cont.)

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

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Student Action File (cont.)

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

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Student Action File (cont.)

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



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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 (WDE684)

- On WDE636, mark StudentELL = N if on WDE684 student is in Year 1 or 2 of ELL monitoring
- Contact Kelly with questions

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Student Action File (cont.)

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

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Student Action File (cont.)

- DistrictID
 - Required element
 - State assigned district identifier
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Student Action File (cont.)

- StudentEthnicity
 - Required element
 - Student's ethnicity
 - Must be 1 character -A, B, H, I, or W

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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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Student Action File (cont.)

- StudentIDEA
 - Required element
 - Does this student have an Individual Education Plan (IEP) under IDEA?
 - Must be 1 character - Y, N

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Student Action File (cont.)

- StudentActionDate
 - Required element
 - Date of the student's disciplinary action
 - Must be 8 characters - YYYYMMDD

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Student Action File (cont.)

- StudentAction
 - Required element
 - Disciplinary action taken by the school/district
 - Must be 1 character

Change to element

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Codes for Student Action

- I - In School Suspension
- O - Out of School Suspension
- A - Alternative Placement by School Personnel

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Codes for Student Action (cont.)

- H - Alternative Placement by Hearing Officer due to IDEA
- J - Juvenile Court System
- E - Expulsion (No Educational Services Provided)

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Codes for Student Action (cont.)

- S - Expulsion (Educational Services Provided)
- R - Removal for Other Reasons
 - Death, Withdrawal, Incarceration
- N - No Action Taken

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Student Action File (cont.)

- Initial Alternative Placement
 - Required element
 - Did the initial student action include alternative placement?
 - Must be 1 character - Y , N



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Note on
Initial Alternative Placement

- Mark Y if student action was alternative placement (A or H)
- Mark N if student action was removal or there was no action (R or N)

Helpful Hint

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Student Action File (cont.)

- Student Modified Expulsion
 - Conditional element
 - Describe the expulsion
 - Must be 2 characters
 - *Required if Student Action was Expulsion with or without services (E or S)*

New Element

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Codes for Modified Expulsion

- MO - Modified expulsion due to reasons other than IDEA
- MI - Modified expulsion due to IDEA

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Codes for Modified Expulsion (cont.)

- NO - Expulsion not modified due to reasons other than IDEA
- NI - Expulsion not modified due to IDEA

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Student Action File (cont.)

- Modified Alternative Placement
 - Conditional element
 - Did the modified expulsion include alternative placement?
 - Must be 1 character - Y , N
 - *Required if expulsion was modified*
(Student Modified Expulsion = MO or MI)

New
Element

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Student Action File (cont.)

- Student Duration
 - Required element
 - Duration (in school days or calendar days) of the disciplinary action.
 - 1 to 3 values before decimal and zero to 2 values after decimal

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Note on Student Duration

- In School Suspension
 - Count in school days
- Out of School Suspension
 - Count in school days
- Juvenile Court System
 - Count in calendar days

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Note on Student Duration (cont.)

- Expulsion (Non-Modified)
 - Count in calendar days
- Expulsion (Modified)
 - Count of days must match the modified student action days

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Student Action File (cont.)

- StudentSequence
 - Required element
 - Sequence number for this student on this date at this school
 - Must be 1 character - 1, 2, 3, etc.

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Note on Sequence

- Use 1 if this is the first disciplinary action for this student on this date at this school.
- Use 2 if this is the second disciplinary action for this student on this date at this school....etc.

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Note on Sequence (cont.)

- Remember! The sequence numbering begins anew each day.

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Student Action File (cont.)

- Student Hearing Offered
 - Required element
 - Was the student offered a hearing for this disciplinary action?
 - Must be 1 character - Y, N

New
Element

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Student Action File (cont.)

- StudentHearingStatus
 - Conditional element
 - What is the status of the hearing for this disciplinary action?
 - Must be I character



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Note on Hearing Status

- Complete status if “hearing offered” is reported as Y
- Leave status blank if “hearing offered” reported as N

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Codes for Hearing Status

- C - Hearing has been completed
- P - Hearing is pending
- R - Hearing was refused by student's parent(s)

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Student Action File (cont.)

- StudentGang
 - Required element
 - Is this student involved in a gang?
 - Must be I character - Y, N

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Student Action File (cont.)

- Student Alcohol
 - Required element
 - Was student involved in use of alcohol; under influence of alcohol based on testing or investigation done by police; or was alcohol possession, sale, or use a factor
 - Must be I character – Y, N

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Student Action File (cont.)

- Student Drugs
 - Required element
 - Was student involved in use of drugs; under influence of drugs based on testing or investigation done by police; drug possession, sale, or use a factor in this disciplinary action
 - Must be I character – Y, N

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Student Action File (cont.)

- StudentFightRelated
 - Required element
 - A physical altercation wherein a person knowingly or intentionally touches another person in a rude, insolent, or angry manner causing or intending to cause bodily injury
 - Must be 1 character - Y, N

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Student Action File (cont.)

- StudentWeaponType
 - Required element
 - Type of weapon, if the incident involved a weapon
 - Must be 1 character

Change to element

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Codes for Weapon Type

- H - Handgun (incl. zip guns & pistols)
- R - Rifle or Shotgun
- F - Other Firearm
- M - Multiple Firearms

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Codes for Weapon Type (cont.)

- K - Knife (blade > 2 inches)
- O - Other Weapon (note to follow)
- U - Unknown Weapon
- N - No Weapon

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Note on Other Weapon

- Barrel has a bore of $< \frac{1}{2}$ inch in diameter
- Knife w/ a blade ≤ 2 inches
- Toy guns
- Cap guns
- BB guns
- Pellet guns

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Student Action File (cont.)

- Student Injury
 - Required element
 - Report the most severe injury inflicted by this student
 - Must be 1 character

New
Element

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Codes for Student Injury

- N - No injury
- M - Minor injury
- S - Major injury

(Detailed definitions are in the data element document)

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Student Action File (cont.)

- IncidentReferenceNumber
 - Required element
 - The reference number for the incident
 - Numeric value between 1 and 99999



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Note on Incident Ref Number

- This number is used to associate the data provided in the Incident file with each student in the Student Action file

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Incident Data Elements

- 18 incident data elements
 - 17 required elements
 - 1 conditional element

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Incident File

- IncidentReferenceNumber
 - Required element
 - The reference number for the incident
 - Numeric value between 1 and 99999

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Incident File (cont.)

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

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Incident File (cont.)

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

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Incident File (cont.)

- IncidentType
 - Required element
 - Type of Incident
 - Must be 3 characters

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Codes for Incident Type

- ALC - Alcohol
- ARS - Arson
- BAT - Battery
- BRK - Breaking and Entering /
Burglary

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Codes for Incident Type (cont.)

- DOC - Disorderly Conduct
- DRG - Drugs (excluding
alcohol)
- FIT - Fighting
- HOM - Homicide

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Codes for Incident Type (cont.)

- MVT - Motor Vehicle Theft
- OMC - Other Major Offenses / Unclassified
- ROB - Robbery
- STL - Larceny/Theft

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Codes for Incident Type (cont.)

- SXB - Sexual Battery
- SXH - Sexual Harassment
- SXO - Sex Offenses
- TBC - Tobacco

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Codes for Incident Type (cont.)

- TRE - Threat / Intimidation
- TRS - Trespassing
- VAN - Vandalism
- WPO - Weapons Possession

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Incident File (cont.)

- IncidentInjury
 - Required element
 - Report the most severe injury
 - Must be I character - same as StudentInjury



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Incident File (cont.)

- IncidentDate
 - Required element
 - Date of incident
 - Must be 8 characters -
YYYYMMDD

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Incident File (cont.)

- IncidentContext
 - Required element
 - Context of the incident -
identifies the time and sponsor
of the incident
 - Must be 1 character

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Codes for Incident Context

- D - During school hours
- S - Outside school hours and AT a school-sponsored activity
- N - Outside school hours and not at a school-sponsored activity

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Incident File (cont.)

- IncidentLocation
 - Required element
 - Location of the incident
 - Must be 1 character

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Codes for Incident Location

- C - On school grounds or on campus
- O - At a school-sponsored off-campus activity
- T - School-sponsored transportation

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Note on Transportation

- Only report school bus incidences when the bus is at the stop

Helpful
Hint

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Incident File (cont.)

- Incident Offender
 - Required element
 - The type of offender(s) involved in the incident
 - Must be 1 character

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Codes for Incident Offender

- S - Student
- N - Non-student
- B - Both students and non-students
- U - Unknown

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Incident File (cont.)

- Incident Reporter
 - Required element
 - Who reported the incident?
 - Must be 1 character

Change to element

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Codes for Incident Reporter

- A - Administrator
- T - Teacher
- O - Other School Staff
- P - Police

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Codes for Incident Reporter (cont.)

- S - Student
- X - Other
- U - Unknown / Anonymous

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Incident File (cont.)

- IncidentPoliceReport
 - Required element
 - Was the incident reported to the police?
 - Must be 1 character - Y, N

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Incident File (cont.)

- Incident Victim 
 - Required element
 - The type of victim involved in the incident
 - Must be 1 character

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Codes for Incident Victim

- A - Administrator
- T - Teacher
- O - Other School Staff
- P - Police

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Codes for Incident Victim (cont.)

- S - Student
- X - Other
- U - Unknown
- Z - Not applicable, i.e., there was no victim

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Incident File (cont.)

- IncidentGangRelated
 - Required element
 - Was the incident gang-motivated, caused by gang membership, or was gang membership a contributing

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Must be character V N

Incident File (cont.)

- Incident Hate Crime
 - Required element
 - Was the incident motivated by hate due to some characteristic or perceived characteristic of the victim?

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~~Must be 1 character - Y, N~~



Incident File (cont.)

- Incident Alcohol
 - Required element
 - Did incident involve use of alcohol; were perpetrators using or under influence of alcohol based on testing or investigation done by police; or was incident related to alcohol possession, sale or use?
 - Must be 1 character - Y, N

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Incident File (cont.)

- Incident Drugs
 - Required element
 - Did incident involve use of drugs; were perpetrators using or under influence of drugs based on testing or investigation done by police; or was incident related to drug possession, sale or use?
 - Must be 1 character - Y, N

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Incident File (cont.)

- Incident Weapon Type
 - Required element
 - Type of weapon, if the incident involved a weapon
 - Must be 1 character - same values as Student Weapon Type

Change to element

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Incident File (cont.)

- Incident Value

- Required element
- If the incident results in a quantifiable dollar loss amount for any party, that figure should be recorded
- Zero to 9 digits before the decimal and zero to 2 digits after the decimal

Change to element

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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)

- 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

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Data Submission

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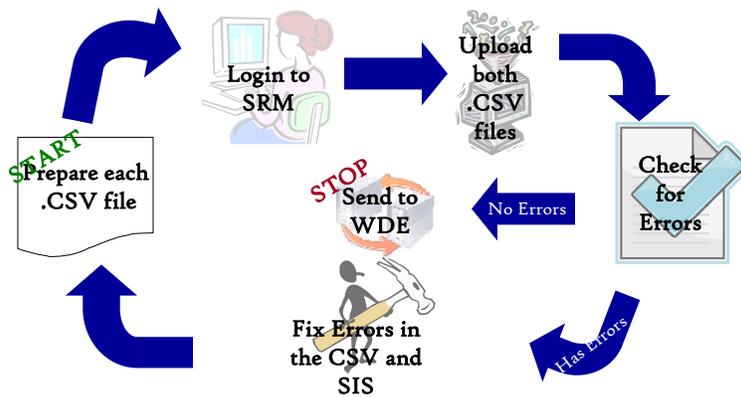


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Submission Flow Chart



MAKE SURE TO CORRECT DATA IN YOUR SIS!

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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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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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	A	B	C	D
1	WDE636 Data Formats - CSV Submission files			
2	Note: There are TWO separate CSV files that will be required in order to complete the WDE636 data collection. The formats for these files are below.			
6	1	WISERID	8	Must conform to the rules for valid WISER IDs.
7	2	StudentLastName	1-25	Name characters
8	3	StudentFirstName	1-15	Name characters
9	4	StudentMiddleName	0-15	Name characters
10	5	StudentNameSuffix	0-8	Alpha and periods
	6	StudentGradeLevel	2	PK, HK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
11	7	StudentDateOfBirth	8	YYYYMMDD
13	8	StudentGender	1	M, F
14	9	StudentELL	1	Y, N
15	10	SchoolID	7	A valid school Id. It must be within the district identified by field #10.
16	11	DistrictID	7	A valid 7-digit district ID.
17	12	StudentEthnicity	1	A, B, H, I, W
18	13	StudentIDEA	1	Y, N
19	14	StudentActionDate	8	YYYYMMDD
20	15	StudentAction	1	I, O, A, H, J, E, S, R, N
21	16	InitialAlternativePlacement	1	Y, N
22	17	StudentModifiedExpulsion	0-2	MO, MI, NO, NI
23	18	ModifiedAlternativePlacement	0-1	Y, N
	19	StudentDuration	1-30-2	Numeric value with 1-3 numbers before the decimal and, optionally, 2 numbers after the decimal. Value must be rounded to the nearest increment of 0.25.
24	20	StudentSequence	1	1, 2, 3, 4, 5, 6, 7, 8, 9
26	21	StudentHearingOffered	1	Y, N
27	22	StudentHearingStatus	0-1	C, P, R
28	23	StudentGang	1	Y, N
29	24	StudentAlcohol	1	Y, N
30	25	StudentDrugs	1	Y, N
31	26	StudentFightRelated	1	Y, N
32	27	StudentWeaponType	1	H, R, F, M, K, O, U, N
33	28	StudentInjury	1	N, M, S
34	29	IncidentReferenceNumber	5	Numeric value between 1 and 99999

Student Data Elements .CSV layout

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	A	B	C	D
1	WDE636 Data Formats - CSV Submission files			
2	Note: There are TWO separate CSV files that will be required in order to complete the WDE636 data collection. The formats for these files are below.			
37	Discipline Incident Elements			
38	Field Number	Header Name	Length	Valid Values / Format (also see business rules)
39	file: incident.csv			
40	101	IncidentReferenceNumber	1-5	Numeric value between 1 and 99999
	102	SchoolID	7	A valid 7-digit school ID. It must be within the district identified by field #103.
41	103	DistrictID	7	A valid 7-digit district ID.
	104	IncidentType	3	ALC, ARS, BAT, BRK, DOC, DRG, FIT, HOM, MVT, OMC, ROB, STL, SXB, SXH, SXO, TBC, TRE, TRS, VAN, WPO
43	105	IncidentInjury	1	N, M, S
45	106	IncidentDate	8	YYYYMMDD
46	107	IncidentContext	1	D, S, N
47	108	IncidentLocation	1	C, O, T
48	109	IncidentOffender	1	S, N, B, U
49	110	IncidentReporter	1	A, T, O, P, S, X, U
50	111	IncidentPoliceReport	1	Y, N
51	112	IncidentVictim	1	A, T, O, P, S, X, U, Z
52	113	IncidentGangRelated	1	Y, N
53	114	IncidentHateCrime	1	Y, N
54	115	IncidentAlcohol	1	Y, N
55	116	IncidentDrugs	1	Y, N
56	117	IncidentWeaponType	1	H, R, F, M, K, O, U, N
	118	IncidentValue	0-9, 0-2	Numeric value with 1-9 numbers before the decimal and, optionally, 2 numbers after the decimal.
57				

Incident Data Elements .CSV layout

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Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help Adobe PDF

145%

Arial 10

Hide Ink Annotations

	A	B	C	D	E	F
1	WISERID	StudentLastName	StudentFirstName	StudentMiddleName	StudentNameSuffix	StudentGradeLevel
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

1. Enter elements names
on first row

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help Adobe PDF

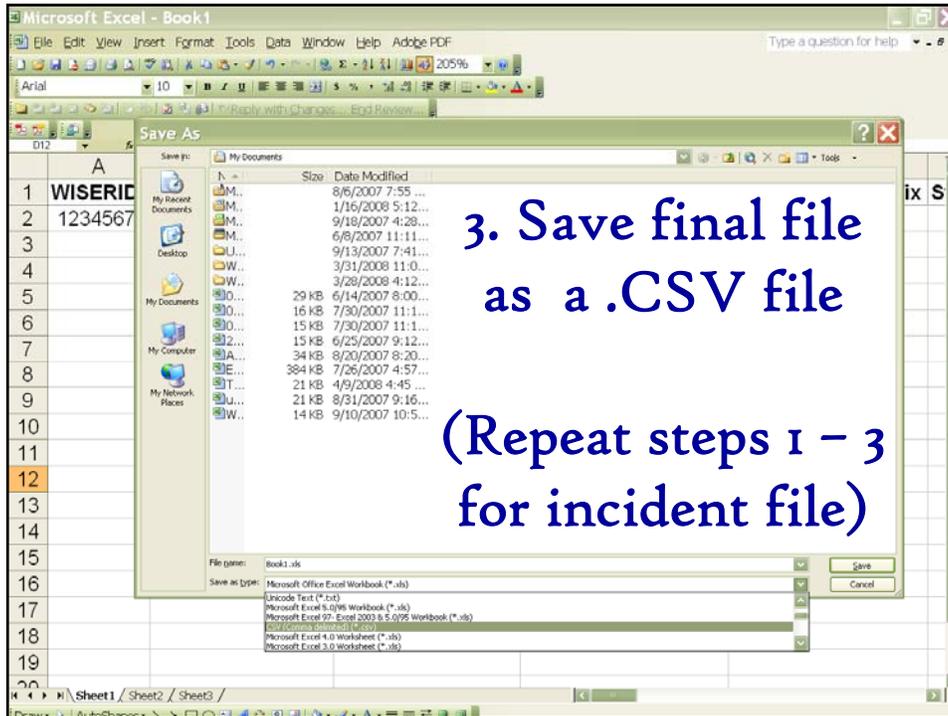
145%

Arial 10

Hide Ink Annotations

	A	B	C	D	E	F	G
1	WISERID	StudentLastName	StudentFirstName	StudentMiddleName	StudentNameSuffix	StudentGradeLevel	StudentG
2	12345678	Doe	John	Q	Jr		12
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							

2. Enter student data
in second row or
import data from SIS



Login to SRM

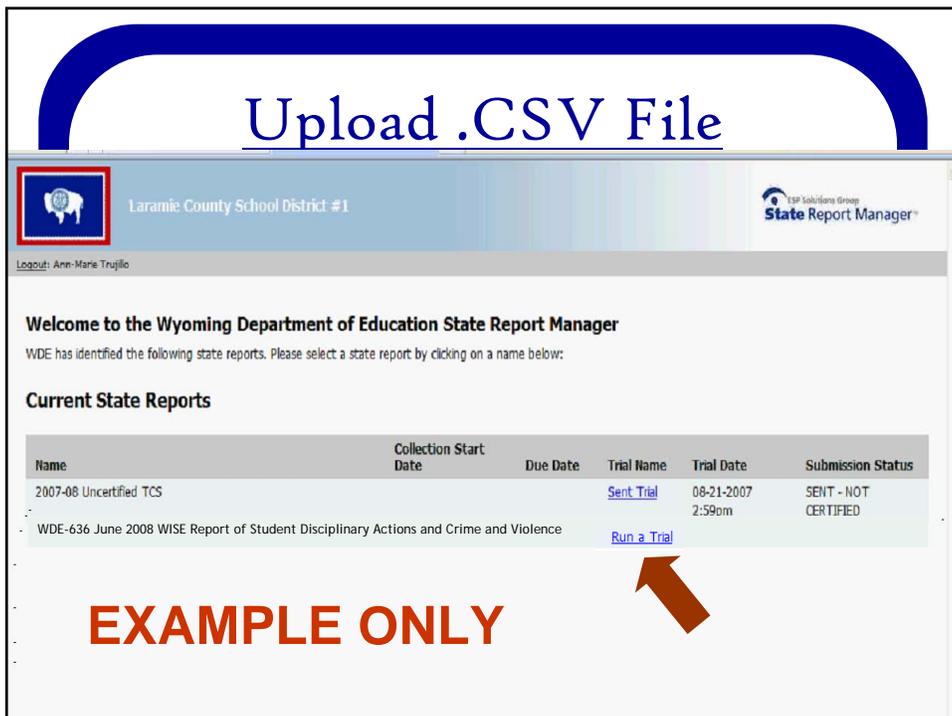
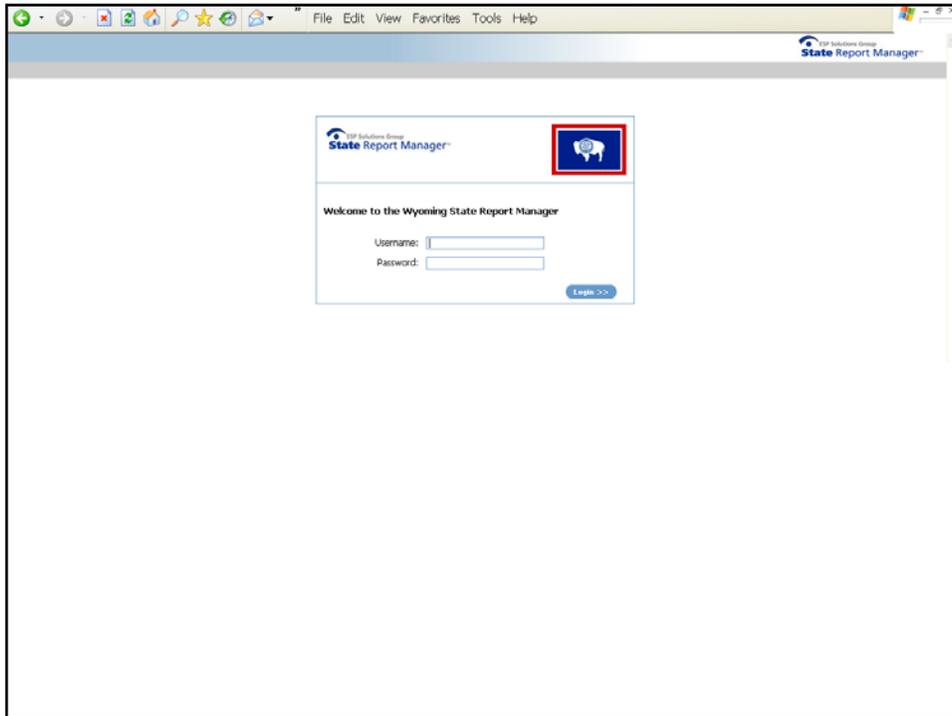
- WISE Coordinator has
 - Username
 - Password
- Coordination is important
 - Work with WISE Coordinator



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WDE WISE
Coordinator

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Upload .CSV File (cont.)

Campbell County School District #1

State Report Manager

WDE-636 June 2008 WISE Report of Student Disciplinary Actions and Crime and Violence

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

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 (Student): C:\Documents and Settings\jgoodman\My Documents\Wyoming\60 Browse...

Select File to upload (Incident): C:\Documents and Settings\jgoodman\My Documents\Wyoming\60 Browse...

Import Cancel

EXAMPLE ONLY

Upload .CSV File (cont.)

Laramie County School District #1

Logout: Ann-Marie Trujillo

Home > WDE-636 June 2008 WISE Report of Student Disciplinary Actions and Crime and Violence

[New Trial](#)

Latest Trial

Generated: **processing...**



EXAMPLE ONLY

Upload .CSV file (cont.)

Laramie County School District #1

Logout: Ann-Marie Trujillo

Home > Trials for WDE-636 June 2008 WISE Report of Student Disciplinary Actions and Crime and Violence

[New Trial](#)

Latest Trial

Generated: **09-10-2007 2:06pm**





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



[Records \(40\)](#)



[Reports](#)

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

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

Check for Errors

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

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Check for Errors (cont.)



Laramie County School District #1

TSP Solutions Group
State Report Manager

Logout: Ann-Marie Trujillo

Home > Trials for WDE-636 June 2008 WISE Report of Student Disciplinary Actions and Crime and Violence

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.)


Laramie County School District #1


Logout: Ann-Marie Trujillo

Home > WDE-636 June 2008 WISE Report of Student Disciplinary Actions and Crime and Violence

Generated 09-10-2007 2:06pm.

Records	Violations	Reports
Student (40)	Error 1 WISERID (RXXX)	Violations Summary (MS Excel) Student Disciplinary Action Data Aggregation (PDF) Student Disciplinary Action Data Aggregation with Charts (PDF) Discipline Incident Data Aggregation (PDF) Discipline Incident Data Aggregation with Charts (PDF)

EXAMPLE ONLY

Check for Errors (cont.)


Campbell County School District #1

Logout:

Home > Trials for WDE-636 June 2008 WISE Report of Student Disciplinary Actions and Crime and Violence

Show:

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

Showing 1-1 of 1 Page 1 of 1 Rows per page: 75

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

Violations	DistrictID *	SchoolID	WISERID	StudentLastName	StudentFirstName	StudentGradeLevel
View	1	0301000	0301051	(Not visible due to confidentiality)		

EXAMPLE ONLY

Fix Errors in SIS

- Correct errors in your district's SIS
 - Reduce errors for future student-level collections
 - Reduce time to submit future student-level 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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Laramie County School District #1

Logout: Ann-Marie Trujillo

Home > Trials for WDE-636 June 2008 WISE Report of Student Disciplinary Actions and Crime and Violence

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

Confirm Data were Sent

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)			Latest Scheduled Trial	03-25-2008 4:12am	SENT - NOT
WDE-636 June 2008 WISE Report of Student Disciplinary Actions and Crime and Violence			Sent Trial	03-18-2008 9:22am	CERTIFIED

EXAMPLE ONLY

Confirm Data were Sent (cont.)

 **EXAMPLE ONLY**

Logout: [Home](#) > Trials for WDE636 WISE Report of Student Disciplinary Actions and Crime and Violence

[New Trial](#)

Submitted Trial: Sent Trial

Generated: 04-03-2008 10:18am
Send Status: **Sent**

[Download](#) [Resend](#) [Delete](#)

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

[Records \(3\)](#)

Frequently Asked Questions

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Content FAQs

- Q: What happened to the WDE630 and the WDE631?
- A: They were combined into the WDE636 data collection.

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Content FAQs (cont.)

- Q: Do I count calendar days or school days for a modified expulsion?
- A: The count of days must match the modified student action. (See data element document for details)

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Content FAQs (cont.)

- Q: Is a student required to attend a hearing if suspended for more than 10 days?
- A: A student should be offered a hearing if suspended for more than 10 days or if the suspended student has an IEP plan under IDEA. The parents of the student have the right to refuse the hearing.

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Content FAQs (cont.)

- Q: Which weapon should be reported if a student brings a knife and a handgun to school?
- A: Please report the weapon that poses the largest amount of danger. In this case, it would be the handgun.

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Content FAQs (cont.)

- Q: Which weapon should be reported if a student brings more than one hand gun to school?
- A: Please report multiple firearms, which is “M” in both the StudentWeaponType and IncidentWeaponType files.

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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: Errors = 0 and “Send to WDE” button turns 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 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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WDE636 Contacts

<p><u>1. Data Steward</u></p> <ul style="list-style-type: none">- Nathaniel Castellanos- Content questions- 307-777-6391	<p><u>2. Submission Contact</u></p> <ul style="list-style-type: none">- Kelly Archer- State Report Manager (SRM) submission questions- Username/password questions- 307-777-8751
<p><u>3. WISE Project</u></p> <ul style="list-style-type: none">- 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 WDE636 personnel later today

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Thank you for
attending!

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