

WDE652 - WISE Spring School District Staff Member Collection

WISE Data Collection Submission Training

Presented on April 24, 2008



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Agenda

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Agenda

- WISE Documentation Available
- Overview of Data Collection
- Differences Between WDE602 and WDE652
- FAQs
- Data Elements
- Business Rules
- State Report Manager
- Data Submission
- Important Dates
- Contact Information
- You Ask, WDE Answers!
- Feedback

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WISE Documentation Available

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Documentation Available

- What?
 - Data element document w/ business rules
 - Staffing manual/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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WDE652 Data Files

- WDE652 Staff Data
 - Employment
 - Assignment
 - Experience
- Salary Schedule and Header files
 - Will not be submitted for the WDE652

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WDE652 Contacts

- | | |
|--------------------------|---|
| 1. Data Steward | 2. Submission Contact |
| – Ann-Marie Trujillo | – Kelly Archer |
| – Content questions | – State Report Manager (SRM) submission questions |
| – 307-777-6252 | – Username/password questions |
| 3. WISE Project | – 307-777-8751 |
| – Shadd Schutte | |
| – WISE project questions | |
| – 307-777-3656 | |

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Authority for Collection

- Vince Meyer
 - Data Services Supervisor
 - 307-777-6232
 - vmeyer@educ.state.wy.us

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Important Dates

- Collection window opens
 - May 5, 2008
- Collection snapshot date
 - May 5, 2008
- Collection due date
 - June 23, 2008

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Differences Between WDE602 and WDE652

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How is WDE652 Different?

- No Salary Header or Salary Schedule files
- Elements added
 - First and Last Names in all files
 - HireDate to Employment file
- Elements deleted
 - NationalCertificateNumber
 - NationalCertificatePaid
 - Both from Employment file

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How is WDE652 Different? (cont.)

- Half Day Kindergarten (HK) removed. KG is only choice for kindergarten
- AnnualHours increased by 8 hours to account for leap year
- Definitions for the experience categories were slightly modified

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Frequently Asked Questions (FAQs)

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Content FAQs

- Q: What does “separation date” mean?
- A: The separation date is the date the staff member was no longer employed by your district.

(see Staffing Manual FAQ #3)

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Content FAQs (cont.)

- Q: What should I do about the staff members that separated during the school year?
- A: Add a separation date, adjust the base salary, and adjust the percent of time or annual hours to reflect what was actually worked. This will in turn correct their FTE.

(see Staffing Manual FAQ #4)

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Content FAQs (cont.)

- Q: Should I submit Assignment and Experience records for my separated staff members or delete them before submitting my data?
- A: Assignment and Experience records should be submitted for all separated staff members in the WDE652 since **ONLY** those staff members that were separated **AFTER** October 1st of the current school year should be included.
(see Staffing Manual FAQ #5)

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Content FAQs (cont.)

- Q: What if I have a staff member that changes positions in the middle of the year?
- A:
 - 1. Adjust their annual hours or percent of time for their “old” assignment
 - 2. Add “new” assignment with the annual hours or percent of time for the remainder of the year.
 - 3. Don’t forget to adjust base salary and add a new experience record (if needed).

(See Staff Manual FAQ #6)

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Content FAQs (cont.)

- Q: What if I have several staff members who are on salary schedules, however not the teacher's salary schedule that was submitted in the fall?
- A: If they are not on the salary schedule(s) you submitted in October, do not list a column or row for them in your Employment file.
(See Staffing Manual FAQ #9)

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Content FAQs (cont.)

- Q: How do I know which assignment codes and teacher types correspond with which experience group codes?
- A: See Appendix 1: Reportable Combinations in the Staffing Manual

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Content FAQs (cont.)

- Q: Do I need to roll the experience forward?
- A: No. The experience should not be changed for any staff member unless they are a new hire (after 10/1) or have had a change of assignment during the year that would change their experience group code.

(See Staffing Manual FAQ#15)

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Content FAQs (cont.)

- Q: What does it mean that my data is based on a May 5th snapshot?
- A: It is what was happening in your district on May 5th.

(See Staffing Manual FAQ#23)

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Content FAQs (cont.)

- Q: How do I enter a staff member's time/contract days if they work all year but only half time?
- A: You would enter 50% time for the correct contract days (e.g., 188) and that will calculate the FTE at .50.
(See Staffing Manual FAQ#27)

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Submission FAQs

- Q: Who do I contact if I need a WISEStaffID?
- A: Ann-Marie Trujillo – more info in slides to come

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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 contact Kelly to help fix them.

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Data Elements

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Complete Data

- Required element
 - Data must be provided
- Conditional element
 - Data should be provided, if required
- “Can be blank” element
 - Data should be provided, if available
- Calculated element
 - Districts will not supply any information
 - Element will be calculated after data are uploaded.
 - Element will be included on downloadable reports at that time.

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Employment Data Elements

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Employment

- 27 total elements
 - 11 required elements
 - 6 conditional elements
 - 8 “can be blank” elements
 - 2 calculated elements
- Note: Last fall’s Employment data can be downloaded from the State Report Manager (SRM)

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Employment (cont.)

- WISEStaffID
 - Required element
 - State assigned record identifier for a staff member
 - Must be 7 characters
- Note:
 - You must have a WISEStaffID for each staff member before you submit your data.

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Need WISEStaffIDs?

- Read “Requesting WISEStaffIDs” memo on Forms Inventory
- Upload or e-mail required information to Ann-Marie Trujillo
- WISEStaffIDs will be returned 2 to 4 business days after submission
- Plan ahead!

Helpful
Hint

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Employment (cont.)

- StaffNamePrefix
 - “Can be blank” element
 - Appellation used to denote rank, placement, or status
 - Dr., Reverend, Sister, etc.
 - Up to 8 characters

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Employment (cont.)

- StaffFirstName
 - Required element
 - Staff member’s first name
 - Up to 15 characters

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Employment (cont.)

- StaffMiddleName
 - “Can be blank” element
 - Staff member’s middle name
 - Up to 15 characters

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Employment (cont.)

- StaffLastName
 - Required Element
 - Staff member’s last name
 - Up to 25 characters

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Note on First and Last Names

- Employment file is authoritative data source for the first and last names
 - Make all name changes within the Employment file.
 - Changes made outside of the Employment file will not be stored at WDE.

Helpful
Hint

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Employment (cont.)

- StaffNameSuffix
 - “Can be blank” element
 - Staff member’s generation indicator
 - Sr., Jr., III, etc.
 - Up to 8 characters

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Employment (cont.)

- StaffFormerName
 - “Can be blank” element
 - Previous name a staff member may have used
 - Up to 25 characters

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Employment (cont.)

- SeparationDate
 - “Can be blank” element
 - If a staff member is no longer employed by the district, a valid date after Oct 1 of the current school year must be entered.
 - Must be 8 characters – YYYYMMDD

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Employment (cont.)

- StaffDateOfBirth
 - Required element
 - Staff member's date of birth
 - Must be 8 characters
 - YYYYMMDD

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Employment (cont.)

- StaffGender
 - Required element
 - Staff member's gender
 - Must be 1 character
 - M or F

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Employment (cont.)

- Staff Ethnicity
 - Required element
 - Staff member’s ethnicity
 - Must be 1 character
 - A, B, H, I, W

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Employment (cont.)

- HireDate
 - “Can be blank” element
 - New staff member hire date
 - *Only applies to staff members hired after Oct 1 of current school year*
 - Must be 8 characters
 - YYYYMMDD

New
Element

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Employment (cont.)

- Degree
 - Required element
 - Highest level of degree earned by staff member
 - Must be 1 character
 - N, P, A, B, M, D

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Codes for Degree

- N - None
- P - Paraprofessional Highly Qualified without Associates Degree
- A - Associates
- B - Bachelors
- M - Masters
- D - Doctorate

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Employment (cont.)

- LicenseType
 - “Can be blank” element
 - Staff member’s license type
 - List of codes available in Staffing Manual
 - Must be 3 characters

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Note on License Type

- If LicenseType is not blank, it will match the code in assignment code (in the Assignment data file) for that particular assignment.

Helpful
Hint

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Employment (cont.)

- LicenseState
 - “Can be blank” element
 - Staff member’s license state
 - Must be 2 characters and be WY

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Employment (cont.)

- LicenseNumber
 - “Can be blank” element
 - Staff member’s license number
 - Up to 30 characters

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Employment (cont.)

- LicenseIssueDate
 - “Can be blank” element
 - Date license was issued
 - Must be 8 characters
 - YYYYMMDD

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Employment (cont.)

- LicenseExpirationDate
 - “Can be blank” element
 - Date license expires
 - Must be 8 characters
 - YYYYMMDD

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Employment (cont.)

- DistrictID
 - Required element
 - Valid WDE District ID
 - Must be 7 characters

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Employment (cont.)

- BaseSchoolID
 - Required element
 - The school ID a staff member is assigned for the greatest amount of time.
 - Must be 7 characters

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Note on Base School ID

- Only one BaseSchoolID allowed per district per staff member.
- This can also be the district ID.

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Hint

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Employment (cont.)

- BaseSalary
 - Required element
 - Contracted FTE salary for the base assignments listed
 - Up to 6 digits before decimal and 2 digits after (6,2)

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Employment (cont.)

- ScheduleID
 - “Can be blank” element
 - The ID for the salary the teacher is on
 - Must be 1 character
 - I – Teacher
 - T – Alternative

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Employment (cont.)

- ColumnNumber
 - Conditional element
 - If the staff member is on a salary schedule, the column number of the schedule placement
 - Up to 2 characters

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Employment (cont.)

- RowNumber
 - Conditional element
 - If the staff member is on a salary schedule, the row number of the schedule placement
 - Up to 2 characters

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Note on Schedule ID,

Column Number, and Row Number

- Schedule ID, Column Number, and Row Number will be validated against the salary schedule submitted on WDE602
- If the staff member is on a salary schedule, then the ScheduleID, RowNumber, and ColumnNumber must all be provided.

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Employment (cont.)

- Insurance Option
 - Required element
 - Staff member's insurance option
 - Must be 2 characters
 - NA, EO, SC, EP, FY

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Valid Values for Insurance Option

- NA - None
- EO - Employee Only
- SC - Split Contract
- EP - Employee Plus Spouse or Child(ren)
- FY - Family

(Detailed descriptions in
Data Element Document)

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Notes on Calculated Elements

- Calculated elements in Employment file
 - FTE and TotalSalary
- Elements are calculated after data are uploaded
- Elements are on downloadable reports in the SRM

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The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	WISEStaffID	StaffNamePrefix	StaffFirstName	StaffMiddleName	StaffLastName	StaffNameSuffix	StaffFormerName	SeparationDate	StaffDateOfBirth	StaffGender	StaffEthnicity	HireDate	Degree	LicenseType
2	1234567	Dr.	Jon	C	Jones	III			19700430	M	W		M	
3														
4														
5														
6														
7														

Employment File Example

Assignment Data Elements

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Assignment

- 17 total elements
 - 11 required elements
 - 3 “can be blank” element
 - 3 calculated elements
- Note: Last fall’s Assignment data can be downloaded from the State Report Manager (SRM)

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Assignment (cont.)

- DistrictID
 - Required element
 - Valid WDE District ID
 - Must be 7 characters

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Assignment (cont.)

- WISEStaffID
 - Required element
 - State assigned record identifier for staff member
 - Must be 7 characters

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Assignment (cont.)

- StaffFirstName
 - “Can be blank” element
 - Staff member’s first name
 - Up to 15 characters



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Assignment (cont.)

- StaffLastName
 - “Can be blank” element
 - Staff member’s last name
 - Up to 25 characters



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Note on First and Last Names

- Employment file is authoritative data source for the first and last names
 - Make all name changes within the Employment file.
 - Changes made outside of the Employment file will not be stored at WDE.

Helpful
Hint

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Assignment (cont.)

- AssignmentCode
 - Required element
 - Assignment code
 - Must be 3 characters
 - List of codes available in the Staffing Manual

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Note on Assignment Code

- Elementary Teacher Assignment Code
 - EL0 has a zero at the end – not an ‘Oh’

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Assignment (cont.)

- TeacherType
 - “Can be blank” element
 - Is this staff member a teacher of record?
 - Must be 2 characters
 - TR – Teacher of record
 - NT – Teacher not of record

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Note on Teacher Type

- Certain combinations of TeacherType and AssignmentCode are not valid

Helpful
Hint

(See the Staffing Manual for details)

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Assignment (cont.)

- SchoolID
 - Required element
 - Valid WDE School ID for this assignment
 - Must be 7 characters

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Note on School ID

- If a staff member is assigned to multiple schools, then there must be a separate assignment for each school ID.

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Assignment (cont.)

- LowestGradeServed
 - Required element
 - The lowest grade this staff member serves for this assignment
 - Must be 2 characters
 - PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, or 12

Change to element

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Assignment (cont.)

- HighestGradeServed
 - Required element
 - The highest grade this staff member serves for this assignment
 - Must be 2 characters
 - PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, or 12

Change to element

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Assignment (cont.)

- ContractDays
 - Required element
 - Number of days contracted to work in the school year
 - Up to 3 characters
 - *Non-classified staff only*

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Assignment (cont.)

- Time
 - Required element
 - Actual percent of time (portion of an FTE) staff member spends for this assignment
 - 3 characters with 2 places after the decimal (3,2)
 - *Non-classified staff only*

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Assignment (cont.)

- AnnualHours
 - Required element
 - Total number of annual hours spent on assignment
 - Up to 4 characters
 - *Classified staff only*

Change to element

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Assignment (cont.)

- HolidayHours
 - Required element
 - The number of holiday hours received for this assignment
 - Up to 3 characters
 - *Classified staff only*

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Assignment (cont.)

- ExtraSalary
 - Required element
 - The amount of pay for extra duty which is above and beyond the regular base contract
 - Up to 5 characters with 2 places after the decimal (5,2)

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Note on Extra Salary

- If an extra salary amount is entered, time or annual hours must be blank.

Helpful
Hint

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Notes on Calculated Elements

- Calculated elements in Assignment File
 - Salary, EmployeeClass, AssignmentFTE
- Elements are calculated after data are uploaded
- Elements are on downloadable reports in the SRM

Helpful
Hint

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Arial 10 B I U

Reply with Changes... End Review...

	A	B	C	D	E	F	G	H	I	J	K
1	DistrictID	WISEStaffID	StaffFirstName	StaffLastName	AssignmentCode	TeacherType	SchoolID	LowestGradeServed	HighestGradeServed	ContractDays	Time
2	0101000	1234567	Jon	Doe	SSW		0101001	FK		7	180
3											
4											

Assignment File Example

Experience Data Elements

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Experience

- 12 total elements
 - 10 required elements
 - 2 “can be blank” elements
- Experience obtained within the 2007-08 school year cannot be counted on this collection

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Experience (cont.)

- DistrictID
 - Required element
 - Valid WDE District ID
 - Must be 7 characters

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Experience (cont.)

- WISEStaffID
 - Required element
 - State assigned record identifier for staff member
 - Must be 7 characters

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Experience (cont.)

- StaffFirstName
 - “Can be blank” Element
 - Staff member’s first name
 - Up to 15 characters



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Experience (cont.)

- StaffLastName
 - “Can be blank” Element
 - Staff member’s last name
 - Up to 25 characters



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Note on First and Last Names

- Employment file is authoritative data source for the first and last names
 - Make all name changes within the Employment file.
 - Changes made outside of the Employment file will not be stored at WDE.

Helpful
Hint

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Experience (cont.)

- ExperienceGroupCode
 - Required element
 - Code where assignment's experience accumulates
 - List of codes available in the Staffing Manual
 - Must be 3 characters

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Note on Experience

- Only experience obtained **prior** to the start of the 2007-08 school year can be reported on the WDE652

Helpful
Hint

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Experience (cont.)

- District Experience
 - Required element 
 - Number of FTE years prior to start of the current school year of experience in the district where they are currently employed.
 - At least 2 characters before and 2 characters after the decimal (2,2)

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Experience (cont.)

- Other WY District Experience
 - Required element 
 - Number of FTE years prior to start of the current school year of experience in any other Wyoming public school district
 - At least 2 characters before and 2 characters after the decimal (2,2)

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Experience (cont.)

- WYInstitutionalExperience
 - Required element
 - Number of FTE years **prior to start of the current school year** of experience at a WY private school, K-12 educational institution, or post-secondary educational institution that is accredited by an agency recognized by the USDE
 - At least 2 characters before and 2 characters after the decimal (2,2)

Change to element

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Experience (cont.)

- OutofStatePublicSchoolExperience
 - Required element
 - Number of FTE years **prior to start of the current school year** of experience in an accredited K-12 public school outside of Wyoming
 - At least 2 characters before and 2 characters after the decimal (2,2)

Change to element

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Experience (cont.)

- OutofStateInstitutionalExperience 
 - Required element
 - Number of FTE years **prior to start of the current school year** of experience at a private school, K-12 educational institution, or post-secondary educational institution outside of Wyoming that is accredited by an agency recognized by the USDE
 - At least 2 characters before and 2 characters after the decimal (2,2)

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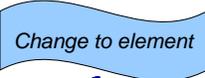
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Experience (cont.)

- WYNonPublicSchoolProfessional 
 - Required element
 - Number of FTE years **prior to start of the current school year** of licensed experience at Wyoming non-educational institution, such as a clinic or hospital.
 - At least 2 characters before and 2 characters after the decimal (2,2)

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Experience (cont.)

- OutofStateNonPublicSchoolProfessional
 - Required element
 - Number of FTE years prior to start of the current school year of licensed experience outside of Wyoming at a non-educational institution, such as a clinic or hospital.
- At least 2 characters before and 2 characters after the decimal (2,2)

Change to element

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Note on Non-Public School Professional

- Only to be reported for staff that are required to hold a state license to perform their job.
- Note applies to following elements
 - WYNonPublicSchoolProfessional
 - OutofStateNonPublicSchoolProfessional

Helpful
Hint

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Microsoft Excel - Book5

File Edit View Insert Format Tools Data Window Help Adobe PDF

100%

Arial 10

Reply with Changes... End Review...

	A	B	C	D	E	F	G	H
1	DistrictID	WISEStaffID	StaffFirstName	StaffLastName	ExperienceGroupCode	DistrictExperience	OtherWYDistrictExperience	WYInstitutionalExperience
2	0101000	1234567	Jon	Doe				

Experience File Example

Salary Schedule

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Schedule Header and Schedule

- Districts will not be required to submit new Schedule Header and Salary Schedule files for the WDE652 data collection

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Hint

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Business Rules

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Business Rules

- What are business rules?
- List available online at <http://www.k12.wy.us/wise/>



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State Report Manager

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WDE652 is not an Application

- WDE652 is submitted through the State Report Manager just like the WDE602

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State Report Manager (SRM)

- Part of Wyoming Integrated Statewide Education (WISE) Data System
- Look for more collections to migrate over to the WISE data system over next few years

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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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Coordination During Submission

- Data are secure!
 - WISE Coordinator has URL, username, and password for State Report Manager
- Coordination is critical
 - District personnel must work together to submit the WDE652 data, including WISE Coordinators

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State Report Manager Guidebook

- Helpful guidebook on the SRM
 - http://www.k12.wy.us/WISE/document/WYOMING_SRM_o628o7_v3.pdf

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Data Submission

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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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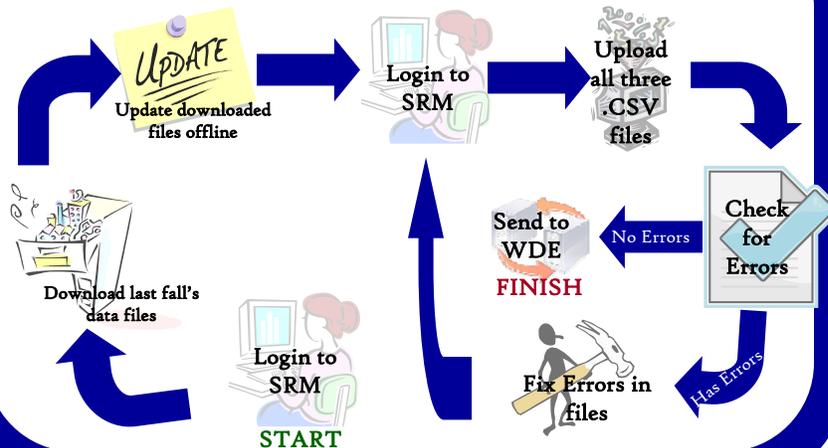
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Updating Files Offline



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Login to SRM

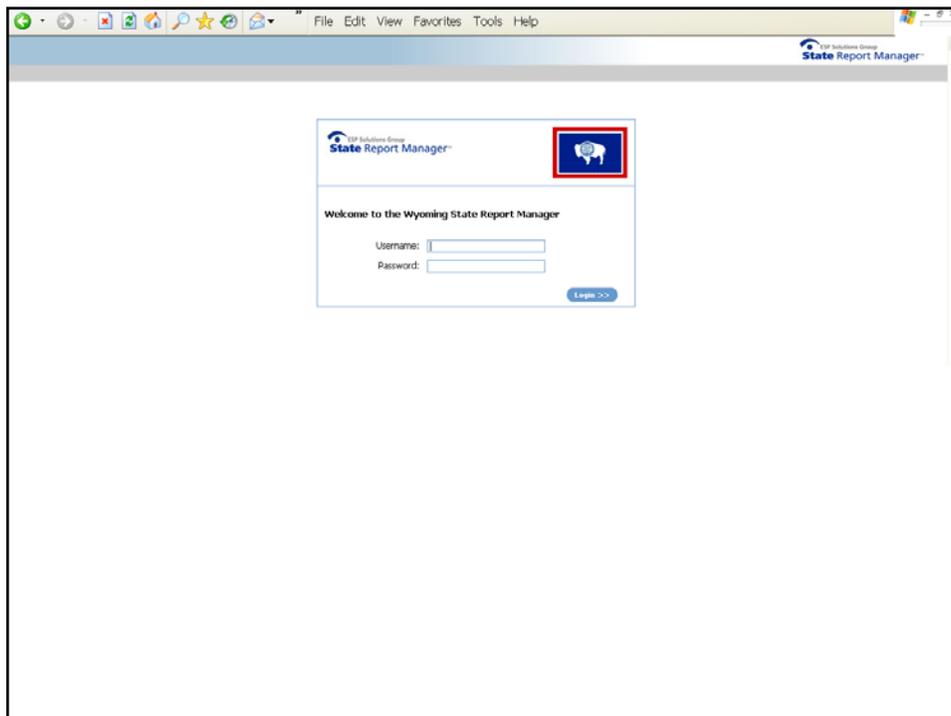
- WISE Coordinator has
 - Correct URL for login
 - Username
 - Password
- Coordination is important
 - Work with WISE Coordinator to submit data

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SRM: State Report Manager Home

Albany 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	Submit
Uncertified WDE-685 2007-08 Teacher/Course/Student (TCS)			Latest Scheduled Trial	04-07-2008 6:18am	SENT - M
			Backup Trial	10-03-2007 10:38am	NOT CER
WDE-652 WISE Spring 2008 School District Staff Member Collection	May 5, 2008	Jun 23, 2008	2007-08 WDE652 Data	04-14-2008 3:37pm	NOT CER
WDE-602 October 2007 Staff Employment, Assignments, and Experience	Oct 1, 2007	Oct 22, 2007	Sent Trial	01-08-2008 4:22pm	CERTIFIE

Download Procedures

1. Click download button
2. Click open button
3. Copy all three (3) files
4. Paste all three (3) files into a folder on your computer

Helpful Hints

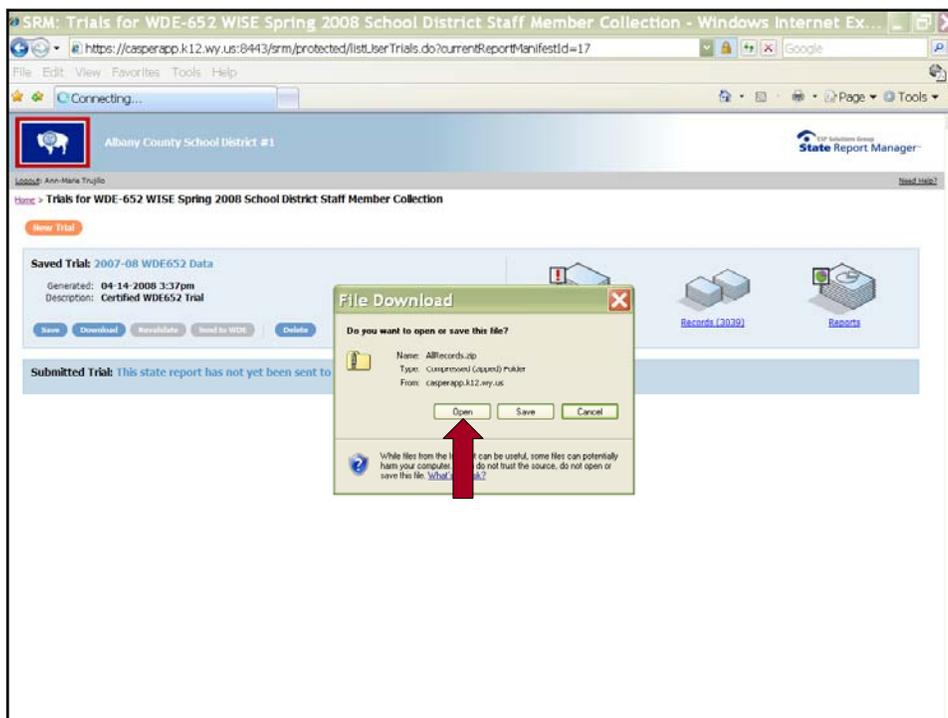
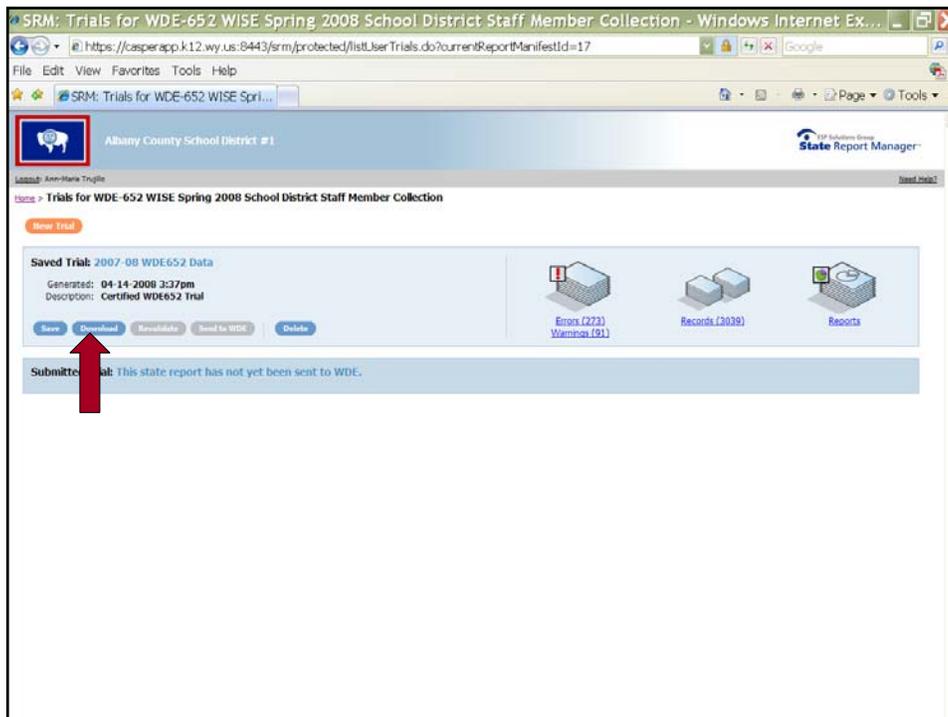
Presented on April 24, 2008

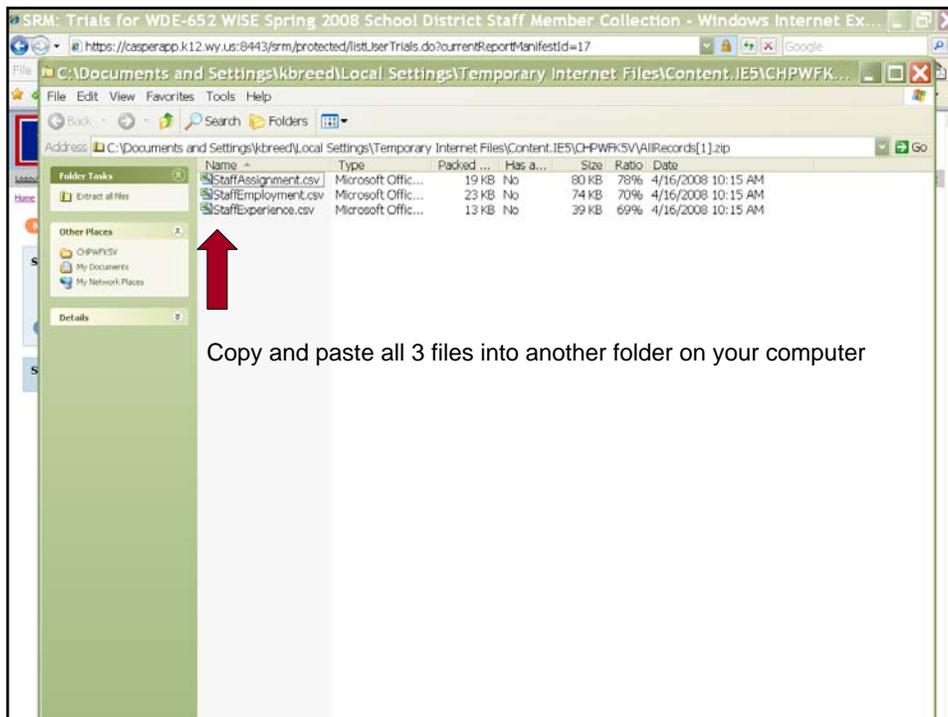
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Update Downloaded Files

- Do you have new employees?
 - Be sure to add each new employee to Staff/Employment, Assignment, and Experience files
- Do you have terminated employees?
- Did any staff members change positions throughout the year?

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Overwrite Problems

- Problem
 - Potential for data to be overwritten
- Example
 1. Jill downloads all data files
 2. Bob edits Experience file online
 3. Jill edits Experience file offline
 4. Jill upload's her edits after Bob finishes
- Jill's file will overwrite Bob's edits
- Solution
 - School district personnel must coordinate & devise a plan that will avoid overwriting each other's data

Helpful
Hints

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Upload Final Data Files

- Everyone will have three files to upload
 - Employment
 - Assignment
 - Experience

Helpful
Hints

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SRM: State Report Manager Home

Albany 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	Submit
Uncertified WDE-685 2007-08 Teacher/Course/Student (TCS)			Latest Scheduled Trial	04-07-2008 6:18am	SENT - M
			Backup Trial	10-03-2007 10:38am	NOT CER
WDE-652 WISE Spring 2008 School District Staff Member Collection	May 5, 2008	Jun 23, 2008	2007-08 WDE652 Data	04-14-2008 3:37pm	NOT CER
WDE-602 October 2007 Staff Employment, Assignments, and Experience	Oct 1, 2007	Oct 22, 2007	Sent Trial	01-30-2008 4:22pm	CERTIFIE

SRM: Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection - Windows Internet Ex...

https://casperapp.k12.wy.us:8443/srm/protected/listUserTrials.do?currentReportManifestId=17

File Edit View Favorites Tools Help

SRM: Trials for WDE-652 WISE Spr...

Albany County School District #1

Logout: Ann-Marie Trujillo

Home > Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection

New Trial

5 Trials: 2007-08 WDE652 Data

Generated: 04-14-2008 3:37pm
 Operation: Certified WDE652 Trial

View Download Revalidate Send to WDE Delete

Errors (222) Warnings (91) Records (2039) Reports

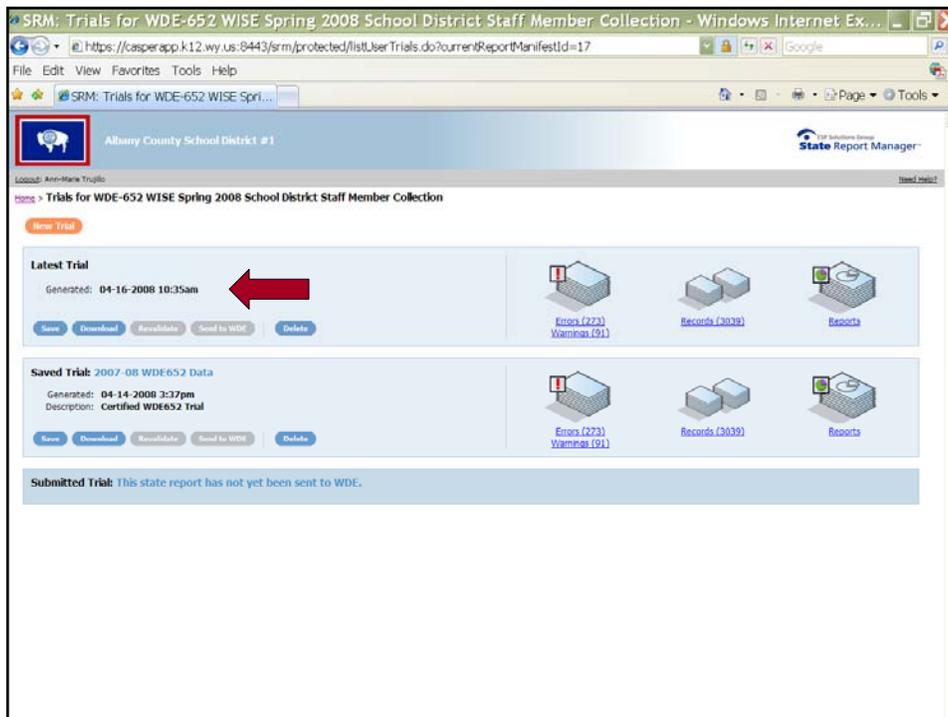
Submitted Trial: This state report has not yet been sent to WDE.

The screenshot shows the 'SRM: Import Source Data' page in a Windows Internet Explorer browser. The page title is 'SRM: Import Source Data - Windows Internet Explorer'. The URL is 'https://casperapp.k12.wy.us:8443/srm/protected/import.do?action=display¤tReportManifestId=17'. The page header includes 'Albany County School District #1' and 'State Report Manager'. The main content area has a heading 'Import Source Data' and a sub-heading '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 one or more .TXT or .CSV files. Uploaded files must be smaller than 20 MB.' Below this, there are three file selection fields: 'Select File to upload (StaffAssignment):', 'Select File to upload (StaffEmployment):', and 'Select File to upload (StaffExperience):'. Each field has a 'Browse...' button. At the bottom of the form are 'Import' and 'Cancel' buttons. A red arrow points to the 'Import' button.

Be sure to put each file in the correct location!

The screenshot shows the 'SRM: Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection' page in a Windows Internet Explorer browser. The page title is 'SRM: Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection - Windows Internet Ex...'. The URL is 'https://casperapp.k12.wy.us:8443/srm/protected/listUserTrials.do?currentReportManifestId=17'. The page header includes 'Albany County School District #1' and 'State Report Manager'. The main content area has a heading 'Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection'. Below this, there are three trial sections: 'Latest Trial', 'Saved Trial: 2007-08 WDE652 Data', and 'Submitted Trial: This state report has not yet been sent to WDE.'. The 'Latest Trial' section shows 'Generated: processing...' and a progress bar with the text 'Calculating assignment salaries and total salary'. A red arrow points to the progress bar. The 'Saved Trial' section shows 'Generated: 04-14-2008 3:37pm' and 'Description: Certified WDE652 Trial'. Below this are buttons for 'Save', 'Download', 'Renewable', 'Send to WDE', and 'Delete'. To the right of the 'Saved Trial' section are three icons: 'Errors (273) Warnings (91)', 'Records (2039)', and 'Reports'. The 'Submitted Trial' section is a blue bar with the text 'Submitted Trial: This state report has not yet been sent to WDE.'.

Note: Importing the data may take several minutes!



Check for Errors

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

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SRM: Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection - Windows Internet Ex...

https://casperapp.k12.wy.us:8443/srm/protected/trialIndex.do?currentReportManifestId=17

File Edit View Favorites Tools Help

SRM: Trials for WDE-652 WISE Spr...

Albany County School District #1

State Report Manager

Home > Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection

Latest Trial

Generated: 04-16-2008 10:35am

Save Download Recalculate Send to WDE Delete

Errors (223) Warnings (91) Records (3039) Reports

Saved Trial: 2007-08 WDE652 Data

Generated: 04-14-2008 3:37pm
Description: Certified WDE652 Trial

Save Download Recalculate Send to WDE Delete

Errors (223) Warnings (91) Records (3039) Reports

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

SRM: Latest Trial - Windows Internet Explorer

https://casperapp.k12.wy.us:8443/srm/protected/trialIndex.do?trialId=1436

File Edit View Favorites Tools Help

SRM: Latest Trial

Albany County School District #1

State Report Manager

Home > WDE-652 WISE Spring 2008 School District Staff Member Collection > Latest Trial

Generated 04-16-2008 10:35am.

Records	Violations	Reports
StaffAssignments 1352	Error 2 Too many problems for a rule (rule ToolManyProblemsForRule)	Violations Summary (MS Excel)
StaffEmployments 908	Error 1 No Principal reported for school (rule R4501)	Assignments: All Staff (PDF)
StaffExperiences 778	Error 100+ No assignment for staff member at base school (rule R4705)	Assignments: Classified Staff (PDF)
	Error 57 Staff assignment record does not have a corresponding staff experience record (rule R4713)	Assignments: Professional Staff (PDF)
	Error 13 Experience should not be reported for the staff assignment (rule R4714)	Experiences: All Staff (PDF)
	Error 100+ SeparationDate is on or before 10/01/2007 (rule R4903)	FTE: All Staff (PDF)
	Error 82 Value must be between \$7,000 and \$150,000 (rule R4209)	Separated Staff Members (PDF)
	Warning 1 Calculated FTE is not valid (rule R5210)	
	Warning 2 The age of the staff member falls outside the expected bounds (rule R4700)	

SRM: Problems from TooManyProblemsForRule - Windows Internet Explorer

https://casperapp.k12.wy.us:8443/srm/protected/ruleDetail.do?trialId=1436&ruleNum=+TooManyProblemsForRule

Albany County School District #1

State Report Manager

SRM: Problems from TooManyProblemsForRule

There are 2 violations of TooManyProblemsForRule.

Rule TooManyProblemsForRule: Too many problems for a rule
Too many problems were detected for an individual rule.

Showing 1 - 2 of 2 Page 1 of 1 Rows per page: 10

An additional 27 problems were found for rule R4705. Please fix some problems and regenerate the trial.
An additional 27 problems were found for rule R4903. Please fix some problems and regenerate the trial.

The rules that have too many problems are listed

SRM: Latest Trial - Windows Internet Explorer

https://casperapp.k12.wy.us:8443/srm/protected/trialIndex.do?trialId=1436

Albany County School District #1

State Report Manager

SRM: Latest Trial

WDE-452 WDE Schema 2008 School District Staff Member Collection > Latest Trial

Generated 04-16-2008 10:35am.

Records	Violations	Reports
StaffAssignments 1352	Error 2 Too many problems for a rule (rule TooManyProblemsForRule)	Violations Summary (MS Excel)
StaffEmployments 908	Error 1 No Principal reported for school (rule R4501)	Assignments: All Staff (PDF)
StaffExperiences 778	Error 100+ No assignment for staff member at base school (rule R4705)	Assignments: Classified Staff (PDF)
	Error 57 Staff assignment record does not have a corresponding staff experience record (rule R4713)	Assignments: Professional Staff (PDF)
	Error 13 Experience should not be reported for the staff assignment (rule R4714)	Experiences: All Staff (PDF)
	Error 100+ SeparationDate is on or before 10/01/2007 (rule R4903)	FTE: All Staff (PDF)
	Warning 82 Value must be between \$7,000 and \$150,000 (rule R4209)	Separated Staff Members (PDF)
	Warning 1 Calculated FTE is not valid (rule R4210)	
	Warning 2 The age of the staff member falls outside the expected bounds (rule R4700)	

When contacting WDE with questions, please reference the rule number (i.e. R4705).

How to Fix Errors

- Make necessary corrections in .CSV files
- Upload all three files
- Check for errors again
- Continue process until you have no errors

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Send to WDE

- Once all errors have been corrected, you will be able to submit your data
- How will you know when you can submit?
 - “Send to WDE” button will turn blue

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SRM: Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection - Windows Internet Ex...

https://casperapp.k12.wy.us:8443/srm/protected/listUserTrials.do?currentReportManifestId=17

File Edit View Favorites Tools Help

SRM: Trials for WDE-652 WISE Spr...

Albany County School District #1

State Report Manager

Logout: Ann-Marie Trujillo

Home > Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection

New Trial

Latest Trial

Generated: 04-16-2008 10:35am

Save Download Revalidate Send to WDE Delete

Errors (0) Warnings (91) Records (2039) Reports

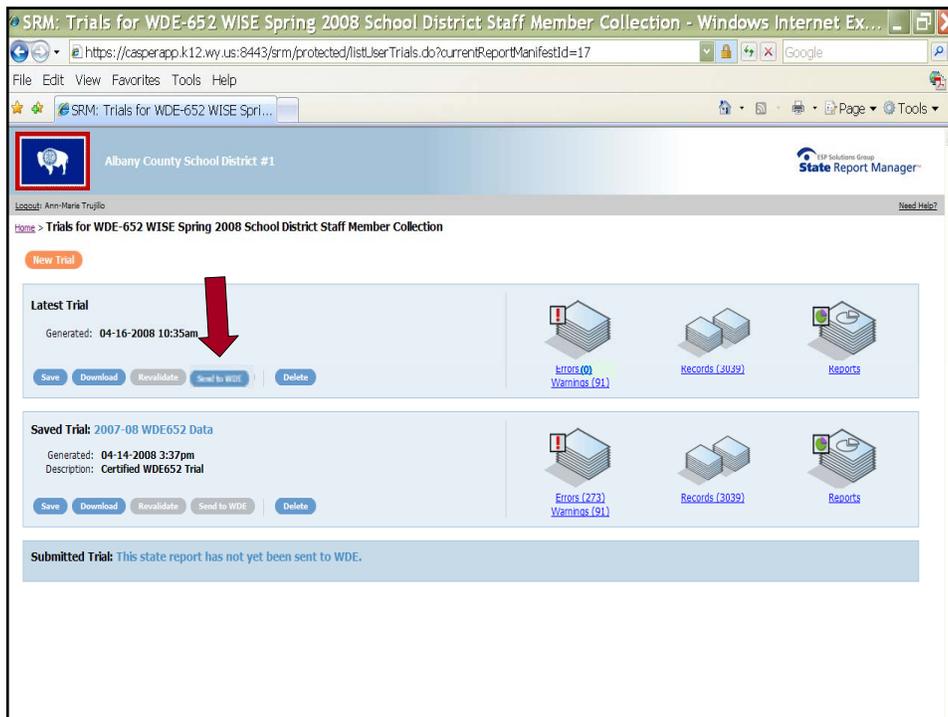
Saved Trial: 2007-08 WDE652 Data

Generated: 04-14-2008 3:37pm
Description: Certified WDE652 Trial

Save Download Revalidate Send to WDE Delete

Errors (223) Warnings (91) Records (2039) Reports

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



Laramie County School District #1

State Report Manager

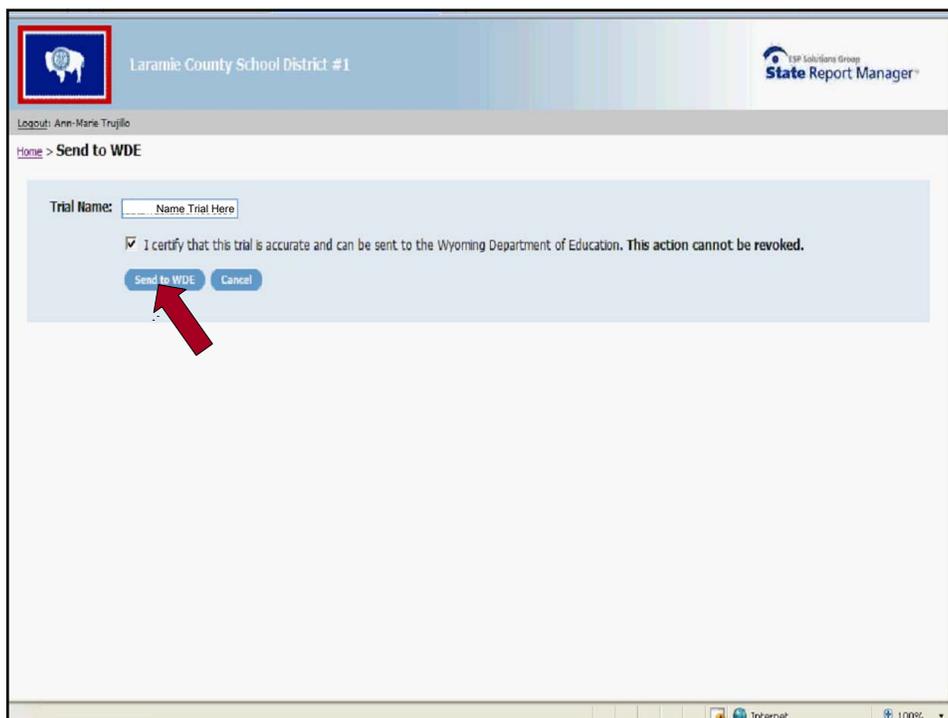
Logout: Ann-Marie Trujillo

Home > Send to WDE

Trial Name:

I certify that this trial is accurate and can be sent to the Wyoming Department of Education. This action cannot be revoked.

Send to WDE Cancel



Coordination During Submission

- Coordination is critical
 - District personnel must work together to submit the WDE652 data
 - This includes the WISE Coordinator as well as those that are editing the data

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Download Submitted Data

- Download final data sent to WDE
- Keep a copy for your records

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Important Dates

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Important Dates

- Collection opens on SRM: May 5, 2008
- Snapshot date: May 5, 2008
- Collection is due: June 23, 2008

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Contact Information

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WDE652 Contacts

1. Data Steward

- Ann-Marie Trujillo
- Content questions
- 307-777-6252

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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Authority for Collection

- Vince Meyer
 - Data Services Supervisor
 - 307-777-6232
 - vmeyer@educ.state.wy.us

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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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Feedback

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WDE652 Feedback

- How will 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 WDE652 personnel later today

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Thank you for attending!

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