

WDE670 - WISE Graduate and Completer Statistics Data Collection

WISE Data Collection
Submission Training
May 28, 2008



Wyoming Department of Education

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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
- Collection includes any student that:
 - Graduated with a diploma during 2007-08 school year or previous summer school session
 - Was categorized as an ‘other completer’

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Graduate Definition

- Student that received a diploma during 2007-08 school year or previous summer school session
- Student will not return to public school in 2008-09 school year
- *Students who have received a GED are not to be counted as a graduate*

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“Other Completer” Definition

- Student that received a certificate of attendance or other certification *in lieu* of a diploma during the 2007-08 school year or previous summer school session.
- *GED recipients are not to be counted as an “other completer.”*

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WDE670 Contacts

1. Data Steward and Submission Contact
 - Kelly Archer
 - 307-777-8751
2. WISE Project
 - Shadd Schutte
 - WISE Project questions
 - 307-777-3656

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Important Dates

- Collection opens on SRM
 - June 20, 2008 (Friday)
- Collection due date
 - July 3, 2008 (Thursday)

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Coordination Cheerleader!

WDE recommends that WDE670 personnel work directly with district WISE Coordinators and WDE684 contacts during submission process



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How do you coordinate?

- Ensure that student demographics are correct before submission of data
- Data verification includes comparing the WDE670 to WDE684 data



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Why should you coordinate?

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



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Differences in the Collection this Year

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Differences in Collection

- Revised definition for ELL students
- New data elements
 - StudentIDEA
 - StudentHomeless
 - StudentGraduationDate

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Differences in Collection (cont.)

- Student Projected Graduation Year is not going to be added to WDE670 collection for the 2007-08 school year

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Data Elements

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Overview of Data Elements

- 22 data elements
 - 19 required elements
 - 1 conditional elements
 - 2 optional elements

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Complete Data

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

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Data Elements in Detail

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

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Data Elements in Detail (cont.)

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

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Data Elements in Detail (cont.)

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

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Data Elements in Detail (cont.)

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

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Data Elements in Detail (cont.)

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

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Data Elements in Detail (cont.)

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

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Data Elements in Detail (cont.)

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

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Sidebar – Student Names

- It is recommended that you use full legal student names

~~K R Archer
K Archer
Kelly R Archer
Kellie Archer
Kelli Archer
Kelley Archer~~

YES

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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

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Data Elements in Detail (cont.)

- StudentGradeLevel
 - Required element
 - Report students based on the current grade level
 - Must be 2 characters

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Note on Grade Level

- Only report grade 12 for all students
- Grade should be based on number of credits earned

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Data Elements in Detail (cont.)

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

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Data Elements in Detail (cont.)

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

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Data Elements in Detail (cont.)

- StudentEthnicity
 - Required element
 - Student's ethnicity
 - Must be 1 character

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Codes for Ethnicity

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

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Data Elements in Detail (cont.)

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

Change to element

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Definition for ELL

(i.) Who is newly enrolled in the district, or who enrolled in the district after the State annual ELL assessment was given in the prior school year, and has been identified and evaluated by the district as being of limited English proficiency;

OR

(ii.) Who is returning to the district from the previous school year, and took the State's annual ELL assessment in the prior school year, and has not yet achieved the "proficiency" level (grades K-2) or the "transitional" level (grades 3-12).

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ELL Monitoring on WDE684

- If the student is in Year 1 or 2 of ELL monitoring on WDE684, then mark StudentELL = N on WDE670
- Contact Kelly with questions

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Data Elements in Detail (cont.)

- StudentMigrant
 - Required element
 - Was this student eligible to participate or did this student participate in a summer Migrant Education Program in any of the prior three years?
 - Must be 1 character - Y or N

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Data Elements in Detail (cont.)

- StudentLunch
 - Required element
 - Student's lunch status
 - Must be 1 character

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Codes for Lunch Status

- F- Free Lunch Eligible
- N- Not Eligible for free or reduced lunches
- R- Reduced Price Lunch Eligible
- S- School provides all students free lunches (under Provision 3 of the USDA NSLP regulations)
- X - School does not participate in the School Lunch Program

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Data Elements in Detail (cont.)

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



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Data Elements in Detail (cont.)

- StudentHomeless
 - Required element
 - Is this student homeless?
 - Must be 1 character - Y or N



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Data Elements in Detail (cont.)

- StudentGraduationAward
 - Required element
 - The type of graduation award received by the student
 - Must be 2 characters

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Codes for Graduation Award

- GD - Graduated with diploma
- OC - Other completer

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Note on GED Recipients

- GED recipients do not go on this collection
- They should be reported on WDE607 – WISE Dropout Statistics collection in the fall

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Data Elements in Detail (cont.)

- StudentOnTimeGraduationYear
 - Required element
 - Initial projected on-time graduation year, assuming that a student will complete one grade per year from the beginning of ninth grade.
 - Must be 4 characters - YYYY

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Note for On Time Graduation Year

- John Doe started 9th grade in 2004-05 school year
- John's on-time graduation year is 2008, regardless if he graduated that year

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Data Elements in Detail (cont.)

- StudentGraduationDate
 - Conditional element
 - Date the student officially graduates from secondary education.
 - Must be 8 characters – YYYYMMDD
 - *Required if StudentGraduationAward = GD*



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Data Elements in Detail (cont.)

- StudentNationalScholarship
 - Required element
 - Did the diploma recipient receive at least one scholarship that is defined to be:
 - Applicable to any college AND
 - Open to any student in the United States?
 - Must be 1 character – Y or N

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Data Elements in Detail (cont.)

- StudentStateScholarship
 - Required element
 - Did the diploma recipient receive at least one scholarship that is defined to be:
 - Limited to a specific college or colleges OR
 - Limited to graduates in a given district or in the State of Wyoming?
 - Must be 1 character – Y or N

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Note on State Scholarship

- Mark Y if student received any of the Hathaway Scholarships

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Data Elements in Detail (cont.)

- StudentCompletedCoursework
 - Required element
 - Did this student complete the district defined college-bound course of study?
 - Must be 1 character - Y or N

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Business Rules

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Business Rules

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

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State Report Manager

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State Report Manager (SRM)

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

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State Report Manager (cont.)

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

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State Report Manager (cont.)

- SRM guidebook
 - http://www.k12.wy.us/WISE/document/WYOMING_SRM_o62807_v3.pdf

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Data Submission

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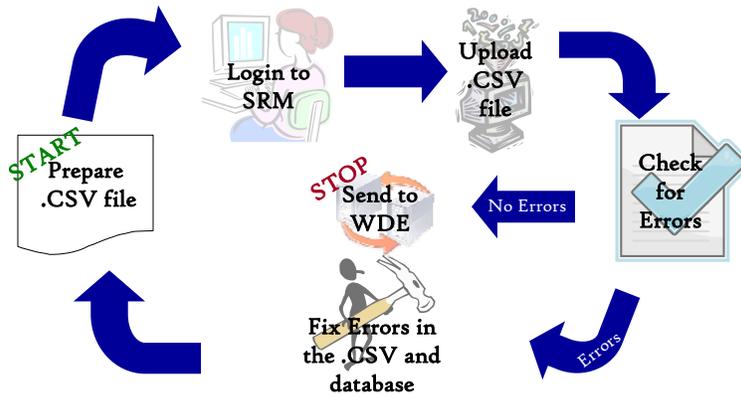
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Submission Flow Chart



MAKE SURE TO CORRECT DATA IN YOUR DATABASE!

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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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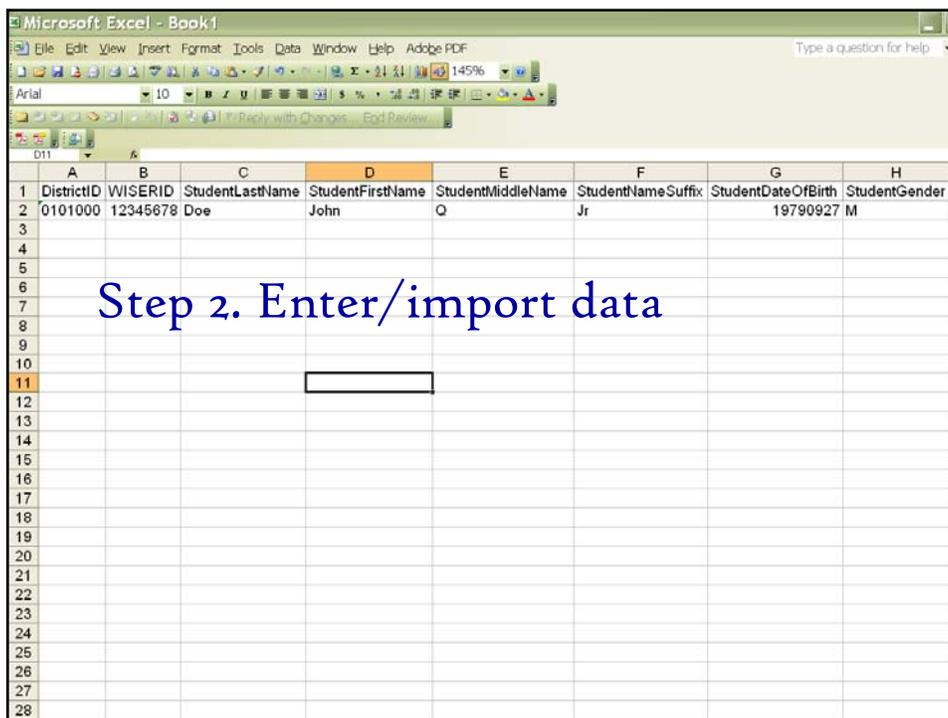
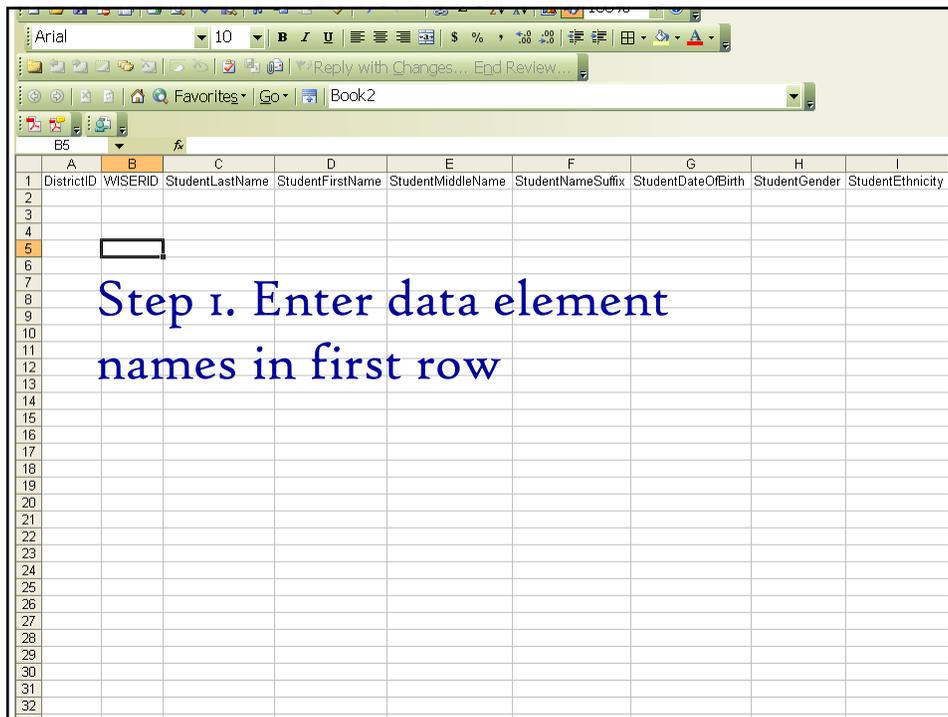


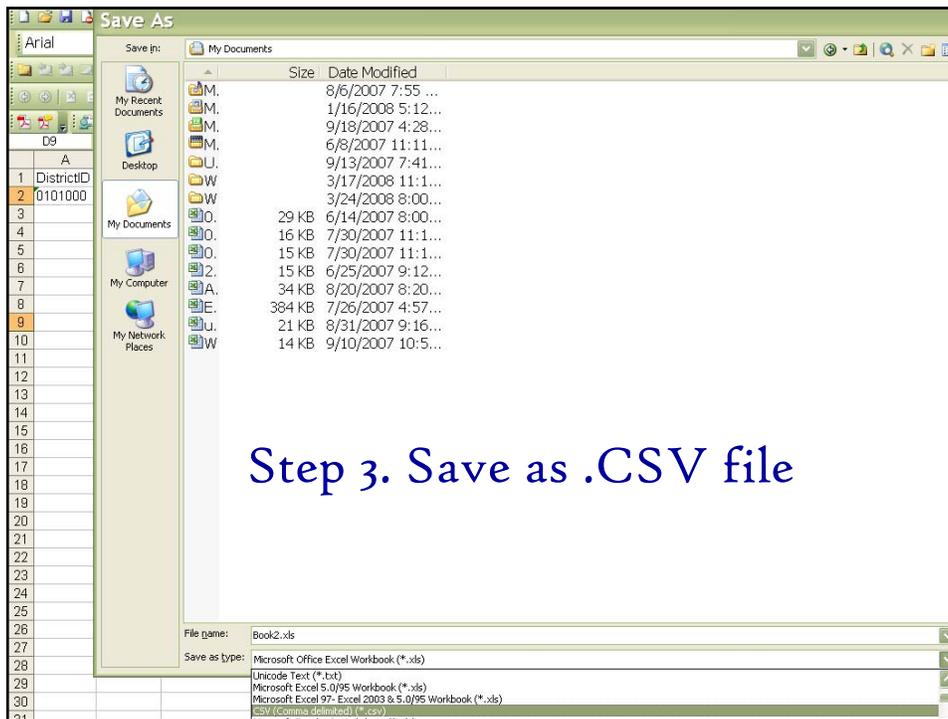
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1 CSV Data Format					
2 This is the file format that districts will upload and download (student.csv).					
3					
4 Data Element					
5 CSV Column #	6 Field #	7 Header Name	8 Length	9 Valid Values	
1	1	DistrictID	7		
2	2	WISERID	8		
3	3	StudentLastName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

What position should each data element be in?





Login to SRM

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

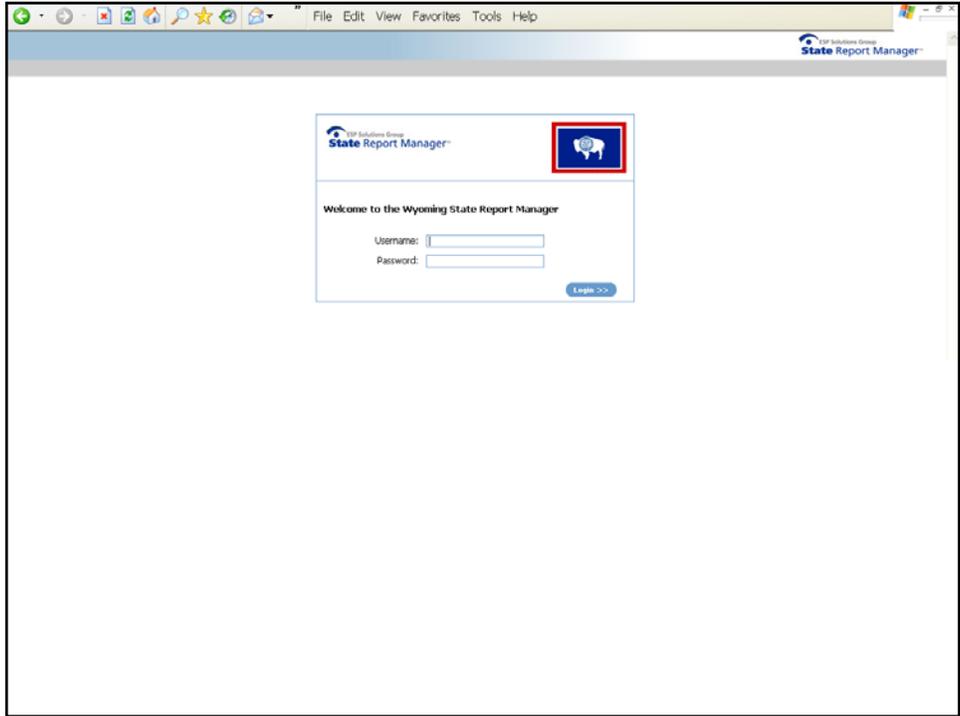


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Upload .CSV File

Laramie County School District #1

Logout: Ann-Marie Trujillo

Welcome to the Wyoming Department of Education State Report Manager
WDE has identified the following state reports. Please select a state report by clicking on a name below:

Current State Reports

Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status
2007-08 Uncertified TCS			Sent Trial	08-21-2007 2:59pm	SENT - NOT CERTIFIED
WDE-670 June 2008 Graduates and Completers Data Collection			Run a Trial		

EXAMPLE ONLY



Upload .CSV File (cont.)

Campbell County School District #1

WDE-670 June 2008 Graduates and Completers Data Collection

New Trial

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

EXAMPLE ONLY

Upload .CSV File (cont.)

Laramie County School District #1

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.

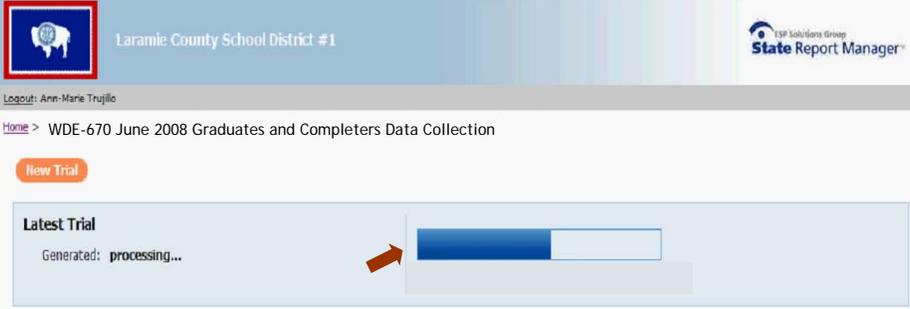
Select File to upload

C:\Documents and Settings\goodman\My Documents\Wyoming\60 Browse...

Import Cancel

EXAMPLE ONLY

Upload .CSV File (cont.)



The screenshot shows the State Report Manager interface for Laramie County School District #1. The user is logged in as Ann-Marie Trujillo. The page title is "WDE-670 June 2008 Graduates and Completers Data Collection". There is a "New Trial" button and a "Latest Trial" section. The "Latest Trial" section shows "Generated: processing..." and a progress bar. A red arrow points to the progress bar.

EXAMPLE ONLY

Check for Errors

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

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Check for Errors (cont.)

Laramie County School District #1

ESP Solutions Group
State Report Manager

Logout: Ann-Marie Trujillo

Home > WDE-670 June 2008 Graduates and Completers Data Collection

New Trial

Latest Trial

Generated: 09-10-2007 2:06pm

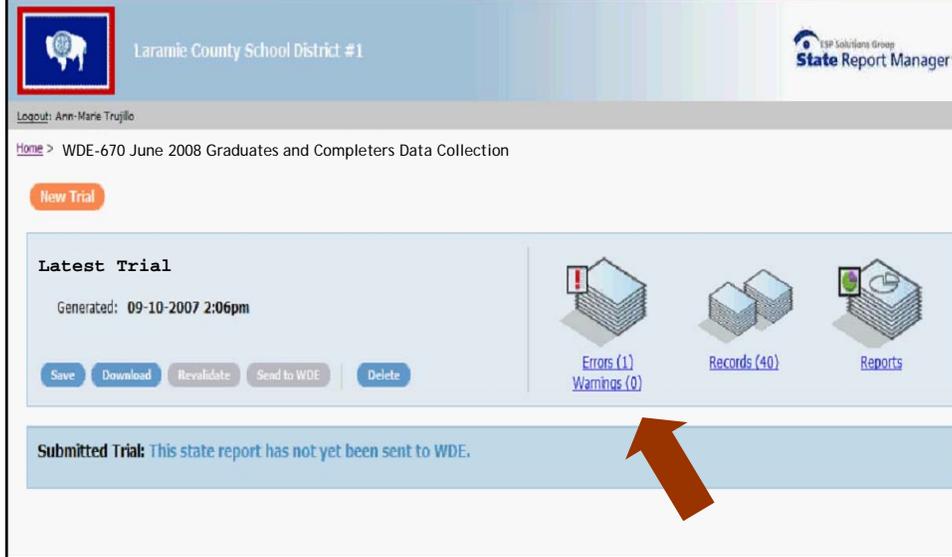
Save Download Revalidate Send to WDE Delete

Errors (1)
Warnings (0)

Records (40)

Reports

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



Check for Errors (cont.)

Laramie County School District #1

ESP Solutions Group
State Report Manager

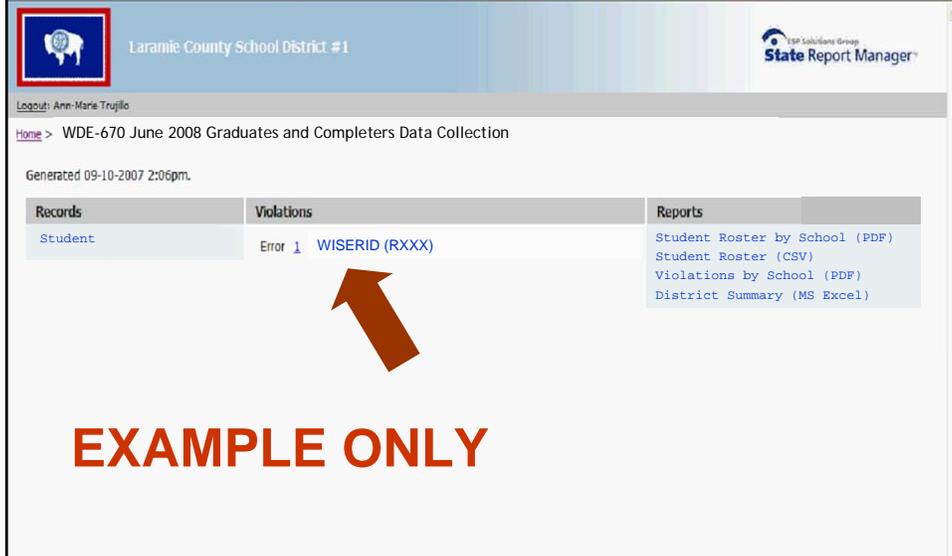
Logout: Ann-Marie Trujillo

Home > WDE-670 June 2008 Graduates and Completers Data Collection

Generated 09-10-2007 2:06pm.

Records	Violations	Reports
Student	Error 1 WISERID (RXXX)	Student Roster by School (PDF) Student Roster (CSV) Violations by School (PDF) District Summary (MS Excel)

EXAMPLE ONLY



Check for Errors (cont.)



Campbell County School District #1

Logout

Home > WDE-670 June 2008 Graduates and Completers Data Collection

Show:

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

Showing 1-1 of 1

<< << Page 1 of 1 Go >> >>

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 amount of time to submit future collections
 - Reduce number of errors in the future
 - WDE670 is validated against WDE684

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Send to WDE

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

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Send to WDE (cont.)



Laramie County Schools

EXAMPLE ONLY

State Report Manager

Logout: Ann-Marie Trujillo

Home > Trials for WDE-670 June 2008 Graduates and Completers Data Collection

New Trial

Latest Trial

Generated: 09-10-2007 3:36pm

Save

Download

Revalidate

Send to WDE

Delete



Errors (0)
Warnings (0)



Records (40)



Reports



Confirm Data were Sent



EXAMPLE ONLY

Logout

Welcome to the Wyoming Department of Education State Report Manager

WDE has identified the following state reports. Please select a state report by clicking on a name below:

Current State Reports

Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission
Uncertified WDE-685 2007-08 Teacher/Course/Student (TCS)			Latest Scheduled Trial	03-25-2008 4:12am	SENT - NOT
WDE-670 June 2008 Graduates and Completers Data Collection			Sent Trial	03-18-2008 9:22am	CERTIFIED



Confirm Data were Sent (cont.)



EXAMPLE ONLY

Logout

Home > Trials for WDE-670 June 2008 Graduates and Completers Data Collection

[New Trial](#)

Submitted Trial: [Sent Trial](#)

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

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



Errors (0)
Warnings (174)



Records (5)

Frequently Asked Questions

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Content FAQs

- Q: Is a GED recipient a graduate or 'other completer'?
- A: Neither. A GED recipient should not be reported on the WDE670 collection. This student should be reported on the WDE607 – WISE Dropout Statistics report for the school year that the student received the GED.

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Content FAQs (cont.)

- Q: Why can't I report an 11th grader as a graduate?
- A: A student should be classified into a grade per the number of credits that he/she has received. Since the student had enough credits to graduate, then the student would technically have been considered a 12th grade student at the time of graduation.

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Content FAQs (cont.)

- Q: Do I put in a graduation date for a student that was an 'other completer?'
- A: No. You will leave the graduation date blank for all 'other completers.'

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Content FAQs (cont.)

- Q: Student lunch changes throughout the year. How do I know what status to use?
- A: You will use the student's lunch status at the time he/she graduated or was considered an 'other completer.'

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Submission FAQs

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

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Submission FAQs (cont.)

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

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Submission FAQs (cont.)

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

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You Ask, WDE Answers!

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You Ask, WDE Answers!

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

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Contact Information

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WDE670 Contacts

1. Data Steward and Submission Contact

- Kelly Archer
- 307-777-8751

2. WISE Project

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

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Important Dates

- Collection opens on SRM
 - June 20, 2008 (Friday)
- Collection due date
 - July 3, 2008 (Thursday)

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Send Us Feedback!

- How will we request for your feedback?
 - Through an online survey
- When will you receive information on the survey?
 - A URL link will be e-mailed to WISE Coordinators and WDE670 personnel later today

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Thank you for attending!

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