



# **WDE684-WISE TEACHER-COURSE- STUDENT COLLECTION TRAINING**

September 17, 2008



# WDE684 – Training Agenda

- Changes in the 2008-09 WDE684
- WDE684 Collection Information
- State Report Manager
- WDE684 Submission Process
- WDE684 Data Elements
- WDE684 Business Rules
- WDE684 Questions
- WDE684 Contact Information



# **CHANGES TO THE 2008-09 WDE684**



# Changes to the 2008-09 WDE684

- Full Time Kindergarten
  - Last year was reported as KG
  - This year (and future years) report as FK





# **WDE684 COLLECTION INFORMATION**



# WDE684 Collection Information

- October 1<sup>st</sup> snapshot
- Collection Window
  - October 1, 2008 to October 17, 2008
- Due Date
  - October 17, 2008 by 5:00 p.m.
- Note: WDE recommends that your district's data should be loaded no later than October 15, 2008 to give you time to clean up any errors BEFORE the due date



# NOTE:

Please print this documentation BEFORE you start compiling your data:

- Data elements and rules
- WDE684 – Guidebook
- Located at <http://www.k12.wy.us/wise/>



# **STATE REPORT MANAGER (SRM)**



# State Report Manager (SRM)

- The State Report Manager is designed to enable school districts to load and validate their data before submitting it to the state
- Part of the Wyoming Integrated Statewide Education (WISE) Data System
  - Data are secure!
  - Coordination within your district is critical!
    - Work with your district's WISE coordinator



# State Report Manager (SRM)

- Helpful guidebook on the SRM is located at [http://www.k12.wy.us/WISE/document/WYOMING\\_SRM062807\\_v3.pdf](http://www.k12.wy.us/WISE/document/WYOMING_SRM062807_v3.pdf)



# **WDE684 SUBMISSION PROCESS**



# WDE684

## Submission Process

- NOTE:
- Data File Layout
  - Data elements MUST be:
    - In the same order as shown in the data element documentation
    - Named exactly like they are in the data element document
  - If this doesn't happen, the SRM will give you errors



# WDE684

## Submission Process

- Login to the SRM
  - WISE Coordinator has:
    - Correct URL for your district
    - Correct username and password for your district
  - Coordination is important
    - Work with your WISE Coordinator to submit data



# WDE684

## Submission Process

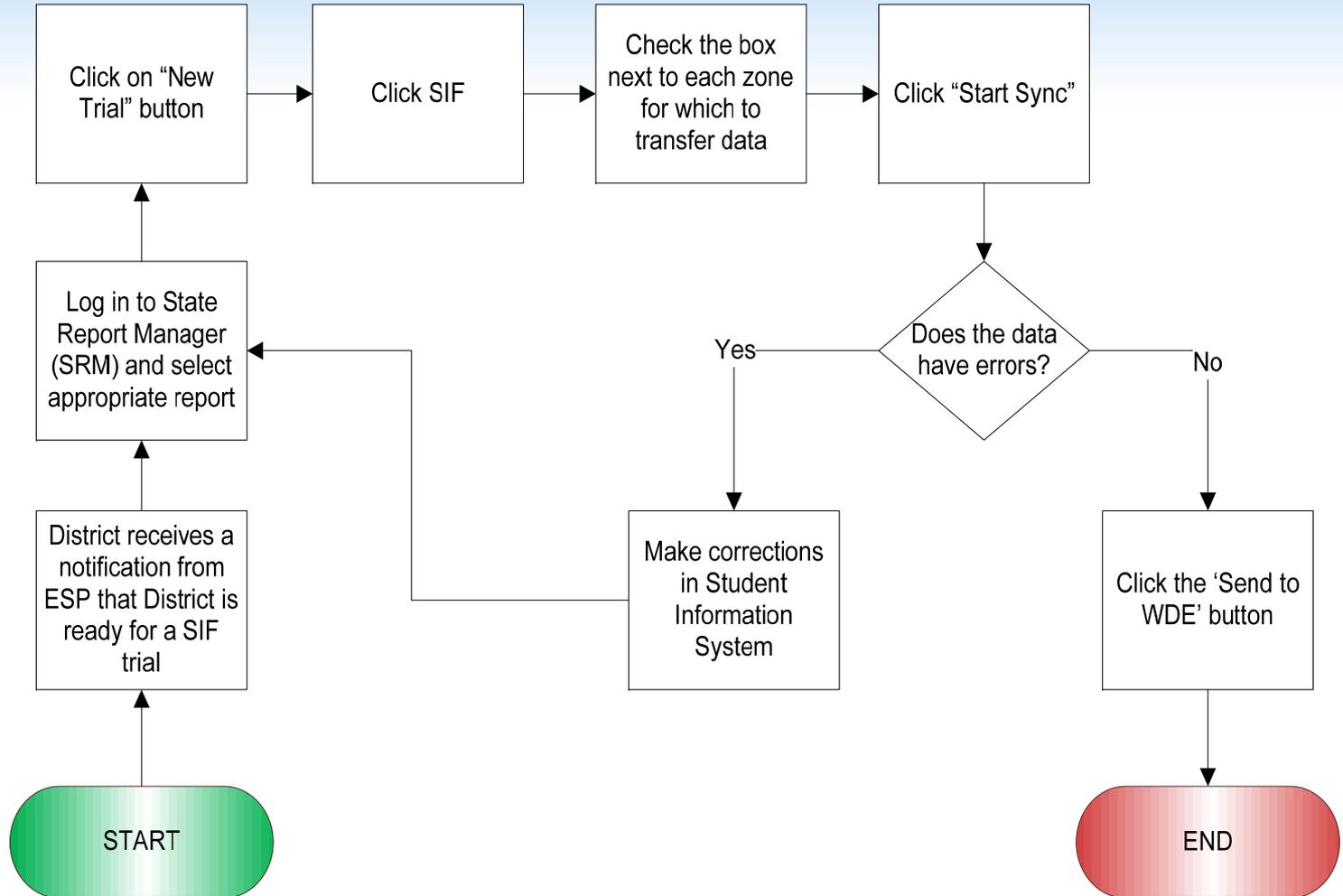
### Types of Submissions

- SIF Submission
- Comma-Delimited File (.CSV) Submission



# WDE684

## SIF Submission





# WDE684

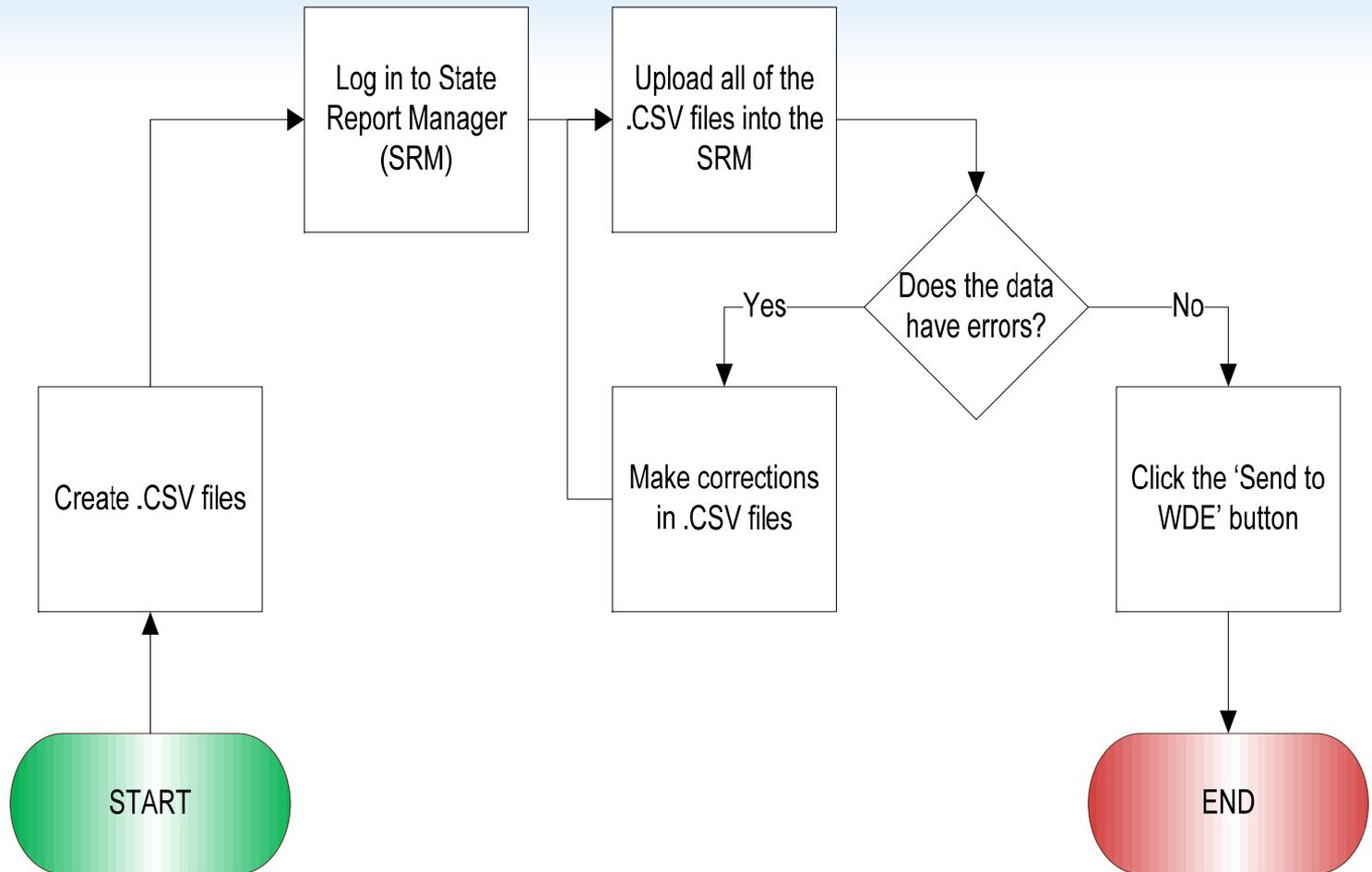
## SIF Submission

- District will receive notification from ESP that your district is ready for a SIF trial



# WDE684

## .CSV Submission





# WDE684

## .CSV Submission

- Two files to upload
- Student Enrollment File
  - File with student level demographic and enrollment information
- Section Enrollment File
  - File with course information for each student listed in the Student Enrollment File



# WDE684

## .CSV Submission

- Prepare .CSV File
- Open Excel spreadsheet
- Type data element names in first row
- Data elements are located on the WISE website at [www.k12.wy.us/wise/](http://www.k12.wy.us/wise/)
- Hand enter or import data into spreadsheet
- Save spreadsheet as .CSV file



# WDE684

## .CSV Submission

- Login to the State Report Manager (SRM)
- Upload BOTH the student enrollment and the section enrolment files



# WDE684

## Check for Errors

- Once data is loaded by SIF or .CSV file
- Review Warnings
  - Possible data entry errors
  - Review for accuracy
- Correct Errors
  - Critical error
  - Data can not be sent to WDE with errors



# WDE684

## Check for Errors

- Once errors are corrected either in the .CSV file or in your SIS, data will need to be uploaded again
- Once all Errors have been corrected, the “Send to WDE” button will turn blue and you can submit your data



# WDE684 DATA ELEMENTS



# WDE684 Student Enrollment Data Elements

- 25 data elements
  - 22 required
    - Data must be provided
  - 3 optional
    - Data should be provided if available



# WDE684 Student Enrollment Data Elements

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



# WDE684 Student Enrollment Data Elements

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



# WDE684 Student Enrollment Data Elements

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



# WDE684 Student Enrollment Data Elements

- StudentMiddleName
  - Optional element
  - Student's middle name
  - Up to 15 characters



# WDE684 Student Enrollment Data Elements

- NOTE: WDE Strongly recommends that district use student's FULL legal names when reporting student level data to the state.



# WDE684 Student Enrollment Data Elements

- StudentGradeLevel
  - Required element
  - Grade for which the student is enrolled
  - Must be 2 characters
  - PK, HK, FK, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12



# WDE684 Student Enrollment Data Elements

- StudentDateofBirth
  - Required element
  - Student's date of birth
  - Must be 8 characters – YYYYMMDD



# WDE684 Student Enrollment Data Elements

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



# WDE684 Student Enrollment Data Elements

- SchoolID
  - Required element
  - Valid WDE school ID
  - Must be 7 characters



# WDE684 Student Enrollment Data Elements

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



# WDE684 Student Enrollment Data Elements

- StudentNameSuffix
  - Optional element
  - Student's generation identifier
    - Sr, Jr, III ect"
  - Up to 8 characters
  
- NOTE: Do not put the student's suffix in the StudentLastName field – You will receive an error.



# WDE684 Student Enrollment Data Elements

- Student Ethnicity
  - Required element
  - Student's ethnicity
  - Must be 1 character – A, B, H, I, W
    - A – Asian/Pacific Islander
    - B – Black
    - H – Hispanic
    - I – American Indian/Alaskan Native
    - W – White



# WDE684 Student Enrollment Data Elements

- StudentIDEA
  - Required element
  - Does this student have an Individual Education Plan (IEP) under IDEA?
  - Must be 1 character – Y, N
    - Y – Yes
    - N – No



# WDE684 Student Enrollment Data Elements

- StudentELL
  - Required element
  - Is this student an English Language Learner(ELL)
  - Must be 1 character – Y, N
    - Y – Yes
    - N – No



# WDE684 Student Enrollment Data Elements

- StudentELLMonitoring
  - Optional element
  - Is this student in year 1 or year 2 ELL monitoring?
  - Must be 1 character – 1, 2
    - 1 – Year 1 ELL monitoring
    - 2 – Year 2 ELL monitoring



# WDE684 Student Enrollment Data Elements

- NOTE:
  - Once an ELL student has achieved the “proficiency” or “transitional” level on the WELLA, they are required to be monitored for 2 years



# WDE684 Student Enrollment Data Elements

- StudentSection504
  - Required element
  - Is this student on a 504 Accommodation plan?
  - Must be 1 character – Y, N
    - Y – Yes
    - N – No



# WDE684 Student Enrollment Data Elements

- StudentTitle1
  - Required element
  - Is this student Title 1?
  - Must be 1 character – Y, N
    - Y – Yes
    - N – No



# WDE684 Student Enrollment Data Elements

- StudentMigrant
  - Required element
  - Was this student eligible to participate or did this student participate in a summer Migrant Education Program in any the prior three years?
  - Must be 1 character – Y, N
    - Y – Yes
    - N – No



# WDE684 Student Enrollment Data Elements

- StudentImmigrant
  - Required element
  - Is this student an Immigrant?
  - Must be 1 character – Y, N
    - Y – Yes
    - N – No



# WDE684 Student Enrollment Data Elements

- StudentHomeless
  - Required element
  - Is this student Homeless?
  - Must be 1 character – Y, N
    - Y – Yes
    - N – No



# WDE684 Student Enrollment Data Elements

- StudentGiftedTalented
  - Required element
  - Is this student identified as gifted/talented according to you district's identification method?
  - Must be 1 character – Y, N
    - Y – Yes
    - N – No



# WDE684 Student Enrollment Data Elements

- StudentLunch
  - Required element
  - Student's lunch status
  - Must be 1 character – F, N, R, R, X
    - F – Free lunch eligible
    - N – Not eligible for free/reduced lunch
    - R – Reduced price lunch eligible
    - S – Provision 3 – school provides all student free lunch
    - X – School does not participate in the school lunch program



# WDE684 Student Enrollment Data Elements

- NOTE:
  - For the 2008-09 school year
  - NO DISTRICT SHOULD BE REPORTING “S”
    - There are not any Provision 3 schools this year



# WDE684 Student Enrollment Data Elements

- StudentEnrolledSchool
  - Required element
  - Date student enrolled in the school
  - Must be 8 characters - YYYYMMDD



# WDE684 Student Enrollment Data Elements

- StudentEnrolledDistrict
  - Required element
  - Date student enrolled in the district
  - Must be 8 characters – YYYYMMDD



# WDE684 Student Enrollment Data Elements

- StudentConcurrentEnrollment
  - Required element
  - Is this student concurrently enrolled in this school?
    - Not the primary enrollment
  - Must be 1 character – Y, N
    - Y – Yes
    - N – No



# WDE684 Student Enrollment Data Elements

- StudentHomeSchooled
  - Required element
  - Is this student receiving their primary educational instruction in a home environment for reasons other than health and attending public school 50% or less of the school day?
  - Must be 1 character – Y, N
    - Y – Yes
    - N – No



# **WDE684 Section Enrollment Data Elements**



# WDE684 Section Enrollment Data Elements

- LocalSectionID
  - Required element
  - Specific information to identify the section of a particular course
  - Up to 32 characters



# WDE684 Section

# Enrollment Data Elements

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



# WDE684 Section Enrollment Data Elements

- LocalCourseID
  - Required element
  - An ID given to the course
  - Up to 38 characters



# WDE684 Section

## Enrollment Data Elements

- LocalCourseName
  - Required element
  - The name of the course
  - Up to 50 characters



# WDE684 Section

## Enrollment Data Elements

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



# WDE684 Section

## Enrollment Data Elements

- TeacherLastName
  - Required element
  - Teacher's last name
  - Up to 25 characters



# WDE684 Section

## Enrollment Data Elements

- TeacherFirstName
  - Required element
  - Teacher's first name
  - Up to 15 characters



# WDE684 Section

## Enrollment Data Elements

- TeacherMiddleName
  - Required element
  - Teacher's middle name
  - Up to 15 characters
  
- NOTE: WDE recommends using the teacher's full middle name



# WDE684 Section

## Enrollment Data Elements

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



# WDE684 Section

## Enrollment Data Elements

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



# **WDE684 Business Rules**



# WDE684 Business Rules

- A series of error checks that are run on your data BEFORE it is submitted to the WDE
  - Valid values
  - Error checks for data validity
- Business rules can be found in the Data Element documentation located at [www.k12.wy.us/wise/](http://www.k12.wy.us/wise/)



# WDE 684 Questions?



# Contact Information

- WDE684 Submission & Content questions:
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**Thank you for attending!**