

WYOMING DEPARTMENT OF EDUCATION

WDE600: WISE Attendance and Membership

Data Collection Guidebook

WYOMING DEPARTMENT OF EDUCATION

WDE600 Data Collection Guidebook

© Wyoming Department of Education
Hathaway Building • Second Floor
2300 Capitol Avenue
Cheyenne, WY 82002
Phone 307.777.7690 • Fax 307.777.6234
<http://www.k12.wy.us>

Amy Manley
School Foundation Program Consultant
307-777-6000
amanle@educ.state.wy.us

Shadd Schutte, MPA, CAPM
WISE Project Manager
307-777-3656
sschut@educ.state.wy.us

Leslie Zimmerschied
Data Analyst
307-777-8751
lzimme@educ.state.wy.us

Table of Contents

Introduction	1
WDE600 Authority	1
Instructions	2
Data Compilation and Upload	2
Errors in Data	2
Send to WDE	3
Downloading Data and Reports	3
Collection Schedule	4
Frequently Asked Questions	4
Appendix A: ADM Reports	6
Appendix B: Calculating Distance Education ADM	7
Appendix C: Resources – Converting Distance Education Milestones into Attendance and Membership	7

Introduction

The WDE600 collects statistics on student attendance, membership, and unexcused absences.

This guidebook serves as the definitive instruction set for the data contained within the WDE600 Data Collection.

School Districts are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education (WDE) is critical and essential to the continual growth of Wyoming's education system. Data are utilized in an array of fashions, which include (but are not limited to) funding models, Adequate Yearly Progress, and special education programs.

WDE600 Authority

There are numerous authorities that allow the WDE to collect data for the WDE600 collection. The different authorities have been listed below.

Wyoming Statute § 21-2-203

Wyoming Statute § 21-3-110(a) (v)

Wyoming Statute § 21-13-101 through Wyoming Statute § 21-13-331

WDE Rules and Regulations, Chapter 8

Instructions



The WDE600 is the official collection for student-level attendance, membership, and unexcused absence data. This data is used in the Wyoming education resource block grant model. Due to the financial impact these data have on school districts, please ensure adequate time to complete the collection and review for accuracy, completeness, and sensibility.

Data Compilation and Upload

Prior to submission, each district must compile their data. Data will be entered in to a spreadsheet file that includes the appropriate data elements for this collection. The data elements can be found on the WISE website: <https://www.k12.wy.us/wise/>. The Data Element document contains definitions of each required element, accepted values, and the proper layout. Once compiled, the spreadsheet must be saved as a Comma Separated Value file (.CSV).

State Report Manager (SRM)

Each school district has one SRM contact person. This person knows the unique URL, username, and password. It will be necessary to work together to submit data.

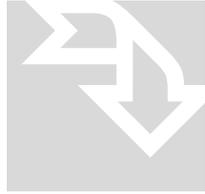
At this time, the district SRM user will upload this file into the SRM.

- Once logged-in to the secure website, the user will click the on the orange “New Trial” button.
- In the next screen, click the “Browse” button and locate the CSV file.
- Then click “Import” to upload the file.
- While the file is uploaded, the SRM checks the data for errors.

Errors in Data

There are two levels of alerts within the SRM, Warnings and Errors. A Warning is a cautionary notification. Errors are fatal exceptions and the file cannot be submitted. The SRM provides these errors in and attempt to provide cleaner data to WDE and the school districts. Any errors must be corrected before the SRM will allow the user to send the file to WDE. The user must make corrections in their Student Information System, and in the CSV file, and upload a corrected version.

Send to WDE



Once all errors have been corrected and warnings have been reviewed, the user is ready to send the data to WDE. The “Send to WDE” button will turn blue. After clicking the “Send to WDE” button, the trial report page will list “**Report Sent to Report Authority**” as the Send Status. This is the confirmation that your data was delivered to WDE.

Downloading Data and Reports

The submitted files can be downloaded from the SRM. One copy should always be saved in a secure location for auditing purposes. These files may also prove useful to reconcile any questions that may arise with the Data Collection Steward. It is essential for each district to archive a copy of the ADM report in order to complete the WDE100 in August.

The SRM has the ability to generate reports from the submitted data files. From the SRM main menu:

- Click on the “Sent Trial” link for the WDE600.
- Click on the “Reports” link on the right side of the window that corresponds with the Submitted data.
- All available reports are listed on the right side of the window. Click the desired report.
- If your report is PDF format, it will open in a new browser window. Click “File” and “Save As” to save to your computer.
- If your report is MS Excel format, a dialog box will provide a choice to “Save” or “Open”.
- Please keep at least one copy of each report in a secure location.

Due to the financial impact these data have on district funding, please ensure that your district’s Business Manager reviews the reports for accuracy, completeness, and sensibility. See Appendix A.

Collection Schedule

Collection Window:
06/01/2009 - 06/15/2009

The WDE600 is due June 15, 2009.

It is highly recommended that each school district load data by Wednesday, June 10, 2009. This will ensure that data can be validated and Errors can be corrected before the due date.

School district personnel may upload data and submit files at any time on any day of the collection window.

Frequently Asked Questions

WHOM DO I CONTACT REGARDING CONTENT QUESTIONS?

Amy Manley - 307-777-6000 or amanley@educ.state.wy.us

IS STUDENT LEVEL DATA MANDATORY?

Yes. Student-level data is required by all school districts.

HOW DO I CALCULATE MEMBERSHIP?

Please refer to the Chapter 8 Rules and Regulations. For further questions contact Amy Manley.

HOW DO I CALCULATE ADM?

The SRM will calculate ADM after you submit the aggregated data. The SRM uses your school days data reported on the WDE608 to perform the ADM calculation.

WHAT DO I DO IF THE SCHOOL DAYS USED IN THE WDE600 CALCULATIONS DIFFER FROM THE DISTRICT REPORTED SCHOOL DAYS ON THE WDE608?

If the school days appear inaccurate in the SRM, you will need to contact the steward of the WDE608 to make a correction. Once the correction is

made, the SRM will update school days and your ADM calculations will be accurate.

CAN MY DAYS OF OPERATION BE LESS THAN 175?

If the pupil teacher contact days are less than 175, you must have a State Board of Education approved alternative schedule. For further information regarding days of operation, please refer to the Chapter 8 Rules and Regulations. Minimum hour requirements for a school day are located in Chapter 22 Rules and Regulations.

WHAT IS THE DEFINITION OF AN UNEXCUSED ABSENCE?

Unexcused absences are defined locally by policy set forth by the Board. Definitions can vary, even across schools in the same district.

WHOM DO I CONTACT REGARDING SUBMISSION QUESTIONS OR PROBLEMS?

Leslie Zimmerschied – 307-777-8751 or lzimme@educ.state.wy.us

WHOM DO I CONTACT REGARDING USERNAME AND PASSWORDS FOR THE STATE REPORT MANAGER?

Your district's WISE Coordinator.

WHOM DO I CONTACT REGARDING THE WISE PROJECT AS A WHOLE?

Shadd Schutte – 307-777-3656 or sschut@educ.state.wy.us

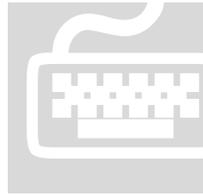
WHOM DO I CONTACT IF I NEED A WISERID?

Your district's WISE Coordinator.

WHERE CAN I FIND MORE INFORMATION ON THE DATA ELEMENTS WITHIN THIS COLLECTION?

<http://www.k12.wy.us/wise/>

Appendix A: ADM Reports



The SRM will calculate ADM after the data is submitted. The SRM uses school days data reported on the WDE608 to perform the ADM calculation. It is essential for each district to maintain a copy of the ADM report. The ADM Report is used in a variety of ways including, but not limited to, the WDE100 Data Collection. The WDE100 reports all data necessary for WDE to compute school districts' School Foundation Program Guarantees, local resources, and the resulting district entitlement or recapture. The WDE100 requires entry of ADM by school, by grade. The ADM Report organizes and arranges the data in this fashion.

The ADM entered into Section A of the Main Funding Sheet of the WDE100 must match exactly the submission from the WDE600.

Figure 1: Main Funding Sheet of the WDE100.

How to save your ADM Report:

- Within the SRM, click on the “Sent Trial” link for the WDE600.
- Click on the “Reports” link on the right side of the window that corresponds with the Submitted WDE600 data.
- All available reports are listed on the right side of the window. Click the link for the ADM Report.
- A dialog box will provide a choice to “Save” or “Open”.
- Click “Save” and select where you would like to save the file.
- Ensure your district’s Business Manager has opportunities to review the report.
- Please keep at least one copy of each report in a secure location.

Appendix B: Calculating Distance Education ADM

Understanding the Calculation of Average Daily Membership (ADM) Involving Distance Education Courses

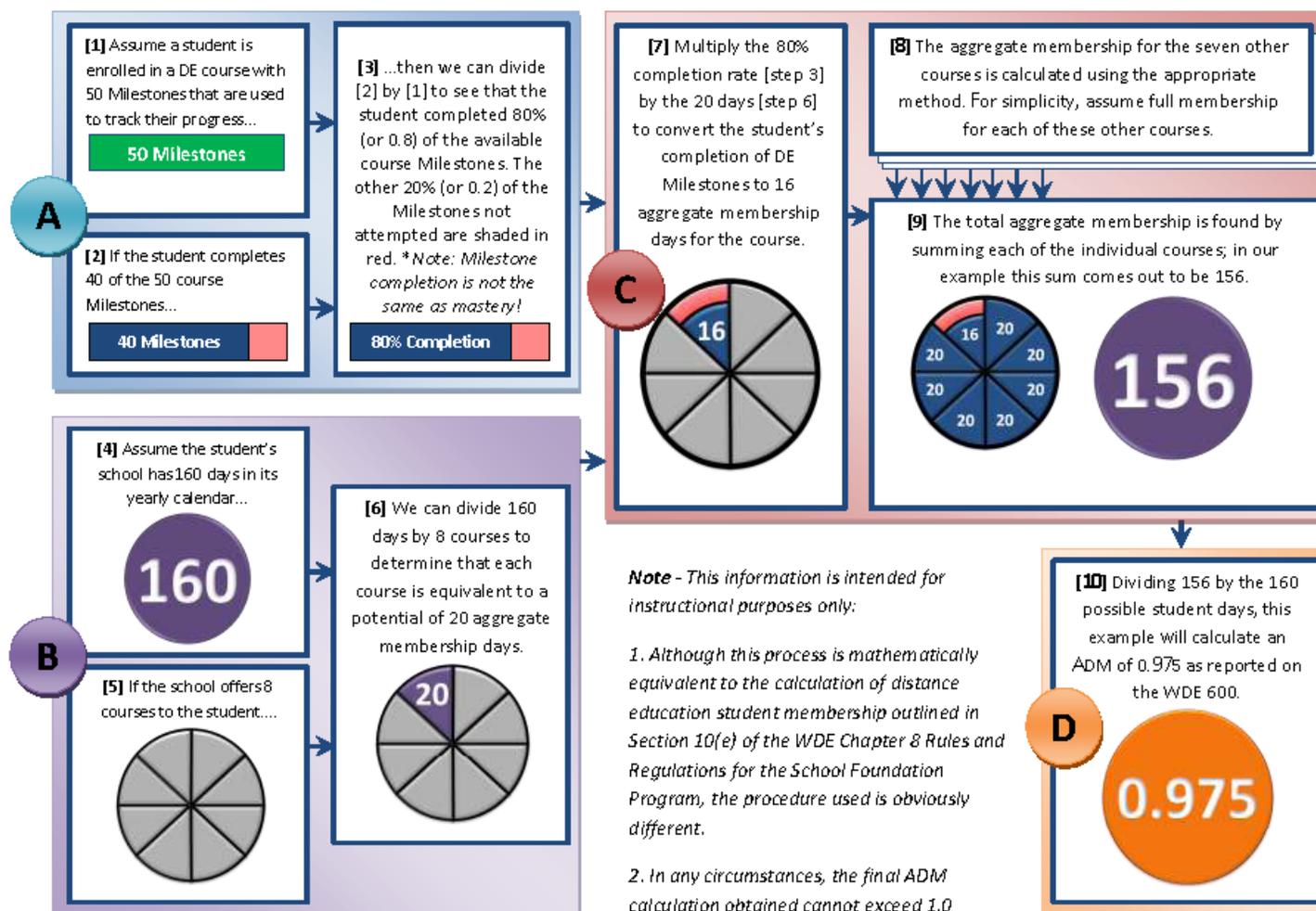


Figure 2: Understanding the Calculation of Average Daily membership (ADM) involving Distance Education Courses

Appendix C: Resources – Converting Distance Education Milestones into Attendance and Membership



The WDE 591 – Distance Education Milestones Report contains two supplemental worksheets to assist users in converting distance education milestones to student attendance and membership.

Referenced below is the first worksheet, labeled Supplemental 1. This worksheet is optional and not a requirement of the Distance Education Milestone Report. For each record, entering the number of school days and the number of courses provided by the school will calculate the aggregate number of days generated by each course.

Supplemental Information: Aggregate Days by Course						
This worksheet is optional and not a requirement of the Distance Education Milestone Report.						
For each record below, entering the number of school days and the number of courses provided by the school will calculate the aggregate number of days generated by each course.						
Display as entered on sheet WDE-591						Calculated Output
7	6	5	13	Additional Input Provided by District		Per Course: Aggregate Days
WISER ID	School ID	Milestones	Milestones Completed	School Days	School Courses	

Figure 3: WDE591 Supplemental 1

Referenced below is the second worksheet, labeled Supplemental 2. This worksheet is optional and not a requirement of the Distance Education Milestone Report.

Note

The Pivot Table must be refreshed upon initial entry or changes to data in sheets "WDE-591" or "Supplemental 1" by right clicking on the cell labeled "Sum of Aggregate Days" and selecting "Refresh".

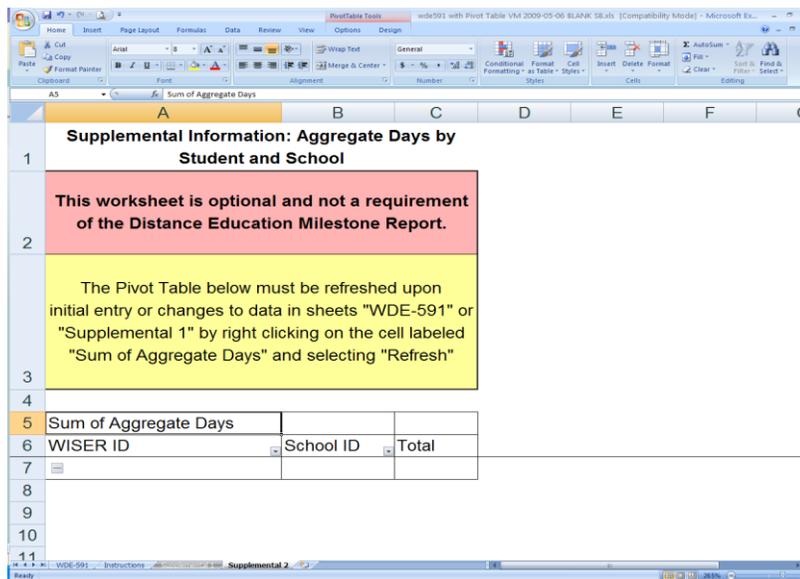


Figure 4: WDE591 Supplemental 2

The following is a link to download the WDE591 – Distance Education Milestones Report:
https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=591.