



# WDE652: WISE School District Staff Member Staffing Manual and Data Collection Guidebook

Collection Window:  
05/18/2009 - 06/30/2009

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# Introduction

## Abstract

This guidebook serves as the definitive instruction set for the data contained within the WDE652 collection. These instructions are not intended to give the reader technical guidance on the State Report Manager (SRM). The SRM User's Guide can be found online at [https://www.k12.wy.us/wise/documents/library/trainingmaterials/2007/WYOMING\\_SRM\\_062807\\_v3.pdf](https://www.k12.wy.us/wise/documents/library/trainingmaterials/2007/WYOMING_SRM_062807_v3.pdf).

## Authority

### *Introduction*

School districts are required to submit a variety of data collections to the WDE each year. The data collected by the 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 model, Adequate Yearly Progress (AYP), and Special Education programs.

### *WDE652 Authority*

The information collected on the WDE652 is necessary for reporting at both the state and federal levels. At the state level, staffing data are necessary to complete the funding model as specified in Wyoming State Law 21-2-203. At the federal level, the number of highly qualified teachers is an indicator for the No Child Left Behind (NCLB) legislation.

# Instructions

## Introduction

### *What is the purpose of the WDE652 collection?*

The WDE652 collects statistics on all staff members within each school district. This data is used in the Wyoming Education Resource Block Grant Model. The Staff/Employment file collects information on the staff members' demographics and current employment status within the school district. The elements within the Assignment file collect information on the staff members' current assignment. The number of Highly Qualified Teachers is an indicator for the No Child Left Behind (NCLB) Legislation. It is the spring collection that closely matches the WDE602 collection required in the fall.

The WDE652 collection only consists of three separate data files. The three files are 1) Staff/Employment, 2) Assignment, and 3) Experience. Please note that the districts will not be required to submit their Schedule Header or Salary Schedule files for the WDE652 data collection.

### *How are the WDE652 Data Elements Different from the WDE602 Data Elements?*

1. The data elements within the Employment, Experience, and Assignment file have been slightly modified to accommodate this end of year collection.
  - a. Hire Date was added to the Employment File. School districts will enter a hire date if the staff member was hired during the current fiscal year (July 1, 2008-June 30, 2009).
  - b. National Certificate Number and National Certificate Paid were removed from the Employment file.
  - c. The WDE-652 Separation Date is any time during the current fiscal year (July 1, 2008-June 30, 2009). The WDE-602 collects the Separation Date before the October 1<sup>st</sup> snapshot of the current school year.
2. School districts will not be required to submit a salary schedule and salary header for the spring 2009 WDE652 data collection. Your salary data will be validated against the salary schedule and header file you sent in the fall.

## Data Submission Process

## *Login*

The first step in the data submission process is to login to the SRM. Each district has a SRM contact person. In most cases, this is the district WISE coordinator. This person has the district's URL, username, and password. It will be necessary to work with this person in submitting the data from this collection.

## *Overwriting Data*

The potential exists for users to overwrite each other's data. A simple example of this includes Jill and Bob, whom are both staff members of the same school district. On Monday morning, Jill downloads the Staff/Employment file. She decides to update personnel within that file later in the week. On Tuesday, Bob logs into the SRM to edit the Staff/Employment file. He makes all of his corrections and logs off the SRM on Tuesday afternoon. On Friday, Jill completes her edits within that file and then uploads her version of the Staff/Employment file. Jill's file will overwrite all of the edits that Bob made on Tuesday.

In order to avoid a similar scenario, all school district personnel must coordinate with each other and with the WISE Coordinator. In addition, it is highly recommended that each school district devise its own plan to meet the requirements of this collection. This plan should include an editing schedule or systematic flow of tasks to help ensure that overwriting of data is prevented.

## *Download Files*

After logging into the SRM, the user can download all of the following files: 1) Staff/Employment, 2) Assignment, and 3) Experience. Each of these files will contain the latest certified staff data from your district which must be updated before sending to WDE. There are screen shots available in the Appendix on how to successfully download a file.

## *Assignment, Employment, and Experience Files*

Please note that, based on feedback from districts, the Experience and Assignment files will now contain the staff members first and last names. The Staff/Employment file will be the authoritative source for all staff member names. This means that if a change needs to be made to a staff member's name, districts are required to make this change in the Staff/Employment file. Any changes to staff member names made in the Assignment and Experience files will not be saved in WDE's records. The staff member names within the Assignment and Experience files are provided only as a reference for content personnel.

The Staff/Employment, Assignment, and Experience files can be uploaded by clicking on the "2008-09 WDE652 data" link next to the Staff/Employment, Assignments, and Experience heading on the main page of the SRM. Then, the user will click on the orange "New Trial" button. In the next screen, the user will upload the associated files.

Please note that all three files must be uploaded or the user will get an error message after clicking the "Import" button. While the data are being uploaded, the program checks the data for errors. There are screen shots available in the Appendix to guide the user through uploading the files into the SRM.

## *Errors in Data*

Once the data have been uploaded, the user must evaluate all errors and warnings reported in the SRM. The SRM provides these errors in an attempt to provide cleaner data to WDE and back to the districts. It should be noted that any errors must be corrected before the SRM will allow the user to send data to the WDE.

There are two ways to make corrections to the data. The user can make corrections offline and upload a corrected set of files. WDE recommends making corrections offline, but the decision is at the discretion of each district.

The other option is to edit records online. On the main menu, the user can click the "Records" link. On the next screen, the user can click on one of the files listed on the left hand side of the screen. A list of records within that file will then be shown on the screen. The user can scroll through the list to find the record that needs editing. Once the editing is complete, the user must click on the "Save" button. After all edits are made, clicking the "Revalidate" button will start the program to check for errors. Please note that new records cannot be added in the online editing. The user can only edit pre-existing data.

The Appendix provides screen shots on identifying and reconciling errors and warnings. It also provides insight on editing the Staff files online.

## *Send to WDE*

Once all errors have been corrected and all warnings have been examined, the user is ready to send the data to the WDE. For the Assignment, Staff/Employment, and Experience files, the "Send to WDE" button will turn blue at that time. Once each district has sent in the data, its content will be verified against other data collections. If any errors or questions persist in the data, the Data Collection Steward will contact each district for clarification.

## *Download Finalized Data*

The user has the option to download the submitted data files out of the SRM. One copy of each submitted data file should be saved in a secure location for auditing purposes. These files may also prove useful to reconcile any questions that may arise.

A second copy of the submitted data should be saved with a new name to avoid overwriting the original WDE652 submission data. Once the second set of files is created, districts may want to utilize the second copy of files to continuously update the staffing records. Districts may find that by continuously updating their second copy of the submitted files, may decrease submission time for the next collection.

Caution should be taken to avoid overwriting of data, especially if there is more than one editor within the district. Districts should also be aware that the data elements between the WDE602 and WDE652 are not identical.

## Collection Schedule

The submission of the data must be done within a certain span of time. This timeframe is referred to as the data collection window. During this timeframe, school district personnel may submit their data any day for the collection in question. It is imperative that the data be submitted by the last date, also known as the due date, of the collection window. For this collection, the due date is **June 30, 2009**.

It is highly recommended that each district load data by the Wednesday before the collection is due. For this collection, district should load data no later than June 24, 2009. This will ensure that data can be validated and errors can be corrected before the data are sent to WDE.

### Collection Window

Collection Window  
05/18/09 - 06/30/09

## Frequently Asked Questions

### Introduction

The WDE has collected a list of questions that have been asked about this collection. The questions have been organized and a list of answers has been provided. If a subject in question is not on this list, the data steward should be contacted for clarification. For this collection, there are two Frequently Asked Questions (FAQ) tables: one for content questions

and the other for submission questions. Both FAQ tables will be updated periodically as more questions arise.

## WDE652 Content Questions and Answers

#	Question	Answer
1	Who do I contact regarding content questions?	Susan Kruse at 307-777-6252
2	What is considered full time (1 FTE) for a classified employee?	They must work a minimum of the student days (usually 175) and eight hours per day. Calculation: 175 (days) * 8 (hours) = 1400 annual hours.
3	What does "separation date" mean?	The separation date is the date the staff member was no longer employed by the district. The date must be on or after the hire date and must be in the current fiscal year (July 1, 2008 - June 30, 2009). Any staff member separated PRIOR to the current fiscal year should be deleted from the Assignment, Employment, and Experience files.
4	What should I do about the staff members that separated during the school year?	You will need to add a separation date, adjust their base salary, and adjust their contract days or annual hours to reflect what they actually worked. This will in turn correct their FTE.
5	Should I submit Assignment and Experience records for my separated staff members or delete them before submitting my data?	Assignment and Experience records should be submitted for all separated staff members in the WDE652 since staff members that were separated during the current fiscal year (July 1, 2008 - June 30, 2009) are included.
6	What if I have a staff member that changes positions in the middle of the year?	You will need to adjust their annual hours/contract days and maybe percent of time for their "old" assignment and add their "new" assignment with the annual hours/contract days and maybe percent of time for the remainder of the year. You will also need to adjust their base salary and add a new experience record if needed.
7	What is the definition of the "Base Salary"?	Base Salary is the base annual salary paid to a staff member. This amount does not include any extra salary. <b>Also</b> if a staff member has an assignment(s) that is <b>ONLY</b> extra salary (such as a coach or advisor) making the FTE 0, then 0 (zero) should be entered for the base salary.
8	What is the difference between the schedule and the base salary?	The base salary is the base annual salary paid to a staff member; the schedule salary is the salary that corresponds with where they are placed on the district salary schedule. If the staff member's FTE = 1, then the base and schedule salaries should be the same.
9	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?	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. If there is a column or row listed, you must have a schedule ID listed as well. Either all three fields, Schedule ID, Column and Row, must have values or none of those fields should have values.
10	How do we list an hourly staff member's base salary?	Base salary is an annual amount so you will need to calculate the annual amount by multiplying the hourly rate by the number of annual hours worked.

#	Question	Answer
11	Why doesn't a staff member's FTE equal 1 when I enter 100% time?	If they are on a salary schedule, check the contract days you entered in the assignment file compared to the contract days you entered in the salary schedule header file. If they don't match, the FTE will not calculate to 1. If they are not on a salary schedule then compare the contract days to your district's teacher days. If the contract days are less than the teacher days the FTE will also not calculate to 1.
12	What if a staff member works in more than one school?	Identify (by school ID) at which school each assignment is performed in the assignment file.
13	What is the difference between the assignment FTE and employment FTE?	The assignment FTE is the calculated FTE for a particular assignment. The employment FTE is the sum of the assignment FTEs for a particular staff member if they have more than one assignment. If the staff member only has the one assignment, the two will be the same.
14	How do I know which assignment codes and teacher types correspond with which experience group codes?	Please see Appendix 1: Reportable Combinations in the Staffing Manual/Data Collection Guidebook.
15	Do I need to roll the experience forward?	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. Then you should <b>add</b> the new code w/zero years of experience. They will have two different experience group codes.
16	What if I really have a staff member over the age of 72?	You can still enter them, although you will get a warning and will need to verify he/she is indeed over 72.
17	What if a staff member works in all the schools with the same assignment, can I assign that staff member to the district, i.e., a school nurse?	The staff member needs to be assigned to each school they work at with their percent of time divided accordingly. No <u>school</u> personnel should be assigned to the district - that means school secretaries, teachers, etc. <u>District</u> personnel should be assigned to the district - such as business managers, superintendents, curriculum coordinators, etc.
18	Can I assign my school nurse a set percentage of time to Special Education School Nurse (XSN)?	Any of your licensed professionals with a Special Education assignment code <b>must be directly</b> associated with a student's IEP or they cannot have a special education assignment.
19	How do I report my math teacher who teaches one extra class per day and has an extra salary associated with that class?	Report with an assignment code of MAT 100% time and the second assignment code would also be MAT with no time, only extra salary.
20	When would I use a teacher type of "NT"?	A teacher type of NT should be used when that teacher is instructing students but is not providing the grade or credit for the class. E.g.; Special Education pull-out teachers.
21	How do I report my new staff members without a WISE Staff ID?	You will need to log onto <a href="http://fusion.edu.wyoming.gov">http://fusion.edu.wyoming.gov</a> to get a WISE Staff ID for each new staff member before submitting your file. <u>All</u> staff members must be reported with WISE Staff IDs.
22	What if a staff member has more than one assignment?	Report <u>all</u> of a staff member's assignments in the assignment file.

#	Question	Answer
23	Why does the district have to report if an employee participates in the district's health insurance plan?	In the 2006 legislative session, Enrolled Act 23 was adopted and authorized the WDE to collect district health insurance actual participation information to calculate the health insurance amounts to be provided in the education resource block grant model. W.S. 21-13-309(m)(v)(F) requires the amounts to be provided in the education resource block grant model for health insurance to be based upon prior year statewide average district weighted actual participation in district health insurance plans as to the proportion of employee only, split contracts, employee plus spouse or children, and family coverage.
24	What if my district doesn't have the four insurance options of employee only, split contracts, employee plus spouse or children, and family coverage? What code do I use for each of my staff members?	Read each of the data elements definitions and use the most appropriate code that best suits the staff member's insurance option.
25	Can I select that an employee participates in the district health insurance plan if the district pays the employee the equivalent of the "employee only" premium for a health reimbursement account, but the employee doesn't actually participate in the district health insurance plan?	No, you cannot select that the employee participates in the district health insurance plan. The benefit being paid to the employee is solely at the discretion of the district and is above and beyond for non-participants and thus would not qualify. W.S. 21-13-313(m)(F) states, "...health insurance shall be based upon (l) Prior year statewide average district weighted actual participation in district health insurance plans..."
26	How do I enter a staff member's time/contract days if they work all year but only half time?	You would enter 50% time for the correct contract days (e.g., 188) and that will calculate the FTE at .50.
27	Where would I enter experience for our school nurse that had experience in a clinic outside of Wyoming?	You would enter that experience in OutofStateNonPublicSchoolProfessional provided they meet the criteria described in the 'Definitions' in the data elements file.
28	I have several teachers that have taught at a college or university. How do I figure an FTE for them when they work 2 hours per day, 3 days per week?	You will need to look at each post secondary institution's definition of a full-time teacher to determine the FTE for experience gained from that college or university. (i.e., UW's definition of full time is 24 credit hours over the academic calendar while LCCC's definition is 30 credit hours over the academic calendar)
29	Do I need to figure experience in all categories for my classified staff?	No, for newly hired classified staff (after 10/1) we only need "district" and "other WY District" experience.
30	Should I report low/high grade as the grades that the school serves?	No, low/high grade should be reported by assignment. If a staff member teaches 8 <sup>th</sup> grade math and the school serves 7-9, the low grade should be reported as 8 and the high grade should be reported as 8.
31	If my staff that require a license all have permits issued by PTSB, do I need to put their license information in.	No, but keep in mind if you don't enter that data and they don't have a permit issued from PTSB, they will show up on your Potential Misassignment Report.

#	Question	Answer
32	Can you provide an example of where certain experience should be reported?	<ul style="list-style-type: none"> <li>• St. Stephens School - it is a BIA school, and has USDE certification <ul style="list-style-type: none"> <li>◦ <i>WYInstitutionalExperience</i></li> </ul> </li> <li>• Cathedral School (or any other religious based school that does not have USDE certification) <ul style="list-style-type: none"> <li>◦ <i>Since it is not accredited by an agency recognized by the USDE, then it cannot be reported</i></li> </ul> </li> <li>• Christian Academy (about the same) <ul style="list-style-type: none"> <li>◦ <i>If it is not accredited by an agency recognized by the USDE, then it cannot be reported, but if it is, it would be reported in WYInstitutionalExperience</i></li> </ul> </li> <li>• Head Start and Early Intervention (especially those personnel who have other state licensure, but also the experience for those who do not have other state licensure by the PTSB) <ul style="list-style-type: none"> <li>◦ <i>This wouldn't be reported since it is not a K-12 or postsecondary institution</i></li> </ul> </li> <li>• The Wyoming State Training School <ul style="list-style-type: none"> <li>◦ <i>If it is not accredited by an agency recognized by the USDE, then it cannot be reported, but if it is, it would be reported in WYInstitutionalExperience</i></li> </ul> </li> <li>• State Hospital <ul style="list-style-type: none"> <li>◦ <i>Only for staff such as an OPT or a nurse and it would be reported in the WYNonPublicSchoolProfessional</i></li> </ul> </li> <li>• Department of Defense schools <ul style="list-style-type: none"> <li>◦ <i>OutOfStateInstitutionalExperience assuming they are teaching K-12 or post-secondary courses and the institution is accredited by an agency recognized by the USDE</i></li> </ul> </li> <li>• Adult Basic Education instructors <ul style="list-style-type: none"> <li>◦ <i>This wouldn't be reported</i></li> </ul> </li> <li>• Any Collegiate Instruction experience <ul style="list-style-type: none"> <li>◦ <i>OutOfStateInstitutionalExperience or WYInstitutionalExperience only if the post-secondary institution is accredited by an agency recognized by the USDE</i></li> </ul> </li> </ul>
33	How do I edit the spelling of the Staff Member's Name?	All three files ask for full name. However, edits must be made in the Employment file only.
	How do I report Experience Categories?	The definitions for each of the experience categories within the Experience file were modified. Only the number of FTE years received <u>prior to the start of the current school (2008-09)</u> should be counted within these categories for the Spring 2009 WDE-652 data collection

## WDE652 Submission Questions and Answers

#	Question	Answer
1	Who do I contact regarding submission questions?	Leslie Zimmerschied at 307-777-8751
2	Who do I contact regarding username and passwords for the State Report Manager?	Your district's WISE Coordinator
3	Who do I contact regarding the WISE project as a whole?	Shadd Schutte at 307-777-3656
4	Who do I contact if I need a WISERStaffID (WISE Staff identification number)?	Susan Kruse at 307-777-6252
5	Where can I find more information on the elements within this collection?	<a href="http://www.k12.wy.us/wise/">http://www.k12.wy.us/wise/</a>
6	Which of the data files can be downloaded from the State Report Manager?	There will be three files that can be downloaded from the State Report Manager. All will contain your district's latest data. They are: <ol style="list-style-type: none"> <li>1. Staff/Employment</li> <li>2. Assignment</li> <li>3. Experience</li> </ol>
7	How many data files should be submitted for this collection?	For the WDE652 data collection, districts are only required to submit the following files through the SRM: <ol style="list-style-type: none"> <li>1. Staff/Employment</li> <li>2. Assignment</li> <li>3. Experience</li> </ol>
8	Will I need to upload the salary schedule and salary header files again?	You will not need to upload a new salary schedule and salary header files for the WDE652 data collection. <u>WDE will compare your Staff/Employment, Experience, and Assignment files to the Salary Schedule that you submitted during the WDE602 data collection.</u>
9	How will I know when I can send the data to WDE?	You can send your data to WDE after you have corrected all of your errors and looked over all of your warnings. The "Send to WDE" button will turn blue for the Staff files after all errors have been corrected.
10	I need to make a correction in one of my Staff files. Do I need to upload all three files?	Yes. Anytime you need to upload a corrected Staff file, you will need to upload all three files even if you didn't make a correction in the other two.
11	I made a correction to my Staff files online. What do I do now?	First, make sure you save your correction. Then, click on the "Revalidate" button. This will start the program that checks for errors in your data files. If you do not have any errors and you have looked over all of your warnings, you can go ahead and click "Send to WDE."
12	Can I add a new record to one of the Staff files online?	No. You may only edit pre-existing data online. You will need to upload a new set of Staff files if you need to add a new staff member, a new assignment, or a new experience record.

# Appendix 1: Assignment Codes that Require a License

## Assignment Codes that Require a License

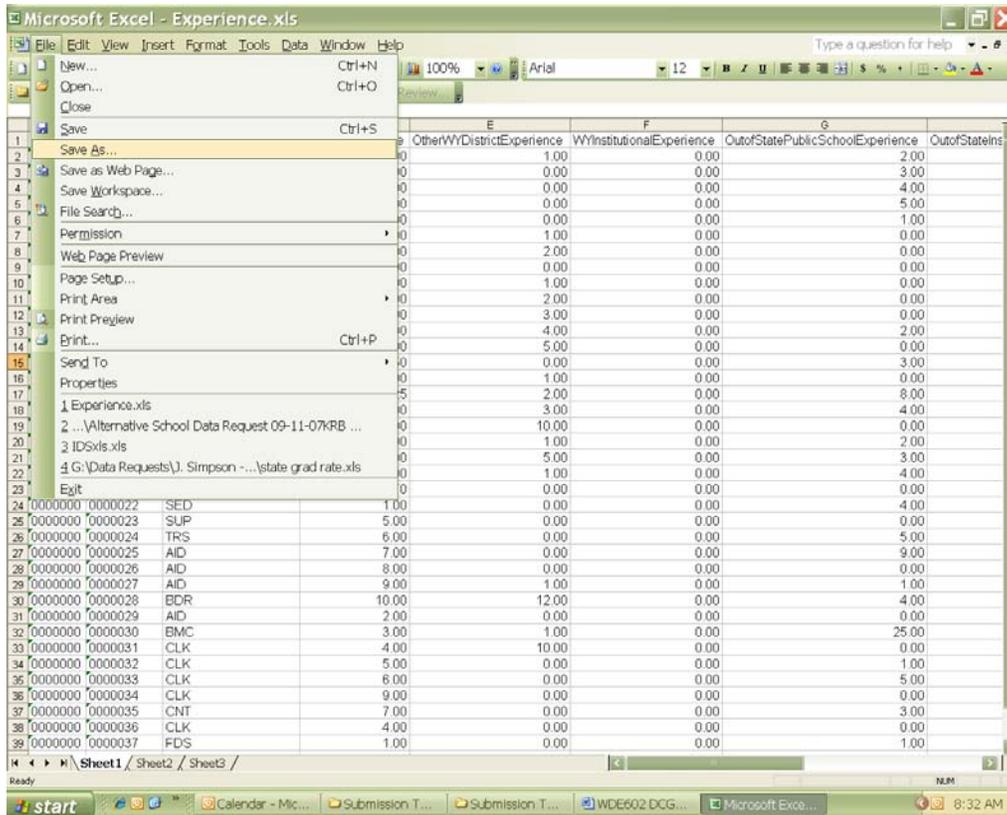
Assign Code	Assignment Description	License Type Code	License Type Description
AUD	Audiology	AUD	Audiology
COU	Counseling	COU	Counseling
LPT	Physical Therapist	LPT	Physical Therapist
OTA	Certified Occupational Therapy Assistant (COTA)	OTA	Certified Occupational Therapy Assistant (COTA)
OTR	Occupational Therapist	OTR	Occupational Therapist
PST	Psychological Technician	PST	Psychological Technician
PTA	Physical Therapy Assistant	PTA	Physical Therapy Assistant
SNR	School Nurse	SNR	School Nurse
SPA	Speech Pathologist	SPA	Speech Pathologist
SPS	School Psychologist	SPS	School Psychologist
SSW	School Social Worker	SSW	School Social Worker
XAU	Special Education - Audiology	XAU	Special Education - Audiology
XCO	Special Education - Counseling	XCO	Special Education - Counseling
XDD	Special Education - Educational Diagnostician	XDD	Special Education - Educational Diagnostician
XOT	Special Education - Occupational Therapist	XOT	Special Education - Occupational Therapist
XPS	Special Education - Psychological Technician	XPS	Special Education - Psychological Technician
XPT	Special Education - Physical Therapist	XPT	Special Education - Physical Therapist
XPY	Special Education - School Psychologist	XPY	Special Education - School Psychologist
XSN	Special Education - School Nurse	XSN	Special Education - School Nurse
XSP	Special Education - Speech Pathologist	XSP	Special Education - Speech Pathologist
XSS	Special Education - School Social Worker	XSS	Special Education - School Social Worker
XTA	Special Education - Physical Therapy Assistant	XTA	Special Education - Physical Therapy Assistant
XTR	Special Education - Certified Occupational Therapy Assistant (COTA)	XTR	Special Education - Certified Occupational Therapy Assistant (COTA)

# Appendix 2: State Report Manager Screen Shots for the WDE652 Collection

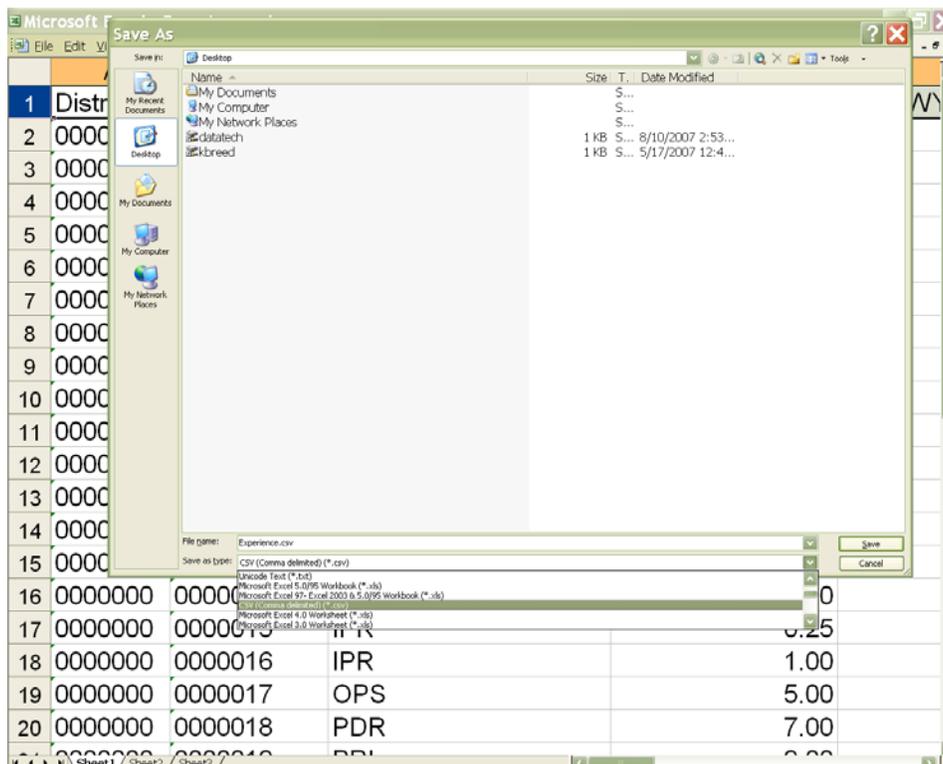
Step 1. Update data in the Staff files.

	A	B	C	D	E	F	
1	DistrictID	WISEStaffID	ExperienceGroupCode	DistrictExperience	OtherWYDistrictExperience	WYInstitutionalExperience	OutofSta
2	0000000	0000000	DIR	2.00	1.00	0.00	
3	0000000	0000001	APR	5.00	0.00	0.00	
4	0000000	0000002	APR	8.00	0.00	0.00	
5	0000000	0000003	APR	9.00	0.00	0.00	
6	0000000	0000004	ASU	1.00	0.00	0.00	
7	0000000	0000005	BMG	4.00	1.00	0.00	
8	0000000	0000006	DIR	5.00	2.00	0.00	
9	0000000	0000007	ZZZ	3.00	0.00	0.00	
10	0000000	0000008	DIR	4.00	1.00	0.00	
11	0000000	0000009	TCH	8.00	2.00	0.00	
12	0000000	0000010	FDR	9.00	3.00	0.00	
13	0000000	0000011	HTC	1.00	4.00	0.00	
14	0000000	0000012	HTC	20.00	5.00	0.00	
15	0000000	0000013	HTC	0.50	0.00	0.00	
16	0000000	0000014	IPR	3.00	1.00	0.00	
17	0000000	0000015	IPR	0.25	2.00	0.00	
18	0000000	0000016	IPR	1.00	3.00	0.00	
19	0000000	0000017	OPS	5.00	10.00	0.00	
20	0000000	0000018	PDR	7.00	1.00	0.00	
21	0000000	0000019	PRI	9.00	5.00	0.00	
22	0000000	0000020	PRI	1.00	1.00	0.00	
23	0000000	0000021	PRI	0.70	0.00	0.00	
24	0000000	0000022	SED	1.00	0.00	0.00	
25	0000000	0000023	SUP	5.00	0.00	0.00	
26	0000000	0000024	TRS	6.00	0.00	0.00	
27	0000000	0000025	AID	7.00	0.00	0.00	
28	0000000	0000026	AID	8.00	0.00	0.00	
29	0000000	0000027	AID	9.00	1.00	0.00	
30	0000000	0000028	BDR	10.00	12.00	0.00	
31	0000000	0000029	AID	2.00	0.00	0.00	
32	0000000	0000030	BMC	3.00	1.00	0.00	
33	0000000	0000031	CLK	4.00	10.00	0.00	
34	0000000	0000032	CLK	5.00	0.00	0.00	
35	0000000	0000033	CLK	6.00	0.00	0.00	

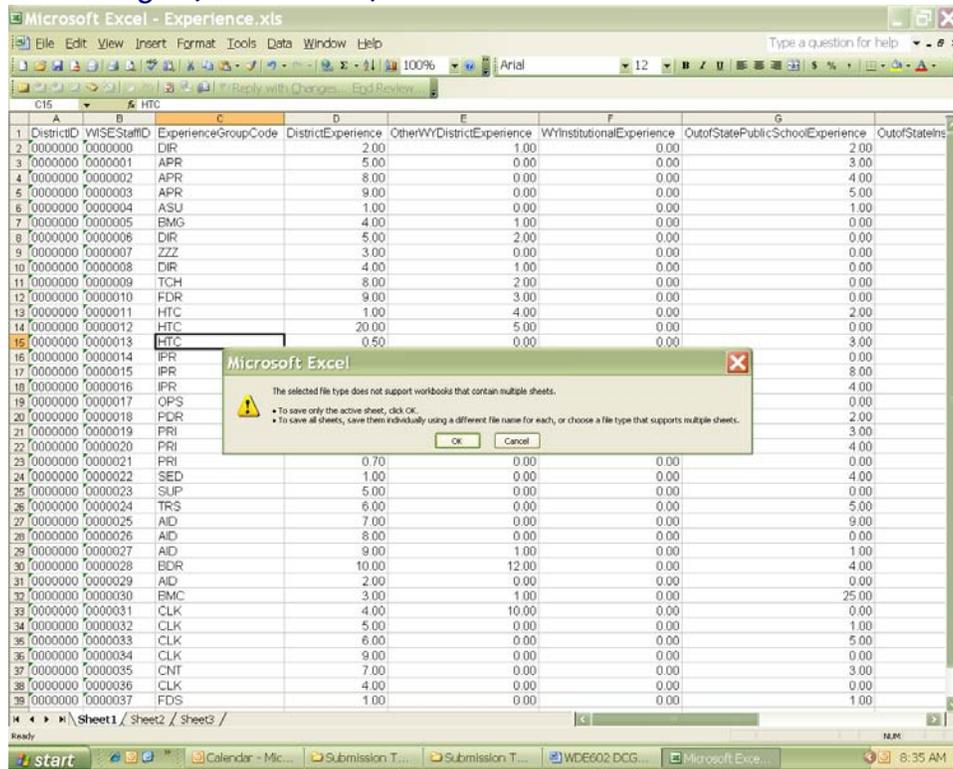
Step 2. On the menu, click File and then Save As.



Step 3. In the "Save as Type" drop down menu, select CSV (Comma delimited) (\*.csv). Browse to the location where you want to save the file and then click "Save."

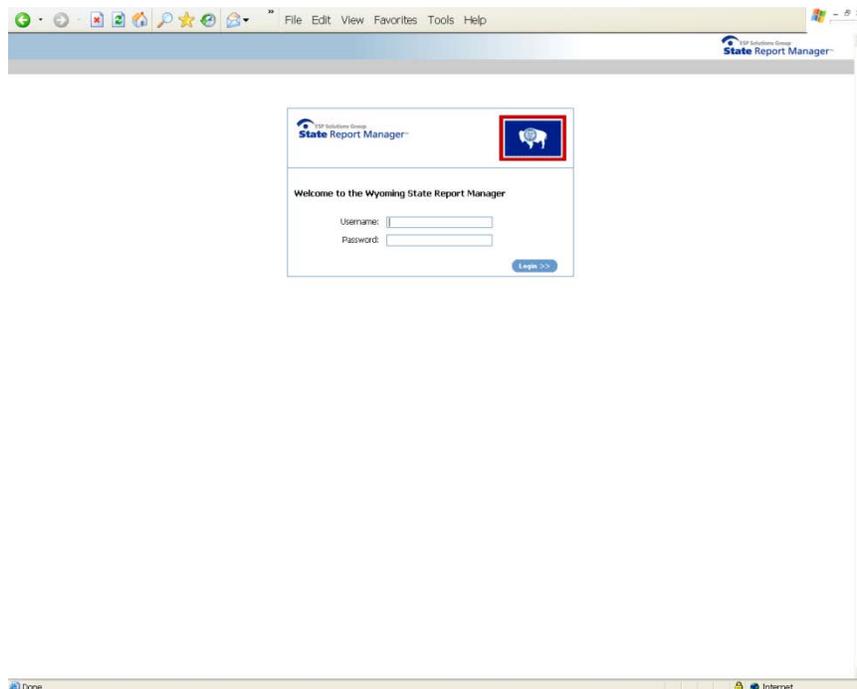


Step 4. Click OK when you see the error message below. Then click Yes to the second error message (not shown).



## Download Last Collection's Files

Step 1. Login to the State Report Manager (it will be necessary to coordinate with the district's WISE Coordinator to complete this data collection).



Step 2. Click on the "2007-08 WDE652 Data" link.

The screenshot shows a web browser window with the address bar displaying "SRM: State Report Manager Home". The page header includes the Albany County School District #1 logo and the text "Albany County School District #1". A user is logged in as "Ann-Marie Trujillo". The main content area features a welcome message and a list of current state reports.

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

Step 3. Click on the "Download" button.

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

**Saved Trial: 2007-08 WDE652 Data**

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

Save Download Revalidate Send to WDE Delete

Errors (273) Warnings (91) Records (3039) Reports

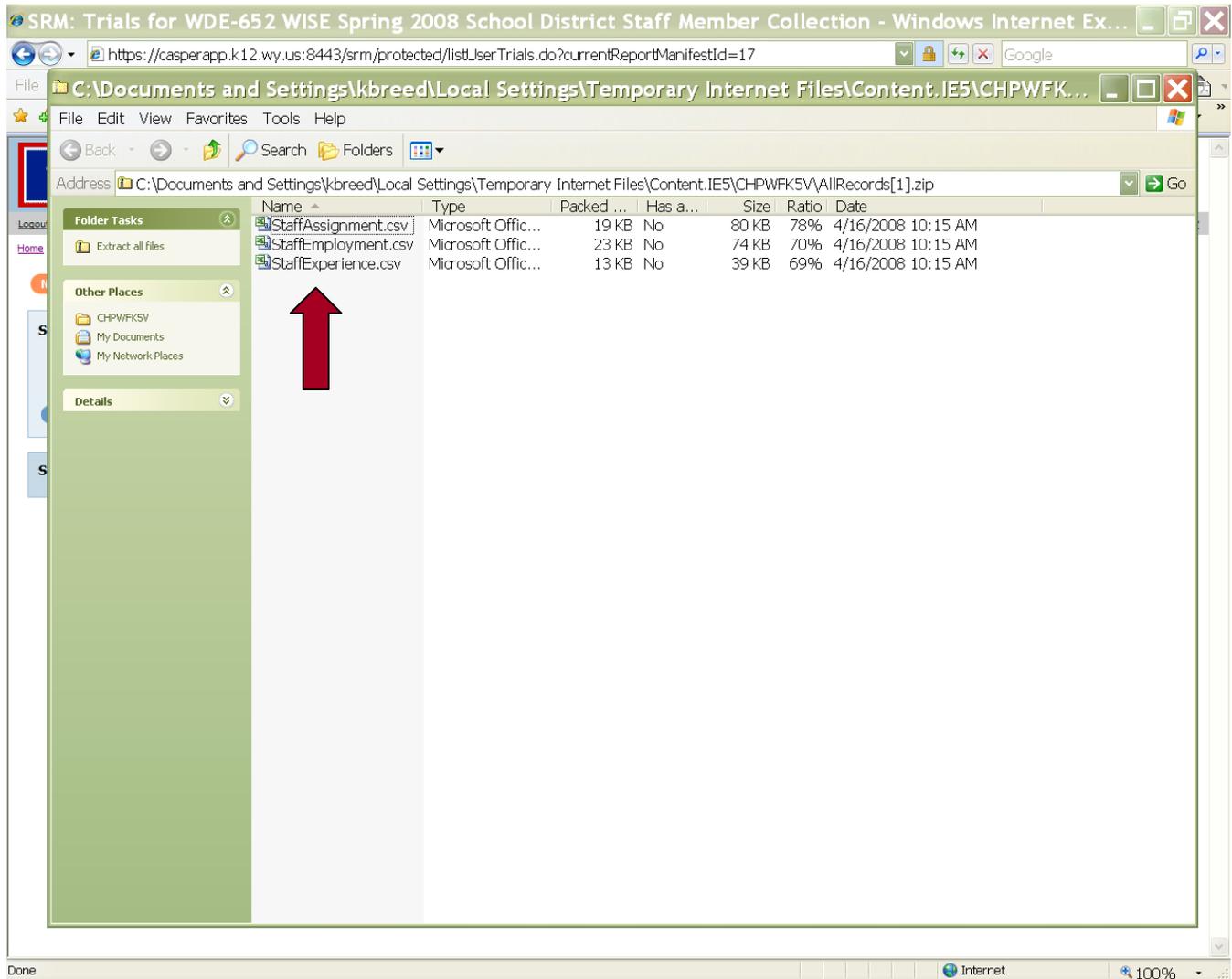
Submitted: This state report has not yet been sent to WDE.

Done Internet 100%

Step 4. On the pop-up screen, click on the "Open" button.

The screenshot shows a web browser window with the title "SRM: Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection - Windows Internet Ex...". The address bar shows the URL "https://casperapp.k12.wy.us:8443/srm/protected/listUserTrials.do?currentReportManifestId=17". The browser menu includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content includes the Albany County School District #1 logo, a "Logout: Ann-Marie Trujillo" link, and a "Need Help?" link. The main heading is "Home > Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection". There is a "New Trial" button and a "Saved Trial: 2007-08 WDE652 Data" section with details: "Generated: 04-14-2008 3:37pm" and "Description: Certified WDE652 Trial". Below this are buttons for "Save", "Download", "Revalidate", "Send to WDE", and "Delete". A "Submitted Trial" message states "This state report has not yet been sent to". A "File Download" dialog box is open in the center, asking "Do you want to open or save this file?". The dialog shows a folder icon, "Name: AllRecords.zip", "Type: Compressed (zipped) Folder", and "From: casperapp.k12.wy.us". It has "Open", "Save", and "Cancel" buttons. A red arrow points to the "Open" button. At the bottom of the dialog, there is a warning: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What should I do?](#)". The browser status bar at the bottom shows "Start downloading from site: https://casperapp.k12.wy.us:8443/srm/protected/downloadTrial.do?trialId=1430" and "Internet" with a 100% zoom level.

Step 5. Copy all the files in this folder and paste them in a different location that is convenient for you.



# Upload Revised Files

Step 1. Login into the SRM. Click on the appropriate "2007-08 WDE652 Data" link.

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

Step 2. Click on the "New Trial" button.

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

ESP Solutions Group  
State Report Manager™

Logout: Ann-Marie Trujillo [Need Help?](#)

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

[New Trial](#)

**Submitted Trial: 2007-08 WDE652 Data**  
Generated: 04-14-2008 3:37pm  
Description: Certified WDE652 Trial

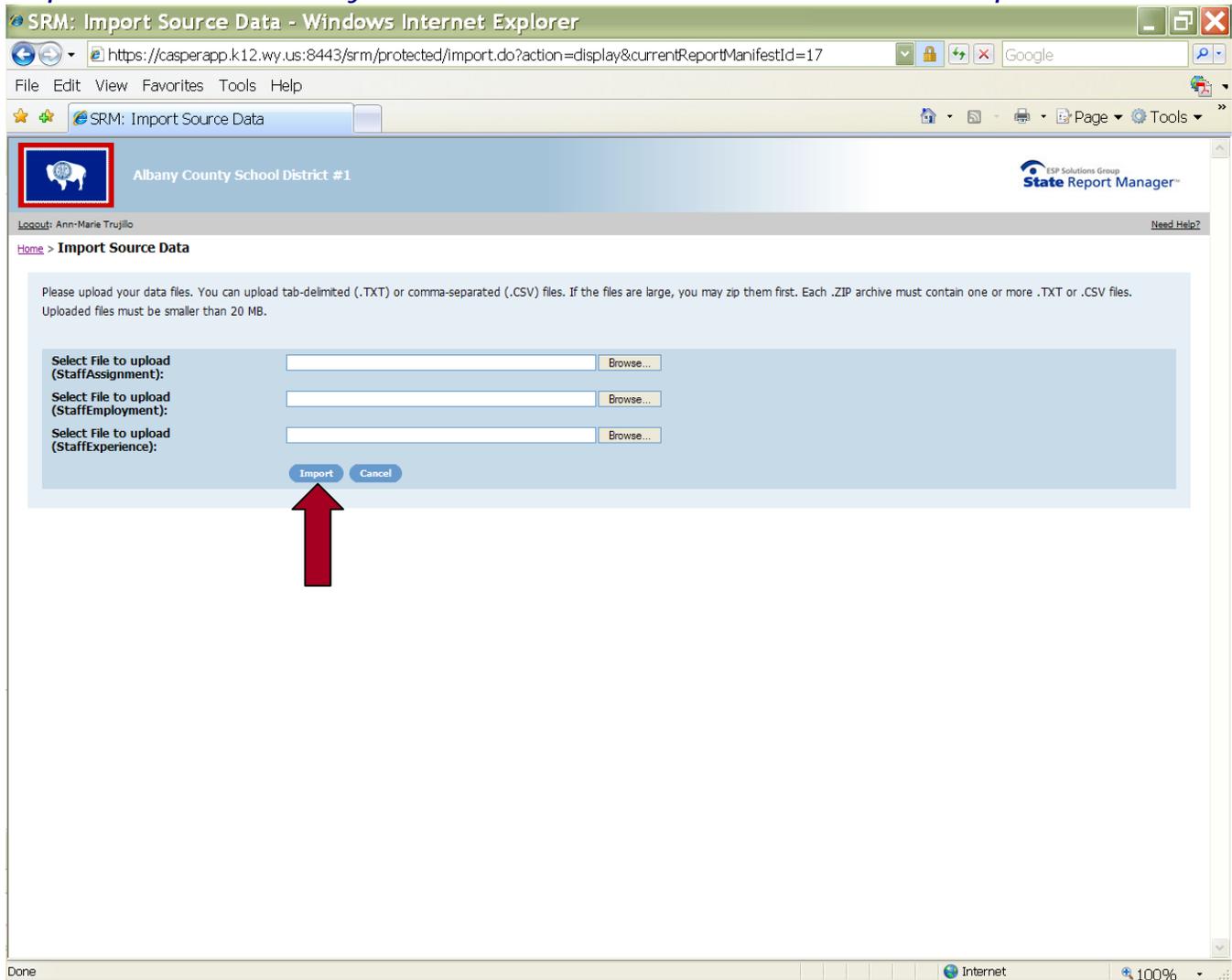
[Save](#) [Download](#) [Revalidate](#) [Send to WDE](#) [Delete](#)

[Errors \(273\) Warnings \(91\)](#) [Records \(3039\)](#) [Reports](#)

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

Done Internet 100%

Step 3. Click on each "Browse" button. Find the appropriate file and click the "Open" button. After you have a file in each area, click the "Import" button.



Step 4. Watch the blue bar expand as the data files are being uploaded.

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

ES&S Solutions Group  
State Report Manager™

Logout: Ann-Marie Trujillo [Need Help?](#)

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

**New Trial**

**Latest Trial**  
Generated: **processing...**

Calculating assignment salaries and total salary

**Saved Trial: 2007-08 WDE652 Data**  
Generated: 04-14-2008 3:37pm  
Description: Certified WDE652 Trial

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

[Errors \(273\)](#)  
[Warnings \(91\)](#)

[Records \(3039\)](#)

[Reports](#)

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

Done Internet 100%

Step 5. The screen below will appear once the data files have been uploaded into the SRM. The latest "trial" or latest data files will always be listed on top.

The screenshot shows a web browser window titled "SRM: Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection - Windows Internet Ex...". The address bar shows the URL: <https://casperapp.k12.wy.us:8443/srm/protected/listUserTrials.do?currentReportManifestId=17>. The browser menu includes File, Edit, View, Favorites, Tools, and Help. The page content includes the Albany County School District #1 logo, the State Report Manager logo, and a user login for Ann-Marie Trujillo. The main heading is "Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection". A "New Trial" button is visible. The "Latest Trial" section shows a trial generated on 04-16-2008 at 10:35am, with a red arrow pointing to it. Below this trial are buttons for Save, Download, Revalidate, Send to WDE, and Delete. To the right of the trial are icons for Errors (273), Warnings (91), Records (3039), and Reports. The "Saved Trial" section shows a trial from 2007-08 WDE652 Data, generated on 04-14-2008 at 3:37pm, with a description of "Certified WDE652 Trial". It also has buttons for Save, Download, Revalidate, Send to WDE, and Delete, and icons for Errors (273), Warnings (91), Records (3039), and Reports. A "Submitted Trial" section at the bottom states: "This state report has not yet been sent to WDE." The browser status bar at the bottom shows "Done", "Internet", and "100%".

# Check Errors in Data

Step 1. Click on the "Errors (#)" or "Warnings (#)" link.

The screenshot shows a Windows Internet Explorer browser window displaying the State Report Manager interface for Albany County School District #1. The browser's address bar shows the URL: <https://casperapp.k12.wy.us:8443/srm/protected/listUserTrials.do?currentReportManifestId=17>. The page title is "SRM: Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection".

The interface includes a header with the district logo and "State Report Manager" branding. Below the header, there is a navigation bar with "Home" and "Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection". A "New Trial" button is visible.

The main content area is divided into sections for trial management:

- Latest Trial:** Generated on 04-16-2008 at 10:35am. It includes buttons for "Save", "Download", "Revalidate", "Send to WDE", and "Delete". A red arrow points to the "Errors (273) Warnings (91)" link.
- Saved Trial: 2007-08 WDE652 Data:** Generated on 04-14-2008 at 3:37pm. Description: "Certified WDE652 Trial". It also includes buttons for "Save", "Download", "Revalidate", "Send to WDE", and "Delete".
- Submitted Trial:** A message stating "This state report has not yet been sent to WDE."

The browser's status bar at the bottom shows "Done", "Internet", and "100%".

Step 2. The left-hand side lists the data files that were uploaded. The center area lists the different Errors and Warnings found in the data files. The right-hand side lists the different reports available for these data files. Click on the individual error/warning links in the center of the page.

The screenshot shows a web browser window titled "SRM: Latest Trial - Windows Internet Explorer". The address bar shows the URL: <https://casperapp.k12.wy.us:8443/srm/protected/trialIndex.do?trialId=1436>. The page content includes the Albany County School District #1 logo and the State Report Manager logo. Below the navigation bar, the page is titled "Latest Trial" and shows a list of records and violations.

Records	Violations	Reports
<a href="#">StaffAssignments</a> 1353	Error 2 <a href="#">Too many problems for a rule (rule TooManyProblemsForRule)</a>	<a href="#">Violations Summary (MS Excel)</a>
<a href="#">StaffEmployments</a> 908	Error 1 <a href="#">No Principal reported for school (rule R4501)</a>	<a href="#">Assignments: All Staff (PDF)</a>
<a href="#">StaffExperiences</a> 778	Error 100+ <a href="#">No assignment for staff member at base school (rule R4705)</a>	<a href="#">Assignments: Classified Staff (PDF)</a>
	Error 57 <a href="#">Staff assignment record does not have a corresponding staff experience record (rule R4713)</a>	<a href="#">Assignments: Professional Staff (PDF)</a>
	Error 13 <a href="#">Experience should not be reported for the staff assignment (rule R4714)</a>	<a href="#">Experience: All Staff (PDF)</a>
	Error 100+ <a href="#">SeparationDate is on or before 10/01/2007 (rule R4903)</a>	<a href="#">ETE: All Staff (PDF)</a>
	Warning 87 <a href="#">Value must be between \$7,000 and \$150,000 (rule R4209)</a>	<a href="#">Separated Staff Members (PDF)</a>
	Warning 1 <a href="#">Calculated FTE is not valid (rule R4210)</a>	
	Warning 3 <a href="#">The age of the staff member falls outside the expected bounds. (rule R4700)</a>	

A red arrow points to the bottom of the Violations column, specifically to the warning "The age of the staff member falls outside the expected bounds. (rule R4700)".

Step 3. Click the "View" link to get more information on a particular error/warning.

SRM: StaffEmployments violating R4705 - Windows Internet Explorer

https://casperapp.k12.wy.us:8443/srm/protected/listData.do?trialId=1436&list=R4705&ruleText=No+assignment+

Albany County School District #1

State Report Manager™

Logout: Ann-Marie Trujillo

Home > WDE-652 WISE Spring 2008 School District Staff Member Collection > Latest Trial > StaffEmployments violating R4705

Show: StaffEmployments Violating R4705

Rule 705: No assignment for staff member at base school  
No assignment for staff member at base school

Show: 10 of 100 | Page 1 of 10 | Rows per page: 10

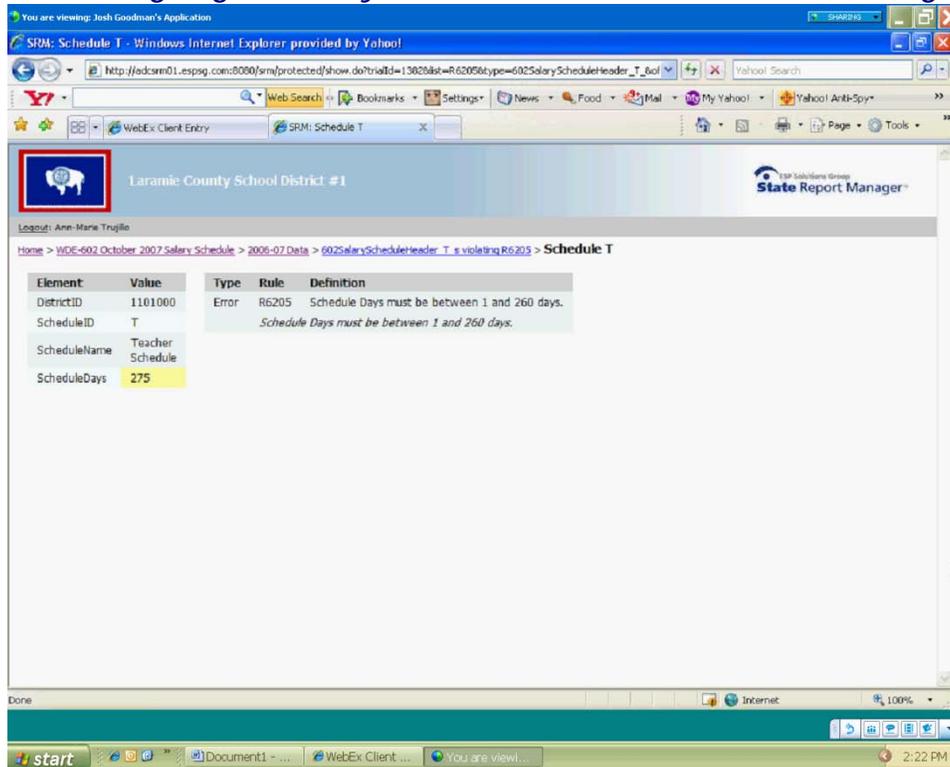
Show Search Fields to search for items in the list.

<input type="checkbox"/>	Violations	WISEStaffID ▲	StaffLastName	StaffFirstName	BaseSchoolID	FTE	TotalSalary
<input type="checkbox"/>	<a href="#">View</a>	2	Hidden for confidentiality				
<input type="checkbox"/>	<a href="#">View</a>	2					
<input type="checkbox"/>	<a href="#">View</a>	2					
<input type="checkbox"/>	<a href="#">View</a>	3					
<input type="checkbox"/>	<a href="#">View</a>	2					
<input type="checkbox"/>	<a href="#">View</a>	2					
<input type="checkbox"/>	<a href="#">View</a>	2					
<input type="checkbox"/>	<a href="#">View</a>	2					
<input type="checkbox"/>	<a href="#">View</a>	2					
<input type="checkbox"/>	<a href="#">View</a>	2					

Delete selected records

Showing 1-10 of 100 | Page 1 of 10 | Rows per page: 10

Step 4. The item highlighted in yellow contains the error/warning.



Step 5a. You can make your correction offline and upload the new Staff files.

Step 5b. You can also make the corrections to the Staff files within the SRM. To edit online, please proceed to Step 1 under "Edit Data Online."

## Side Note - Search using WISEStaffID

SRM: StaffEmployments violating R4705 - Windows Internet Explorer

https://casperapp.k12.wy.us:8443/srm/protected/listData.do

Albany County School District #1

State Report Manager

Logout: Ann-Marie Trujillo

Home > WDE-652 WISE Spring 2008 School District Staff Member Collection > Latest Trial > StaffEmployments violating R4705

Show: StaffEmployments Violating R4705

**Rule R4705:** No assignment for staff member at base school  
No assignment for staff member at base school

Showing 1-2 of 2 << << Page 1 of 1 Go >>> Rows per page: 10

Hide Search Fields or to search, enter text in one or more fields and press Enter. Wildcards (\*) are allowed.

Search:

<input type="checkbox"/>	Violations	WISEStaffID ^	StaffLastName	StaffFirstName	BaseSchoolID	FTE	TotalSalary
<input type="checkbox"/>	<a href="#">View</a>	2	Hidden for confidentiality				
<input type="checkbox"/>	<a href="#">View</a>	2					

Delete selected records

Internet 100%

## Edit Data Online

Step 1. Go back to the screen below. On the left-hand side, click on the data file that needs a correction.

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 displays data for the 2006-07 school year, generated on 09-10-2007 at 2:06pm. A table lists records, violations, and reports. A red arrow points to the file '602SalarySchedule\_I.s' in the Records column, which has 20 violations.

Records	Violations	Reports
<a href="#">602SalaryScheduleHeader_I.s</a>	1 Error 1 Schedule Days must be between 1 and 260 days. (rule 86205)	<a href="#">Salary Schedule I (MS Excel)</a>
<a href="#">602SalarySchedule_I.s</a>	20	<a href="#">Salary Schedule T (MS Excel)</a>
<a href="#">602SalaryScheduleHeader_T.s</a>		
<a href="#">602SalarySchedule_T.s</a>	18	

Step 2. Click the "View" link on the record that needs correcting.

Laramie County School District #1

Logout: Ann-Marie Trujillo

Home > WDE-602 October 2007 Staff Employment, Assignments, and Experience > Latest Trial > All StaffAssignments

Show: All StaffAssignments

Showing 1-2 of 2 |<< << Page 1 of 1 [Go] >> >>| Rows per page: 50

Show Search Fields to search for items in the list.

Violations	WISEstaffID ^	SchoolID	AssignmentCode	TeacherType	EmployeeClass
<a href="#">View</a>	0	1001019	1101056	SPA	Support Professional
<a href="#">View</a>	0	1001019	1101057	SPA	Support Professional

Step 3. Click the "Edit" link.

Laramie County School District #1

Logout: Ann-Marie Trujillo

Home > WDE-602 October 2007 Staff Employment, Assignments, and Experience > Latest Trial > All StaffAssignments > 1001019 (SPA)

[Edit](#)

Element	Value
DistrictID	1101000
WISEstaffID	1001019
AssignmentCode	SPA - Speech Pathologist
TeacherType	
SchoolID	1101056
LowestGradeServed	09
HighestGradeServed	12
ContractDays	180
Time	50
AnnualHours	
HolidayHours	
ExtraSalary	
Salary	\$0.00
EmployeeClass	Support Professional
AssignmentFte	0.0

Step 4. Make the necessary corrections and click the "Save" button. To undo any changes made, click the "Cancel" button.

Laramie County School District #1

State Report Manager

Logout: Ann-Marie Trujillo

Home > Latest Trial > All StaffAssignments > 1001019 (SPA) > Edit 1001019 (SPA)

Cancel

Element	Value
DistrictID	1101000
WISEstaffID	1001019
AssignmentCode	SPA - Speech Pathologist
TeacherType	-- no value --
SchoolID	1101056
LowestGradeServed	09
HighestGradeServed	12
ContractDays	180
Time	50
AnnualHours	
HolidayHours	
ExtraSalary	
Salary	\$0.00
EmployeeClass	Support Professional
AssignmentPct	0.0

Cancel

## Send to WDE

Step 1. Go into latest trial of the Staff files. Make sure that all errors have been corrected and warnings have been looked over.

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

ESP Solutions Group  
State Report Manager™

Logout: Ann-Marie Trujillo [Need Help?](#)

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 (3039)

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 (273)  
Warnings (91)

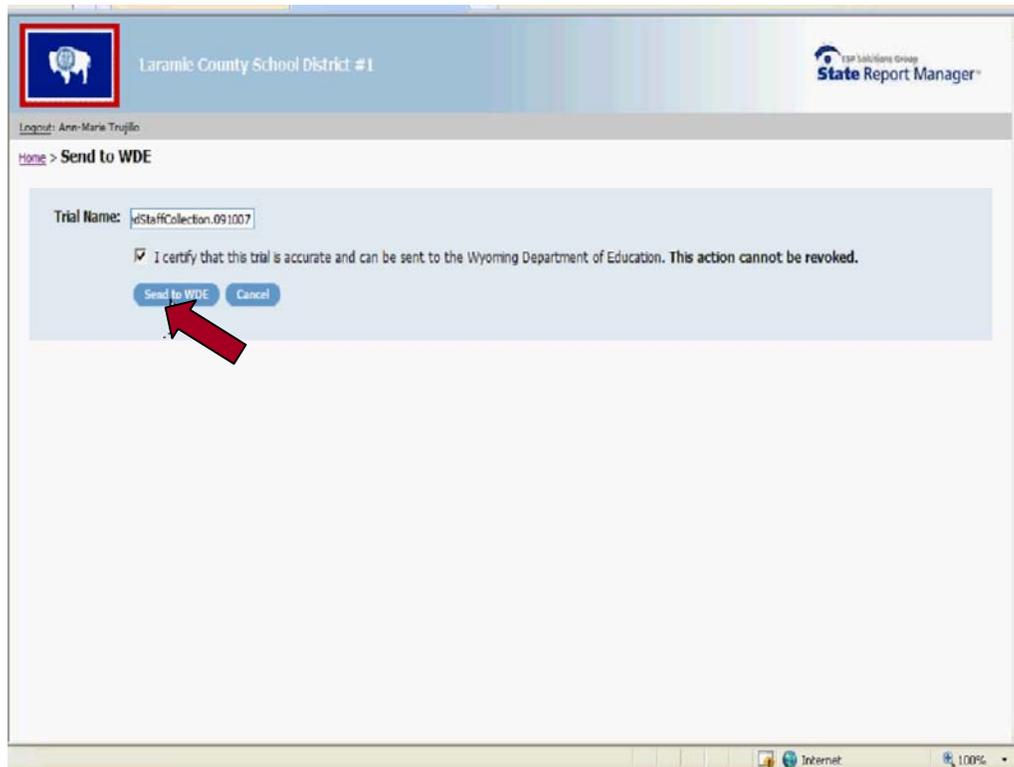
Records (3039)

Reports

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

Done Internet 100%

Step 3. Name this item in the white box, click in the certification box, and then click the "Send to WDE" button.



## Job Assignment Codes

The Job Assignment Codes are located on the WISE website (<https://www.k12.wy.us/wise>).