

WDE652 – WISE Spring School District Staff Member Collection

WISE Data Collection Submission Training

Presented on April 28, 2009

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •

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



Agenda

- ▶ WDE652 Documentation Available
- ▶ Overview of the Data Collection
- ▶ Differences Between WDE602 and WDE652
- ▶ Retrieving Staff Ids on Fusion Web Site
- ▶ Frequently Asked Questions
- ▶ Data Elements
- ▶ Business Rules
- ▶ State Report Manager/New SRM Shortcuts
- ▶ Data Submission
- ▶ Important Dates
- ▶ Contact Information
- ▶ You Ask, WDE Answers!
- ▶ Feedback

WISE Documentation Available

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



Documentation Available

- ▶ What documentation is available?
 - Data element document w/ business rules
 - Staffing manual/guidebook
 - Slides on today's training

- ▶ Where is the documentation?
 - Current Information for the WDE652 is posted on the WISE web site:
 - <http://www.k12.wy.us/wise/>



Overview of Data Collection

WDE652

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



WDE652 Data Files

- ▶ WDE 652 is Collected through the State Report Manager.
- ▶ WDE652 Has Three Files:
 - Employment
 - Assignment
 - Experience
- ▶ Salary Schedule and Header files
 - Will NOT be submitted for the WDE652

Overview of WDE652

- ▶ The WDE652 is a full-year comprehensive, collection for staff member demographics and employment status.
- ▶ At the state level, staffing data are used 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.
- ▶ The WDE652 closely matches the fall WDE602 collection.

WDE652 Contacts

1. Data Steward

- Susan Kruse
- Content questions
- 307-777-6252

3. WISE Project

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

2. Submission

Contact

- Leslie
Zimmerschied
- State Report
Manager (SRM)
submission
questions
- Username/pass-
word questions
- 307-777-8751

Important Dates

- ▶ Collection window opens
 - May 18, 2009

- ▶ Collection due date
 - June 30, 2009

Differences Between WDE602 and WDE652

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



How is WDE652 Different?

- Last year, the WDE652 was a snapshot of a single day within the year.
- This year and forward, the WDE652 collects the full year accounting of all employment and assignments (as well as prior years experience) for the entire fiscal year (this year, July 1, 2008 – June 30, 2009).
- No Salary Header or Salary Schedule files are submitted with the 652.

How is WDE652 Different?

- ▶ Changed Elements:

Hire Date to Employment – Schools will enter a hire date if the staff member was hired during the current fiscal year (July 1, 2008 – June 30, 2009).

Separation Date – The WDE652 separation date, like the hire date, is entered if the staff member separated from the district during the current fiscal year July 1, 2008 – June 30, 2009.

How is WDE652 Different?

- Elements omitted and no longer included in the collection:
 - National Certificate Number
 - National Certificate Paid

How is WDE652 Different? (cont.)

- ▶ Half Day Kindergarten (HK) removed. KG is only choice for kindergarten
- ▶ Annual Hours set at a maximum of 2088 to account for the number of possible work days in the 2008 – 2009 school year.
- ▶ Definitions for the experience categories were slightly modified

Retrieving Staff IDs on the Fusion Web Site

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





Hands On Fusion Training

WHEN: Thursday, MAY 7 or Friday, MAY 8

10 a.m. to 3 p.m. (Participants Need Only Attend One Day)

WHERE: Central Wyoming Community College Campus,
Riverton, Wyoming in CW (Classroom Wing) 104.

FOR WHO: The Wyoming Department of Education
would like to offer hands on Fusion Training for all

SRS ADMINISTRATORS

&

FUSION ADMINISTRATORS

WHY: To Gain the Following Skills and Knowledge:

- Create, Edit and Re-assign WISE Staff and WISER Student ID's
- Managing, Creating, Editing and Deactivating Fusion User Accounts

SEATING IS LIMITED!!!!

For Reservations Contact:

Susan Kruse skruse@educ.state.wy.us 307-777-6252

Please Specify If You Have a Preference in Dates.

How do I get a WISEStaffID?

- ▶ Log onto the Fusion web site <https://fusion.edu.wyoming.gov>
- ▶ Log In to the website using your user name and password. If this is your first time on Fusion click “Request Login” in the upper right hand corner.

Wyoming Education Fusion - Home - Windows Internet Explorer

http://fusion.edu.wyoming.gov/MySites/Home/default.aspx

File Edit View Favorites Tools Help

Convert Select

Google Search

Bookmarks Find Check AutoFill

Sign In

Wyoming Education Fusion - Home

WYOMING EDUCATION FUSION

Login Request Login Help About Fusion Contact Us

Home Directory Data Collection Data Reporting Lifelong Career Guidance Applications

Fusion Home WDE Home

Home » Fusion Home

What Do I Ask? SEARCH Go

Fusion Home

Merriam-Webster's dictionary defines fusion as "a merging of diverse, distinct, or separate elements into a unified whole."

The Wyoming Department of Education is certainly excited about the ability to provide a centralized location for sharing resources and is currently improving our customer service. During the phased release additional areas will be opened for access and use. The Fusion portal incorporates a single sign-on solution and for each school district's designated administrator determines an individual's access level by assigning appropriate roles.

What's New

Data Reporting

- Hathaway Scholarship Reports
- Data Reporting Home
 - Enrollment
 - Graduation Rates
 - Dropout Rates

Applications

- Grants Management System
- Wyoming Transcript Center

Coming Soon

Lifelong Career Guidance:

- Career Guidance Resource Tools

Data Reporting:

- ACT/WorkKeys
- Youth Risk Behavior Survey (YRBS) Reports

Applications:

- State Report Manager (SRM)
- WISER ID User Interface

Fusion documentation

Fusion Documentation will be found under the Communication Center link associated with each page. We will have a State Registration System user guide and are finalizing the Fusion User Guide. We will also have access to Virtual Hard Drive, Blogs, and Threaded Discussions.

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Cheyenne, WY 82002-0050

Done Internet 100%



Individual Staff Ids

- ▶ At the bottom of the home page under “Admin” is the SRS (State Registration System). Staff Ids can be manually done one at a time or uploaded.
- ▶ If you can not see the blue SRS tabs you will need to contact your district Fusion Administrator for rights.

Wyoming Education Fusion - Home - Windows Internet Explorer

https://fusion.edu.wyoming.gov/sites/secured/MySites/Home/default.aspx

File Edit View Favorites Tools Help

Convert Select

Google Search

Bookmarks Find Check AutoFill

Sign In

Wyoming Education Fusion - Home

WYOMING EDUCATION FUSION

Hello, SUSAN KRUSE!

Logout Help About Fusion Contact Us

Home Directory Data Collection Data Reporting Lifelong Career Guidance Communities Applications Admin

Fusion Home My Page WDE Home Communication Center

Home » Fusion Home

Whom Do I Ask? SEARCH

Fusion Home

Merriam-Webster's dictionary defines fusion as "a merging of diverse, distinct, or separate elements into a unified whole." The Wyoming Department of Education is certainly excited about the ability to provide a centralized location for sharing resources and ultimately improving our customer service. During the phased release additional areas will be opened for access and use. The Fusion portal incorporates a single sign-on solution and for Wyoming school districts each district's designated administrator determines an individual's access level by assigning appropriate roles.

My Links

URL

To add a personal link, click "Add to My Links" on "My Page".

What's New

Data Reporting

- Data Reporting Home
- Enrollment
- Graduation Rates
- Dropout Rates
- Hathaway Scholarship Reports

Communities

- Distance Education
- GEAR UP Wyoming Community
- GEAR UP Wyoming Leadership Team
- Wyoming Teacher Policy Institute Community
- Wyoming Teacher Policy Institute Leadership Team
- WEN and WEN Video Community
- Mosaic

Applications

- Grants Management System
- Wyoming Transcript Center
- e-Grants Management System

Admin

- State Registration System
- Staff Registration
- Staff Registration Upload

Coming Soon

Lifelong Career Guidance:

- Career Guidance Resource Tools

Data Reporting:

- ACT/WorkKeys
- Youth Risk Behavior Survey (YRBS) Reports

Applications:

- State Report Manager (SRM)
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Done

Internet 100%



To Retrieve Individual Staff Ids

- ▶ Click on “Staff Registration” at the bottom of the home page.
- ▶ You will first search to see if the new staff member already has a WISE Staff ID. Fill in the Last Name of your staff Member and click “Search”

Individual Staff Ids

- ▶ A list of near matches will appear at the bottom of the page.
- ▶ Carefully read through each name and if the staff member appears click on their name.

Staff Registration Upload

My Links

To add a personal link, click "Add to My Links" on "My Page".

Register Staff

First Name
Middle Name
Last Name
Organization
Birthdate
Gender
SSN - -
Ethnicity



* is wildcard character)

Search Reset

Staff Search Results:

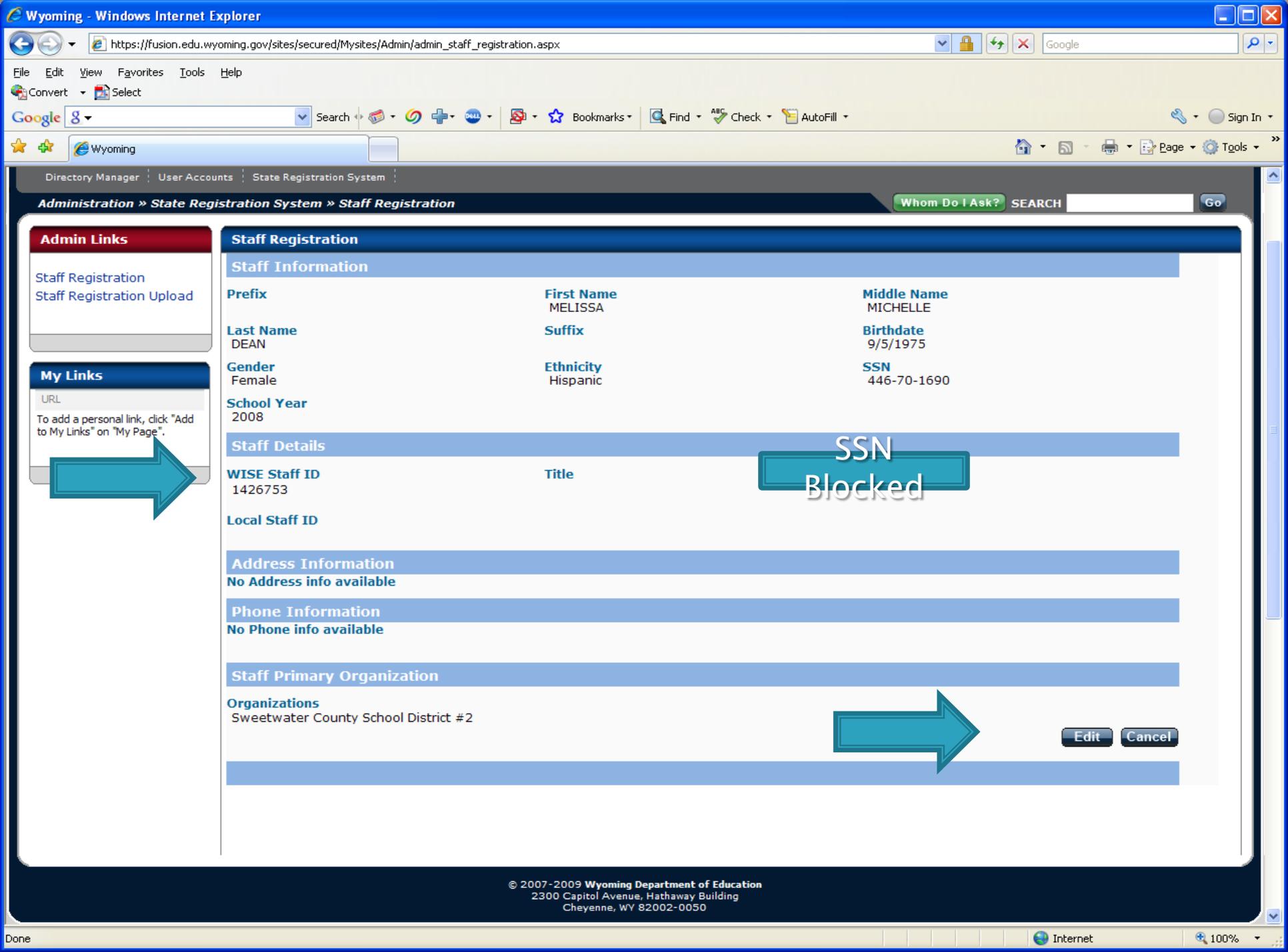
First Name ▲	Middle Name ▲	Last Name ▲	Title	Organization
ADAM		DEAN		Albany County School District # 1
KINDALL	L	DEAN		Fremont County School District # 1
JANELL	A	DEAN		Crook County School District # 1
JORDAN	C	DEAN		Laramie County School District # 1
DARYL	KEITH	DEAN		Fremont County School District # 25
KASEY	JAMES	DEAN		Sweetwater County School District # 2
MELISSA	MICHELLE	DEAN		Sweetwater County School District # 2
SHANNON	D	DEAN		Natrona County School District # 1
	P	DEAN		Albany County School District # 1
	MARIE	DEAN		Sweetwater County School District # 2
AMIE		DEAN		Uinta County School District # 1
CONNIE	S	DEAN		Laramie County School District # 1
DORENTA		DEAN		Laramie County School District # 1
AMANDA	R	DEAN		Lincoln County School District # 1
INMACULDA		DEANDA		Uinta County School District # 1
MEGAN	EMILY	DEANE		Natrona County School District # 1
ANGELA	A	DEANGELIS		Laramie County School District # 1



Individual Staff Ids

Detailed staff information will be revealed. Please make sure your staff member's birth date, race etc. match. If so you can retrieve your WISE Staff ID.

- ▶ If you know this person is a match but there is an error, click on “Edit” at the bottom of the page.



Admin Links

[Staff Registration](#)
[Staff Registration Upload](#)

My Links

URL
To add a personal link, click "Add to My Links" on "My Page".

Staff Registration

Staff Information

Prefix	First Name	Middle Name
	MELISSA	MICHELLE
Last Name	Suffix	Birthdate
DEAN		9/5/1975
Gender	Ethnicity	SSN
Female	Hispanic	446-70-1690
School Year		
2008		

Staff Details

WISE Staff ID	Title
1426753	

Local Staff ID

Address Information

No Address info available

Phone Information

No Phone info available

Staff Primary Organization

Organizations
Sweetwater County School District #2

[Edit](#) [Cancel](#)

Individual Staff Ids

- ▶ Make the appropriate corrections and hit “Save”.
- ▶ The next screen will say:
 - ▶ You have successfully updated the staff details
 - ▶ Staff ID: ***** (seven digit no.)
 - ▶ Staff Name: FIRST MIDDLE LAST
 - ▶ Click “OK”

Individual Staff Ids

- ▶ If your search has no near matches or has no results you will need to register your staff to receive a new WISE Staff ID.
- ▶ Fill in the remaining fields under Staff Search and click on “Register Staff”.

Register Staff



(* is wildcard character)

Staff Search Results:

First Name ▲	Middle Name ▲	Last Name ▲	Title	Organization
ADAM		DEAN		Albany County School District # 1
KINDALL	L	DEAN		Fremont County School District # 1
JANELL	A	DEAN		Crook County School District # 1
JORDAN	C	DEAN		Laramie County School District # 1
DARYL	KEITH	DEAN		Fremont County School District # 25
KASEY	JAMES	DEAN		Sweetwater County School District # 2
MELISSA	MICHELLE	DEAN		Sweetwater County School District # 2
SHANNON	D	DEAN		Natrona County School District # 1
ERIC	P	DEAN		Albany County School District # 1
CHRISTINA	MARIE	DEAN		Sweetwater County School District # 2
AMIE		DEAN		Uinta County School District # 1
CONNIE	S	DEAN		Laramie County School District # 1
DORENTA		DEAN		Laramie County School District # 1
AMANDA	R	DEAN		Lincoln County School District # 1
INMACULDA		DEANDA		Uinta County School District # 1
MEGAN	EMILY	DEANE		Natrona County School District # 1
ANGELA	A	DEANGELIS		Laramie County School District # 1

Individual Staff Ids

- ▶ A more detailed Staff ID assignment page will need to be filled out. All yellow fields are required.
- ▶ After filling in the required data click on “Save”

My Links

URL
To add a personal link, click "Add to My Links" on "My Page".

--Select-- BOBBIE Marie

Last Name* Falzone **Suffix** **Gender*** Female

SSN* 555 - 33 - 1111 **Birthdate*** 7/4/1976 **Ethnicity*** White (non-Hispanic)

School Year* 2009

Staff Details

Job Title* Teacher **E-mail** **Local Staff ID*** 1212

Address Information

Address Type Primary Work Address **Address Line 1** **Address Line 2**

City **Zip Code** **State** Wyoming

Add Another

Phone Information

Phone Number Type Primary Phone **Phone Number** Phone **EXT**

Add Another

Staff Primary Organization

State District ID*

- Select--
- 4-J Elementary School
- Afflerbach Elementary
- Afton Elementary



Save Cancel

Individual Staff Ids

- ▶ At this time you will either receive a staff Id or there will be conflicts for you to review sending you back to the staff Registration form.

You have successfully registered the staff

Staff ID: 5260469

Staff Name: Bobbie Marie Falzone

OK

ck *Add

Address Type
Secondary Work Address

Address Line 1

Address Line 2

City

Zip Code

State
Wyoming

Add Another

Address Type	Address Line 1	Address Line 2	City	More Info
Primary Work Address				More Delete

Phone Information

Phone Number Type
Primary Phone

Phone Number
 - - EXT

Add Another

Staff Primary Organization

Organization*

--Select--
4-J Elementary School
Aflerbach Elementary
Afton Elementary



Save **Cancel**

Case Conflicts

First Name	Last Name	More Info	Match%	Action	Merge	View
SUSAN	ZAHROWSKI	More	55	Add New	Merge	Details
SUSAN	DOWNHAM	More	52	Add New	Merge	Details
SUSAN	PREMER	More	52	Add New	Merge	Details
SUSAN	WAGNER	More	51	Add New	Merge	Details
SUSAN	JUSCHKA	More	50	Add New	Merge	Details

Individual Staff Ids

- ▶ Scroll to the bottom of the staff information page. There will be another list of case conflicts for you to review.
- ▶ If your staff member matches any of the names click on Merge next to the appropriate name. The information you input will be updated and the staff ID that already exists will be given to you.
- ▶ If the person is not on the list click on “Add New”, it doesn’t matter which one.

Address Type

Secondary Work Address

Address Line 1

[Input Field]

Address Line 2

[Input Field]

City

[Input Field]

Zip Code

[Input Field]

State

Wyoming

Add Another

Address Type	Address Line 1	Address Line 2	City	More Info
Primary Work Address				More Delete

Phone Information

Phone Number Type

Primary Phone

Phone Number

[Input Field] - [Input Field] - [Input Field]

EXT [Input Field]

Add Another

Staff Primary Organization

Organization*

- Select--
- 4-J Elementary School
- Afflerbach Elementary
- Afton Elementary



Save Cancel

Case Conflicts

First Name	Last Name	More Info	Match%	Action	Merge	View
SUSAN	ZAHROWSKI	More	55	Add New	Merge	Details
SUSAN	DOWNHAM	More	52	Add New	Merge	Details
SUSAN	PREMER	More	52	Add New	Merge	Details
SUSAN	WAGNER	More	51	Add New	Merge	Details
SUSAN	JUSCHKA	More	50	Add New	Merge	Details

How to Register Multiple WISE Staff Ids:

- ▶ Log on to Fusion
- ▶ At the bottom of the home page click on “Staff Registration Upload”
- ▶ Click on the “File Upload” icon on the next page.

Navigation bar of Windows Internet Explorer showing the address bar with the URL https://fusion.edu.wyoming.gov/sites/secured/Mysites/Admin/admin_StaffRegistrationBulkUpload.aspx, menu items (File, Edit, View, Favorites, Tools, Help), search bar, and toolbar icons.



Hello, SUSAN KRUSE!

- Home
- Directory
- Data Collection
- Data Reporting
- Lifelong Career Guidance
- Communities
- Applications
- Admin

Directory Manager | User Accounts | State Registration System

Administration » State Registration System » Staff Registration Upload

Whom Do I

Admin Links

- Staff Registration
- Staff Registration Upload

My Links

URL
To add a personal link, click "Add to My Links" on "My Page".

Staff Registration Upload



Staff Registration Upload

- ▶ On the following screen, browse the .csv data file and then click “Upload”.
- ▶ To see an example of the data format, click the “Sample File Format” Link on the Right.



Hello, SUSAN KRUSE!

Logout Help About Fusion Contact Us

- Home
- Directory
- Data Collection
- Data Reporting
- Lifelong Career Guidance
- Communities
- Applications
- Admin

Directory Manager User Accounts State Registration System

Administration » State Registration System » Staff Registration Upload

Whom Do I Ask? SEARCH Go

Admin Links

- Staff Registration
- Staff Registration Upload

My Links

URL

To add a personal link, click "Add to My Links" on "My Page".

Staff Registration Upload

File Upload

This process will allow the authorized users to upload a csv file with multiple staff records for registration. Each uploaded file will have to go through file format check. Once the upload file completes file format check, all mandatory fields will be validated and optional fields will be validated for respective set of rules. Successful records that do not have any conflict will be assigned WISE Staff ID and other records that have conflicts case will be generated.

The uploaded file should be in csv format and must contain 12 "," delimiters for one record, between two records there should be an enter escape sequence.



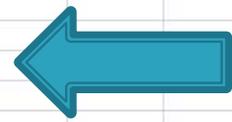
Select File:

[Sample file format](#)





	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	SchoolYear	PrimaryOrganizationID	LocalID	SSN	FirstName	MiddleName	LastName	Title	Email	Birthdate	Gender	Ethnicity	WISEStaffID						
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
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39																			
40																			



School Year (First Year of the Fiscal Year Only) - e.g. 2008

Primary Organization - District ID

Local Id – If you do not have a local ID use your District ID, if you use your WISE Staff ID for your local ID use your district ID and change it after the ID is assigned. You can not leave this field blank.

SSN - seven digits, no dashes

Title - Job Title

Email - Can be left blank but you will need a column

Birth date – 4/28/1968

Gender - M or F

Ethnicity - A, B, W, H, I

WISEStaff ID - Leave Blank

Staff ID File Upload

- ▶ Helpful Hint: When uploading files your district ID has to have seven digits. If your district starts with a “0” you will need to put an apostrophe before the number in order to get that first number to stay in place.
- ▶ e.g. ‘0601000

Staff Id File Upload

- ▶ After uploading the file an e-mail like the one sampled below will be sent to your e-mail account.
- ▶ Hello Susan Kruse,

File has been processed!
 - ▶ File Name: SAMPLE_STAFF_ID_#_2.csv
 - ▶ Total No of Records: 5
 - ▶ Success Records : 5
 - ▶ Case Records Generated: 0
 - ▶ Error Records Generated: 0

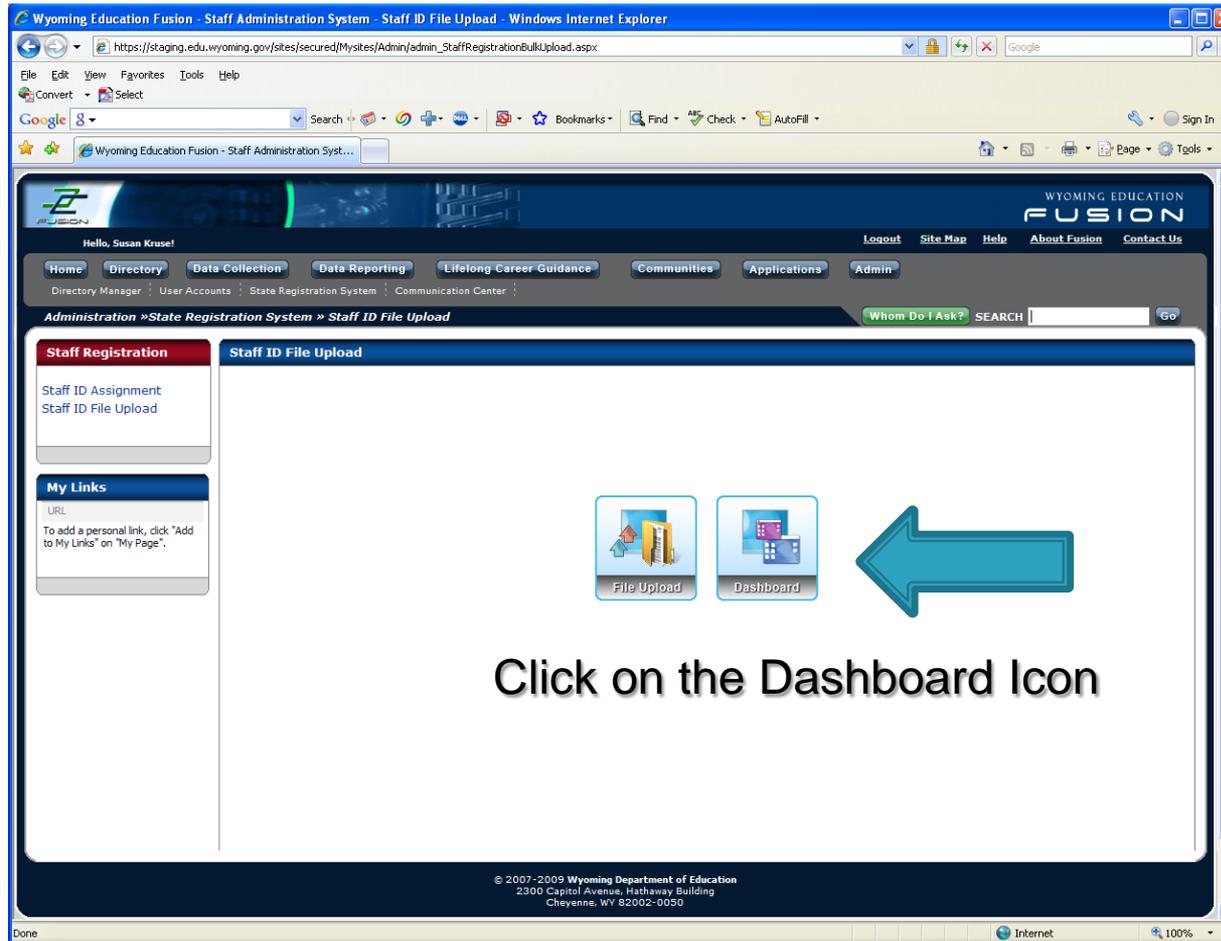
Staff Id File Upload

- ▶ After the e-mail is received click on the “Staff ID File Upload” in the red box on the left.

Staff Id File Upload

The screenshot shows a web browser window displaying the Wyoming Education Fusion Staff Administration System. The page title is "Wyoming Education Fusion - Staff Administration System - Staff ID File Upload". The browser address bar shows the URL: https://staging.edu.wyoming.gov/sites/secured/MySites/Admin/admin_StaffRegistrationBulkUpload.aspx. The page content includes a navigation menu with options like Home, Directory, Data Collection, Data Reporting, Lifelong Career Guidance, Communities, Applications, and Admin. The main content area is titled "Staff ID File Upload" and contains a "File Upload" section. This section explains the process: "This process will allow the authorized users to upload a csv file with multiple student records for registration. Each uploaded file will have to go through file format check. Once the upload file completes file format check, all mandatory fields will be validated and optional fields will be validated for respective set of rules. Successful records that do not have any conflict will be assigned WISER ID and other records that have conflicts case will be generated." It also states: "The uploaded file should be in csv format and must contain 12 ',' delimiters for one record, between two records there should be an enter escape sequence." Below this text is a "Select File:" label, a text input field, a "Browse..." button, and "Upload" and "Cancel" buttons. A "Sample file format" link is also present. In the left sidebar, under "Staff Registration", there are links for "Staff ID Assignment" and "Staff ID File Upload". A large blue arrow points to the "Staff ID File Upload" link. The footer of the page contains copyright information: "© 2007-2009 Wyoming Department of Education, 2000 Capital Avenue, Highway Building, Cheyenne, WY 82002-0050".

Staff Id File Upload



The screenshot shows a web browser window displaying the Wyoming Education Fusion Staff Administration System. The page title is "Staff ID File Upload". The navigation menu includes Home, Directory, Data Collection, Data Reporting, Lifelong Career Guidance, Communities, Applications, and Admin. The main content area is titled "Staff ID File Upload" and contains two icons: "File Upload" and "Dashboard". A large blue arrow points to the "Dashboard" icon. The footer of the page contains copyright information: © 2007-2009 Wyoming Department of Education, 2300 Capitol Avenue, Highway Building, Cheyenne, WY 82002-0050.

Wyoming Education Fusion - Staff Administration System - Staff ID File Upload - Windows Internet Explorer

https://staging.edu.wyoming.gov/sites/secured/MySites/Admin/admin_StaffRegistrationBulkUpload.aspx

File Edit View Favorites Tools Help

Convert Select

Google Search

Wyoming Education Fusion - Staff Administration Syst...

WYOMING EDUCATION FUSION

Hello, Susan Krusel Logout Site Map Help About Fusion Contact Us

Home Directory Data Collection Data Reporting Lifelong Career Guidance Communities Applications Admin

Directory Manager User Accounts State Registration System Communication Center

Administration » State Registration System » Staff ID File Upload Whom Do I Ask? SEARCH

Staff Registration Staff ID File Upload

Staff ID Assignment Staff ID File Upload

My Links

URL

To add a personal link, click "Add to My Links" on "My Page".

File Upload Dashboard

Click on the Dashboard Icon

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Cheyenne, WY 82002-0050

Done Internet 100%

Staff Registration

- Staff ID Assignment
- Staff ID File Upload

My Links

URL

To add a personal link, click "Add to My Links" on "My Page".

Staff ID File Upload

File Management Dashboard

File ID	File Name	# Records	# Successful Records	# Error Records	# Case Records	Last Action Date	
182	SAMPLE_STAFF_ID_#_2.csv	5	5	0	0	04:21:2009:02:41	Delete

[Cancel](#)



To see successful records click on the numeral.

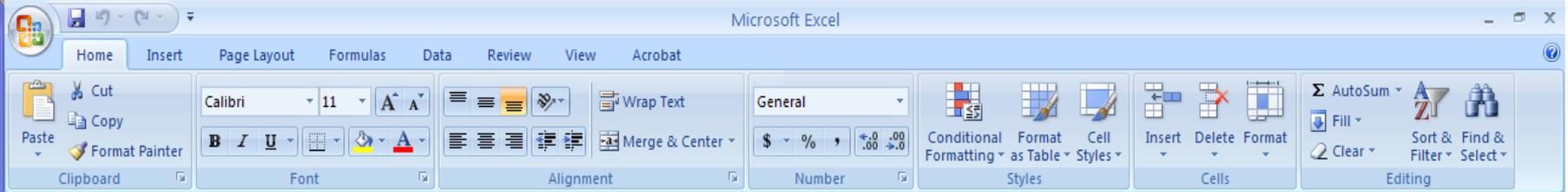
Registration

Assignment Upload

Additional link, click "Add to My Page".

Staff ID File Upload								
School Year	Primary Organization ID	Local ID	SSN	First Name	Middle Name	Last Name	Job Title	Email
2008	1902000	151	326529877	MARK	M	KENSETH	HOME EC TEACHER	test@test.com
2008	1902000	12	158963214	JIMMIE	JOE	JOHNSON	NASCAR RACER	test@test.com
2008	1902000	13	157893215	MARK	PAUL	MARTIN	NASCAR RACER	test@test.com
2008	1902000	14	126884759	KURT	WILLIAM	BUSCH	NASCAR RACER	test@test.com
2008	1902000	155	520418777	CARL	ROBERT	EDWARDS	AIDE	test@test.com

Select a file format and Export



G11

Directory%5FStaffRegistrationSystem%5FSuccessRecords[1]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	SchoolYear,PrimaryOrganizationID,LocalID,SSN,FirstName,MiddleName,LastName,Title,Email,Birthdate,Gender,Ethnicity,WISestaffID																		
2	2008,1902000,151,326529877,MARK,M,KENSETH,HOME EC TEACHER,test@test.com,08/30/1956,M,H,5260507																		
3	2008,1902000,12,158963214,JIMMIE,JOE,JOHNSON,NASCAR RACER,test@test.com,03/30/1973,M,W,5260450																		
4	2008,1902000,13,157893215,MARK,PAUL,MARTIN,NASCAR RACER,test@test.com,01/25/1945,M,W,5260477																		
5	2008,1902000,14,126884759,KURT,WILLIAM,BUSCH,NASCAR RACER,test@test.com,11/27/1986,M,W,5260485																		
6	2008,1902000,155,520418777,CARL,ROBERT,EDWARDS,AIDE,test@test.com,03/07/1972,M,W,5260620																		
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34																			

Open the file and your staff Ids will be located in the WISestaffID column.

This sample is in a CSV format.

WYOMING EDUCATION FUSION

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Directory Manager | User Accounts | State Registration System | Communication Center

Administration » State Registration System » Staff ID File Upload [Whom Do I Ask?](#) SEARCH [Go](#)

Staff Registration

Staff ID Assignment
Staff ID File Upload

My Links

URL

To add a personal link, click "Add to My Links" on "My Page".

Staff ID File Upload

File Management Dashboard

File ID	File Name	# Records	# Successful Records	# Error Records	# Case Records	Last Action Date	
183	SAMPLE_STAFF_ID_#_3.csv	5	4	1	0	04:21:2009:03:01	Delete

[Cancel](#)



If you get an error record click on the numeral to see which file needs correcting

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Browser address bar: https://staging.edu.wyoming.gov/sites/secured/Mysites/Admin/admin_StaffRegistrationBulkUpload.aspx

Browser menu: File, Edit, View, Favorites, Tools, Help

Browser toolbar: Google, Search, Bookmarks, Find, Check, AutoFill

Browser tabs: Wyoming Education Fusion - Staff Administration Syst...

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Whom Do I Ask? SEARCH Go

Staff Registration

- Staff ID Assignment
- Staff ID File Upload

My Links

URL

To add a personal link, click "Add to My Links" on "My Page".

Staff ID File Upload					
Staff Error Records List					
Error ID	First Name	Last Name	Birthdate	Gender	Organization
591	DENNY	HAMLIN	3/30/1973	Male	601000

[Cancel](#)



Click on the record to edit it.



Staff Registration

- Staff ID Assignment
- Staff ID File Upload

My Links

URL

To add a personal link, click "Add to My Links" on "My Page".

Staff ID File Upload

Staff Information

First Name*	Middle Name	Last Name*
DENNY	JOE	HAMLIN
Gender*	SSN*	Birthdate*
Male	158-96-3214	3/30/1973
Ethnicity*	School Year*	WISE Staff ID
White (non-Hispanic)	2008	

Staff Details

Job Title*	E-mail	Local Staff ID
NASCAR RACER	test@test.com	12

Staff Primary Organization

Need help to select State District ID	State District ID*
--Select--	601000

Error reason:

Save Delete Cancel

Fix your error and hit "Save". In this example the district ID needs seven digits.

Wyoming Education Fusion - Staff Administration System - Staff ID File Upload - Windows Internet Explorer

https://staging.edu.wyoming.gov/sites/secured/MySites/Admin/admin_StaffRegistrationBulkUpload.aspx

File Edit View Favorites Tools Help

Convert Select

Google Search

Wyoming Education Fusion - Staff Administration Syst...

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Administration » State Registration System » Staff ID File Upload

Whom Do I Ask? SEARCH Go

Staff Registration

Staff ID Assignment
Staff ID File Upload

My Links

URL

To add a personal link, click "Add to My Links" on "My Page".

Staff ID File Upload

You have successfully updated the district
Staff ID: 5260450
Staff Name: DENNY JOE HAMLIN

OK

After the error is fixed and you have saved the next screen will provide a Staff Id. You can also return to the dashboard icon and click on the number of Successful Records to export a complete list of staff Ids.

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Frequently Asked Questions (FAQs)

WDE 652

Presented on April 28, 2009

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •

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



Submission FAQs

- ▶ 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.

Submission FAQs

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

Content FAQs

- ▶ Q: What should I do about the staff members that separated during the school year?
- ▶ A: Add a separation date, adjust the base salary, and adjust the percent of time or annual hours to reflect what was actually worked. This will in turn correct their FTE.
(see Staffing Manual FAQ #4)

Content FAQs

- ▶ Q: What does “separation date” mean?
- ▶ A: The separation date is the date the staff member was no longer employed by your district.
(see Staffing Manual FAQ #3)

Content FAQs

- ▶ Q: Should I submit Assignment and Experience records for my separated staff members or delete them before submitting my data?
- ▶ A: Assignment and Experience records should be submitted for all separated staff members in the WDE652 since staff members that were separated during the current fiscal year are included.
(see Staffing Manual FAQ #5)

Content FAQs

- ▶ Q: What if I have a staff member that changes positions in the middle of the year?

- ▶ A:
 - 1. Adjust their annual hours or percent of time for their “old” assignment
 - 2. Add “new” assignment with the annual hours or percent of time for the remainder of the year.
 - 3. Don’t forget to adjust base salary and add a new experience record (if needed).
(See Staff Manual FAQ #6)

Content FAQs

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

Content FAQs

- ▶ Q: Do I need to roll the experience forward?
- ▶ A: No. The experience should not be changed for any staff member unless they are a new hire or have had a change of assignment during the year that would change their experience group code.
(See Staffing Manual FAQ#15)

Content FAQs

- ▶ Q: How do I enter a staff member's time/contract days if they work all year but only half time?
- ▶ A: You would enter 50% time for the correct contract days (e.g., 188) and that will calculate the FTE at .50.
(See Staffing Manual FAQ#26)

Content FAQs

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

Data Elements

Presented on April 28, 2009

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Four Element Types:

- REQUIRED ELEMENT
 - Data must be provided
- CONDITIONAL ELEMENT
 - Data should be provided, if required
- “CAN BE BLANK” ELEMENT
 - Data should be provided, if available
- CALCULATED ELEMENT
 - Districts will not supply any information
 - Element will be calculated after data are uploaded.
 - Element will be included on downloadable reports at that time.

Employment Data Elements

Presented on April 28, 2009

Wyoming Department of Education

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



Employment

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

Employment (cont.)

▶ WISEStaffID

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

▶ Note:

- You must have a WISEStaffID for each staff member before you submit your data.

Employment (cont.)

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

Employment (cont.)

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

Employment (cont.)

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

Employment (cont.)

- ▶ **StaffLastName**
 - Required Element
 - Staff member's last name
 - Up to 25 characters

Note on First and Last Names

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

Helpful
Hint

Employment (cont.)

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

Employment (cont.)

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

Employment (cont.)

▶ SeparationDate

- “Can be blank” element
- If a staff member separated with the district during the current fiscal year (July 1, 2008 – June 30, 2009) a date must be entered.
- Must be 8 characters – YYYYMMDD
- Staff that separated prior to 7/1/08 must be deleted from all three files.

Employment (cont.)

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

Employment (cont.)

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

Employment (cont.)

- ▶ StaffEthnicity
 - Required element
 - Staff member's ethnicity
 - Must be 1 character
 - A, B, H, I, W

Employment (cont.)

Codes for Ethnicity

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

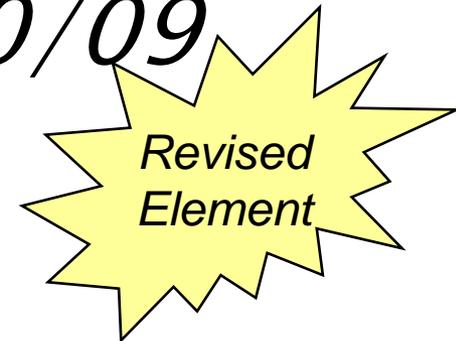
Employment (cont.)

- ▶ The new race and ethnicity reporting requirements that were outlined in WDE Memorandum No. 2009-015 will not go into effect until next fall's WDE602.

Employment (cont.)

▶ HireDate

- “Can be blank” element
- New staff member hire date
 - *Only applies to staff members hired during the current fiscal year. (7/1/08 - 6/30/09)*
- Must be 8 characters
- YYYYMMDD



Employment (cont.)

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

Codes for Degree

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

Employment (cont.)

- ▶ LicenseType
 - “Can be blank” element
 - Staff members that require a license type are listed in Appendix 2 of the Guidebook.
 - Must be 3 characters

Note on License Type

- ▶ If LicenseType is required, it will be the same as the assignment code for that position.
- ▶ License Codes are listed in Appendix 1 of the Guide book.

A light green rectangular callout box with a folded bottom-right corner, containing the text "Helpful Hint" in green font.

Helpful
Hint

Employment (cont.)

▶ LicenseState

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

Employment (cont.)

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

Employment (cont.)

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

Employment (cont.)

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

Employment (cont.)

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

Employment (cont.)

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

Note on Base School ID

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



Employment (cont.)

▶ BaseSalary

- Required element
- Contracted FTE salary for the base assignments listed
- Up to 6 digits before decimal and 2 digits after (e.g. 166,200.20)

Employment (cont.)

▶ ScheduleID

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

Employment (cont.)

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

Employment (cont.)

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

Note on Schedule ID, Column Number, and Row Number

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

Helpful
Hint

Employment (cont.)

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

Valid Values for Insurance Option

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

(Detailed descriptions are in Data Element Document)

Notes on Calculated Elements

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

Helpful
Hint

Microsoft Excel - Book3

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

Arial 10 B I U

J15

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

Employment File Example

Assignment Data Elements

Presented on April 28, 2009

Wyoming Department of Education

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



Assignment

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

Assignment (cont.)

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

Assignment (cont.)

▶ WISEStaffID

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

Assignment (cont.)

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

Assignment (cont.)

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

Note on First and Last Names

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

Helpful
Hint

Assignment (cont.)

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

Note on Assignment Code

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

Helpful
Hint

Assignment (cont.)

- ▶ TeacherType
 - “Can be blank” element
 - Assignments with required Teacher Type Codes are listed in Appendix 1.
 - Must be 2 characters
 - TR – Teacher of record
 - NT – Teacher not of record

Note on Teacher Type

- ▶ Certain combinations of TeacherType and AssignmentCode are not valid

A light green rectangular callout box with a folded bottom-right corner, containing the text "Helpful Hint" in a dark green font.

Helpful
Hint

(See the Staffing Manual for details)

Assignment (cont.)

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

Note on School ID

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

Helpful
Hint

Assignment (cont.)

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

Assignment (cont.)

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

Assignment (cont.)

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

Assignment (cont.)

▶ Time

- Required element
- Actual percent of time (portion of an FTE) staff member spends for this assignment
- Max of 3 characters with 2 places after the decimal (98.22)
- *Non-classified staff only*

Assignment (cont.)

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

Assignment (cont.)

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

Assignment (cont.)

▶ ExtraSalary

- Required element
- The amount of pay for extra duty which is above and beyond the regular base contract
- Up to 5 characters with 2 places after the decimal (48,000.99)

Note on Extra Salary

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



Notes on Calculated Elements

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

Arial 10 B I U \$ % , .00 .00

Reply with Changes... End Review...

P1 fx

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

Assignment File Example

Experience Data Elements

Presented on April 28, 2009

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



Experience

- ▶ 12 total elements
 - 10 required elements
 - 2 “can be blank” elements
- ▶ Experience obtained within the 2008–09 school year cannot be counted on this collection.

Experience (cont.)

▶ DistrictID

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

Experience (cont.)

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

Experience (cont.)

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

Experience (cont.)

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

Note on First and Last Names

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

Helpful
Hint

Experience (cont.)

- ▶ ExperienceGroupCode
 - Required element
 - Code where assignment's experience accumulates
 - List of codes available in the Staffing Manual Appendix 1.
 - Must be 3 characters

Note on Experience

- ▶ Only experience obtained **prior** to the start of the 2008–09 school year can be reported on the WDE652



Experience (cont.)

- ▶ DistrictExperience
 - Required element
 - Number of FTE years prior to start of the current school year of experience in the district where they are currently employed.
 - Max of 2 characters before and 2 characters after the decimal. 22.50

Experience (cont.)

- ▶ OtherWYDistrictExperience
 - Required element
 - Number of FTE years prior to start of the current school year of experience in any other Wyoming public school district
 - Max of 2 characters before and 2 characters after the decimal(10.50)

Experience (cont.)

- ▶ WY Institutional Experience
 - Required element
 - Number of FTE years **prior to start of the current school year** of experience at a WY private school, K–12 educational institution, or post–secondary educational institution that is accredited by an agency recognized by the USDE
 - Max of 2 characters before and 2 characters after the decimal (10.50)

Experience (cont.)

- ▶ OutofStatePublicSchoolExperience
 - Required element
 - Number of FTE years prior to start of the current school year of experience in an accredited K–12 public school outside of Wyoming
 - A max of 2 characters before and 2 characters after the decimal (e.g. 10.50)

Experience (cont.)

- ▶ OutofStateInstitutionalExperience
 - Required element
 - Number of FTE years prior to start of the current school year of experience at a private school, K–12 educational institution, or post-secondary educational institution outside of Wyoming that is accredited by an agency recognized by the USDE
 - At least 2 characters before and 2 characters after the decimal (e.g. 10.50)

Experience (cont.)

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

Experience (cont.)

- ▶ OutofStateNonPublicSchoolProfessional
 - Required element
 - Number of FTE years prior to start of the current school year of licensed experience outside of Wyoming at a non-educational institution, such as a clinic or hospital.
- ▶ At least 2 characters before and 2 characters after the decimal (e.g. 10.50)

Note on Non-Public School Professional

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

Helpful
Hint

	A	B	C	D	E	F	G	H	
1	DistrictID	WISEStaffID	StaffFirstName	StaffLastName	ExperienceGroupCode	DistrictExperience	OtherWYDistrictExperience	WYInstitutionalExperience	O
2	0101000	1234567	Jon	Doe					
3									

Experience File Example

Salary Schedule

Presented on April 28, 2009

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



Schedule Header and Schedule

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

Helpful
Hint

Business Rules

WDE652

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



Business Rules

- ▶ What are business rules?
- ▶ List available online at <http://www.k12.wy.us/wise/>
- ▶ Click on the WDE652 Data Elements Tab.



State Report Manager

WDE652

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



WDE652 is not an Application

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

State Report Manager (SRM)

- ▶ The SRM is Part of the Wyoming Integrated Statewide Education (WISE) Data System

State Report Manager (cont.)

- ▶ With the SRM, data can easily be
 - Uploaded
 - Checked for errors
 - Sent to WDE

Coordination During Submission

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

State Report Manager Guidebook

- ▶ Helpful guidebook on the SRM
 - http://www.k12.wy.us/WISE/document/WYOMING_SRM_062807_v3.pdf

Data Submission

WDE652

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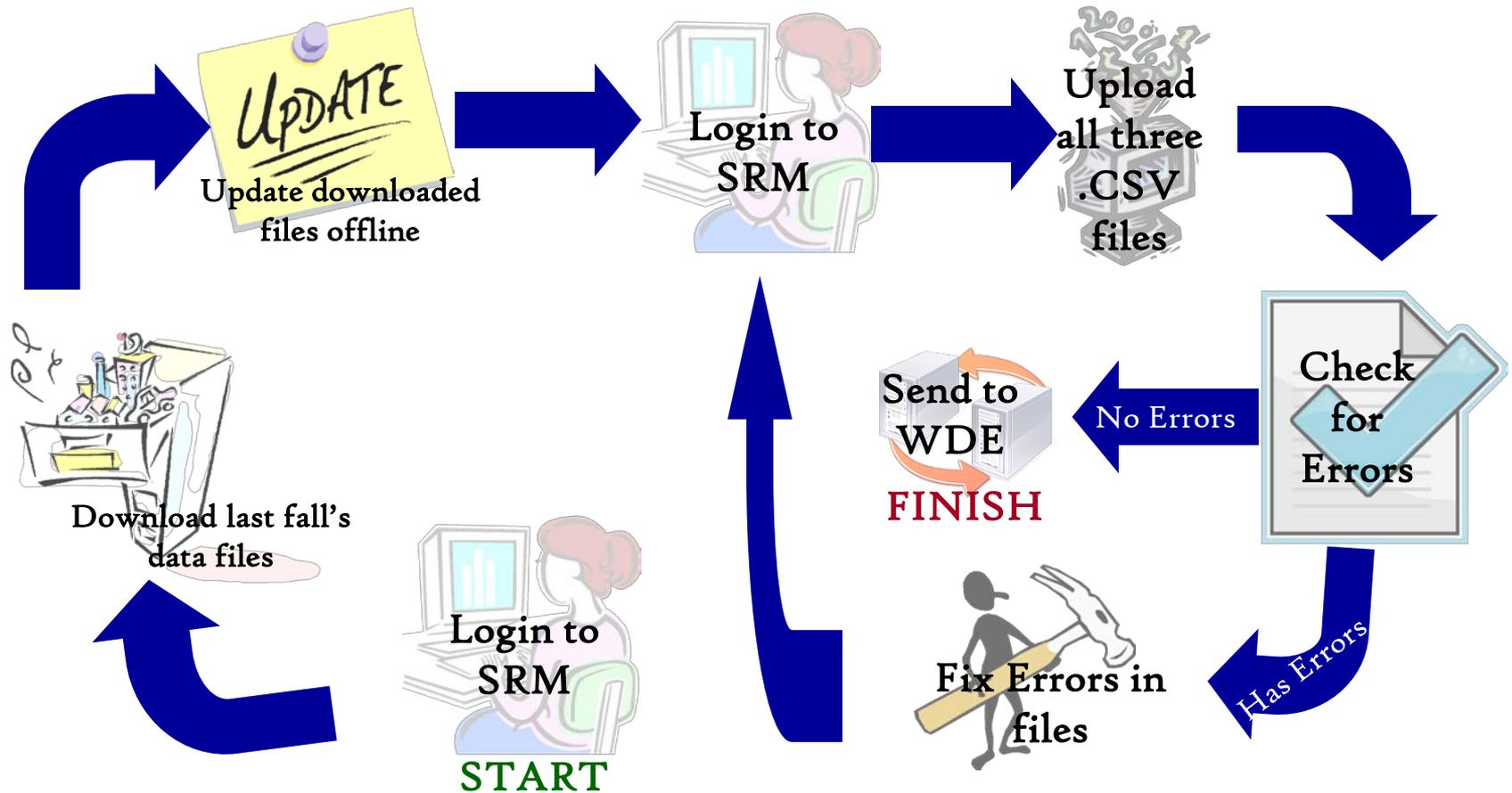
<http://www.k12.wy.us/>



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

Updating Files Offline



Login to SRM

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





Welcome to the Wyoming State Report Manager

Username:

Password:

[Login >>](#)



Albany County School District #1

Logout: Ann-Marie Trujillo

Welcome to the Wyoming Department of Education State Report Manager

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

Current State Reports

Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission
Uncertified WDE-685 2007-08 Teacher/Course/Student (TCS)			Latest Scheduled Trial	04-07-2008 6:18am	SENT - N
			Backup Trial	10-03-2007 10:38am	NOT CER
WDE-652 WISE Spring 2008 School District Staff Member Collection	May 5, 2008	Jun 23, 2008	2007-08 WDE652 Data	04-14-2008 3:37pm	NOT CER
WDE-602 October 2007 Staff Employment, Assignments, and Experience	Oct 1, 2007	Oct 22, 2007	Sent Trial	01-15-2008 4:22pm	CERTIFIE



Download Procedures

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



Helpful
Hints

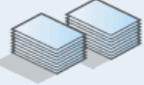
New Trial

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 \(3039\)](#)



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



Albany County School District #1



Logout: Ann-Marie Trujillo

Need Help?

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

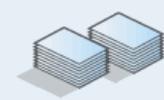
New Trial

Saved Trial: 2007-08 WDE652 Data

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

Save Download Revalidate Send to WDE Delete

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



Records (3039)



Reports

File Download

Do you want to open or save this file?

 Name: AllRecords.zip
Type: Compressed (zipped) Folder
From: casperapp.k12.wy.us

Open Save Cancel

 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's the risk?](#)



The screenshot shows a Windows Explorer window with the following details:

- Address Bar:** C:\Documents and Settings\kbreed\Local Settings\Temporary Internet Files\Content.IE5\CHPWFK5V\AllRecords[1].zip
- File List:**

Name	Type	Packed ...	Has a ...	Size	Ratio	Date
StaffAssignment.csv	Microsoft Offic...	19 KB	No	80 KB	78%	4/16/2008 10:15 AM
StaffEmployment.csv	Microsoft Offic...	23 KB	No	74 KB	70%	4/16/2008 10:15 AM
StaffExperience.csv	Microsoft Offic...	13 KB	No	39 KB	69%	4/16/2008 10:15 AM

A red arrow points to the three CSV files in the list. Below the arrow, the text reads: "Copy and paste all 3 files into another folder on your computer".

Update Downloaded Files

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

Overwrite Problems

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

Helpful
Hints

Upload Final Data Files

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



Helpful
Hints



Albany County School District #1

Logout: Ann-Marie Trujillo

Welcome to the Wyoming Department of Education State Report Manager

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

Current State Reports

Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status
Uncertified WDE-685 2007-08 Teacher/Course/Student (TCS)			Latest Scheduled Trial	04-07-2008 6:18am	SENT - NOT
			Backup Trial	10-03-2007 10:38am	NOT CERTIFIED
WDE-652 WISE Spring 2008 School District Staff Member Collection	May 5, 2008	Jun 23, 2008	2007-08 WDE652 Data	05-14-2008 3:37pm	NOT CERTIFIED
WDE-602 October 2007 Staff Employment, Assignments, and Experience	Oct 1, 2007	Oct 22, 2007	Sent Trial	01-30-2008 4:22pm	CERTIFIED





Albany County School District #1



Logout: Ann-Marie Trujillo

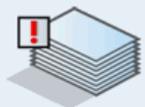
Home > Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection

New Trial

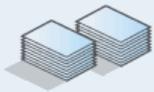
State Trial: 2007-08 WDE652 Data

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

Save Download Revalidate Send to WDE Delete



Errors (273)
Warnings (91)



Records (3039)

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



SRM: Import Source Data - Windows Internet Explorer
https://casperapp.k12.wy.us:8443/srm/protected/import.do?action=display¤tReportManifestId=17
File Edit View Favorites Tools Help
SRM: Import Source Data



Albany County School District #1



Logout: Ann-Marie Trujillo

[Need Help?](#)

[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 one or more .TXT or .CSV files. Uploaded files must be smaller than 20 MB.

Select File to upload (StaffAssignment): Browse...

Select File to upload (StaffEmployment): Browse...

Select File to upload (StaffExperience): Browse...



Be sure to put each file in the correct location!

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

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**

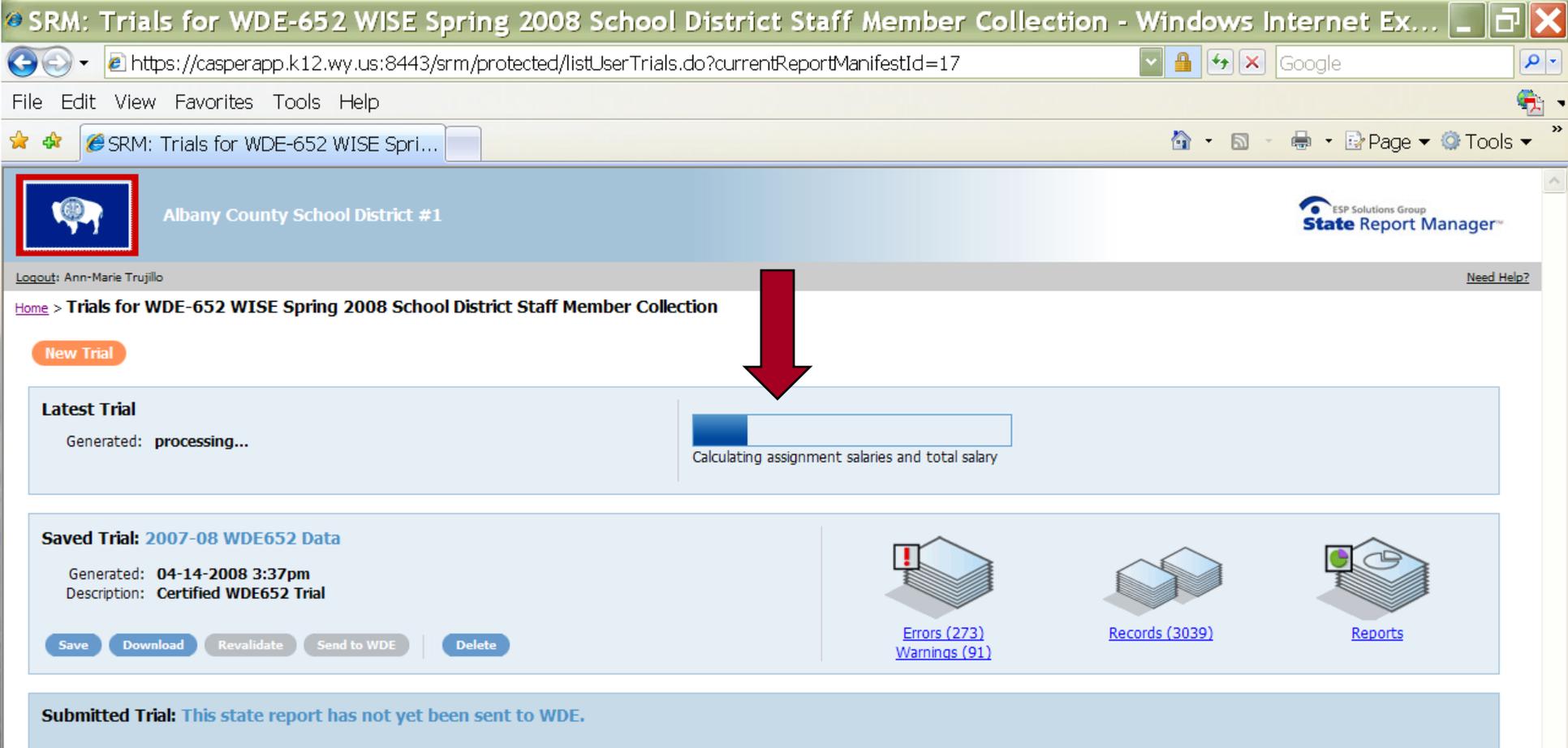
Save Download Revalidate Send to WDE Delete

Errors (273)
Warnings (91)

Records (3039)

Reports

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



Note: Importing the data may take several minutes!



Albany County School District #1



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 (273) Warnings (91)



Records (3039)



Reports

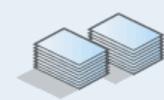
Saved Trial: 2007-08 WDE652 Data

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.

Check for Errors

▶ Warnings

- Possible data entry error
- Data can be sent to WDE with warnings

▶ Errors

- Fatal error
- Data will only be sent to WDE if errors are corrected



Albany County School District #1



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 (273)
Warnings (91)



Records (3039)



Reports

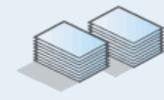
Saved Trial: 2007-08 WDE652 Data

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.



Generated 04-16-2008 10:35am.

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





Home > Latest Trial > Problems from TooManyProblemsForRule

There are 2 violations of TooManyProblemsForRule.

Rule TooManyProblemsForRule: Too many problems for a rule

Too many problems were detected for an individual rule.

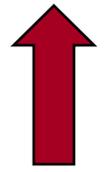
Showing 1-2 of 2

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

Rows per page: 10

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

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



The rules that have too many problems are listed



Generated 04-16-2008 10:35am.

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

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



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 Go

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"/>	View	2	Hidden for confidentiality				
<input type="checkbox"/>	View	2					
<input type="checkbox"/>	View	2					
<input type="checkbox"/>	View	3					
<input type="checkbox"/>	View	2					
<input type="checkbox"/>	View	2					
<input type="checkbox"/>	View	2					
<input type="checkbox"/>	View	2					
<input type="checkbox"/>	View	2					
<input type="checkbox"/>	View	2					

Delete selected records

Showing 1-10 of 100

Page 1 of 10 Go

Rows per page: 10



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

Rows per page: 10

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

Search: SMITH

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

Delete selected records

How to Fix Errors

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

Send to WDE

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



Albany County School District #1



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.



Trial Name:

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

Send to WDE

Cancel



Coordination During Submission

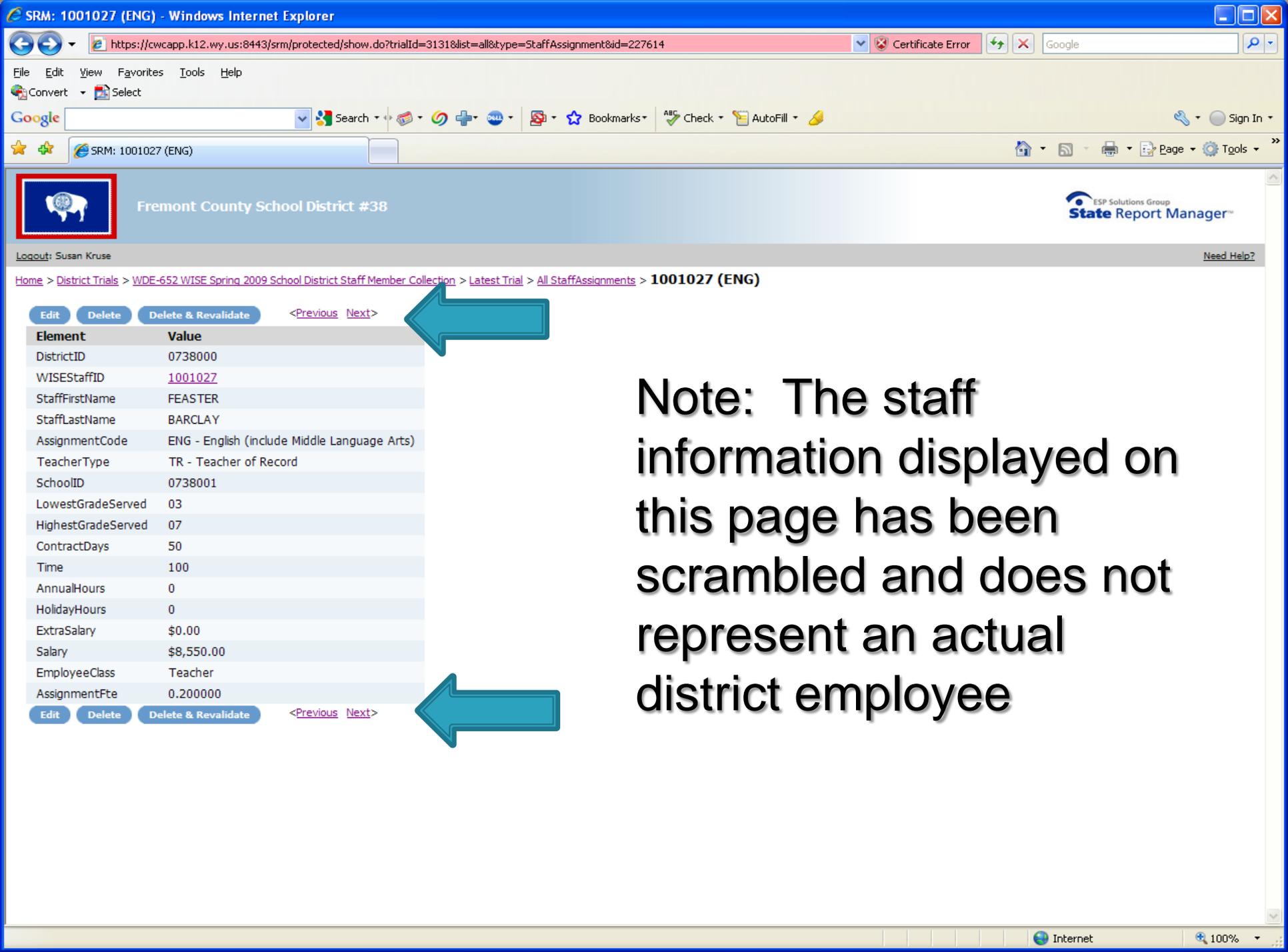
- ▶ Coordination is critical
 - District personnel must work together to submit the WDE652 data
 - This includes the WISE Coordinator as well as those that are editing the data

Download Submitted Data

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

WDE has added some shortcuts for maneuvering in the SRM

- ▶ When you are in an employees Assignment, Employment or Experience file you can now move from your current page to the next by clicking on the “Previous” or “Next” located at the top and bottom of each page.



[Home](#) > [District Trials](#) > [WDE-652 WISE Spring 2009 School District Staff Member Collection](#) > [Latest Trial](#) > [All StaffAssignments](#) > **1001027 (ENG)**

[Edit](#) [Delete](#) [Delete & Revalidate](#) [<Previous](#) [Next>](#)

Element	Value
DistrictID	0738000
WISEstaffID	1001027
StaffFirstName	FEASTER
StaffLastName	BARCLAY
AssignmentCode	ENG - English (include Middle Language Arts)
TeacherType	TR - Teacher of Record
SchoolID	0738001
LowestGradeServed	03
HighestGradeServed	07
ContractDays	50
Time	100
AnnualHours	0
HolidayHours	0
ExtraSalary	\$0.00
Salary	\$8,550.00
EmployeeClass	Teacher
AssignmentFte	0.200000

[Edit](#) [Delete](#) [Delete & Revalidate](#) [<Previous](#) [Next>](#)

Note: The staff information displayed on this page has been scrambled and does not represent an actual district employee

SRM: 1001027 (LPT) - Windows Internet Explorer

https://cwcapp.k12.wy.us:8443/srm/protected/show.do?trialId=3131&list=all&type=StaffAssignment&id=227613

File Edit View Favorites Tools Help

Convert Select

Google Search

SRM: 1001027 (LPT)

Sign In

Page Tools



Fremont County School District #38



Logout: Susan Kruse [Need Help?](#)

Home > District Trials > WDE-652 WISE Spring 2009 School District Staff Member Collection > Latest Trial > All StaffAssignments > 1001027 (LPT)

[Edit](#) [Delete](#) [Delete & Revalidate](#) [<Previous](#) [Next>](#)

Element	Value
DistrictID	0738000
WISEStaffID	1001027
StaffFirstName	FEASTER
StaffLastName	BARCLAY
AssignmentCode	LPT - Physical Therapist
TeacherType	
SchoolID	0738001
LowestGradeServed	02
HighestGradeServed	02
ContractDays	50
Time	100
AnnualHours	0
HolidayHours	0
ExtraSalary	\$0.00
Salary	\$8,550.00
EmployeeClass	Support Professional
AssignmentFte	0.200000

[Edit](#) [Delete](#) [Delete & Revalidate](#) [<Previous](#) [Next>](#)

Note: The staff information displayed on this page has been scrambled and does not represent an actual district employee

By clicking Next again I will move to the next employee record within the file.

SRM: 1001019 (ENG) - Windows Internet Explorer

https://cwcapp.k12.wy.us:8443/srm/protected/show.do?trialId=31318&list=all&type=StaffAssignment&id=227612

File Edit View Favorites Tools Help

Convert Select

Google Search

SRM: 1001019 (ENG)

Home RSS Print Page Tools



Fremont County School District #38



Logout: Susan Kruse

Need Help?

Home > District Trials > WDE-652 WISE Spring 2009 School District Staff Member Collection > Latest Trial > All StaffAssignments > 1001019 (ENG)

Edit Delete Delete & Revalidate [Next>](#)

Element	Value
DistrictID	0738000
WISEStaffID	1001019
StaffFirstName	GALLAHER
StaffLastName	CORNWELL
AssignmentCode	ENG - English (include Middle Language Arts)
TeacherType	TR - Teacher of Record
SchoolID	0738001
LowestGradeServed	01
HighestGradeServed	01
ContractDays	250
Time	100
AnnualHours	0
HolidayHours	0
ExtraSalary	\$0.00
Salary	\$40,808.00
EmployeeClass	Teacher
AssignmentFte	1.000000

Edit Delete Delete & Revalidate [Next>](#)

SRM Shortcuts Cont.

- ▶ You can also travel between the Assignment, Employment and Experience files.
- ▶ On every Employment page you will find “StaffAssignments” and “StaffExperience” links.



[Edit](#) [Delete](#) [Delete & Revalidate](#) [<Previous](#) [Next>](#)

Element	Value
WISEStaffID	1001027
StaffNamePrefix	Sister
StaffFirstName	FEASTER
StaffMiddleName	NGO
StaffLastName	BARCLAY
StaffNameSuffix	Sr.
StaffFormerName	
SeparationDate	
StaffDateOfBirth	2/2/1936
StaffGender	F - Female
StaffEthnicity	B - Black
HireDate	
Degree	A - Associates
LicenseType	LPT - Physical Therapist
LicenseState	WY
LicenseNumber	123456679
LicenseIssueDate	12/12/2004
LicenseExpirationDate	12/12/2008
DistrictID	0738000
BaseSchoolID	0738001
BaseSalary	\$41,319.00
ScheduleID	I - Teacher
ColumnNumber	1
RowNumber	2
InsuranceOption	EO - Employee Only: When a district employee participates in the district's health insurance plan and does not have any eligible dependents, or when both husband and wife work for the district and both participate in the district's health insurance plan and do not have any eligible dependents on the policy.

Type	Rule	Definition
Warning	R4704	BaseSalary does not match salary schedule <i>The staff member's BaseSalary should match the salary at row 2 and column 1 of schedule I. For comparison purposes, the salary values are multiplied by the calculated FTE.</i>

[StaffAssignments](#)
[StaffExperiences](#)



To move from the Employment page to either the Assignment or Experience entry click on the appropriate file. I clicked on Assignment.

SRM: All StaffAssignments (filtered) - Windows Internet Explorer

https://cwcapp.k12.wy.us:8443/srm/protected/listData.do?trialId=3131&list=all&type=StaffAssignment&filter_stateStaffId=1001027&jumpToDetail=tru Certificate Error Google

File Edit View Favorites Tools Help

Convert Select

Google Search Bookmarks Check AutoFill Sign In

SRM: All StaffAssignments (filtered)

 Fremont County School District #38 

Logout: Susan Kruse [Need Help?](#)

Home > District Trials > WDE-652 WISE Spring 2009 School District Staff Member Collection > Latest Trial > All StaffAssignments (filtered)

Show: All StaffAssignments (filtered)

Showing 1-3 of 3 << << Page 1 of 1 Go >> >> Rows per page: 10

[Show Search Fields](#) to search for items in the list.

<input type="checkbox"/>	Violations	WISEStaffID ^	StaffFirstName	StaffLastName	SchoolID	AssignmentCode	TeacherType	EmployeeClass
<input type="checkbox"/> View	0	1001027	FEASTER	BARCLAY	0738001	LPT		Support Professional
<input type="checkbox"/> View	0	1001027	FEASTER	BARCLAY	0738001	ENG	TR	Teacher
<input type="checkbox"/> View	1	1001027	FEASTER	BARCLAY	0738001	TTL		Administrator

[Delete](#) [Delete & Revalidate](#)

Done Internet 100%

If the employee has more than one assignment or experience file you will be given a choice of which one you'd like to go to. Click the "View" button next to the appropriate assignment or experience code.



[Edit](#) [Delete](#) [Delete & Revalidate](#) [<Previous](#) [Next>](#)

Element	Value
DistrictID	0738000
WISEStaffID	1001027
StaffFirstName	FEASTER
StaffLastName	BARCLAY
AssignmentCode	ENG - English (include Middle Language Arts)
TeacherType	TR - Teacher of Record
SchoolID	0738001
LowestGradeServed	03
HighestGradeServed	07
ContractDays	50
Time	100
AnnualHours	0
HolidayHours	0
ExtraSalary	\$0.00
Salary	\$8,550.00
EmployeeClass	Teacher
AssignmentFte	0.200000

[Edit](#) [Delete](#) [Delete & Revalidate](#) [<Previous](#) [Next>](#)



In order to move to another file click on the WISEStaffID and you will be taken back to the employment page.

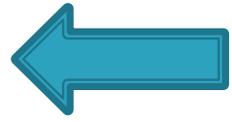


Edit Delete Delete & Revalidate

Element	Value
WISEStaffID	1001027
StaffNamePrefix	Sister
StaffFirstName	FEASTER
StaffMiddleName	NGO
StaffLastName	BARCLAY
StaffNameSuffix	Sr.
StaffFormerName	
SeparationDate	
StaffDateOfBirth	2/2/1936
StaffGender	F - Female
StaffEthnicity	B - Black
HireDate	
Degree	A - Associates
LicenseType	LPT - Physical Therapist
LicenseState	WY
LicenseNumber	123456679
LicenseIssueDate	12/12/2004
LicenseExpirationDate	12/12/2008
DistrictID	0738000
BaseSchoolID	0738001
BaseSalary	\$41,319.00
ScheduleID	I - Teacher
ColumnNumber	1
RowNumber	2
InsuranceOption	EO - Employee Only: When a district employee participates in the district's health insurance plan and does not have any eligible dependents, or when both husband and wife work for the district and both participate in the district's health insurance plan and do not have any eligible dependents on the policy.

Type	Rule	Definition
Warning	R4704	BaseSalary does not match salary schedule <i>The staff member's BaseSalary should match the salary at row 2 and column 1 of schedule I. For comparison purposes, the salary values are multiplied by the calculated FTE.</i>

[StaffAssignments](#)
[StaffExperiences](#)



From here you can reselect the file you'd like to look at.

Important Dates

Presented on April 28, 2009

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •

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



Important Dates

- ▶ Collection opens on SRM: May 18, 2009
- ▶ Collection is due: June 30, 2009
- ▶ Note: This is no longer a snap shot of a single day but a representation of what has happened within the entire fiscal year, July 1, 2008 – June 30, 2009

Contact Information

Presented on April 28, 2009

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •

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



WDE652 Contacts

1. Data Steward

- Susan Kruse
- Content questions
- 307-777-6252

3. WISE Project

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

2. Submission Contact

- Leslie
Zimmerschied
- State Report
Manager (SRM)
submission
questions
- Username/pass-
word questions
- 307-777-8751

You Ask, WDE Answers!

Presented on April 28, 2009

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •

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



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!

Feedback

Presented on April 28, 2009

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •
<http://www.k12.wy.us/>



WDE652 Feedback

- ▶ How will request for your feedback?
 - Through an online survey at
 - <https://fusion.edu.wyoming.gov/Login/Web/Pages/Survey/Survey.aspx?Code=128850769856415486>
 - Surveys are anonymous and confidential with total security through our Fusion web site.

Thank you for attending!

Presented on April 28, 2009

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •

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

