

# **WDE684 - WISE Teacher/Course/Student Enrollment through October 1, 2009**



**SEPTEMBER 10, 2009  
COLLECTION TRAINING**



# Agenda



- **WDE684 Overview**
  - Authority
  - Changes in the 2009-10 WDE684
  - General Information
- **WDE684 Data Elements in Detail**
  - Student Enrollment file
  - Section File
- **How to report Dropouts**
- **How to report Graduates**
- **WDE684 Contact Information**

# WDE684 Overview



# WDE684 Authority



**The WDE684 is Wyoming's authoritative collection of student-level demographics and course information**

- Enrolled Act #50 of 1990
- W.S. § 21-2-304(a)(v)
- W.S. § 21-2-203
- Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB).

# Overview Information



WDE684 data are utilized in identification of student subgroups for use in the Wyoming Education Resource Block Grant Model, National Assessment of Educational Progress (NAEP), and Adequate Yearly Progress (AYP) determinations (including Graduation Rates).

The data from the WDE684 Collection are also integral to the creation of public report cards such as Every Student Counts and the Wyoming Education Summary.

# Overview Information



- This October 1, 2009 collection of the WDE684 is the first part of a three-step annual cycle: Fall, Spring, and End of Year (new).
- On each of the three WDE684 collections, all 2009-10 student enrollment records between the beginning of the school year and the collection date are to be submitted, including records for students exiting prior to a collection date. As a result, it will be possible for multiple records per student to be reported.

# Overview Information



- **Additionally, in the case of students exiting school in a prior year for reasons other than graduation or documented transfer, any identified updates to student exit status should be provided on the next available WDE684 collection.**
  - In these cases, graduation rate accountability means it is in districts' best interest to track down the educational status of students no longer in attendance and report current status when the student is learned to have transferred or graduated from another regular-diploma granting school.

# Overview Information



- **Dropout information that would have been reported this fall on the WDE607 will now be reported on the October 1 WDE684 (instruction to be provided). The WDE607 has been replaced by WDE684 reporting. As for subsequent years, reporting of all student entry and exit events will take place as they occur, so dropout data will be collected on an ongoing basis through the WDE684.**

# Overview Information



- The WDE684 will be collected again in March 2010, and again in June 2010. This schedule will achieve the goals of determining the enrollment status of students and tracking students who transfer, graduate, drop out, or otherwise exit. Submission of the WDE684 in June 2010 will replace the WDE670 WISE Graduates and Completer Statistics Data collection. Further, summer graduates will now be reported on the next school year's October 1 WDE684 submission.

# Overview Information



**For the School Year 2009-10:**

- All WDE student and staff data collections will collect the new federal Race and Ethnicity categories. Details on the categories can be found at: <http://www.k12.wy.us/>.
- The WDE684 collection will collect information on all students, not just those enrolled on the snapshot date.
- Student School and District Entry Dates will be collected on the WDE684.
- Student Exit Dates will be collected on the WDE684.
- Student Exit Types will be collected on the WDE684.
- Course Section Entry and Exit dates will be optional on the WDE684.

# WDE684 Collection Information



- **Collection Window**
  - October 1, 2009 to October 16, 2009
- **Due Date**
  - October 16, 2009 by 5:00 p.m.
- **Note: WDE recommends that your district's data should be loaded no later than October 9, 2009 to give you time to clean up any errors BEFORE the due date**

# Documentation Available



- **WDE684 – Guidebook, Data elements and rules**
  - Located on the WISE <http://www.k12.wy.us/wise/>
- **Threaded Discussions, FAQs**
  - Located in the WISE Info Center on the Wyoming Education Fusion Portal <https://fusion.edu.wyoming.gov>

# WDE684 Data Elements in Detail



**STUDENT FILE**  
**SECTION FILE**

# WDE684 Student File Elements



- **34 total data elements**
  - 27 required
    - ✦ Data must be provided
  - 2 optional
    - ✦ Data should be provided if available
  - 5 conditional
    - ✦ Data provided when applicable to other fields

# WDE684 Student File Elements



WISERID	PacificIslanderRace	StudentConcurrentEnrollment
StudentLastName	WhiteRace	StudentHomeSchooled
StudentFirstName	StudentIDEA	StudentNationalScholarship
StudentMiddleName	StudentELL	StudentStateScholarship
StudentGradeLevel	StudentELLMonitoring	StudentExitDate
StudentDateOfBirth	StudentSection504	StudentSchoolExitType
StudentGender	StudentTitle1	
SchoolID	StudentMigrant	
DistrictID	StudentImmigrant	
StudentNameSuffix	StudentHomeless	
HispanicEthnicity	StudentGiftedTalented	
AsianRace	StudentLunch	
BlackRace	StudentEntryDate	
IndianRace	StudentEnrolledDistrict	

# WISERID



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

# StudentLastName



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

# StudentFirstName



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

# StudentMiddleName



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

# StudentGradeLevel



- **StudentGradeLevel**
  - Required element
  - Grade for which the student is enrolled at this school
  - Must be 2 characters

# StudentDateofBirth



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

# StudentGender



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

# SchoolID



- **SchoolID**
  - Required element
- **The WDE 7-digit ID for the school of the student's enrollment.**

# DistrictID



- **DistrictID**
  - Required element
- **The WDE 7-digit ID for the district of the student's enrollment.**

# StudentNameSuffix



- **StudentNameSuffix**
  - Optional element
  - Student's generation identifier
    - ✦ Sr, Jr, III
  - Up to 8 characters

# Ethnicity and Race Reporting Guidance



*In October of 2007, the US Department of Education (USED) released new guidance on collecting and reporting racial and ethnic data. The guidance took effect on December 3, 2007, and full implementation is required no later than the 2010-2011 school year.*

*The Wyoming Department of Education (WDE) will require school districts and accredited institutions to start collecting and reporting under the new race and ethnicity guidelines for all data collections in the 2009-10 school year.*

# Ethnicity and Race Reporting Guidance



**Six fields are used to report a student's Race and Ethnicity:**

**HispanicEthnicity**

**AsianRace**

**BlackRace**

**IndianRace**

**PacificIslanderRace**

**WhiteRace**

# Ethnicity and Race Reporting Guidance



- Organizations must ask respondent in a two-part question format.
  - The first question is about ethnicity.
    - ✦ Reported in the HispanicEthnicity data field.
  - The second question is about race.
    - ✦ Reported in the five race data fields.
- Valid values for all six fields are: Y or N (Y=Yes, N= No)
- None of these fields can be left blank. If HispanicEthnicity = Y (Yes), at least one of the race data fields must also be Y (Yes). All race fields cannot be reported as N (No).

# Ethnicity and Race Reporting Guidance



- **Federal Guidance:**  
**<http://www.ed.gov/policy/rschstat/guid/raceethnicity/index.html>**
- **Managing an Identity Crisis from the National Forum on Education Statistics:**
- **<http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2008802>**

# StudentIDEA



- **StudentIDEA**
  - Required element
  - Is the student on an active Individual Education Plan (IEP) under IDEA? Yes or No.
- **If the enrollment spans the snapshot date, report the value the student had on the snapshot date.**

# StudentELL



- **StudentELL**
  - Required element
- **The definition of an ELL student is as follows:**
  - (i.) Who is newly enrolled in the district or who enrolled in the district after the State annual ELL assessment was given in the prior school year; and has been identified and evaluated by the district as being of limited English proficiency; or
  - (ii.) Who is returning to the district from the previous school year; and
    - ✦ Who took the State’s annual ELL assessment in the prior school year and has not yet achieved the “proficiency” level (grades K-2) or the “transitional” level (grades 3-12).

# Student ELL Monitoring



- **Student ELL Monitoring**
  - Conditional element
  - Is this student in year 1 or year 2 ELL monitoring?
  - Must be 1 character – 1, 2
    - ✦ 1 – Year 1 ELL monitoring
    - ✦ 2 – Year 2 ELL monitoring
  - Once an ELL student has achieved the “proficiency” or “transitional” level on Wyoming’s English Language Assessment, they are required to be monitored for 2 years.

# StudentSection504



- **StudentSection504**
  - Required element
  - Is this student on a 504 Accommodation plan? When a specific accommodation is necessary for a student to have access to his or her regular education, such an accommodation may be documented on a separate Section 504 accommodation plan and/or the IEP.
  - Must be 1 character – Y, N
    - ✦ Y – Yes
    - ✦ N – No

# StudentTitle1



- **StudentTitle1**
  - Required element
  - Is this student Title 1?
    - ✦ All students in a school-wide Title 1 school are Title 1 students.
  - Must be 1 character – Y, N
    - ✦ Y – Yes
    - ✦ N – No

# StudentMigrant



## StudentMigrant

- Required element
- Was this student eligible to participate or did this student participate in a summer Migrant Education Program in any the prior three years?

The federal definition (Title I-C) for a 'migratory child' is as follows:

- “Migratory child” means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain temporary or seasonal employment in agricultural or fishing work:
  - A. has moved from one school district to another;
  - B. in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or
  - C. resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

# Student Immigrant



- **Student Immigrant**
  - Required element
  - Is this student an Immigrant?
- **To be counted as an immigrant a student must meet the following criteria:**
  - 1. Student is age 3 through 21.
  - 2. Student was not born in any state within the United States (states include Puerto Rico and Washington D.C.).
  - 3. Student has not attended one or more schools in the United States for more than three full academic years.
- **Criteria “3” is to be interpreted literally. If the student immigrated into any state within the United States, regardless of age of immigration into the country, they are to be reported as an Immigrant Student until they have attended three full years (cumulative) of school (grades K-12) in the US.**
- **Foreign Exchange students are not immigrants.**
- **Determination of Immigrant status and ELL status are NOT RELATED. A student can be an immigrant student without need for ELL services, and conversely can require ELL services without having immigrated to the United States from another country.**

# StudentHomeless



- **StudentHomeless**

- Required element
- Is this student Homeless? If the enrollment spans the snapshot date, report the value the student had on the snapshot date.
- Definition of “Homeless Children and Youth”, as defined by Title X-C, can be found in the WDE684 Guidebook.

# StudentGiftedTalented



- **StudentGiftedTalented**

- Required element
- Is this student identified as gifted/talented according to your district's identification method?
- Must be 1 character – Y, N
- If the enrollment spans the snapshot date, report the value the student had on the snapshot date.

# StudentLunch



- **StudentLunch**
  - Required element
  - Student's lunch status
  - Must be 1 character – F, N, R, S, X
    - ✦ F – Free lunch eligible
    - ✦ N – Not eligible for free/reduced lunch
    - ✦ R – Reduced price lunch eligible
    - ✦ S – USDA Provision 2 or 3 – school provides all students free lunch
    - ✦ X – School does not participate in the USDA school lunch program
  - If the enrollment spans the snapshot date, report the value the student had on the snapshot date.

# StudentEntryDate



- **StudentEntryDate**
  - Required element, must be 8 characters - YYYYMMDD
  - What is the most recent date this student enrolled in the school in the current school year?
- **A new record (with a current StudentEntryDate) should be created when:**
  - grade level changes
  - concurrent enrollment status changes
  - homeschool status changes
  - the student has a documented transfer to another school within the same district
  - the student has a break in school services
- **For changes to other fields, please do not create a new enrollment record. Report the value the student had during the period bounded by their Entry and Exit dates. If the snapshot (Oct 1) falls in-between, report the value the student had on the snapshot.**

# StudentEnrolledDistrict



- **StudentEnrolledDistrict**
  - Required element, must be 8 characters – YYYYMMDD
  - What is the most recent date this student enrolled in the district?
- **A new record (with a current StudentEnrolledDistrict date) should be created when:**
  - The student has a break in district services

# StudentEnrolledDistrict



**This is the most recent date of entry into the district as stored in a district's SIS. In response to recognized variance in the way vendors are able track and access this information, this date is to be reported as the beginning of continuous enrollment in a district either historically (including in a previous year, where applicable) or in the current year if historical reporting is not possible. As an example, a student continuously enrolled in a district for five years will be reported with a StudentEnrolledDistrict date falling five years earlier if possible, or reported as the first day of school in the current school year where historical reporting is not enabled.**

# Student Concurrent Enrollment



- **Student Concurrent Enrollment**
  - Required element
  - Is the student concurrently enrolled in the reporting school?
  - Not the primary enrollment
- **Concurrent enrollment in the reporting district = 'T'**
- **Primary enrollment within the reporting district = 'F'**
- **Dual Enrollment at a community college or the University of Wyoming = 'F'**

# Student Concurrent Enrollment



- Resident District Handbook:  
[https://www.k12.wy.us/A/supt\\_memos/2009\\_035.pdf](https://www.k12.wy.us/A/supt_memos/2009_035.pdf)
- Scott Bullock ([sbullo@educ.state.wy.us](mailto:sbullo@educ.state.wy.us), 777-7418)  
or
- Lachelle Brant ([lbrant@educ.state.wy.us](mailto:lbrant@educ.state.wy.us), 777-3679)

# StudentHomeSchooled



- **StudentHomeSchooled**
  - Required element
  - Is this student receiving their primary educational instruction in a home environment for reasons other than health and attending public school 50% or less of the school day?
  - Must be 1 character – Y, N
- **If the enrollment spans the snapshot date, report the value the student had on the snapshot date.**

# StudentNationalScholarship



- **StudentNationalScholarship**
  - Conditional Element ; Y, N, blank
- **Did the diploma recipient receive at least one scholarship that is defined to be:**
  - applicable to any college AND
  - open to any student in the United States (eligibility is not based on geographic location)?
- **This field is required if the StudentExitType is 108 (Graduated with a Wyoming "regular high school diploma" AND completed district defined college-bound course of study) or 124 (Graduated with a Wyoming "regular high school diploma" BUT WITHOUT having completed the district defined college-bound course of study).**

# StudentStateScholarship



- **StudentStateScholarship**
  - Conditional Element; Y, N, blank
- **Did the diploma recipient receive at least one scholarship that is defined to be:**
  - limited to a specific college or colleges OR
  - limited to graduates in a given district or in the State of Wyoming?
- **This field is required if the StudentExitType is 108 (Graduated with a Wyoming "regular high school diploma" AND completed district defined college-bound course of study) or 124 (Graduated with a Wyoming "regular high school diploma" BUT WITHOUT having completed the district defined college-bound course of study).**
- **This includes the Hathaway Scholarship.**

# StudentExitDate



- **StudentExitDate**
  - Conditional Element
- **What is the date the student exited the school?**
  - Date should be entered in the format: YYYYMMDD
- **StudentExitDate and StudentExitType must both be provided or both be absent.**

# StudentExitType



- **StudentExitType**
  - Conditional Element
- **What is this student's Exit Type?**
- **Exit Type Codes can be found in the WDE684 Data Elements document, the WDE684 Guidebook, and the WISE Info Center of the Wyoming Education Fusion portal**
- **StudentExitDate and StudentExitType must both be provided or both be absent.**

# WDE684 Section File Elements



- **12 total data elements**
  - 8 required
    - ✦ Data must be provided
  - 4 optional
    - ✦ Data should be provided if available

# WDE684 Section File Elements



- LocalSectionID
- WISERID
- LocalCourseId
- LocalCourseName
- WISEStaffID
- TeacherLastName
- TeacherFirstName
- TeacherMiddleName
- SchoolID
- DistrictID
- SectionEntryDate
- SectionExitDate

# LocalSectionID



- **LocalSectionID**
  - Required element
- **What is the locally used identification number for this section?**
  - This field can be up to 32 characters long.

# WISERID



- **WISERID**
  - Required element
- **What is the WISER ID for the student taking the course?**

# LocalCourseID



- **LocalCourseID**
  - Required element
- **What is the locally used identification number for this course?**
  - This field can be up to 38 characters long.

# LocalCourseName



- **LocalCourseName**
  - Optional element
- **What is the name of this course?**
  - Up to 50 characters long

# WISEStaffID



- **WISEStaffID**
  - Required element
- **What is the WISE Staff ID for the teacher of this section?**

# TeacherLastName



- **TeacherLastName**
  - Required element
- **What is the legal last name for the teacher of this section?**
  - Up to 25 characters

# TeacherFirstName



- **TeacherFirstName**
  - Required element
- **What is the legal first name for the teacher of this section?**
  - Up to 15 characters

# TeacherMiddleName



- **TeacherMiddleName**
  - Optional element
- **What is the legal middle name for the teacher of this section?**
  - Up to 15 characters

# SchoolID



- **SchoolID**
  - Required element
- **What is the 7-digit ID for the school where this section is taught?**

# DistrictID



- **DistrictID**
  - Required element
- **What is the 7-digit ID for the district where this section is taught?**

# SectionEntryDate



- **SectionEntryDate**
  - Optional Element
- **What is the date this section enrollment began?**
  - Date should be entered in the format: YYYYMMDD

# SectionExitDate



- **SectionExitDate**
  - Optional Element
- **What is the date this section enrollment ended?**
  - Date should be entered in the format: YYYYMMDD

# State Report Manager



- **The State Report Manger (SRM) is designed to enable school districts to load, review, and validate their data before submitting it to the state**
- **Part of the Wyoming Integrated Statewide Education (WISE) Data System**
  - Data are secure!

# How to Report 2008-09 Dropouts



# 2008-09 Dropout Reporting



1. Report the StudentEntryDate as the actual entry date of the student into the school during the previous school year (2008-09). If the actual entry date is not retrievable, use the first day of school in the previous school year (2008-09).
2. Report the StudentEnrolledDistrict as the actual entry date of the student into the district during the previous school year (2008-09). If the actual entry date is not retrievable, use the first day of school in the previous school year (2008-09).
3. Report StudentExitDate as the actual exit date of the student from the school and district. If the actual exit date is not retrievable, use the last day of school in the previous school year (2008-09).
4. Report using Exit Type Code 140.
5. All program and demographic fields should be reported as they existed when the student dropped out. This is no different than the guidance for the WDE607.

# How to Report Graduates



# Graduates



**The StudentExitType field will be used for reporting Graduates. Students who graduate with a Wyoming "regular high school diploma" as defined through Wyoming Statute and Rules and Regulations, Ch. 31 - Graduation Requirements are considered to be Graduates.**

# Graduates



- If the student completes the district defined college-bound course of study, use Exit Type Code 108.
- If the student receives a Wyoming "regular high school diploma" as defined through Wyoming Statute and Rules and Regulations, but does not complete the district defined college-bound course of study, use Exit Type Code 124.

# Graduates



- **Students who earn a regular Wyoming diploma must not be reported as having graduated until after the diploma is actually earned.**
- **For federal reporting and accountability purposes, students earning diplomas at the end of summer school are included as graduating in the same school year as those students graduating in May, despite reporting not taking place until the fall data collection cycle.**
- **When reporting graduates, the StudentExitDate should reflect the date the diploma was granted.**

# Modifications to StudentExitType



# Modifications to StudentExitType



**The WDE684 has evolved to become the reporting mechanism for updating student exit types reported in previous years. In this role, the WDE684 replaces and expands upon the WDE670 Completer and WDE607 Dropout collections. As such, diligent WDE684 reporting and re-reporting will directly affect the accuracy of graduation rate calculations for your schools, your district, and the state.**

# Modifications to StudentExitType



In cases where previously submitted StudentExitType needs to be updated for a student, do not attempt to modify a previously submitted WDE684.

Use the next available collection window. Within that collection, create a single entry for the student using all previously submitted data element values from your district's most recent prior WDE684 reporting of the student (including StudentEntryDate, StudentExitDate, and StudentEnrolledDistrict).

Use the previously submitted demographic information for the student. It is highly recommended that each district keep at least one copy of the WDE684 data from each collection window for auditing and exit type modification purposes.

Enter the new StudentExitType.

# Questions?



# Upcoming Events



- **WDE684 WEN training – October 6, 2009**
- **School Improvement Conference**
  - September 28-29, 2009
  - Little America, Cheyenne

# Contact Information



- **WDE684 Submission & Content questions:**
  - Leslie Zimmerschied
  - 307-777-8751
  - [lzimme@educ.state.wy.us](mailto:lzimme@educ.state.wy.us)

**Thank you for attending!**

