WISE Data System

WYOMING DEPARTMENT OF EDUCATION

WDE684 - WISE Teacher/Course/Student Enrollment through October 1, 2010

Data Collection Guidebook

WYOMING DEPARTMENT OF EDUCATION

WDE684 Data Collection Guidebook

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Table of Contents

Introduction 3
WDE684 Authority 3
Instructions 4
- Data Compilation 4
- Student File 5
- Section Enrollment File 14

Collection Schedule 16
Data Correction Process 18
Exit Type Codes, Definitions, and Requirements 19
Extended Absences 25
No-Shows 25
How to Report Graduates 25
How to Report Non-Graduates 26
Modifications to StudentExitType 27
Distance Education and WDE684 Reporting 28
Data Upload 29
- Errors in Data 30
- Send to WDE 30
- Cross District Duplicates 30
- Downloading Data and Reports 30

Frequently Asked Questions 32
Appendix A: SIF Input Formats 33
Appendix B: StudentIDEA reporting 40
Appendix C: Sample SRM Reports 41
Appendix D: Policies on Extended Absences and No-shows 45
Index 47

Introduction

The WDE684 is the authoritative collection of student-level demographics and course information.

This guidebook serves as the definitive instruction set for the data contained within the WDE684 Data Collection.

School Districts are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education (WDE) is critical and essential to the continual growth of Wyoming's education system. WDE684 data are utilized in identification of At-Risk students for use in the Wyoming Education Resource Block Grant Model, National Assessment of Educational Progress (NAEP), and Adequate Yearly Progress (AYP) determinations. It is widely agreed upon that you need quality and timely data to inform the work of stakeholders such as students, teachers, administrators, parents and policy makers to most appropriately impact the teaching and learning process. The data from the WDE684 Collection is made available in a clear and useful way through public report cards such as Every Student Counts and the Wyoming Education Summary.

WDE684 Authority

There are several authorities that allow the WDE to collect data for the WDE684 collection they are listed below:

Enrolled Act #50

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).

Instructions

The WDE684 is the official collection for student-level demographic and course information. This report includes vital and social statistics on students in Wyoming schools.

Data Compilation

Prior to submission, each district must compile their data. Districts have two uploading options for the WDE684 collection, which greatly impact the data compilation method.

The first option is to upload using a Schools Interoperability Framework (SIF) agent. This agent is configured to export the data from a district's Student Information System (SIS) by mapping the fields needed to fulfill the data collection requirements. The WDE684 supports SIF 2.3. Appendix A describes the SIF objects and fields that an SIS must publish in order to participate in a SIF data collection in Wyoming. When a SIF agent is used, a district must review and certify the exported data before it is sent to the WDE.

The second option is to upload using Comma Separated Value (CSV) files. Data will be entered in to two spreadsheet files that include the appropriate data elements for this collection. The first is the Student file; the second is the Section Enrollment file. Once compiled, each spreadsheet must be saved as a Comma Separated Value file (.CSV).

The data elements and SIF formats are fully defined within this document. The Data Element document on the WISE website (http://www.k12.wy.us/WISE/Documents/CurrentDocs/WY-Oct2010-684DataElementsAndRules-v07.pdf) contains brief definitions of each required element, proper layouts for CSV submissions, and SIF input formats. All WDE684 Data Elements are explained below in detail.

Student File

The first file is the Student File. The purpose of this file is to submit demographic information for each student. It contains 34 elements.

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

WISERID

This is the WDE 8-digit state assigned student record identifier for the student. The WISER ID will be validated at the point of submission to ensure it is an active identification number. It will be verified against the State Registration System (SRS).

StudentLastName

Please use the student's legal last name as it appears on their Birth Date and/or Legal Presence documents.

State Registration System (SRS)
The SRS is an application for securely assigning and obtaining unique ID numbers for both students and school district staff members. It is available within the Wyoming Education Fusion portal. This application is inaccessible to the general public.

Accepted values are letters, spaces, hyphens, apostrophes, and the number "3".

The Student's last name will be verified against the State Registration System (SRS).

More details on Name Entry Standards can be found in the Wyoming Student Legal Name Entry Guidebook.

StudentFirstName

Please use the student's legal first name as it appears on their Birth Date and/or Legal Presence documents.

Accepted values are letters, spaces, hyphens, apostrophes, and the number "3".

The Student's first name will be verified against the (SRS).

More details on Name Entry Standards can be found in the Wyoming Student Legal Name Entry Guidebook.

StudentMiddleName

Please use the student's legal middle name as it appears on their Birth Date and/or Legal Presence documents. This element is optional.

Accepted values are letters, spaces, hyphens, apostrophes, and the number "3".

More details on Name Entry Standards can be found in the Wyoming Student Legal Name Entry Guidebook.

StudentGradeLevel

Report students based on their current grade level placement. It must be two digits.

For Adequate Yearly Progress (AYP) inclusion the grade reported must match the reported grade tested by the assessment vendor.

- PK-Pre Kindergarten
- KG-Full day Kindergarten
- HK-Half day Kindergarten
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12

StudentDateOfBirth

The student's date of birth should be entered in the format: YYYYMMDD.

Student Date of Birth will be verified against the (SRS).

StudentGender

The student's gender is a one digit value: "M" for Male, "F" for Female.

Student Gender will be verified against the (SRS).

SchoolID

The WDE 7-digit ID for the school of the student's enrollment.

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

StudentNameSuffix
This is a generation indicator such as "Jr" or "III". This element is optional.

The only allowable characters are letters and periods.

More details on Name Entry Standards can be found in the Wyoming Student Legal Name Entry Guidebook.

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.

What does this mean for schools and accredited institutions?

The new federal collection standards mandate that organizations must provide ALL STUDENTS AND STAFF the opportunity to re-identify their race/ethnicity via the adjacent guidance provided by the USED. Staff and parents should be informed that race/ethnicity information is collected for the purpose of monitoring, accountability and to ensure that schools are receiving the proper educational programs and services they need.

HispanicEthnicity
AsianRace
BlackRace
IndianRace
PacificIslanderRace
WhiteRace

These six fields are used to report a student's Race and Ethnicity. When collecting a person's race/ethnicity:

- 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).

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

Is the student on an active Individual Education Plan (IEP) under IDEA? Yes or No.

Please see Appendix B for decision process regarding this element.

If the enrollment spans the snapshot date, report the value the student had on the snapshot date.

StudentELL

Is this student an English Language Learner? (Y) Yes, (N) No, or (R) Refused.

The definition of an ELL student is as follows:
Any student on October 1:

1. Is newly enrolled in the district or enrolled in the district after the state annual ELP assessment, ACCESS for ELLs was given in the prior school year; **and** has been identified and evaluated by the district as being an Active ELL through the use of an ELP screening assessment; **or**
2. Is returning to the district from the previous school year; **and** took the state's annual ELP assessment in the prior school year and has not yet achieved the "proficiency" level.
3. A student who meets the above qualifications, but whose parent/guardian refuses services should be reported as "R". The value "R" should only be used for students who have been identified as needing services; it should not be used for students who have not yet been evaluated.
4. 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.

For AYP purposes and state funding purposes, the "ELL subgroup" includes the count of student records with a value of Y in StudentELL or values of 1 or 2 in the StudentELLMonitoring field (year 1 and 2 monitored former ELL students).

StudentELLMonitoring

Is this student in year 1 or year 2 ELL Monitor Status? Once an Active ELL student has achieved English proficiency on the ACCESS for ELLs, they are required to be entered into Monitor Status for 2 years.

1 - former ELL student, year 1 Monitor Status
2 - former ELL student, year 2 Monitor Status

In keeping with the Active ELL definition for federal funding and reporting, students are no longer "Active ELL students" for these primary purposes once they reach the proficiency on the ACCESS for ELLs. It follows from this federal definition and the

wording of the WDE684 form that if StudentELLMonitoring is submitted with a value of 1 or 2 (the only allowable values), the StudentELL field must be N for this same student.

StudentSection504

Is this student on a 504 accommodation plan? Yes or No.

If the enrollment spans the snapshot date, report the value the student had on the snapshot date.

> 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.

StudentTitle1

Is this student a Title I student? Yes or No.

> Note: All students in a school-wide Title I school are Title I students.

StudentMigrant

Was this student eligible to participate or did this student participate in a summer Migrant Education Program in any of the prior three years? Yes or No.

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.

StudentImmigrant

Is this student an immigrant? Yes or No. Immigrant status is defined in section 3301(6) of the Elementary and Secondary Education Act (ESEA).

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.

Criterion "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 United States.

Children born overseas to U.S. military personnel, because they were not born in a State, fall within the ESEA definition of "immigrant child and youth" if they meet all of the other criteria.

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

Is this student homeless? Yes or No.

If the enrollment spans the snapshot date, report the value the student had on the snapshot date.

The federal definition (Title X-C) is as follows:

1) The terms 'enroll' and 'enrollment' include attending classes and participating fully in school activities.
2) The term homeless children and youths' —
   - means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and
   - includes —
     - i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
     - ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
     - iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
     - iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

3) The terms 'local educational agency' and 'State educational agency' have the meanings given such terms in section 9101 of the Elementary and Secondary Education Act of 1965.
4) The term 'Secretary' means the Secretary of Education.
5) The term 'State' means each of the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico
6) The term 'unaccompanied youth' includes a youth not in the physical custody of a parent or guardian.

StudentGiftedTalented

Is this student identified as "Gifted/Talented" according to your district's identification method? Yes or No.

If the enrollment spans the snapshot date, report the value the student had on the snapshot date.

StudentLunch

What is this student's US Department of Agriculture - National School Lunch Program (NSLP) status? If the enrollment spans the snapshot date, report the value the student had on the snapshot date.

F- Free Lunch Eligible
N- Not Eligible for free or reduced lunches
R- Reduced Price Lunch Eligible
S- School provides all students free lunches (under Provision 2 or Provision 3 of the USDA NSLP regulations)
X- School does not participate in the National School Lunch Program

HomeLanguage

What is this student's home language? Home language is the language spoken in the student's home as reported on the Home Language Survey (HLS).

This is a three digit code. Valid values must come from the ISO-639-3 code list.
http://sil.org/iso639-3/codes.asp
This element is required for all students.

StudentEntryDate

What is the most recent date this student enrolled in the school in the current school year? Date should be entered in the format: YYYYMMDD

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
- any change to Full-Time or Part-Time status

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 last day of school falls in between, report the value the student had on the snapshot.

StudentConcurrentEnrollment

Is the student concurrently enrolled in the reporting district and school? If the enrollment spans the snapshot date, report the value the student had on the snapshot date.

> Concurrent enrollment in the reporting district or school = 'Y'
> Primary enrollment within the reporting district or school = 'N'
> Dual Enrollment at a community college or the University of Wyoming = 'N'

Please see the section "Distance Education and WDE684 Reporting" for information on how to report students involved in distance learning programs.

A student may not have more than one primary (non-concurrent) enrollment during any span of time.

If a student is enrolled at two schools within the reporting district, the boundary school should report "N" and the service school should report "Y".

For public reporting and AYP determinations, a student will be counted at the school marked with StudentConcurrentEnrollment = "N".

StudentHomeSchooled

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? Yes or No.

> For any student who meets the above criteria, you must not leave this field blank.
>
> If the enrollment spans the snapshot date, report the value the student had on the snapshot date.

StudentNationalScholarship

Did the diploma recipient receive at least one scholarship that is defined to be:

A. applicable to any college AND
B. 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

Did the diploma recipient receive at least one scholarship that is defined to be:

A. limited to a specific college or colleges OR
B. limited to graduates in a given district or in the State of Wyoming?

This includes the Hathaway Scholarship.

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).

The WDE recognizes variance in the way SIS vendors process exit dates. Please review the WDE684 Business Rules to ensure accuracy of student exit date reporting.

StudentExitDate

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

What is this student's Exit Type? Exit Type Codes are three digits.

StudentExitDate and StudentExitType must both be provided or both be absent.

Some Exit Types are valid for mid-year exiting; some Exit Types are valid for End-of-Year exiting. Please see "Exit Type Codes, Definitions, and Requirements" later in this document for full definitions of each code.

After the last day of school, all students are expected to have an Exit Type.

Summer school enrollments do not need to be reported.

Section Enrollment File

The second file is the Section Enrollment File. The purpose of this file is to submit information for each course for each student. It contains 12 elements.

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

LocalSectionID

What is the locally used identification number for this section?

This field can be up to 32 characters long.

WISERID

What is the WISER ID for the student taking the course?

This is the WDE 8-digit state assigned student record identifier for the student.

LocalCourseId

What is the locally used identification number for this course?

This field can be up to 38 characters long.

LocalCourseName

What is the name of this course?

This field can be up to 50 characters long. This element is optional.

WISEStaffID

What is the WISE Staff ID for the teacher of this section?

This is the WDE 7-digit assigned staff record identifier.

TeacherLastName

What is the legal last name for the teacher of this section?

TeacherFirstName

What is the legal first name for the teacher of this section?

TeacherMiddleName
What is the legal middle name for the teacher of this section? This element is optional.

SchoolID
What is the 7-digit ID for the school where this course is taught?

DistrictID
What is the 7-digit ID for the district where this course is taught?

SectionEntryDate
What is the date this section enrollment began? This field is optional.

Date should be entered in the format: YYYYMMDD.

SectionExitDate
What is the date this section enrollment ended? This field is optional.

Date should be entered in the format: YYYYMMDD.

If this field is left blank, it will be interpreted that the section is currently active and ends on the last day of school.

Collection Schedule

On each of the three WDE684 collections, all 2010-11 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 likely for multiple records per student to be reported.

Education agencies nationwide are tasked with the responsibility to accurately and efficiently account for every student. All enrolled or previously enrolled students will be accounted for, at any point in time, because of this three-step cycle. The WDE607 WISE Dropout Statistics Data Collection has been eliminated. **Non-Graduates will now be reported on the WDE684. For specific information on how to report these students, please see "How to Report Non-Graduates" on page 25.**

This schedule will achieve the goals of determining the enrollment status of students and tracking students who transfer, graduate, drop out, or exit. Submission of the WDE684 in June 2010 replaced the WDE670 WISE Graduates and Completer Statistics Data collection. **Graduates will now be reported on the WDE684. For specific information on how to report graduates, please see "How to Report Graduates" on page 24.**

Wyoming has chosen to adopt this practice for reasons that are aligned with our Vision Statement and also allow us to meet federal education standards. Specific benefits to Wyoming include:

- Equitable distribution of funds through the School Foundation Program
- Accurate and reliable calculation of graduation rates
- Decisions influencing student achievement based upon uniform data
- Fair determination of participation rates on standardized assessments.
- Detailed report cards on school and district performance provided to parents and public stakeholders.

Vision Statement: Wyoming has a nationally recognized education data system that is uniform, trusted, effective, efficient, and user-friendly; it reflects and advances Wyoming values, assists a wide variety of policy leaders to make fully informed decisions, and helps provide a remarkable, high quality and equitable education for all Wyoming students.

It is highly recommended that each school district load data by Monday, October 11, 2010. This will ensure that data can be validated and errors can be corrected before the due date.

Collection Window:
10/1/2010 – 10/15/2010

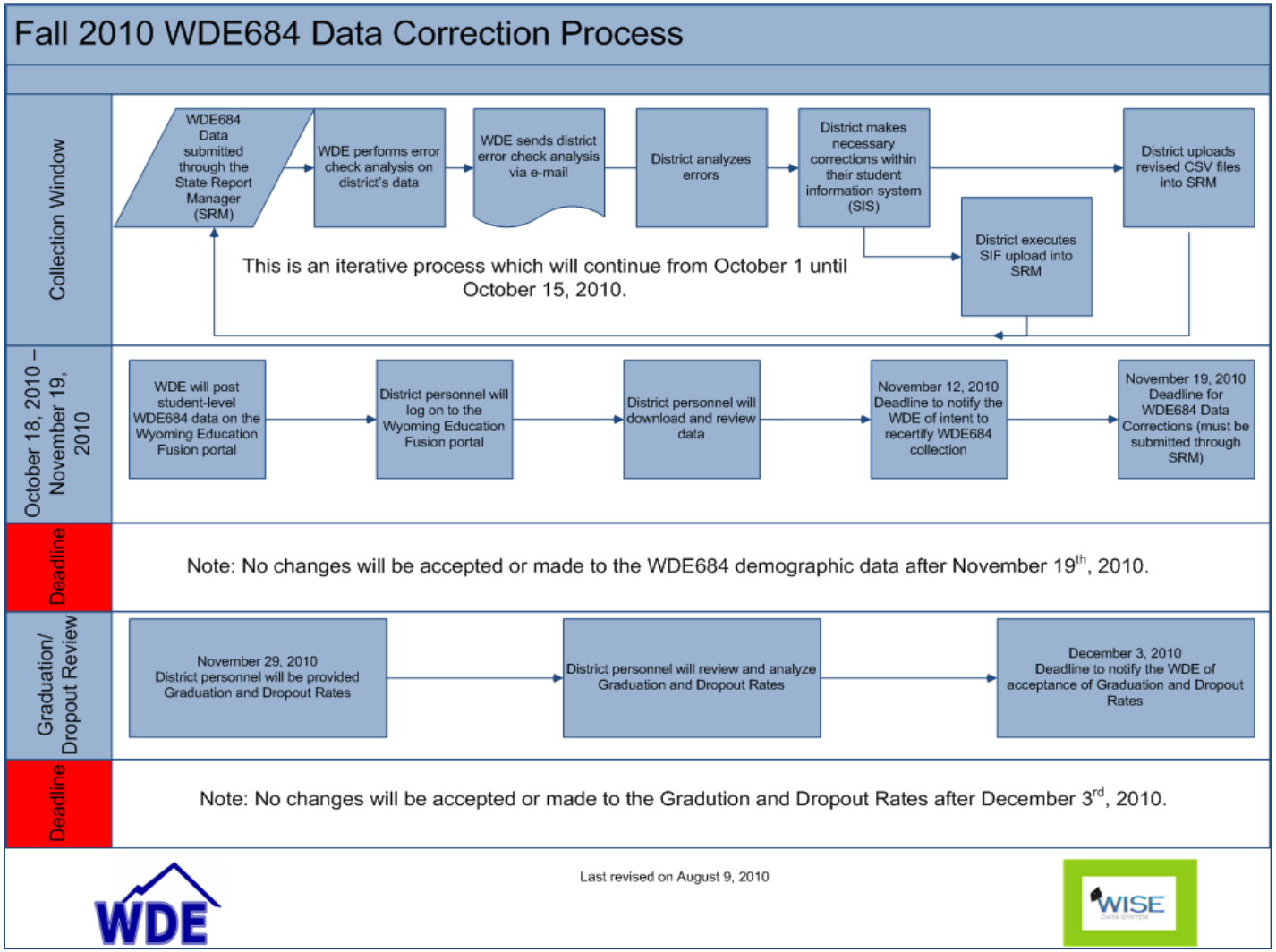
School district personnel may upload data and submit files at any time on any day of the collection window.

The enclosed flowchart identifies a set of dates to provide a firm schedule for making any necessary changes to the Fall 2010 WDE684 data. School districts have opportunities to make corrections between October 1st and November 12th, 2010. No changes to the WDE684 demographic data will be made after November 19, 2010.

The WDE684 data will be available through the Wyoming Education Fusion Portal beginning October 18th, 2010. District personnel directly responsible for collecting and reporting the data will be granted access to download and review the reports. If there are additional personnel within your district who should have access, please contact your Fusion administrator.

On November 29th, 2010, district personnel will be provided with Graduation and Dropout Rates for review. Districts will have one week to review and accept exit data and calculated rates. A verification letter, signed by the superintendent, must be received at the WDE no later than 5:00pm on December 3rd, 2010.

Data Correction Process



Exit Type Codes, Definitions, and Requirements

Each of the valid Exit Type Codes are defined below along with federal requirements for valid use of specific types.

108 Graduated with a Wyoming "regular high school diploma" AND completed district defined college-bound course of study

This code shall be used when a student has:

1) Graduated with a Wyoming "regular high school diploma" as defined through Wyoming Statute and Rules and Regulations, Ch. 31 - Graduation Requirements, http://soswy.state.wy.us/Rules/RULES/5218.pdf; AND

2) Completed the district defined college-bound course of study.

Federal guidance: Under 34 C.F.R. §200.19(b)(1)(iv), a "regular high school diploma" means the standard high school diploma awarded to students in a State that is fully aligned with the State's academic content standards and does not include a GED credential, certificate of attendance, or any alternative award. The term "regular high school diploma" also includes a "higher diploma" that is awarded to students who complete requirements above and beyond what is required for a regular diploma.

124 Graduated with a Wyoming "regular high school diploma" BUT WITHOUT having completed the district defined college-bound course of study

This code shall be used when a student has:

1) Graduated with a Wyoming "regular high school diploma" as defined through Wyoming Statute and Rules and Regulations, Ch. 31 - Graduation Requirements, http://soswy.state.wy.us/Rules/RULES/5218.pdf;

2) BUT WITHOUT having completed the district defined college-bound course of study.

Federal guidance: Under 34 C.F.R. §200.19(b)(1)(iv), a "regular high school diploma" means the standard high school diploma awarded to students in a State that is fully aligned with the State's academic content standards and does not include a GED credential, certificate of attendance, or any alternative award. The term "regular high school diploma" also includes a "higher diploma" that is awarded to students who complete requirements above and beyond what is required for a regular diploma.

132 Completed school and received an "other" credential (other than a "regular high school diploma")

This code shall be used when a student has completed school with an "other" credential (e.g., Certificate of Completion, Certificate of Attendance, etc). This student DID NOT receive a Wyoming "high school diploma" as defined through Wyoming Statute and Rules and Regulations, Ch. 31 - Graduation Requirements, http://soswy.state.wy.us/Rules/RULES/5218.pdf.

140 Dropped out, status unknown, or transfer not fully documented per federal requirements

This code shall be used when a student has stopped attending school and is known to have dropped out, status cannot be determined, or transfer cannot be confirmed to include full documentation required by federal guidance. Documentation required to be obtained by districts to validate use of any of the "transfer" exit type codes is listed under each of the "transfer" exit type descriptions, below.

159 Discontinued schooling to participate in a GED or other education or training program that does not grant a "regular high school diploma"

This code is used to report a student who discontinued schooling to participate in a program that does not grant a "regular high school diploma". Included are a GED program, the Wyoming Youth Challenge Program, a postsecondary early admission program (prior to graduating from high school), and all other education or training programs that do not grant a "regular high school diploma".

167 Expelled or involuntarily withdrawn without continuation of educational services

This code is for students expelled or involuntarily withdrawn without continuation of educational services.

175 Reached maximum age for services

Use this code for a student who left school because he or she has reached the maximum age until which a free, appropriate public education must be provided as indicated by federal, state, or local laws.

183 Withdrawn due to significant illness

This code is used for a student who has left school due to a long-term medical condition, or who is in a drug treatment or rehabilitative center, that prevents them from receiving services, but who is eligible to return to school.

205 Permanent incapacitation

This code is used when a student is permanently incapacitated, either physically or mentally, and is not expected to reenter K12 education due to this condition.

213 Deceased

This code is only used for a student who is deceased. Federal guidance: A school or LEA must have written confirmation that a student is deceased to validate this reporting option (34 C.F.R. §200.19(b) (1) (ii) (B)). A letter from a parent or an obituary is sufficient documentation. Official written documentation of a student's death, such as a death certificate, is not necessary.

248 Enrolled in a foreign exchange program; student expected to return

This code shall be used for a student enrolled in a foreign exchange program; the student is expected to return.

256 Foreign student returned to home country following completion of foreign exchange program in the United States

This code is to be used to report foreign exchange students from other countries who depart to finish school or receive a diploma in their home country. Foreign Exchange Students from outside the United States expected to return to their home country are not eligible to be counted as having received a Wyoming diploma. Conversely, nor should these students be counted as dropouts when they return to their home country.

264 Emigrated to another country

This code is to be used for a student who has emigrated to another country. Federal guidance: A school or district must have written confirmation that a student has emigrated to another country (34 C.F.R. §200.19(b) (1) (ii) (B)), but need not obtain official written documentation. For example, if a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student's file. The regulations do not require written documentation to be "official" for a student who emigrates to another country because the WDE recognizes that it may be difficult, if not impossible, to obtain transcripts or other official documentation from another country confirming that the student is enrolled in school.

280 Mid-year change in the same school to grade level, concurrent enrollment status, or home school status

This code is used for a mid-year (any time other than end-of-year) change in the same school to grade level, concurrent enrollment status, or home school status (meaning less than half-time enrolled in public school and home schooled 50% or more of the school day) or any change to Full-Time or Part-Time Status. Use of this exiting type implies that enrollment records exist for this student at this school before and after the exiting event.

302 End of a concurrent or home school enrollment at a school at any time during the year, including end of year

This code is used to denote the end of an enrollment for a student flagged as concurrently enrolled or home schooled (meaning less than half-time enrolled in public school and home schooled 50% or more of the school day) immediately prior to exiting the school.

310 Attendance through end-of-year; grade level advanced

This code is used for a student who attended through end-of-year, having advanced a grade level. It is assumed the student will attend school in the same district in the following year; either in same school or moving onto a new school in the district following natural progression, e.g., moving from elementary school to middle school or junior high school.

329 Attendance through end-of-year; retained in grade level

This code is used for a student who attended through end-of-year, having been retained in the same grade level. It is assumed the student will attend school in the same district in the following year.

345 Transferred mid-year to a different public school in the same Wyoming district

This code is used for a student who left his or her school and enrolled in a different public school that is located within the administrative boundaries of the same local education agency. This exit code is not intended to be used to indicate an end-of-year natural progression of a student, e.g., moving from middle school to junior high school. The transfer will then only be acknowledged as valid when the WDE receives a subsequent WDE684 enrollment record from another school within the district.

361 Transferred to a public school in a different Wyoming district

This code is used for a student who transferred to a "regular high school diploma" granting public school that is not located within the administrative boundaries of the same local education agency but is in the same state. Federal guidance: To confirm that a student transferred out, a school or LEA must have "official written documentation" that a student has transferred to another school or to an educational program that culminates in the award of a regular high school diploma (34 C.F.R. §200.19(b)(1)(ii)(B)(1)). Official written documentation includes: a request for student records from a receiving public high school or a written record of a response from an official in the receiving school acknowledging the student's enrollment. In the case of a student who moves to another public school within the State, that transfer will then only be acknowledged as valid when the WDE receives a subsequent WDE684 enrollment record from another public Wyoming district.

396 Transferred to a public school in a different state

This code is used for a student who transferred to a "regular high school diploma" granting public school that is located in another state or to a United States overseas dependents school. Federal guidance: To confirm that a student transferred out, a school or LEA must have "official written documentation" that a student has transferred to another school or to an educational program that culminates in the award of a regular high school diploma (34 C.F.R. §200.19(b)(1)(ii)(B)(1)). Official written documentation includes: a request for student records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma); or a written record of a response from an official in the receiving school or program acknowledging the student's enrollment.

418 Transferred to a private school in Wyoming

This code is used for a student who transferred to a "regular high school diploma" granting private school in Wyoming. Federal guidance: To confirm that a student transferred out, a school or LEA must have "official written documentation" that a student has transferred to another school or to an educational program that culminates in the award of a regular high school diploma (34 C.F.R. §200.19(b)(1)(ii)(B)(1)). Official written documentation includes: a request for student records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma); or a written record of a response from an official in the receiving school or program acknowledging the student's enrollment.

426 Transferred to a private school in a different state

This code is used for a student who transferred to a "regular high school diploma" granting private school that is located in another state or to a United States overseas dependents school. Federal guidance: To confirm that a student transferred out, a school or LEA must have "official written documentation" that a student has transferred to another school or to an educational program that culminates in the award of a regular high school diploma (34 C.F.R. §200.19(b)(1)(ii)(B)(1)). Official written documentation includes: a request for student records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma); or a written record of a response from an official in the receiving school or program acknowledging the student's enrollment.

450 Transferred to home schooling as the primary educational setting

This code is used for a student who transferred to home schooling as the primary educational setting (student is home schooled 50% or more of the school day) for reasons other than health <homebound students receiving educational services from the district must retain public school enrollment status>.

Federal guidance: A student who leaves a public school to be home schooled would be considered to be a transfer if the home school meets the State's requirements for compulsory attendance or other State laws or policies applicable to home schools. Official written documentation may include, for example, a letter of withdrawal or

other written confirmation from the parent or guardian; any documentation that meets the home school notification or compulsory attendance requirements in the State; or any other written documentation accepted in the State to verify a child is home schooled. A conversation with a parent or neighbor of a student, for instance, would not be considered official written documentation of a transfer.

469 Transferred to an institution that has an educational program

Only a student transferring to a "regular high school diploma" granting institution may be reported with this code. Organizations that may meet this criterion include, but are not limited to, mental health institutions, correctional institutions, juvenile service agencies, care shelters, and detention facilities. Federal guidance: Under 34 C.F.R. §200.19(b)(1)(iv), a "regular high school diploma" means the standard high school diploma awarded to students in a State that is fully aligned with the State's academic content standards and does not include a GED credential, certificate of attendance, or any alternative award. Refer to: Wyoming Rules & Regulations Chapter 31 Graduation Requirements, http://soswy.state.wy.us/Rules/RULES/5218.pdf.

The above criterion applies to all placement types including, but not limited to, district placements, incarceration, parental placements, and court-ordered-placements.

Refer to the following memorandum regarding students placed outside of their resident district: http://www.k12.wy.us/A/supt_memos/2008/2008_131.pdf

If the institution does not grant a regular high school diploma but the student continues to receive educational services provided by the institution, the student's resident district, or the public school district in which the institution is physically located, then the resident district must continue to report a primary (non-concurrent) enrollment record for the student and remains accountable for the student.

Extended Absences

Students with extended absences must be reported as such on the WDE684 data collection. Consistent with the Chapter 8 Rules and Regulations, Section 10(c) (ii), "All Wyoming schools shall not include in their membership those students for whom the school district is no longer actively or prospectively providing appropriate instructional services." Consecutive absences of more than ten (10) school calendar days shall not be included in the calculation of membership. This includes situations where a student is absent from school for more than the allowable ten days and does not meet the criteria of W.S. 21-4-402, regardless of whether or not the student takes homework with them. Per an Attorney General's opinion, students who are not in school are considered absent.

Policies regarding extended absences and no-shows are available in Appendix D

Students with extended absences will likely have multiple records on the WDE684. The student's record will have a StudentExitDate of the 11th consecutive day of absence. The record will have the appropriate StudentExitType. Refer to the section of this document titled "Exit Type Codes, Definitions, and Requirements" for full information on Exit Type Codes. If the student returns, create a new record with the StudentEntryDate reflecting the first date the student has attendance after the absence.

No-Shows

Per Chapter 8 rules and regulations, Section 10(c) (iii), students who do not attend a school in a Wyoming school district cannot be included in membership. For example, a student who pre-enrolls for a new school year and does not attend cannot be counted. A student must be in attendance before he/she is considered a student for that year. A No-Show student should not have a record on the WDE684 data collection.

How to Report Graduates

The StudentExitType field will be used for reporting Graduates. Full definitions for and usage criteria for all Exit Type Codes can be found in section "Exit Type Codes, Definitions, and Requirements," above. Additionally, an Exit Type Code list with abbreviated definitions is included within the WDE684 Data Elements document.

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 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.

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.

Students who graduate earlier than their cohort should be reported with an exit date reflecting the actual date the diploma was granted. These students will be counted as on-time graduates with their cohort.

How to Report Non-Graduates

The StudentExitType field will be used for reporting Non-Graduates. For purposes of this document, non-graduate reporting refers to exiting events for any reason other than graduation as described above. Full definitions of the Exit Type Codes can be found in section "Exit Type Codes, Definitions, and Requirements," above. Additionally, an Exit Type Code list with abbreviated definitions is included within the WDE684 Data Elements document.

Graduation and Dropout Rates

Per federal regulation, only students reported on the WDE684 with an Exit Type Code of 108 or 124 will be used in both the numerator and denominator of the uniform graduation rate calculation. Students reported as having transferred or emigrated (reporting of either exit type must meet federal documentation requirements), or as deceased, are the only students removed from this cohort and calculation. All other students are included only in the denominator of the equation. In December of 2008, the USDE released detailed guidance for implementation of the uniform graduation rate across the nation:

> Press Release:
> http://www.ed.gov/news/pressreleases/2008/12/12232008.html
>
> High School Graduation Rate guidance:
> http://www.ed.gov/policy/elsec/guid/hsgrguidance.pdf

The following formula provides an example of the uniform graduation rate for the cohort entering 9th grade for the first time in the fall of the 2008-2009 school year and graduating by the end of the 2011-2012 school year.

$$\text{Four-year adjusted cohort graduation rate} = \frac{\text{Number of cohort members who earned a regular high school diploma by the end of the 2011- 2012 school year}}{\text{Number of first-time 9th graders in fall 2008 (starting cohort) plus students who transfer in, minus students who transfer out, emigrate, or die during school years 2008-2009, 2009-2010, 2010-2011, and 2011-2012}}$$

Dropout rates are based on a single year of data while graduation rates are high school cohort rates, or based on four years of data.

While Non-Graduate data is used in the calculation of graduation rates, students may dropout multiple times so are included multiple times in school, district, and state dropout rates while only being counted once as a dropout, on-time graduate, or non-on-time graduate in graduation rate calculations. There is a relationship between the two rates, but the relationship is complex meaning neither rate is derived from the other (they are not directly comparable).

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.

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.

There is a single exception to this rule where both StudentExitType and StudentExitDate should be modified:

- Where a student graduates with a regular Wyoming diploma after end-of-year reporting is completed (graduating after summer school will be the most common occurrence), both StudentExitType and StudentExitDate should be modified to the most current values. If a student has not earned a regular Wyoming diploma by the end of the regular school year but is expected to graduate during the summer, they 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.

For all other changes in exit reason, only the StudentExitType field value should be modified from the most recent prior reporting of this student. Examples of when a student record containing a modified StudentExitType should be submitted:

- When a student previously reported with an exit reason of "dropped out", "unknown", or other non-transfer, non-regular-diploma-recipient reason is later discovered to have transferred (and required USDE documentation obtained), a student record should be submitted in which the only change to previously submitted values is the StudentExitType.

- When a student previously reported as a continuing student at the end of the year (indicated either by lack of exit date and type or by reported exit type of "changed grade level") does not return to attend classes in the district the following fall, a new record should be created where a StudentExitType reflects the most up-to-date student exit type. This may be "unknown", one of several "transferred" options, "dropout", or any other applicable exit type option.

    - By default, the reporting district retains responsibility for the on-time graduation of these students where an updated student record is not provided and the student is never reported as enrolling in another Wyoming district.

Do not provide section enrollments for records submitted solely to update a previously reported exit type.

Distance Education and WDE684 Reporting

Identification of the Resident and Nonresident Districts for students enrolled part-time or full-time in distance education is established per guidance in Distance Education Rules & Regulations and program administration documents. This determination is made on a student by student basis. Please refer to those program documents to determine status for each student.

Distance Education guidance documents:

- WSN Resident District Handbook - http://www.k12.wy.us/TCD/WSN/DOCS/WSNRDHB.pdf
- Chapter 41 Rules for Distance Education - http://soswy.state.wy.us/Rules/RULES/7334.pdf
- WS 21-2-202(a)(xxxi), WS 21-13-330 - http://legisweb.state.wy.us/statutes/dlstatutes.htm

An important note in referencing the WSN Resident District Handbook, Appendix A: Enrollment Flowchart: In the rare cases where the Fulltime 'Transfer' Model is employed, the district in which the student lives no longer retains any accountability for, or involvement in, the student's education. The district providing distance education to the student therefore becomes the Resident District and assumes all accountability for the student, including reporting responsibilities and the student's inclusion in school and district AYP determinations.

Once these determinations are made, WDE684 reporting for the student is as follows:

- Resident District: Responsible to report a non-concurrent (primary) enrollment record for the student on the WDE684 as associated with the student's resident school within the district. Where a student is enrolled full-time in distance education provided by a Nonresident District and the Resident District employs an open enrollment policy within their district, the Resident District is responsible to assign the student to one of its schools for accountability purposes (ADM, AYP, the WDE684, and all other relevant reporting responsibilities).
- Nonresident District: Responsible to report a concurrent enrollment record for the student. Students should be reported as concurrently enrolled in the public brick-and-mortar school associated with the distance education program providing the courses.

Data Upload

The WDE684 is submitted to the WDE via the SRM. The SRM is used because it is secure. The SRM infrastructure allows school districts to submit data more effectively and efficiently. Once logged-in to the secure SRM website, the user will click the on the orange "New Trial" button. Then select the method to send your data.

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

If uploading via spreadsheet text files, the Student file and the Section Enrollment file must be saved in the Comma Separated Value (CSV) format prior to uploading. The Student file must be named "student.csv". The Section Enrollment file must be named "sectionenrollment.csv". The district SRM user will upload these files into the SRM.

- In the next screen, click the "Browse" button and locate the two CSV files.
- Then click "Import" to upload the files.
- While the files are uploaded, the SRM checks the data for errors.
- The two files must be uploaded together.

Errors in Data

Whether submitting via SIF or spreadsheet files, the next step is to resolve errors and warnings. There are two levels of alerts within the SRM, Warnings and Errors. A Warning is a cautionary notification. Errors are fatal exceptions and the file cannot be submitted. The SRM provides these errors in an attempt to provide cleaner data to WDE and the school districts. Any errors must be corrected before the SRM will allow the user to send the file to WDE. The user must make corrections in their Student Information System, submit a corrected version.

Send to WDE

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

Cross District Duplicates

When the WDE identifies students who show enrollment in more than one district in the current semester, the following rules will determine where the student is placed for reporting purposes:

- The student will be placed in the district that shows the most recent Entry Date.
  - If Entry Dates are the same, then the student will be placed in the district where the student was enrolled during the prior semester.

Downloading Data and Reports

The submitted files can be downloaded from the SRM. One copy should always be saved in a secure location for auditing purposes. These files may also prove useful to reconcile any questions that may arise with the Data Collection Steward. The reports are useful tools for sharing and analyzing.

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

- Click on the "Sent Trial" link for the WDE684.
- Click on the "Reports" link on the right side of the window that corresponds with the Submitted data.
- All available reports are listed on the right side of the window. Click the desired report.
- If your report is PDF format, it will open in a new browser window. Click "File" and "Save As" to save to your computer.

- If your report is MS Excel format, a dialog box will provide a choice to "Save" or "Open".
- Please keep at least one copy of each report in a secure location.

Sample SRM Reports are available in Appendix C.

Frequently Asked Questions

WHOM DO I CONTACT REGARDING WDE684 CONTENT QUESTIONS?

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

WHOM DO I CONTACT REGARDING SUBMISSION QUESTIONS OR PROBLEMS?

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

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

Your district's WISE Coordinator.

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

Drew Dilly – 307-777-3656 or ddilly@educ.state.wy.us

WHOM DO I CONTACT IF I NEED A WISERID?

Your district's WISE Coordinator.

WHOM DO I CONTACT FOR MORE INFORMATION ON DISTANCE EDUCATION?

Scott Bullock (sbullo@educ.state.wy.us), 777-7418)
Or
Lachelle Brant (lbrant@educ.state.wy.us), 777-3679)

Appendix A: SIF Input Formats

This section describes the SIF objects and fields that an SIS must publish in order to participate in a state-wide SIF data collection in Wyoming. Pay special attention to the comments below each object. This same format is used to send vertical reports over SIF from SRM to the state. Highlighted fields represent changes from the last collection.

SchoolInfo

Report one SchoolInfo per school in the district. SRM handles the case where multiple SchoolInfo records with the same StatePrId, but different RefIds are published. It also handles receiving the two SchoolInfo records from different zones with the same RefId.

SIF Field Used	Field #	Field Name	Valid Values / Format	Comments
@RefId				
StateProvinceId	8, 109	SchoolID	See Data Elements.	
SchoolName				Displayed in the UI to the district user to help him identify the zone that he is syncing against when he runs a trial.

StudentPersonal

Ideally, one StudentPersonal would be published for each student attending the district. However, SRM correctly handles the case where more than one StudentPersonal record is reported per student.

SIF Field Used	Field #	Field Name	Valid Values / Format	Comments

@RefId				
StateProvinceId	1, 102	WISERID	See Data Elements.	
Name/LastName	2	StudentLastName	See Data Elements.	
Name/FirstName	3	StudentFirstName	See Data Elements.	
Name/MiddleName	4	StudentMiddleName	See Data Elements.	
Name/Suffix	10	StudentNameSuffix	See Data Elements.	
Demographics/BirthDate	6	StudentDateOfBirth	YYYY-MM-DD (SIF standard date)	
Demographics/Gender	7	StudentGender	M, F	
Demographics/RaceList/Race/Code	26, 27, 28, 29, 30	Asian Race, Black Race, Indian Race, Pacific Islander Race, White Race	0999, 1000, 0998, 1001, 1002	
Demographics/HispanicLatino	31	HispanicEthnicity	Yes, No	
IDEA	12	StudentIDEA	Yes, No	
ELL	13	StudentELL	Yes, No	
SIF_ExtendedElements/SIF_ExtendedElement[@Name='StudentELLRefused']	13	StudentELLRefused	Yes, No	If this extended element is 'Yes' then make StudentELL 'R' when generating the csv
SIF_ExtendedElements/SIF_ExtendedElement[@Name='StudentELLMonitoring']	14	StudentELLMonitoring	1, 2	
Section504	15	StudentSection504	Yes, No	
Title1	16	StudentTitle1	Yes, No	
Migrant	17	StudentMigrant	Yes, No	
Immigrant	18	StudentImmigrant	Yes, No	
Homeless	19	StudentHomeless	Yes, No	
GiftedTalented	20	StudentGiftedTalented	Yes, No	

SIF_ExtendedElements/SIF_ExtendedElement[@Name='StudentNationalScholarship']	35	StudentNationalScholarship	Yes, No	StudentPersonal is the new, preferred location for scholarship information
SIF_ExtendedElements/SIF_ExtendedElement[@Name='StudentStateScholarship']	36	StudentStateScholarship	Yes, No	StudentPersonal is the new, preferred location for scholarship information
SIF_ExtendedElements/SIF_ExtendedElement[@Name='HomeLanguage']	37	HomeLanguage	ISO 639-3 Language codes	Not required if reporting students from previous year
SIF_ExtendedElements/SIF_ExtendedElement[@Name='StudentEnrolledDistrict']	23	StudentEnrolledDistrict	YYYYMMDD	Note that this date format is different than the SIF 2.x standard. The format specified here matches the Wyoming standard date format.

StudentSchoolEnrollment

See the rules on the Data Elements tab for when to submit a student row. In particular, a new StudentSchoolEnrollment is expected any time the GradeLevel, MembershipType, SchoolInfoRefId, or StudentHomeSchooled changes. There should be one StudentSchoolEnrollment record per student row. Only StudentSchoolEnrollment records during the current school year will be used.

SIF Field Used	Field #	Field Name	Valid Values / Format	Comments
@RefId @StudentPersonalRefId @SchoolInfoRefId @MembershipType	24	StudentConcurrentEnrollment	Home, Concurrent, Summer	"Home" is translated to "N" and "Concurrent" is translated to "Y".

				"Summer" enrollments are ignored.
@SchoolYear				Only enrollments for the current school year will be considered.
GradeLevel/Code	5	StudentGradeLevel	PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	If the student is in half-day kindergarten, the SIS agent should send the value KG.
FTPTStatus	5	StudentGradeLevel	FullTime, PartTime	If the student is in half-day kindergarten, the SIS should send the value PartTime.
EntryDate	32	StudentEntryDate	YYYY-MM-DD (SIF standard date)	Used to determine if this enrollment is active.
ExitDate	33	StudentExitDate	YYYY-MM-DD (SIF standard date)	Used to determine if this enrollment is active.
ExitType/OtherCodeList[@CodeSet='StateProvince']	34	ExitType	See "Codes" tab.	
SIF_ExtendedElements/SIF_ExtendedElement[@Name='StudentNationalScholarship']	35	StudentNationalScholarship	Yes, No	Scholarship data on StudentSchoolEnrollment is deprecated, but data sent here will still be honored.
SIF_ExtendedElements/SIF_ExtendedElement[@Name='StudentStateScholarship']	36	StudentStateScholarship	Yes, No	Scholarship data on StudentSchoolEnrollment is deprecated, but data sent here will still be honored.

SIF_ExtendedElements/SIF_ExtendedElement[@Name='StudentLunch']	21	StudentLunch	F, N, R, S, X	
SIF_ExtendedElements/SIF_ExtendedElement[@Name='StudentHomeSchooled']	25	StudentHomeSchooled	Yes, No	If the student is home schooled, then the school with financial responsibility for the student should be reported in the @SchoolInfoRefId and this flag should be set. The default value is "No".

SchoolCourseInfo

Report one SchoolCourseInfo per course per school.

SIF Field Used	Field #	Field Name	Valid Values / Format	Comments
@RefId				
@SchoolInfoRefId				
CourseCode	103	LocalCourseId	See Data Elements.	
CourseTitle	104	LocalCourseName	See Data Elements.	

SectionInfo

Report one SectionInfo per course per teacher.

SIF Field Used	Field #	Field Name	Valid Values / Format	Comments
@RefId				
@SchoolCourseInfoRefId				
LocalId	101	LocalSectionID		

ScheduleInfoList/ScheduleInfo/TeacherList/StaffPersonalRefId				SRM can only handle one teacher per SectionInfo object.

StudentSectionEnrollment

Report one StudentSectionEnrollment per student per SectionInfo. Since each SectionInfo should only have one teacher, a student may have more than one StudentSectionEnrollment for what the school considers a "section."

SIF Field Used	Field #	Field Name	Valid Values / Format	Comments
@RefId				
@StudentPersonalRefId				
@SectionInfoRefId				
@SchoolYear				Only enrollments for the current school year will be considered.
EntryDate	111	SectionEntryDate	YYYY-MM-DD (SIF standard date)	Optional - if left blank and the school year matches the current year, it is assumed this section is active.
ExitDate	112	SectionExitDate	YYYY-MM-DD (SIF standard date)	

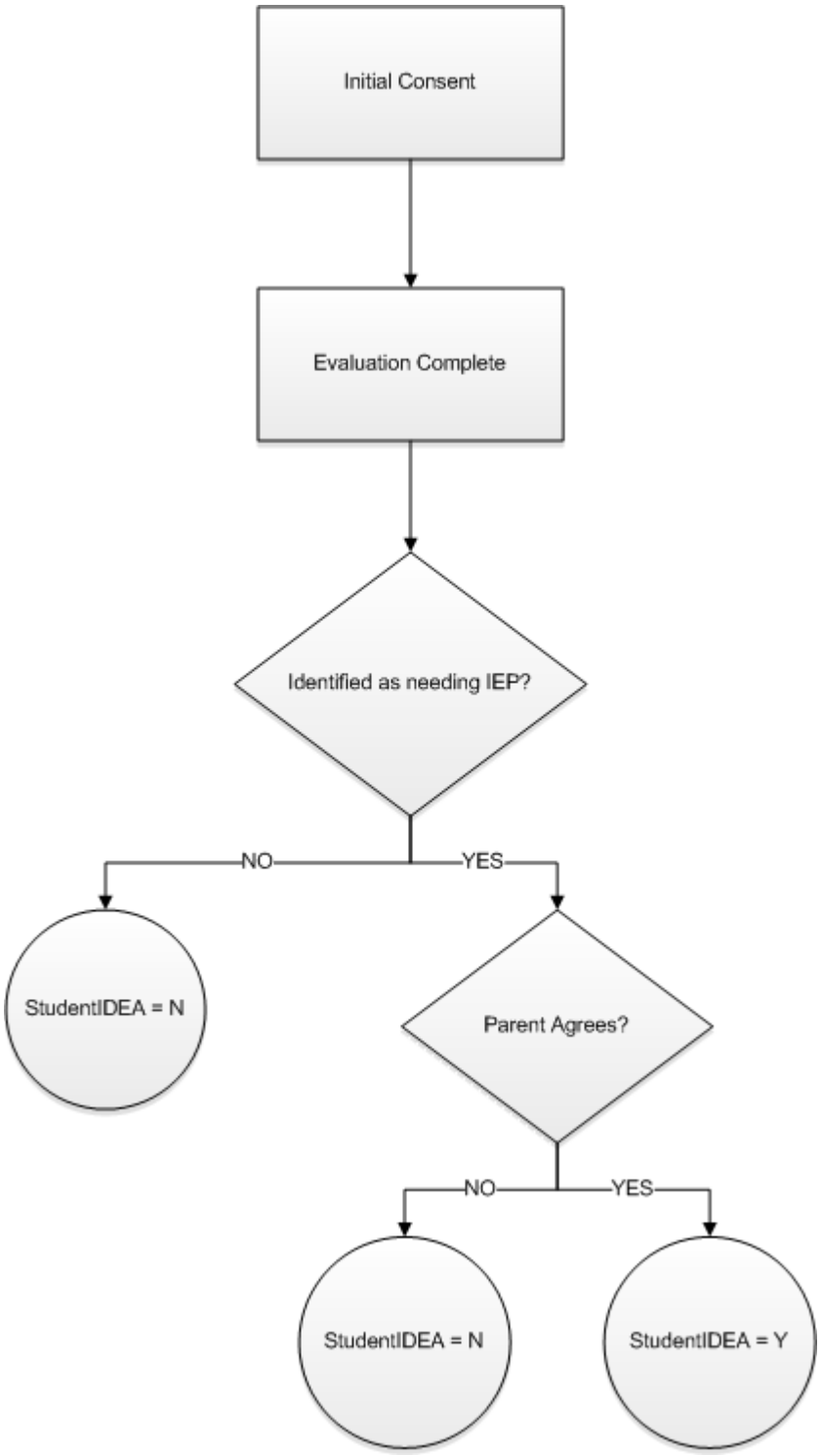
StaffPersonal

Report one StaffPersonal record per teacher in the district.

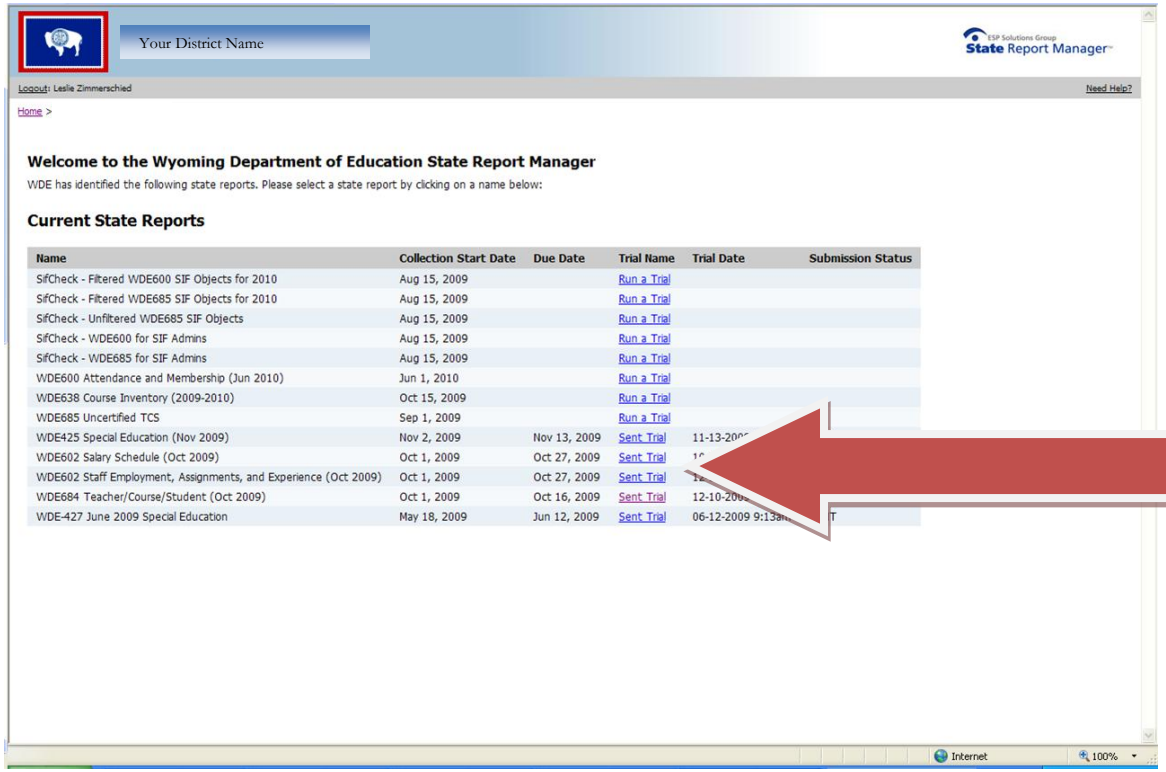
SIF Field Used	Field #	Field Name	Valid Values / Format	Comments

@RefId			
StateProvinceId	105	WISEStaffID	See Data Elements.
Name/LastName	106	TeacherLastName	See Data Elements.
Name/FirstName	107	TeacherFirstName	See Data Elements.
Name/MiddleName	108	TeacherMiddleName	See Data Elements.

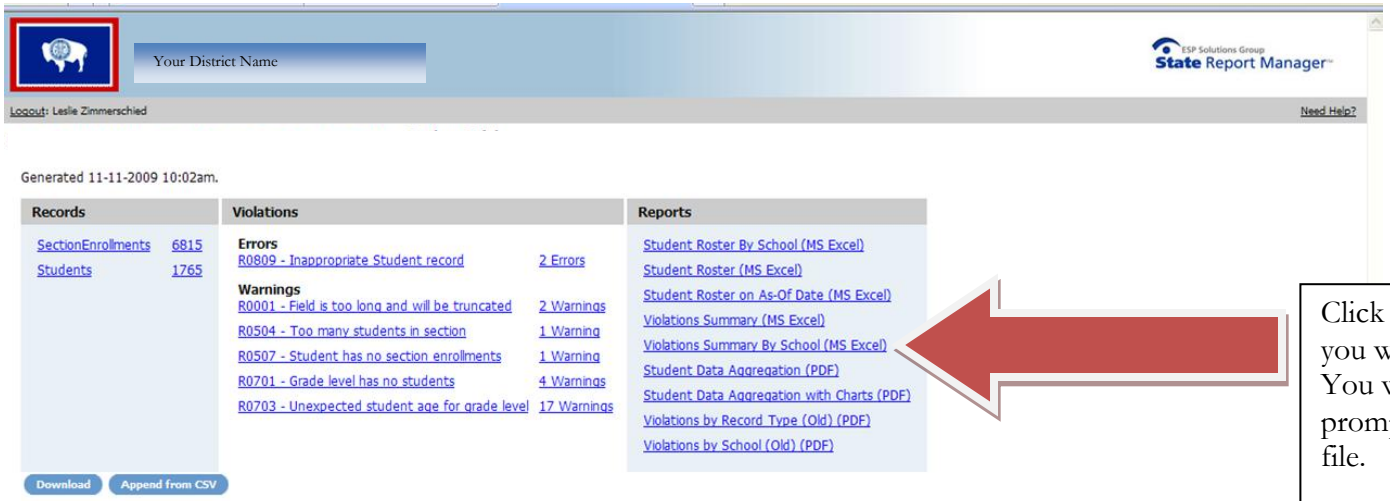
Appendix B: StudentIDEA reporting



Appendix C: Sample SRM Reports



Click on the link for the Trial Name from the SRM home page. You will then be taken to the details page for that trial.



Click on the report you wish to view. You will be prompted to save the file.

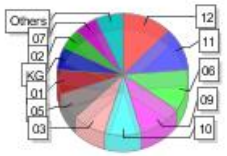
Student Data Aggregation with Charts

WDE684 Teacher/Course/Student

Invalid values are highlighted in yellow.

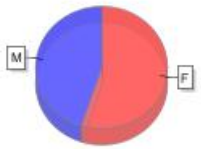
District Summary

Student Grade Level



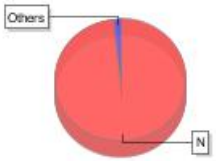
Student Grade Level	Count	% Total
PK	0	0.0%
HK	0	0.0%
KG	12	6.1%
01	13	6.6%
02	11	5.6%
03	16	8.1%
04	4	2.0%
05	14	7.1%
06	22	11.1%
07	11	5.6%
08	9	4.5%
09	21	10.6%
10	18	9.1%
11	23	11.6%
12	24	12.1%

Student Gender



Student Gender	Count	% Total
M	89	44.9%
F	109	55.1%

Asian Race



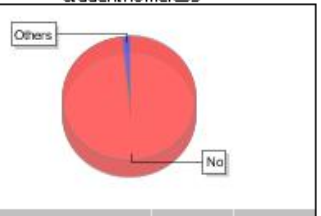
Asian Race	Count	% Total
Y	3	1.5%
N	195	98.5%

This is a sample of the first page available to download from the "Student Aggregation with Charts" pdf report. It is a district summary of student demographics.

Student Data Aggregation with Charts, WDE684 Teacher/Course/Student

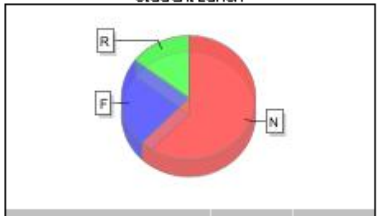
District Summary

Student Homeless



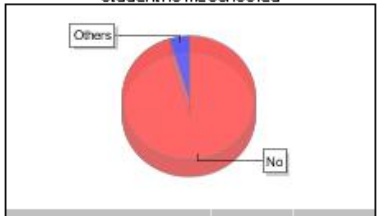
Student Homeless	Count	% Total
Y	0	0.0%
Yes	0	0.0%
N	3	1.5%
No	195	98.5%

Student Lunch



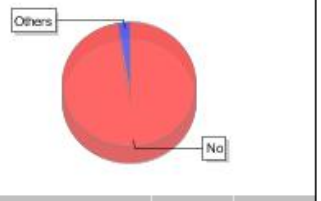
Student Lunch	Count	% Total
F	46	23.2%
N	123	62.1%
R	29	14.6%
S	0	0.0%
X	0	0.0%

Student Home Schooled



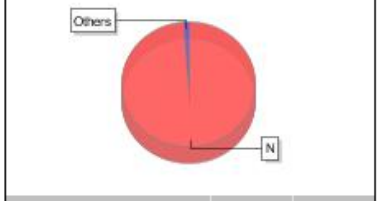
Student Home Schooled	Count	% Total
Y	0	0.0%
Yes	1	0.5%
N	8	4.0%
No	189	95.5%

Student Gifted Talented



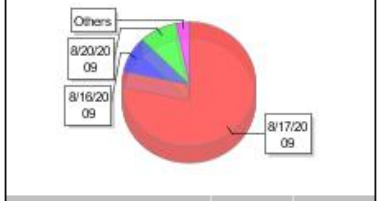
Student Gifted Talented	Count	% Total
Y	0	0.0%
Yes	0	0.0%
N	5	2.5%
No	193	97.5%

Student Concurrent Enrollment



Student Concurrent Enrollm	Count	% Total
Y	2	1.0%
Yes	0	0.0%
N	196	99.0%
No	0	0.0%

Student Entry Date



Student Entry Date	Count	% Total
8/11/2009	1	0.5%
8/16/2009	19	9.6%
8/17/2009	155	78.3%
8/18/2008	2	1.0%
8/20/2009	18	9.1%
9/22/2009	2	1.0%
9/8/2009	1	0.5%

This is a sample of another page available to download from the "Student Aggregation with Charts" pdf report. It is a district summary of student demographics.

Appendix D: Policies on Extended Absences and No-shows

Wyoming Department of Education
Dr. Jim McBride, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050
Phone 307-777-7673 Fax 307-777-6234 Website www.k12.wy.us

MEMORANDUM NO. 2009-144

TO: School District Superintendents
School District Business Managers
School District WISE Coordinators
School District Technology Directors

FROM: Amy Manley, School Foundation Program Consultant
Shadd Schutte, WISE Project Manager

DATE: September 18, 2009

SUBJECT: Average daily membership policies regarding pre-enrolled students and students on extended vacations

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IMPORTANT INFORMATION

The Wyoming Department of Education (WDE) has received questions concerning the calculation of Average Daily Membership (ADM), specifically on how to address extended student absences and pre-enrollment. The purpose of this memo is to clarify any inaccurate information that may have been provided by outside parties.

Consistent with the Chapter 8 Rules and Regulations, Section 10(c)(ii), "*All Wyoming schools shall not include in their membership those students for whom the school district is no longer actively or prospectively providing appropriate instructional services.*" Consecutive absences of more than ten (10) school calendar days shall not be included in the calculation of membership. This includes situations where a student is absent from school for more than the allowable ten days and does not meet the criteria of W.S. 21-4-402, regardless of whether or not the student takes homework with them. Per an Attorney General's opinion, students who are not in school are considered absent.

There is also confusion about counting or not counting pre-enrolled students. Per Chapter 8 rules and regulations, Section 10(c)(iii), students who do not attend a school in a Wyoming school district cannot be included in membership. For example, a student that pre-enrolls for

School District Superintendents
School District Business Managers
School District WISE Coordinators
School District Technology Directors
Memo No. 2009-144
September 18, 2009
Page 2

a new school year and does not attend, cannot be counted. A student must be in attendance before he/she is considered a student for that year.

Chapter 8 rules and regulations in their entirety can be accessed at the following hyperlink: http://soswy.state.wy.us/Rules/RULES/7210.pdf. Please share this information with your student information system vendors. If you have questions regarding this information please contact Amy Manley at 307-777-6000 or Shadd Schutte at 307-777-3656.

AM:SS

Index

Authority, 3
Brant, Lachelle, 32
Bullock, Scott, 32
Charts, 43
Children born overseas, 10
Collection Schedule, 16
Comma Separated Value files
  CSV files, 4
Cross District Duplicates, 30
Data Compilation, 4
Data Upload, 29
Dilly, Drew, 32
Distance Education, 28
DistrictID, 7, 15
Downloading Data and Reports, 30
Dropout rates, 27
Elementary and Secondary Education Act of 1965
  ESEA, 3
ELL Refused, 8
Enrolled Act #50, 3
Errors in Data, 30
ESEA
  Elementary and Secondary Education Act, 3
Ethnicity and Race Reporting Guidance, 7
Exit Type Codes, 19
Extended Absences, 25
FAQ, 32
Foreign Exchange students, 10
GED, 20
Graduates, 25
Hathaway Scholarship, 13
home language, 11
homeless children and youths, 10
immigrant, 9
Instructions, 4
Introduction, 3
LocalCourseId, 14
LocalCourseName, 14
LocalSectionID, 14
maximum age for services, 20
Migratory child, 9
Modifications to Student Exit Type, 27
National School Lunch Program
  NSLP, 11
No Child Left Behind Act
  NCLB, 3
Non-Graduates, 26
No-Shows, 25
regular high school diploma, 25
Resident District Handbook, 28
SchoolID, 6, 15
Schools Interoperability Framework
  SIF, 4
Section Enrollment File, 14
SectionEntryDate, 15
SectionExitDate, 15
Send to WDE, 30
Sent Trial, 30
SIF Input Formats, 33
SRM Reports, 30, 41
State Registration System (SRS), 5
State Report Manager
  SRM, 29
Student File, 5
StudentConcurrentEnrollment, 12
StudentDateOfBirth, 6
StudentELL, 8
StudentELLMonitoring, 8
StudentEntryDate, 11
StudentExitDate, 13
StudentExitType, 13
StudentFirstName, 5
StudentGender, 6
StudentGiftedTalented, 11
StudentGradeLevel, 6
StudentHomeless, 10
StudentHomeSchooled, 12
StudentIDEA, 8
StudentImmigrant, 9
StudentLastName, 5
StudentLunch, 11
StudentMigrant, 9
StudentNameSuffix, 7
StudentNationalScholarship, 12
StudentSection504, 9
StudentStateScholarship, 13
StudentTitle1, 9
TeacherFirstName, 14
TeacherLastName, 14
TeacherMiddleName, 15
Title X-C, 10
uniform graduation rate, 26
  graduation rate, 26
Vision Statement, 16
W.S. 21-2-203, 3
W.S. 21-2-304(a)(v), 3
WDE607, 16, 27
WDE670, 16, 27
WISE Dropout Statistics Data Collection, 16
WISE Graduates and Completer Statistics Data collection, 16
WISERID, 5, 14, 32
WISEStaffID, 14
Zimmerschied, Leslie, i, 32