



WDE600- WISE ATTENDANCE & MEMBERSHIP

Data Collection Training
April 14, 2010

Agenda

- Technical

- Collection Documents
- Overview of Data Collection
- Collection Changes
- Data Elements
- Data Submission Process
- Downloadable Reports
- Questions

- Content

- Converting D. E. Student Milestone Data
- Contact Information
- Questions

Collection Documents



- <http://www.k12.wy.us/wise/>
 - Data Elements and Business Rules
 - SRM Guidebook
 - WDE600 Collection Guidebook
 - Slides from today's presentation
- <http://tcs.video.k12.wy.us/tcs>
 - Recording of this presentation

Overview of Data Collection

□ WDE600

- The WDE600 is the official collection for student-level attendance, membership, and unexcused absence data. This data is used in the Wyoming education resource block grant model. The data is also used in a variety of federal reports.
- W.S. §21-2-203; W.S. §21-3-110(a)(v); W.S. §21-13-101 through W.S. §21-13-331
- WDE Rules and Regulations, Chapter 8

Important Dates

- Collection Window
 - ▣ June 1 – June 15, 2010
- Due Date
 - ▣ June 15, 2010

Collection Changes

- The StudentAggregateUnexcusedAbsence data element length has been increased to allow for unexcused absences greater than 99 days.
- 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>



Questions?

Data Elements



- 19 total data elements
 - ▣ 17 required
 - Data must be provided
 - ▣ 2 optional
 - Data should be provided if available

Data Elements

Required Elements

- DistrictID
- SchoolID
- WISERID
- StudentLastName
- StudentFirstName
- StudentGradeLevel
- StudentDateOfBirth
- StudentGender
- AsianRace
- BlackRace
- IndianRace
- PacificIslanderRace
- WhiteRace
- HispanicEthnicity
- StudentAggregateAttendance
- StudentAggregateMembership
- StudentAggregateUnexcusedAbsence

Data Elements

Optional Elements

- StudentMiddleName
- StudentNameSuffix

Data Elements

When a district runs a trail, the following elements will be verified against the State Registration System (SRS)

- WISERID
- StudentLastName
- StudentFirstName
- StudentDateOfBirth
- StudentGender

Data Elements

- StudentAggregateAttendance
 - ▣ Aggregate number of days the student was present during the days of operation
 - ▣ Numeric value greater than or equal to 0 with 1-3 numbers before the decimal and optionally, 3 numbers after the decimal (examples: 75, 100.525)

Data Elements

- StudentAggregateMemembership
 - Aggregate number of days the student was present for days of operation plus the aggregate number of days the student was absent for the days of operation
 - When a student is absent more than ten consecutive calendar days, all those days beyond ten are deleted. A student who withdraws is dropped from membership the day after withdrawal
 - Numeric value greater than or equal to 0 with 1-3 numbers before the decimal and optionally, 3 numbers after the decimal (examples: 75, 100.525)

Data Elements

- StudentAggregateUnexcusedAbsence
 - Aggregate number of days the student was absent, as defined by the local board of trustees, of any student required to attend school when such absence is not excused to the satisfaction of the board of trustees by the parent, guardian, or other person having control of such student
 - Numeric value greater than or equal to 0 with 1-3 numbers before the decimal and, optionally, 3 numbers after the decimal (examples: 5, 100.825)

State Report Manager



- The State Report Manager (SRM) is designed to enable school districts to load, review, and validate their data before submitting it to the state
- Summary Reports and Charts available to download and review
- Part of the Wyoming Integrated Statewide Education (WISE) Data System
 - Secure
 - Efficient
 - Consistent

Data Submission Process

- Compile Data
- SRM Trial
- Correct Errors
- Review Warnings
- Certify
- Archive Files and Reports
- Coordinate with Data Steward for final validations

Fix Errors in SIS



- Correct errors in your district's SIS
- Reduce number of errors in the future
- Reduce amount of time to submit future collections

Downloadable Reports

- What is available?
 - ▣ Student Roster by School
 - ▣ Violations by School
 - ▣ ADA/ADM
- What is the need?
 - ▣ Accuracy
 - ▣ Completeness
 - ▣ Sensibility
 - ▣ Populate the WDE100
 - ▣ Document Archiving



[Logout:](#)

[Home](#) > State Report: 2006-07 Uncertified TCS Report

New Trial

Latest Trial

Generated: 08-30-2007 8:13am

Save

Download

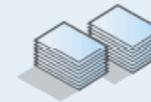
Revalidate

Send to WDE

Delete



Errors (1)
Warnings (0)



Records (0)



Reports



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

EXAMPLE ONLY



Logout: Ann-Marie Trujillo

Home > Trials for WDE600 June 2009 Attendance and Membership

Generated 09-10-2007 2:06pm.

Records	Violations	Reports
Student	Error 1 WISERID	Student Roster by School (PDF) Violations by School (PDF) ADA/ADM (Excel)



EXAMPLE ONLY



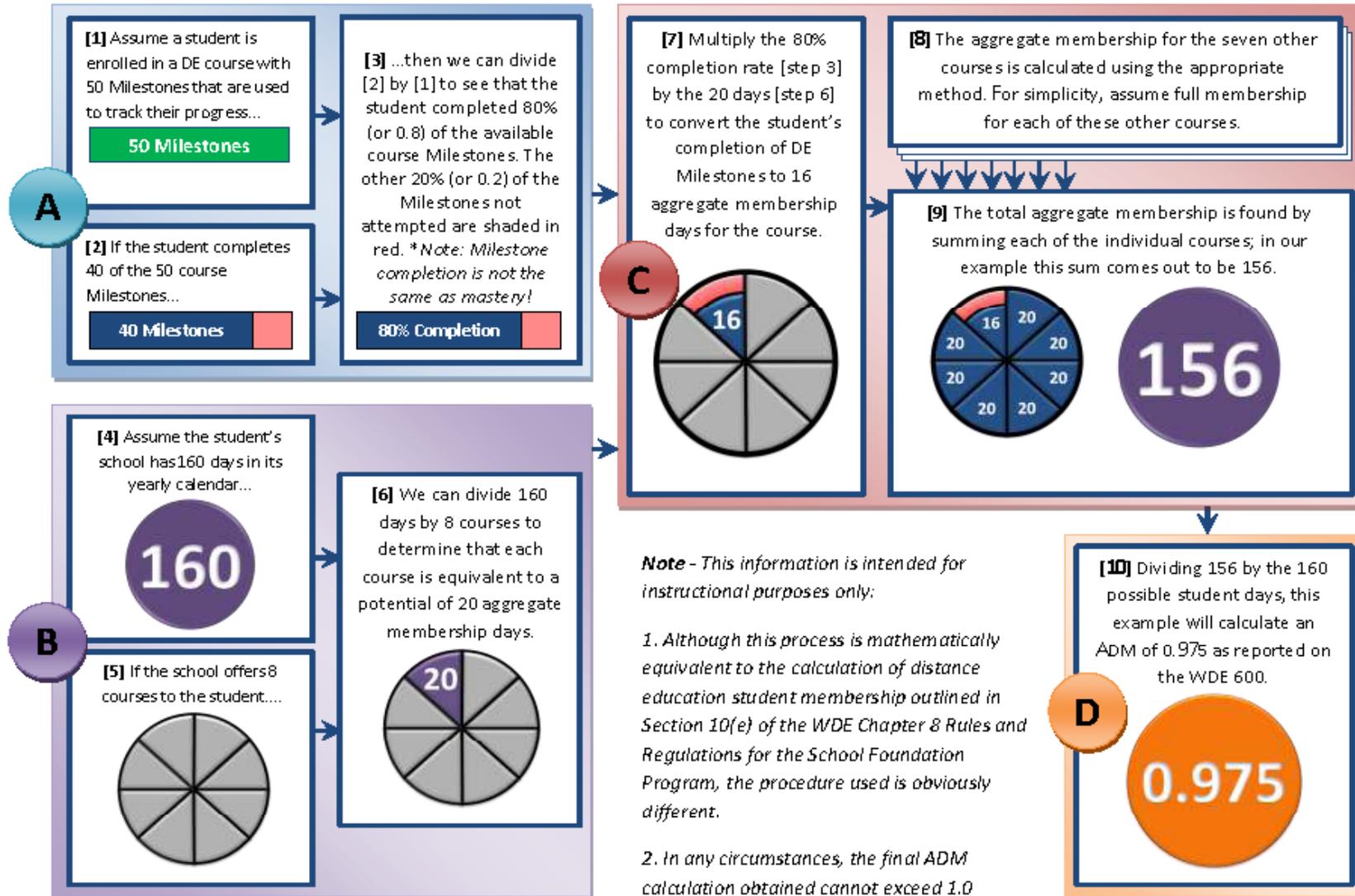
Questions?

Content



- **Converting Distance Education Student Milestone Data**

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



wde591 with Pivot Table VM 2009-05-06 BLANK SB.xls [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Cut Copy Paste Format Painter Clipboard

Arial 8 Font

Wrap Text Merge & Center Alignment

General Number

Conditional Formatting Styles

Format as Table Cell Styles

Insert Delete Format Cells

AutoSum Fill Clear Sort & Filter Find & Select Editing

A1 Supplemental Information: Aggregate Days by Course

	A	B	C	D	E	F	G
1	Supplemental Information: Aggregate Days by Course						
2	This worksheet is optional and not a requirement of the Distance Education Milestone Report.						
3	For each record below, entering the number of school days and the number of courses provided by the school will calculate the aggregate number of days generated by each course.						
4							
5	Display as entered on sheet WDE-591						Calculated Output
6	7	6	5	13	Additional Input Provided by District		Per Course: Aggregate Days
7	WISER ID	School ID	Milestones	Milestones Completed	School Days	School Courses	
8							
9							
10							
11							
12							
13							
14							
15							

WDE-591 Instructions Supplemental 1 Supplemental 2

Select destination and press ENTER or choose Paste

220%

PivotTable Tools wde591 with Pivot Table VM 2009-05-06 BLANK SB.xls [Compatibility Mode] - Microsoft Ex...

Home Insert Page Layout Formulas Data Review View Options Design

Clipboard Font Alignment Number Styles Cells Editing

A5 Sum of Aggregate Days

Supplemental Information: Aggregate Days by Student and School

This worksheet is optional and not a requirement of the Distance Education Milestone Report.

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

5	Sum of Aggregate Days		
6	WISER ID	School ID	Total
7			
8			
9			
10			
11			

WDE-591 Instructions Supplemental 1 Supplemental 2

Ready 265%

Questions?



- Don't want to ask over the WEN? Contact us after the training.

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