

# WDE602 – WISE School District Staff Member Collection

WISE Data Collection  
Submission Training

Presented on September 9, 2010

Wyoming Department of Education

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



# Agenda

- ▶ Overview of the Data Collection
- ▶ What's new in the WDE602?
- ▶ Retrieving Staff Ids on Fusion Web Site
- ▶ Data Elements
- ▶ Frequently Asked Questions
- ▶ Business Rules
- ▶ State Report Manager/New Login through Fusion
- ▶ Data Submission
- ▶ Contact Information
- ▶ WDE602 Available Documentation
- ▶ Questions and Answers
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# Overview of Data Collection

## WDE602

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# WDE602 Data Files

- ▶ WDE602 is Collected through the State Report Manager.
- ▶ WDE602 Has Six to Eight Files:
  - Employment
  - Assignment
  - Experience
  - Education
  - I Salary Schedule Header
  - I Salary Schedule
  - T Salary Schedule Header (Optional)
  - T Salary Schedule (Optional)

# Overview of WDE602

- ▶ The WDE602 is a collection for staff member demographics and employment status. It has identical elements to the Spring WDE652.
- ▶ Where the WDE602 collects employment details as of an October 1<sup>st</sup> snapshot, or duties employees are contracted or planned to work during the full school year. The WDE652 collects what actually occurs within a district.

# WDE602 Authority:

- ▶ At the federal level, the number of Highly Qualified Teachers is an indicator for the No Child Left Behind (NCLB) Legislation.

# WDE602 Authority

- ▶ At the state level, staffing data are used to complete the funding model as specified in Wyoming State Laws:
- ▶ W.S. 21-2-203.
- ▶ W.S. 21-3-110(a)(ii)(A)
- ▶ W.S. 21-13-309
- ▶ W.S. 21-7-303
- ▶ W.S.21-2-20(c)(ii)
- ▶ House Enrolled Act 23
- ▶ Section 334 of House Enrolled Act 46

# Important Dates

- ▶ Collection window opens
  - October 1, 2010
- ▶ Collection due date
  - October 27, 2010

# What's New in the WDE602?

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# What's New in the WDE602?

- ▶ A fourth file, the Education File, has been added to the WDE602.
- ▶ During the Summer of 2010 the WDE worked with PTSB to collect the Education Data for all required employees that were reported in the Fall 2009  
WDE602

# What's New in the WDE602?

- ▶ Beginning with the 2010 WDE602 and moving forward districts will be required to report education data for all new principals, assistant principals, interim principals, teachers, tutors, and instructional facilitators.

# What's New in the WDE602?

- ▶ Although the WDE collected all information that could be gathered from PTSB we are asking districts to verify that the education data was collected for any principals, tutors, teachers or instructional facilitators hired between October 1, 2009 and June 30, 2010.
- ▶ If any gaps are located the WDE asks that the districts assist us with collecting the education data.

# New Education File Elements

BachelorDegree1GPA and BachelorDegree2GPA  
Have been changed to:

BachelorDegree1CumulativeGPA

BachelorDegree2CumulativeGPA

BachelorDegree1MajorGPA

BachelorDegree2MajorGPA

# New Education File Elements

- ▶ BachelorDegreeYear has been broken down into two fields:
  - ▶ BachelorDegreeYear1
  - ▶ BachelorDegreeYear2

# New Education File Elements

- ▶ Bachelor Degree Institution has been replaced with:
  - ▶ BachelorDegreeInstitution1
  - ▶ BachelorDegreeInstitution2

# What's New in the WDE602

- ▶ The LicenseIssueDate element has been deleted.
- ▶ It was determined that this element was not necessary to ensure proper endorsements under the NCLB legislation.

# What's new in the WDE602?

- ▶ We have added a StaffEmail element.
- ▶ Districts will be asked to report staff emails for all person's who have been given a district email account.
- ▶ Please do not report personal email addresses.

# What's new in the WDE602?

- ▶ Education data for certified staff will be used for research, analysis and aggregate reporting; individual teacher records containing personally identifiable data will not be released.

# What's new in the WDE602?

- ▶ The Education File must be completed for all teachers, principals, assistant principals, tutors and instructional facilitators who have a Bachelor, Master or Ph.D. degree(s).
- ▶ Education File Data Elements will be discussed later in the presentation.

# Retrieving Staff IDs on the Fusion Web Site

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# How do I get a WISEStaffID?

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

# How do I get a WISEStaffID?

- ▶ Click on the Communication Center link underneath the blue links at the top of the page.
- ▶ In the blue Communication Links box on the left side of the Screen click on Virtual Hard Drive
- ▶ The Virtual Hard Drive houses all the Fusion guidebooks including the SRS Staff ID Assignment User Guidebook which gives detailed instructions on retrieving staff IDs.

# Data Elements

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# Four Element Types:

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

# Employment Data Elements

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# Employment

- ▶ 32 total elements
  - 16 required elements
  - 6 conditional elements
  - 8 “can be blank” elements
  - 2 calculated elements

# Employment (cont.)

## ▶ WISEStaffID

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

## ▶ Note:

- You must have a WISEStaffID for each staff member before you submit your data. Staff IDs can be retrieved from the SRS in Fusion.

# Employment (cont.)

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

# Employment (cont.)

- ▶ **StaffFirstName**
  - Required element
  - Staff member's first name. Please use full legal name.
  - Up to 15 characters
  - Verified against the SRS in Fusion

# Employment (cont.)

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

# Employment (cont.)

- ▶ **StaffLastName**
  - Required Element
  - Staff member's last name
  - Up to 25 characters
  - Verified against the SRS in Fusion

# Note on First and Last Names

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

Helpful  
Hint

# Employment (cont.)

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

# Employment (cont.)

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

# Employment (cont.)

## ▶ SeparationDate

- “Can be blank” element
- If a staff member separated with the district during the current fiscal year (July 1, 2010 – October 1, 2010) a date must be entered.
- Must be 8 characters –  
YYYYMMDD

# Employment (cont.)

## ▶ Separation Date

- For staff that separated prior to 7/1/09 but were not reported in the previous WDE602 or WDE652 add a separation date YYYYMMDD and delete the assignment, experience and education files.
- If a person left the district after 7/1/09 and did not earn a base or extra salary add a separation date and delete the assignment, experience and education files.

# Employment (cont.)

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

# Employment (cont.)

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

# Employment (cont.)

## ▶ AsianRace

- Required element
- Is this staff member of Asian Race?
- Must be 1 character
  - Y or N

# Employment (cont.)

## ▶ BlackRace

- Required element
- Is this staff member of Black Race?
- Must be 1 character
  - Y or N

# Employment (cont.)

- ▶ IndianRace
  - Required element
  - Is this staff member of American Indian or Alaskan Native Race?
  - Must be 1 character
    - Y or N

# Employment (cont.)

- ▶ PacificIslanderRace
  - Required element
  - Is this staff member of Pacific Islander Race?
  - Must be 1 character
    - Y or N

# Employment (cont.)

## ▶ WhiteRace

- Required element
- Is this staff member of White Race?
- Must be 1 character
  - Y or N

# Employment (cont.)

- ▶ Note: You must select at least one race but may choose more than one.

# Employment (cont.)

- ▶ Hispanic Ethnicity
  - Required element
  - Is this staff member of Hispanic Ethnicity?
  - Must be 1 character
    - Y or N

# Employment (cont.)

- ▶ Note: If Y is selected for HispanicEthnicity than one of the five race elements must also be Y.

# Employment (cont.)

- ▶ HireDate
  - “Can be blank” element
  - New staff member hire date
    - To be reported for staff members hired during the current fiscal year (7/1/10 – 10/1/10).
  - Must be 8 characters
  - YYYYMMDD

# Employment (cont.)

## ▶ Degree

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

# Codes for Degree

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

# Employment (cont.)

- ▶ LicenseType
  - “Can be blank” element
  - Staff members that require a license type are listed in Appendix 1 of the Guidebook.
  - Must be 3 characters

# Note on License Type

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



# Employment (cont.)

## ▶ LicenseState

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

# Employment (cont.)

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

# Employment (cont.)

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

# Employment (cont.)

- ▶ StaffEmail
  - “Conditional” Element
  - Report district assigned email addresses only, no personal email accounts.

# Employment (cont.)

## ▶ DistrictID

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

# Employment (cont.)

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

# Note on Base School ID

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

Helpful  
Hint

# Employment (cont.)

## ▶ BaseSalary

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

# Employment (cont.)

- ▶ Base salary is the amount a person was actually paid for their contracted position.
- ▶ Base salary does not include any extra salaries (e.g. coaching, bonuses etc.)

# Employment (cont.)

## ▶ ScheduleID

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

# Employment (cont.)

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

# Employment (cont.)

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

# Note on Schedule ID, Column Number, and Row Number

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

Helpful  
Hint

# Employment (cont.)

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

# Valid Values for Insurance Option

- ▶ NA – None
- ▶ EO – Employee Only
- ▶ SC – Split Contract
- ▶ ES – Employee Plus Spouse
- ▶ EC – Employee Plus Children
- ▶ FY – Family

Detailed descriptions are in the glossary of the Wyoming State Employees' & Officials' Group Plan Active Employees 2009:

<http://personnel.state.wy.us/EGI/2009HealthPlanBook-Active.pdf>

# Notes on Calculated Elements

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

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Hint

# Assignment Data Elements

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# Assignment

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

# Assignment (cont.)

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

# Assignment (cont.)

## ▶ WISEStaffID

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

# Assignment (cont.)

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

# Assignment (cont.)

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

# Note on First and Last Names

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

Helpful  
Hint

# Assignment (cont.)

- ▶ AssignmentCode
  - Required element
  - Assignment code
  - Must be 3 characters
    - List of codes available in the Reportable Combinations hand out.

# Note on Assignment Code

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

Helpful  
Hint

# Assignment (cont.)

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

# Note on Teacher Type

- ▶ Certain combinations of TeacherType and AssignmentCode are not valid

Helpful  
Hint

# Assignment (cont.)

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

# Note on School ID

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

Helpful  
Hint

# Assignment (cont.)

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

# Assignment (cont.)

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

# Assignment (cont.)

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

# Assignment (cont.)

## ▶ Time

- Required element
- Actual percent of time (portion of an FTE) staff member spends for this assignment
- Max of 3 characters with 2 places after the decimal (100.00)
- *Non-classified staff only*

# Assignment (cont.)

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

# Assignment (cont.)

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

# Assignment (cont.)

## ▶ ExtraSalary

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

# Note on Extra Salary

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

Helpful  
Hint

# Notes on Calculated Elements

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

# Experience Data Elements

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# Experience

- ▶ 12 total elements
  - 10 required elements
  - 2 “can be blank” elements
- ▶ Experience obtained within the 2010–11 school year cannot be counted on this collection.

# Experience (cont.)

## ▶ DistrictID

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

# Experience (cont.)

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

# Experience (cont.)

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

# Experience (cont.)

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

# Experience (cont.)

- ▶ ExperienceGroupCode
  - Required element
  - Code where assignment's experience accumulates
    - List of codes available in the Reportable Combinations hand out.
  - Must be 3 characters

# Note on Experience

- ▶ Only experience obtained **prior** to the start of the 2010–11 school year can be reported on the WDE602

Helpful  
Hint

# Experience (cont.)

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

# Experience (cont.)

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

# Experience (cont.)

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

# Experience (cont.)

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

# Experience (cont.)

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

# Experience (cont.)

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

# Experience (cont.)

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

# Note on Non-Public School Professional

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

Helpful  
Hint

# Education Data Elements

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# Education

- ▶ 55 total elements
  - 2 required elements
  - 53 “can be blank” elements
- ▶ Education file is reported for teachers, principals, assistant & interim principals, tutors and instructional facilitators.

# Education (cont.)

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

# Education (cont.)

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

# Education (cont.)

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

# Education (cont.)

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

# Education (cont.)

- ▶ BachelorDegreeInstitution1
- ▶ BachelorDegreeInstitution2
- ▶ PreparationProgramInstitution
- ▶ MasterDegreeInstitution1
- ▶ MasterDegreeInstitution2
- ▶ DoctorateDegreeInstitution

Must be a valid OPE ID code

(6 – 8 alphanumeric characters)

# Education (cont.)

OPE ID Codes can be found on  
the WISE web site.

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

# Education (cont.)

- ▶ OPE ID Codes are identification numbers used by the USDE Office of Post Secondary Education.
- ▶ Institutions with OPE IDs participate in Federal Student Financial Assistance Programs.

# Education (cont.)

The Preparation Institution is where the staff member received their teaching certificate.

Reported with an OPE ID.

# Education (cont.)

- ▶ Bachelor Degree Minor 1 & 2
- ▶ Bachelor Degree Major 1 & 2
  - ▶ Masters Degree 1 & 2
  - ▶ Doctorate Degree

Must be valid CIP code  
(2 digits followed by a period  
followed by 4 digits)

# Education (cont.)

CIP Codes can be found on the  
WISE web site.

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

# Education (cont.)

- ▶ CIP Codes (Classification of Instructional Programs) – Are taxonomic coding scheme for post secondary degree completions first published in 1980.

# Education (cont.)

## ▶ GPA

Collected for:

- Bachelor Degree Cumulative GPA (1 and 2)
- Bachelor Degree Major GPA (1 and 2)
- Master Degree 1 & 2

Numeric Value 0.00 – 4.00

Note: If GPA is not listed on the transcript enter 0.00

# Education (cont.)

- ▶ Year Degree was conferred.

Collected for:

- Bachelor 1 & 2
- Master 1 & 2
- Doctorate

# Education (cont.)

- ▶ Currently PTSB requires Praxis II test scores for social studies and elementary endorsements.

# Education (cont.)

Praxis II information is to be collected for all persons who have taken the Praxis II test.

Information can be reported for up to 4 Praxis II tests.

# Education (cont.)

- ▶ PraxisIIContentAreaCode – Numeric code between 11 and 951 used by ETS (Educational Testing Service) to identify the content areas. Content Area Codes are located with the WDE602 data elements.

# Education (cont.)

- ▶ PraxisIITestScore – Staff member's Praxis II test score, number between 100 and 200.
- ▶ PraxisIITestResults – Was the Praxis II test passed or failed?  
P (Pass) F (Failed)

# Education (cont.)

- ▶ PraxisIITestCity – City where Praxis II test was taken.
- ▶ PraxisIITestState – State where Praxis II test was taken.

# Education (cont.)

- ▶ PraxisIITestCountry – Country where Praxis II test was taken.
- ▶ PraxisIITestYearAdministered – Year Praxis II test was administered.

# Salary Schedule

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# Schedule Header and Schedule

- ▶ Districts are required to submit a new Schedule Header and Salary Schedule files for the WDE602 data collection

Helpful  
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# Frequently Asked Questions (FAQs)

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# Submission FAQs

- ▶ Page 32 of the WDE602 Guidebook has a series of common frequently asked questions.
- ▶ Today's FAQs will mostly touch on frequently asked questions related to the new Education file.

# Submission FAQs

- ▶ Q: How do I report a new vocational teacher who doesn't have a bachelors on the Education File?
- ▶ A: Just report the first four elements and leave the rest blank. (District ID, WISEStaffID, Staff First Name, StaffLast Name).

# Content FAQs

- ▶ Q: How do I report an employee who received two Bachelor Degrees Simultaneously?
- ▶ A: Report duplicate fields for Bachelor Degree Institution 1 & 2, Bachelor Degree Cumulative GPA 1 & 2, Bachelor Degree Major GPA 1 & 2, and Bachelor Degree Year 1 & 2

# Content FAQs

- ▶ Q: Should I submit Assignment, Experience and Education records for my separated staff members or delete them before submitting my data?
- ▶ A: Assignment, Experience and Education records should be submitted for all separated staff members in the WDE602 unless they did not earn any income in the current fiscal year. (July 1, 2010 – June 30, 2011.)

# Content FAQs

- ▶ Q: What is the difference between Cumulative GPA and Major GPA?
- ▶ A: Cumulative GPA is the GPA earned for all course work whether it was in the major field of study or not. Major GPA is the GPA for coursework in the major field of study only. These two elements were included because several institutions report both cumulative and major GPAs on their transcripts. If Major GPA is not included on the transcript you may leave this field blank.

# Content FAQs

- ▶ Q: What do I do if the transcript does not have a GPA?
- ▶ A: It was common for post-secondary schools to not list GPAs on transcripts prior to the mid 1960's. If you receive a transcript without a GPA enter 0.00 so the WDE knows the field was not skipped.

# Content FAQs

- ▶ Q: What does the term “Option” mean on a transcript?
- ▶ A: A post secondary institution may offer concentrated study within a major. Options typically require less hours of study than a Minor and do NOT need to be reported on the WDE602 /WDE652 Education File.

# Content FAQs

- ▶ Q: What do I do if I can not find a post-secondary OPEID code on the handout on the WISE web site.
- ▶ A: Google the Institution (e.g. University of Wyoming, Laramie, Wyoming OPEID Code).

# Content FAQs

- ▶ Q: How do I report an OPEID if an Institution has closed?
- ▶ A: If an Institution has closed report the OPEID for the school that has taken over their transcripts. Wikipedia is an excellent source for this information. In the case of Yankton College they created a foundation that houses it's own transcripts and therefore have no OPEID. For Institutions with No ID use code 88888888 (Unknown-No Code).

# Content FAQs

- ▶ Q: How do I report OPEIDs for Foreign
- ▶ Post-Secondary Institutions that are not on the OPEID list?
- ▶ A: Use OPEID code 77777777 for Foreign Institution.

# Content FAQs

- ▶ Q: What is the Preparation Degree Institution?
- ▶ A: The Preparation Degree Institution is the post-secondary institution where the teaching degree was earned. Report the degree with an OPEID code. If the preparation institution must be completed for anyone with a teaching certificate.

# Content FAQs

- ▶ Q: Will I report Praxis II information for all teachers, tutors, principals, and instructional facilitators?
- ▶ A: No, only those that have taken the Praxis II exam. Districts have been asked to create a hiring policy that asks all new teachers, tutors, principals and instructional facilitators whether they have taken the Praxis II and if so to provide documentation.

# Content FAQs

- ▶ Q: What if a person has more than two bachelors?
- ▶ A: Report the two degrees that are most relevant to their current district position.
- ▶ Note: This rule applies to persons with more than two masters or more than one doctorate.

# Content FAQs

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

# Business Rules

## WDE602

Presented on September 9, 2010

Wyoming Department of Education

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

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



# Business Rules

- ▶ What are business rules?
- ▶ List available online at <http://www.k12.wy.us/wise/>
- ▶ Click on the WDE602 Data Elements link.



# State Report Manager

## WDE602

Presented on September 9, 2010

Wyoming Department of Education

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



# WDE602 is not an Application

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

# State Report Manager (SRM)

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

# Coordination During Submission

- ▶ Data are secure!
  - Your District WISE Coordinator has URL, username, and password for the State Report Manager

# State Report Manager (cont.)

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

# NEW Single Sign on Access to the SRM in Fusion

- ▶ The WDE602 is now accessible via a NEW single sign on feature in the Wyoming Department of Education Fusion Portal

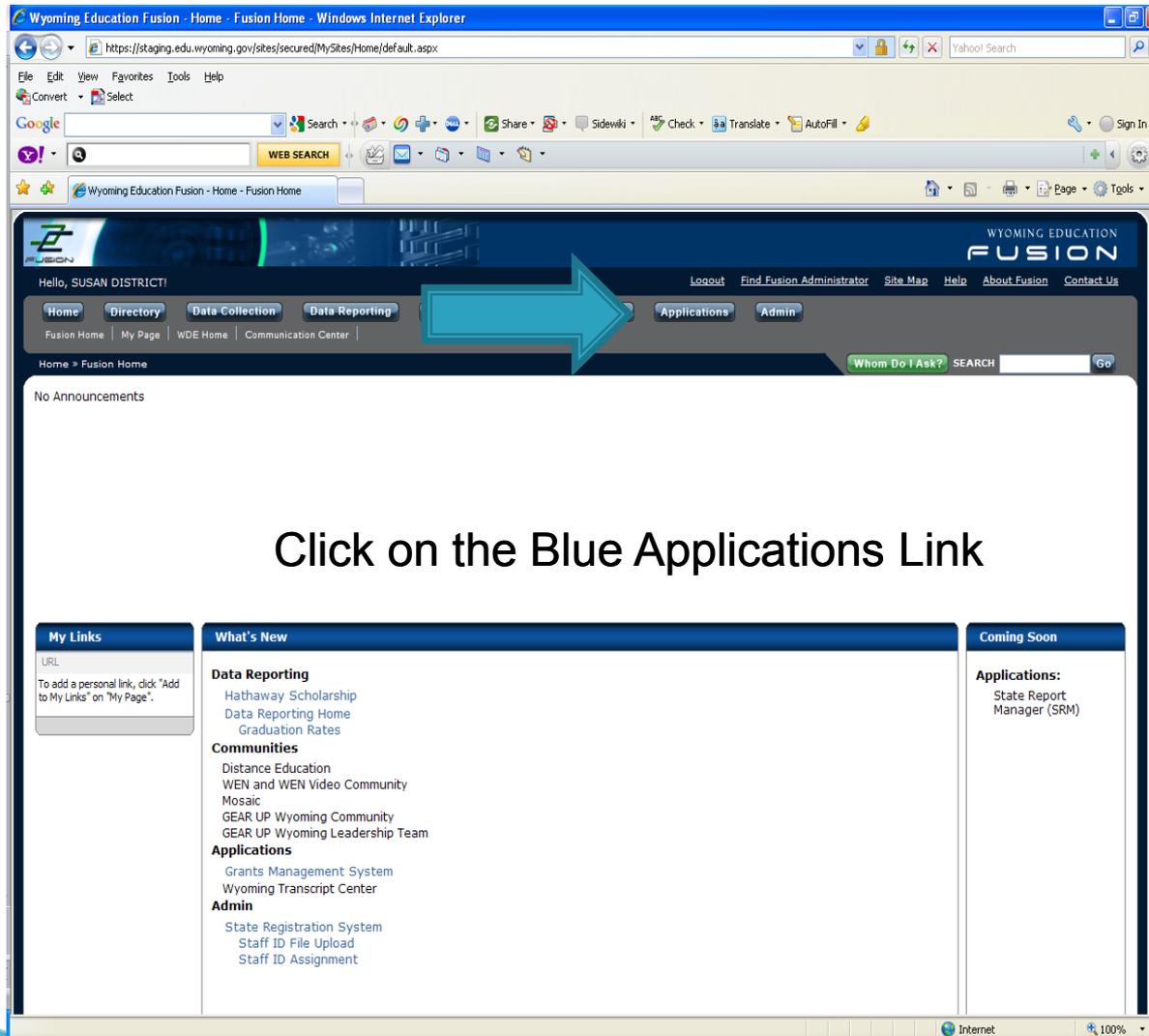
# Accessing the WDE602 in Fusion

- ▶ First check with your District's Fusion Administrator to make sure you have the appropriate WDE602 rights.
- ▶ Log into Fusion  
<http://fusion.edu.wyoming.gov>  
using your username and password.

# Fusion Rights

- ▶ **WDE602 Certify** – You will be able to log into the State Report Manager via Fusion, upload and edit information and certify. Data is certified by clicking on the blue “Send to WDE” link
- ▶ **WDE602 Edit** – You will be able to log into the State Report Manager via Fusion and upload and edit information but can not send it to the WDE.
- ▶ **WDE 602 Read** – You can access WDE602 information the WDE reports back to districts after data has been submitted and cleaned of all errors.

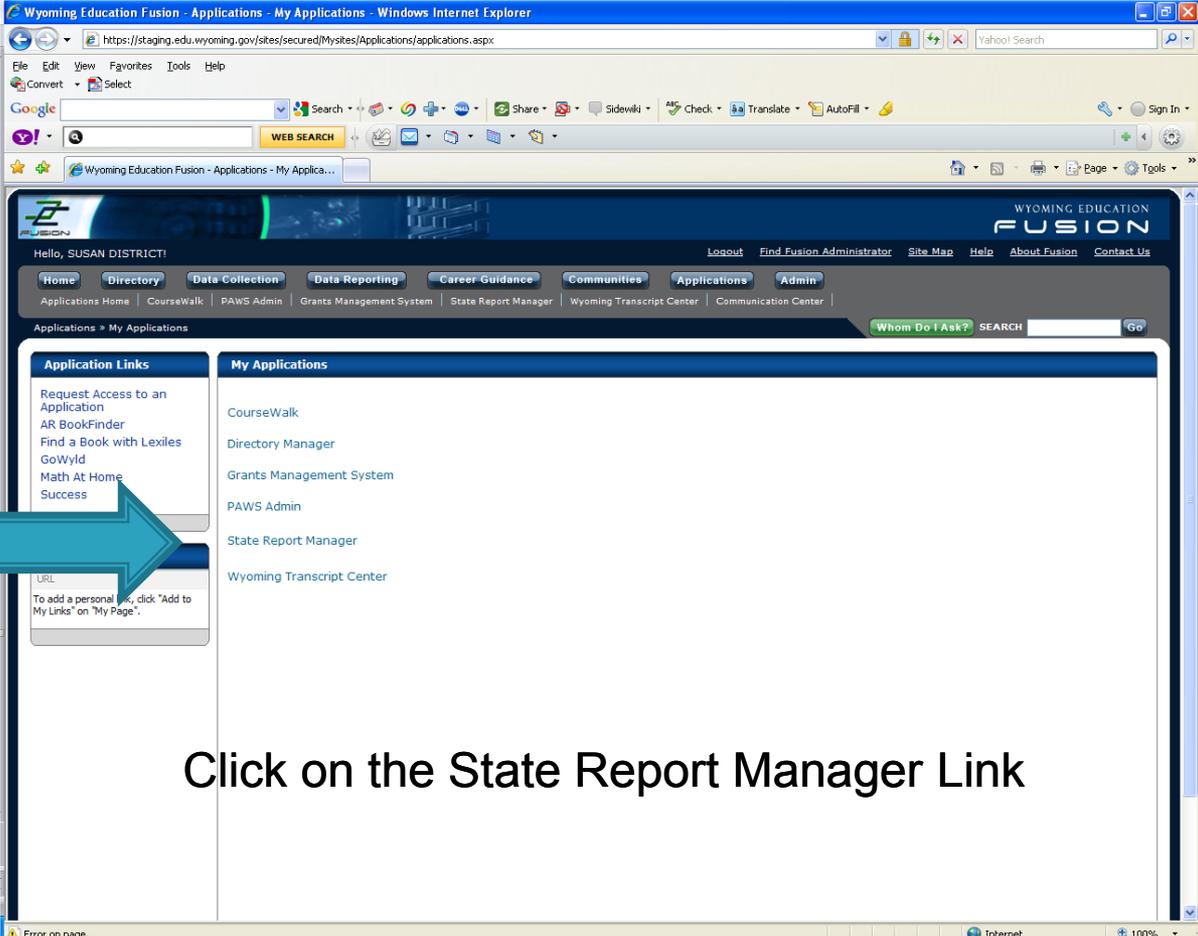
# Accessing the WDE602 in Fusion



The screenshot shows the Wyoming Education Fusion website in a Windows Internet Explorer browser window. The address bar displays the URL: <https://staging.edu.wyoming.gov/sites/secured/MySites/Home/default.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, share, and other functions. The website header features the Wyoming Education Fusion logo and the text "WYOMING EDUCATION FUSION". Below the header, there is a navigation bar with several links: Home, Directory, Data Collection, Data Reporting, Applications, and Admin. A large blue arrow points to the "Applications" link. The main content area displays "No Announcements" and a search bar with the text "Whom Do I Ask?". Below the main content area, there are three columns: "My Links", "What's New", and "Coming Soon". The "What's New" column lists several categories: Data Reporting (Hathaway Scholarship, Data Reporting Home, Graduation Rates), Communities (Distance Education, WEN and WEN Video Community, Mosaic, GEAR UP Wyoming Community, GEAR UP Wyoming Leadership Team), Applications (Grants Management System, Wyoming Transcript Center), and Admin (State Registration System, Staff ID File Upload, Staff ID Assignment). The "Coming Soon" column lists "Applications: State Report Manager (SRM)".

Click on the Blue Applications Link

# Accessing the WDE602 in Fusion



The screenshot shows a web browser window titled "Wyoming Education Fusion - Applications - My Applications - Windows Internet Explorer". The address bar shows the URL: <https://staging.edu.wyoming.gov/sites/secured/Mysites/Applications/applications.aspx>. The page content includes a navigation menu with tabs for Home, Directory, Data Collection, Data Reporting, Career Guidance, Communities, Applications, and Admin. The "Applications" tab is active, and the page title is "Applications > My Applications".

Under the "Application Links" column, there are several links: Request Access to an Application, AR BookFinder, Find a Book with Lexiles, GoWylid, Math At Home, and Success. A large blue arrow points from this column towards the "My Applications" column.

The "My Applications" column contains a list of links: CourseWalk, Directory Manager, Grants Management System, PAWS Admin, State Report Manager, and Wyoming Transcript Center. The "State Report Manager" link is highlighted with a large blue arrow.

At the bottom of the page, there is a text instruction: "Click on the State Report Manager Link".

# Accessing the WDE602 in Fusion

Wyoming Education Fusion - Applications - State Report Manager - Windows Internet Explorer

https://fusion.edu.wyoming.gov/sites/secured/MySites/Applications/applications\_state\_report\_manager.aspx

WYOMING EDUCATION FUSION

Hello, LAUREL HOLTZ! Logout Find Fusion Administrator Site Map Help About Fusion Contact Us

Home Directory Data Collection Data Reporting Career Guidance Communities Applications Admin

Applications Home State Report Manager Communication Center

Applications > State Report Manager Whom Do I Ask? SEARCH Go

State Report Manager

Platte County School District #1

Logout LAUREL HOLTZ Need Help?

**Welcome to the Wyoming Department of Education State Report Manager**

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

**Current State Reports**

Name	Trial Name	Trial Date	Submission Status
WDE602 Salary Schedule (Oct 2009)	<a href="#">Sent Trial</a>	10-01-2009 9:11am	SENT
WDE652 Staff Employment, Assignments, and Experience (May 2010)	<a href="#">Sent Trial</a>	06-09-2010 12:34pm	SENT

This will take you to the SRM. You will only see links to the collections for which you have rights.

# State Report Manager Guidebook

- ▶ Helpful guidebook on the SRM
  - [http://www.k12.wy.us/WISE/document/WYOMING\\_SRM\\_062807\\_v3.pdf](http://www.k12.wy.us/WISE/document/WYOMING_SRM_062807_v3.pdf)

There are also detailed slides in the WDE602 guidebook, which also posted on the WISE website.  
<http://www.k12.wy.us/WISE/>

# Data Submission

## WDE602

Presented on September 9, 2010

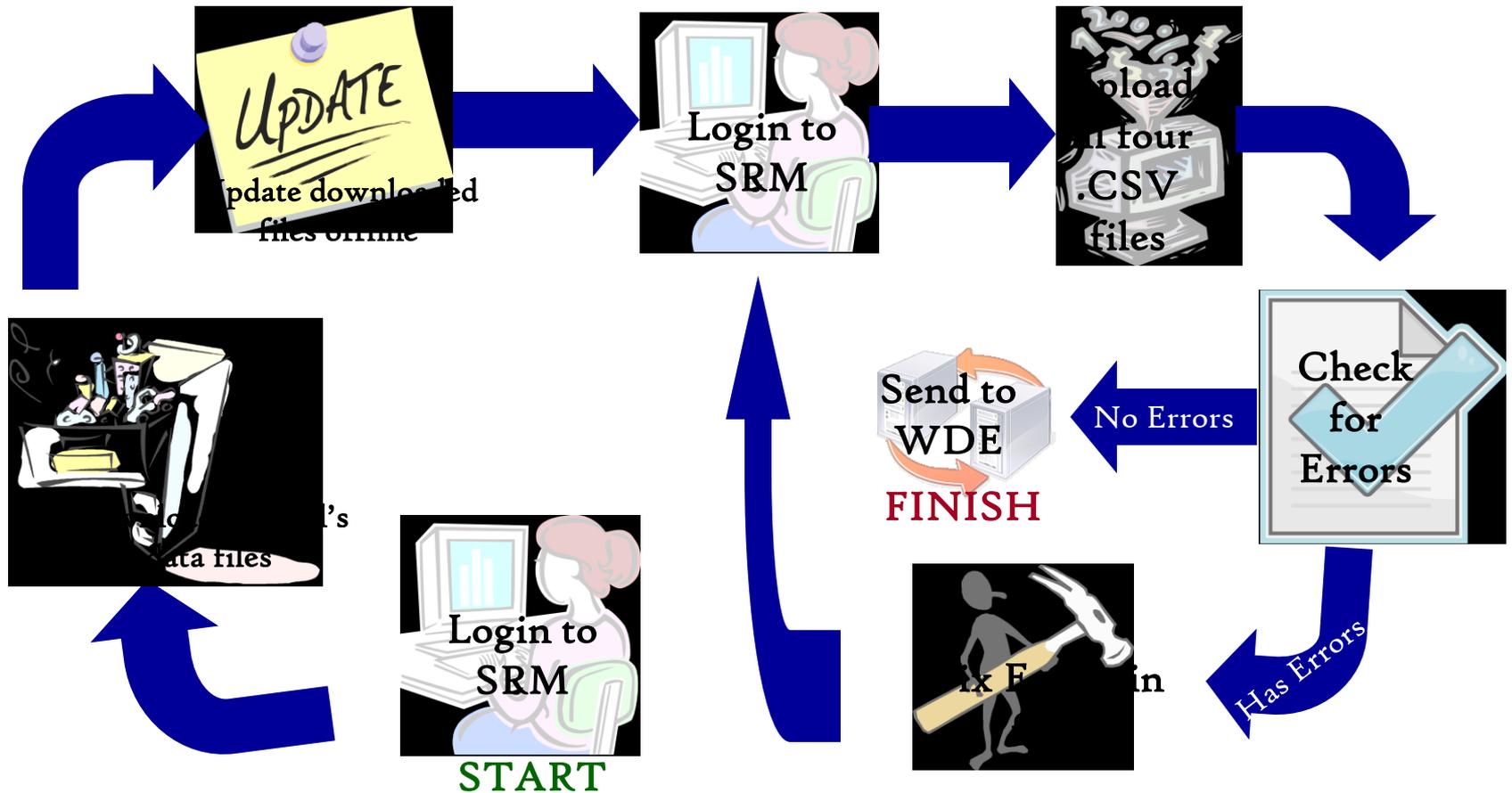
Wyoming Department of Education

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

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



# Updating Files Offline



# Login to SRM

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

# Download Procedures

In the Fall WDE602 files will first need to be preloaded by clicking on the Run a Trial button.

## And then clicking preload

This will only need to be done the first time entering the SRM. Preloading data will pull all updated education and experience files into the SRM system so the files may be downloaded and updated.

# Download Procedures

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



Helpful  
Hints

# Update Downloaded Files

- ▶ Do you have new employees?
  - Be sure to add each new employee to Staff/Employment, Assignment, Experience and Education. (Note: Education files not required for classified positions).

# Update Downloaded Files

- ▶ Do you have terminated employees?
- ▶ Did any staff members change positions?

# Overwrite Problems

## ▶ PROBLEM

- Potential for data to be overwritten

## ▶ Example

1. Jill downloads all data files
2. Bob edits Experience file online
3. Jill edits Experience file offline
4. Jill upload's her edits after Bob finishes

## ▶ Jill's file will overwrite Bob's edits

## ▶ Solution

- School district personnel must coordinate & devise a plan that will avoid overwriting each other's data

Helpful  
Hints

# Upload Final Data Files

- Salary Schedule Header
- Salary Schedule
- Employment
- Assignment
- Experience
- Education



Helpful  
Hints

# Check for Errors

- ▶ Warnings
  - Possible data entry error
  - Data can be sent to WDE with warnings
- ▶ Errors
  - Fatal error
  - Data will only be sent to WDE if errors are corrected

# Typical Submission Errors

- ▶ Element names are spelled incorrectly
  - Spelling is important
- ▶ Elements are placed out of order
  - Order is important
- ▶ Excel spreadsheet is uploaded
  - .CSV file should be uploaded



Albany County School District #1



Logout: Ann-Marie Trujillo

Need Help?

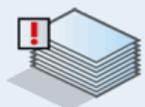
Home > Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection

New Trial

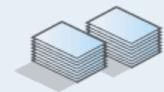
Latest Trial

Generated: 04-16-2008 10:35am

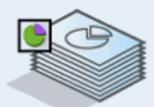
- Save
- Download
- Revalidate
- Send to WDE
- Delete



Errors (273)  
Warnings (91)



Records (3039)

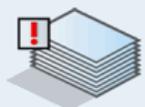


Reports

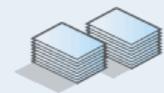
Saved Trial: 2007-08 WDE652 Data

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

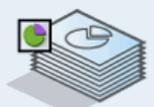
- Save
- Download
- Revalidate
- Send to WDE
- Delete



Errors (273)  
Warnings (91)



Records (3039)



Reports

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



Generated 04-16-2008 10:35am.

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

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



Show: StaffEmployments Violating R4705

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

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

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

Search:  SMITH

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

Delete selected records

# How to Fix Errors

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

# Send to WDE

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



Albany County School District #1



Logout: Ann-Marie Trujillo

Need Help?

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

New Trial

Latest Trial

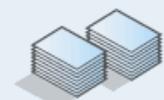
Generated: 04-16-2008 10:35am



- Save
- Download
- Revalidate
- Send to WDE
- Delete



Errors (0)  
Warnings (91)



Records (3039)



Reports

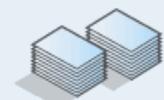
Saved Trial: 2007-08 WDE652 Data

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

- Save
- Download
- Revalidate
- Send to WDE
- Delete



Errors (273)  
Warnings (91)



Records (3039)



Reports

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



Logout: Ann-Marie Trujillo

[Home](#) > **Send to WDE**

Trial Name:

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



# Download Submitted Data

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

# SRM Information

- ▶ For more detailed SRM instruction refer to the WDE602 Guidebook posted on the WISE website.

# Contact Information

Presented on September 9, 2010

Wyoming Department of Education

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



# WDE602 Contacts

## 1. Data Steward

- Susan Williams
- Content questions
- 307-777-6252
- swilli@educ.state.wy.us

## 3. WISE Project Manager

- Drew Dilly
- WISE Project questions
- 307-777-3656
- ddilly@educ.state.wy.us

## 2. Submission Contact

- Leslie  
Zimmerschied
- State Report  
Manager (SRM)  
submission  
questions
- Username/pass-  
word questions
- 307-777-8751
- lzimme@educ.state.wy.us

# WISE WDE602 Documentation Available

Presented on September 9, 2010

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



# WDE602 Documentation Available

- ▶ What documentation is available?
  - Data element document w/ business rules
  - Staffing manual/guidebook
  - Slides on today's training
  - CIP and OPE ID Codes used in the Education File
  - Reportable Combinations
- ▶ Where is the documentation?
  - Current Information for the WDE602 is posted on the WISE web site:
  - <http://www.k12.wy.us/wise/>

# Questions and Answers

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



# You Ask, WDE Answers!

- ▶ WDE strives to provide excellent customer service on all collections.
- ▶ Now, it is your turn to ask us questions!
- ▶ Don't want to ask over the WEN? Contact us after the training!

# Feedback

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



# WDE602 Feedback

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

# Thank you for attending!

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