

WDE652 – WISE Spring School District Staff Member Collection

WISE Data Collection
Submission Training

Presented on April 28, 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 WDE652?
- ▶ Retrieving Staff Ids on Fusion Web Site
- ▶ Data Elements
- ▶ Frequently Asked Questions
- ▶ Business Rules
- ▶ State Report Manager/SRM Shortcuts
- ▶ Data Submission
- ▶ Important Dates
- ▶ Contact Information
- ▶ WDE652 Available Documentation
- ▶ Questions and Answers
- ▶ Feedback

Overview of Data Collection

WDE652

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



WDE652 Data Files

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

Overview of WDE652

- ▶ The WDE652 is a full-year comprehensive, collection for staff member demographics and employment status. It has identical elements to the Fall WDE602.
- ▶ Where the WDE602 collects employment details as of an October 1st snapshot, or duties employees are contracted or planned to work during the full school year. Conversely, the WDE652 collects **ACTUAL** employment details as they have occurred throughout the entire school year.

WDE652 Authority:

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

Important Dates

- ▶ Collection window opens
 - May 17, 2010
- ▶ Collection due date
 - June 30, 2010

What's New in the WDE652?

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What's New in the WDE652?

- ▶ A fourth file, the Education File, has been added to the WDE652.
- ▶ Districts were given the file specs and data elements for the new file in January 2010 in order to provide added time to collect the new elements.

What's new in the WDE652?

At the 12/2/2009 School Finance Data Advisory Meeting the Education file was presented and approved.

What's new in the WDE652?

The Education File is being collected for Federal reporting mandated in Section 14005 of Division A of the American Recovery and Reinvestment Act of 2009 (ARRA)

There are four key areas in this section, one of which is (a) Achieving equity in teacher distribution.

Federal guidance requires states to “assure that it will take actions to improve teacher effectiveness.”

What's new in the WDE652?

- ▶ Under ARRA states are also required to improve the collection of data.
- ▶ Wyoming has provided an assurance that it will establish a statewide longitudinal data system that includes elements described in Section 6401 (e)(2)(D) of the America COMPETES Act. Standard elements in this category require the state to provide teacher data that includes teacher impact on student achievement

What's new in the WDE652?

The Wyoming Legislature recently appointed a Select Committee on School Finance Recalibration. This committee is charged with evaluating all model components, of which staff compensation constitutes over 80 percent of model generated resources.

W.S. 21-2-203 (c)(ii) directs the state superintendent to “collect data from school districts necessary for the Department to administer the school finance system.”

What's new in the WDE652?

- ▶ Section 334 of the House Enrolled Act 46 (Government appropriations) specifies “The department of education, school districts and school data advisory committee shall collect and provide the information requested by the committee.”

What's new in the WDE652?

- ▶ 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 WDE652?

- ▶ The Education File is 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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<http://www.k12.wy.us/>



How do I get a WISEStaffID?

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

Wyoming Education Fusion - Home - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Convert select

Google Search

Bookmarks Find Check AutoFill

Sign In

Wyoming Education Fusion - Home

WYOMING EDUCATION FUSION

Login Request Login Help About Fusion Contact Us

Home Directory Data Collection Data Reporting Lifelong Career Guidance Applications

Fusion Home WDE Home

Home » Fusion Home

What Do I Ask? SEARCH Go

Fusion Home

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

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

What's New

Data Reporting

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

Applications

- Grants Management System
- Wyoming Transcript Center

Coming Soon

Lifelong Career Guidance:

- Career Guidance Resource Tools

Data Reporting:

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

Applications:

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

Fusion documentation

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

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Done Internet 100%



Individual Staff Ids

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

Wyoming Education Fusion - Home - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Convert Select

Google Search

Wyoming Education Fusion - Home

WYOMING EDUCATION FUSION

Hello, SUSAN KRUSE! Logout Help About Fusion Contact Us

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

Fusion Home My Page WDE Home Communication Center

Home » Fusion Home

Whom Do I Ask? SEARCH Go

Fusion Home

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

My Links

URL

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

What's New

Data Reporting

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

Communities

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

Applications

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

Admin

- State Registration System
- Staff Registration
- Staff Registration Upload

Coming Soon

Lifelong Career Guidance:

- Career Guidance Resource Tools

Data Reporting:

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

Applications:

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Done Internet 100%



To Retrieve Individual Staff Ids

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

Individual Staff Ids

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

Individual Staff Ids

Register Staff

My Links

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

First Name

Middle Name

Last Name

Organization

Birthdate

Gender

SSN

 - -

Ethnicity



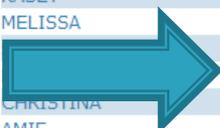
* is wildcard character)

Search

Reset

Staff Search Results:

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



Individual Staff Ids

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

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

Individual Staff Ids

Admin Links

- Staff Registration
- Staff Registration Upload

My Links

URL

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



Staff Registration

Staff Information

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

Staff Details

WISE Staff ID	Title	E-mail
1426753		

Local Staff ID

Address Information
No Address info available

Phone Information
No Phone info available

Staff Primary Organization

Organizations
Sweetwater County School District #2



Edit **Cancel**

Individual Staff Ids

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

Individual Staff Ids

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

Individual Staff Ids

[Register Staff](#)



(* is wildcard character) [Search](#) [Reset](#)

Staff Search Results:

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

Individual Staff Ids

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

My Links

URL

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

--Select-- BOBBIE Marie

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

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

School Year* 2009

Staff Details

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

Address Information

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

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

Add Another

Phone Information

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

Add Another

Staff Primary Organization

State District ID*

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

Save **Cancel**



Individual Staff Ids

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

My Links

URL

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

You have successfully registered the staff

Staff ID: 5260469

Staff Name: Bobbie Marie Falzone

OK

Individual Staff Ids

Secondary Work Address

City Zip Code State

[Add Another](#)

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

Phone Information

Phone Number Type

Phone Number - - EXT

[Add Another](#)

Staff Primary Organization

Organization*

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



[Save](#) [Cancel](#)

Case Conflicts

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

Individual Staff Ids

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

Individual Staff Ids

City Zip Code

Address Line 2
State

Add Another

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

Phone Information

Phone Number Type Phone Number - - EXT

Add Another

Staff Primary Organization

Organization*

4-J Elementary School
Afferbach Elementary
Afton Elementary



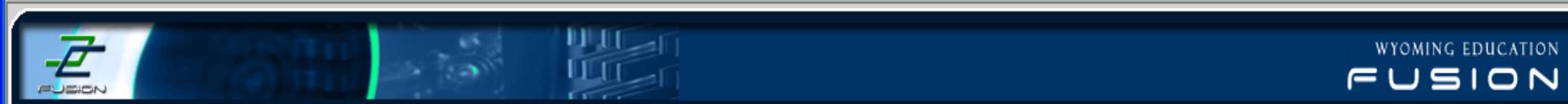
Save Cancel

Case Conflicts

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

How to Register Multiple WISE Staff Ids:

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



Hello, SUSAN KRUSE!

[Logout](#) [Help](#) [About Fusion](#) [Contact](#)

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

Directory Manager | User Accounts | State Registration System

Administration » State Registration System » Staff Registration Upload

Whom Do I Ask? SEARCH Go

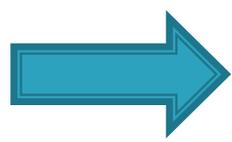
Admin Links

- Staff Registration
- Staff Registration Upload

My Links

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

Staff Registration Upload



Staff Registration Upload

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

Staff Registration Upload

WYOMING EDUCATION
FUSION

Hello, SUSAN KRUSE!

[Logout](#) [Help](#) [About Fusion](#) [Contact Us](#)

[Home](#) [Directory](#) [Data Collection](#) [Data Reporting](#) [Lifelong Career Guidance](#) [Communities](#) [Applications](#) [Admin](#)

Directory Manager | User Accounts | State Registration System

Administration » State Registration System » Staff Registration Upload

[Whom Do I Ask?](#) SEARCH [Go](#)

Admin Links

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

My Links

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

Staff Registration Upload

File Upload

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

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

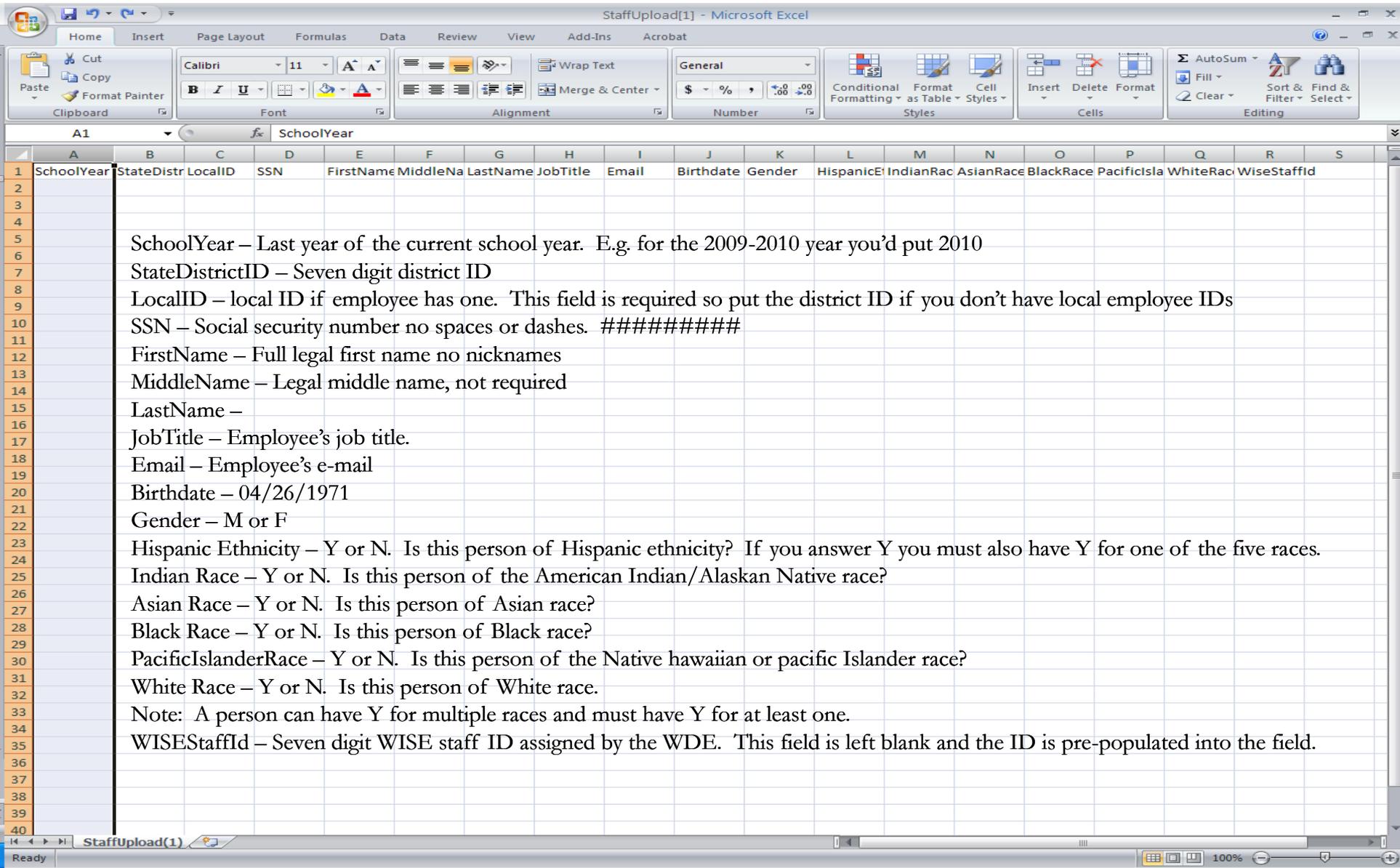


Select File: [Browse...](#)
[Upload](#) [Cancel](#)

[Sample file format](#)



Staff Registration Upload



StaffUpload[1] - Microsoft Excel

A1	SchoolYear																	
1	SchoolYear	StateDistr	LocalID	SSN	FirstName	MiddleName	LastName	JobTitle	Email	Birthdate	Gender	HispanicE	IndianRac	AsianRace	BlackRace	PacificIsla	WhiteRac	WiseStaffId
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
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35																		
36																		
37																		
38																		
39																		
40																		

SchoolYear – Last year of the current school year. E.g. for the 2009-2010 year you'd put 2010

StateDistrictID – Seven digit district ID

LocalID – local ID if employee has one. This field is required so put the district ID if you don't have local employee IDs

SSN – Social security number no spaces or dashes. #####

FirstName – Full legal first name no nicknames

MiddleName – Legal middle name, not required

LastName –

JobTitle – Employee's job title.

Email – Employee's e-mail

Birthdate – 04/26/1971

Gender – M or F

Hispanic Ethnicity – Y or N. Is this person of Hispanic ethnicity? If you answer Y you must also have Y for one of the five races.

Indian Race – Y or N. Is this person of the American Indian/Alaskan Native race?

Asian Race – Y or N. Is this person of Asian race?

Black Race – Y or N. Is this person of Black race?

PacificIslanderRace – Y or N. Is this person of the Native hawaiian or pacific Islander race?

White Race – Y or N. Is this person of White race.

Note: A person can have Y for multiple races and must have Y for at least one.

WISEStaffId – Seven digit WISE staff ID assigned by the WDE. This field is left blank and the ID is pre-populated into the field.

Staff ID File Upload

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

Staff Id File Upload

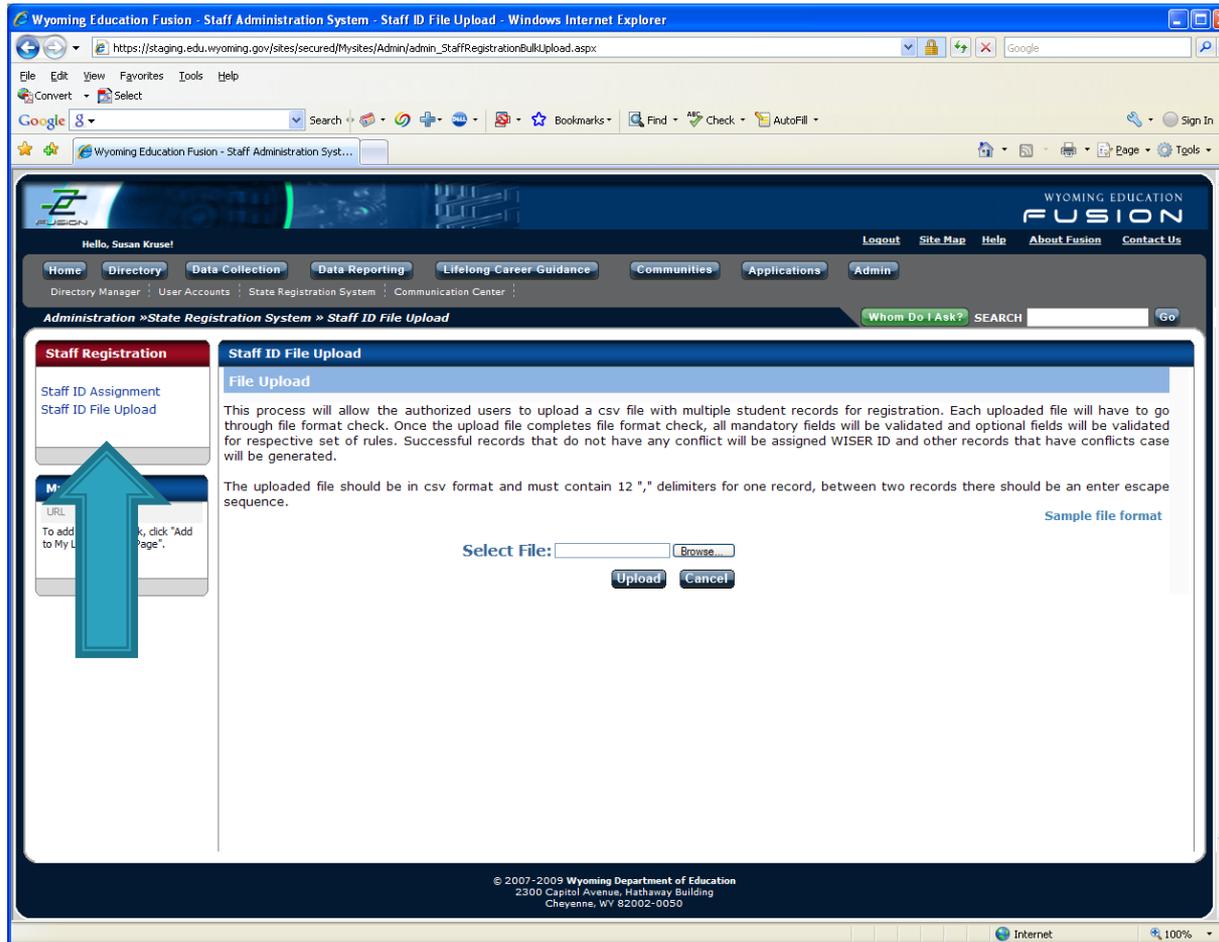
- ▶ After uploading the file an e-mail like the one sampled below will be sent to your e-mail account.
- ▶ Hello Susan Williams,

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

Staff Id File Upload

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

Staff Id File Upload



The screenshot shows a web browser window displaying the Wyoming Education Fusion Staff Administration System. The page title is "Wyoming Education Fusion - Staff Administration System - Staff ID File Upload". The browser address bar shows the URL: https://staging.edu.wyoming.gov/sites/secured/Mystakes/Admin/admin_StaffRegistrationBulkUpload.aspx. The page features a navigation menu with options like Home, Directory, Data Collection, Data Reporting, Lifelong Career Guidance, Communities, Applications, and Admin. The main content area is titled "Staff ID File Upload" and includes a "File Upload" section. A blue arrow points to the "Staff ID File Upload" link in the left sidebar.

Staff Registration

- Staff ID Assignment
- Staff ID File Upload

Staff ID File Upload

File Upload

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

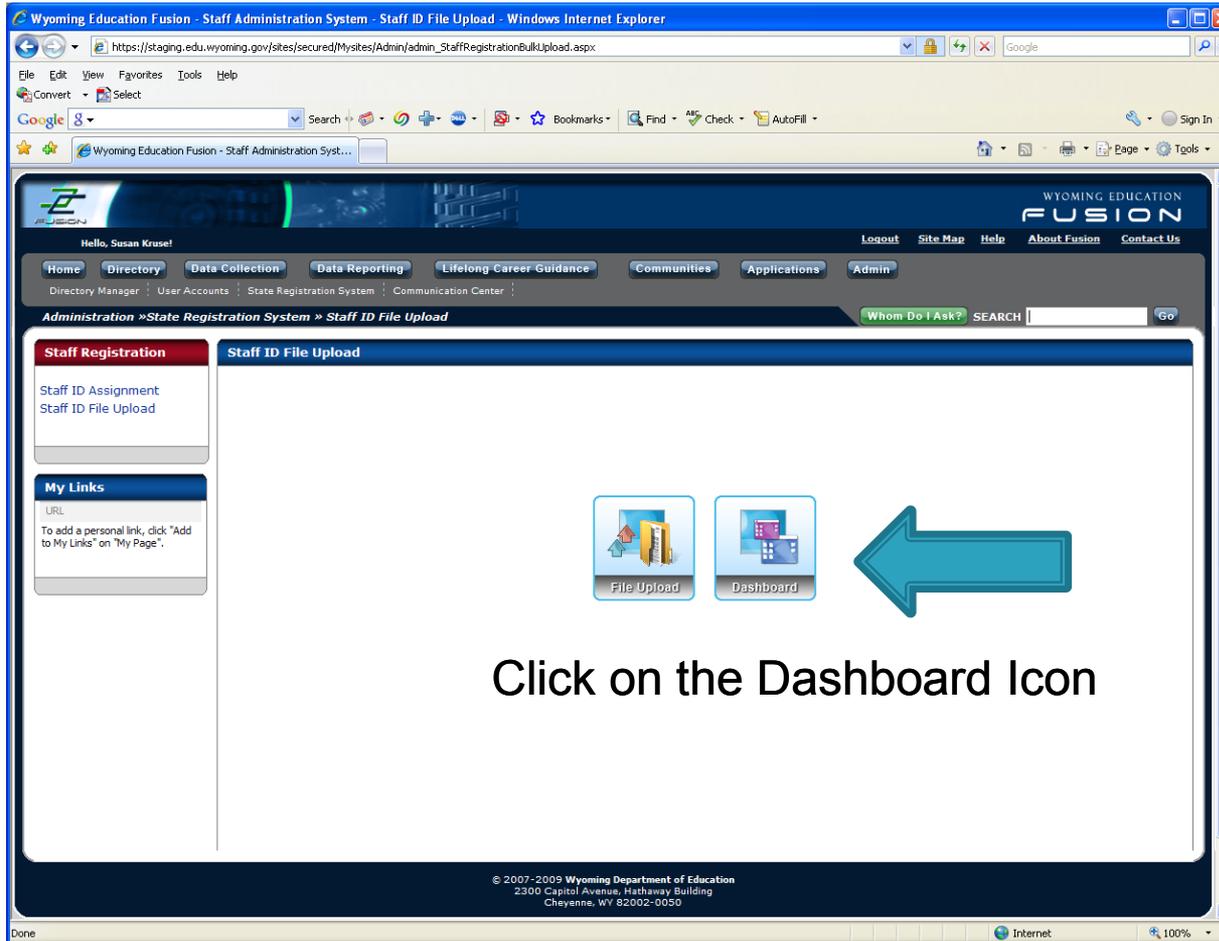
The uploaded file should be in csv format and must contain 12 "," delimiters for one record, between two records there should be an enter escape sequence.

[Sample file format](#)

Select File:

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2300 Capital Avenue, Highway Building
Cheyenne, WY 82002-0050

Staff Id File Upload



The screenshot shows a web browser window titled "Wyoming Education Fusion - Staff Administration System - Staff ID File Upload". The address bar shows the URL: https://staging.edu.wyoming.gov/sites/secured/MySites/Admin/admin_StaffRegistrationBulkUpload.aspx. The browser interface includes a search bar, navigation tabs (Home, Directory, Data Collection, Data Reporting, Lifelong Career Guidance, Communities, Applications, Admin), and a search box. The main content area is titled "Staff ID File Upload" and contains two icons: "File Upload" and "Dashboard". A large blue arrow points to the "Dashboard" icon. The page footer includes copyright information: © 2007-2009 Wyoming Department of Education, 2300 Capitol Avenue, Hathaway Building, Cheyenne, WY 82002-0050.

Click on the Dashboard Icon

Staff Id File Upload

Staff Registration

- Staff ID Assignment
- Staff ID File Upload

My Links

URL

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

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

[Delete](#)



To see successful records click on the numeral.

Staff Id File Upload

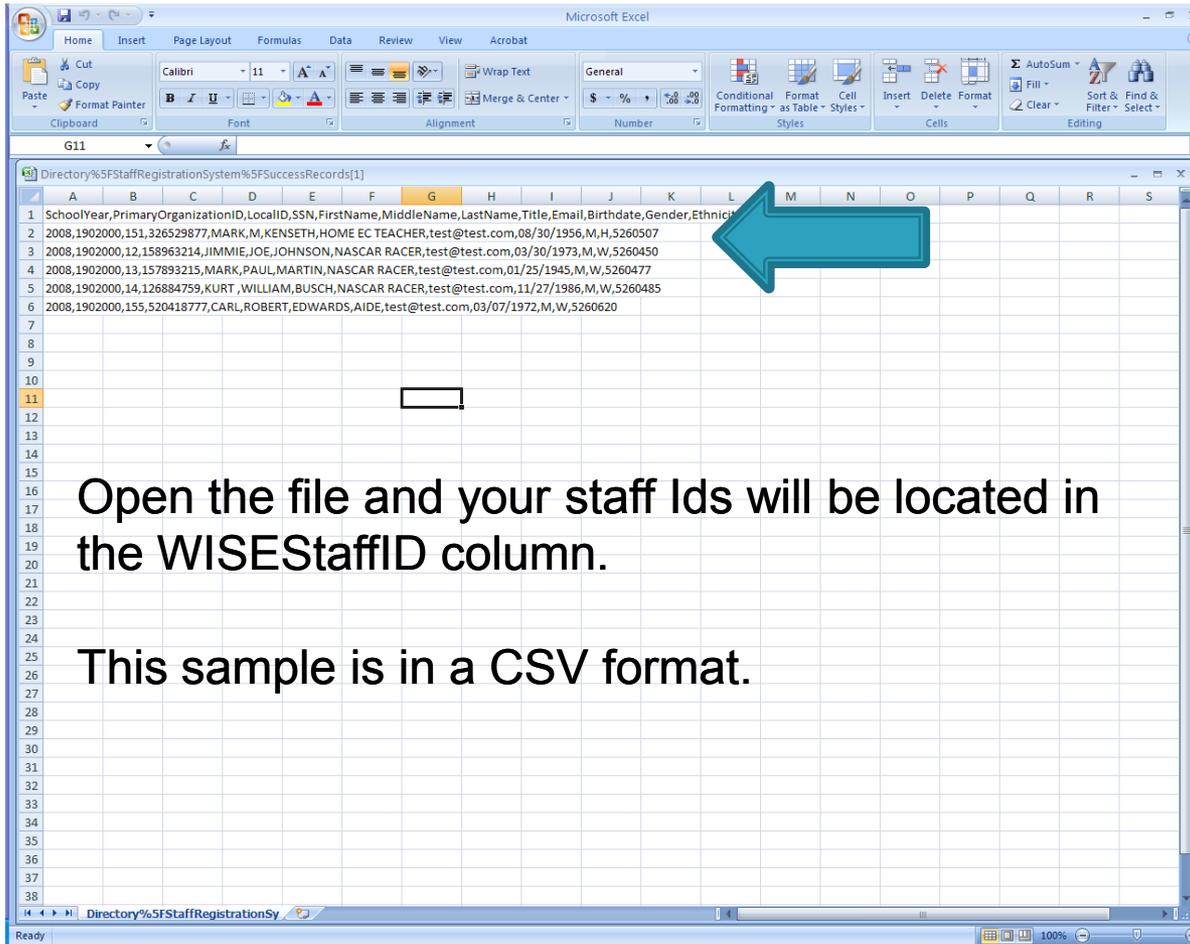
Staff ID File Upload

1 of 1 100% Find | Next Select a format Export

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

Select a file format and Export

Staff ID File Upload



The screenshot shows a Microsoft Excel spreadsheet with the following data in the first six rows:

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

A blue arrow points to column M, which is labeled 'WISEStaffID' in the header row. A small white box is visible in cell G11.

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

This sample is in a CSV format.

Staff Id File Upload

WYOMING EDUCATION FUSION

Hello, Susan Kruse! [Logout](#) [Site Map](#) [Help](#) [About Fusion](#) [Contact Us](#)

[Home](#) [Directory](#) [Data Collection](#) [Data Reporting](#) [Lifelong Career Guidance](#) [Communities](#) [Applications](#) [Admin](#)

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

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

Staff Registration

- Staff ID Assignment
- Staff ID File Upload

My Links

URL

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

Staff ID File Upload

File Management Dashboard

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



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

Staff Id File Upload

The screenshot shows the Wyoming Education Fusion Staff Administration System interface. The page title is "Staff ID File Upload". The breadcrumb trail is "Administration » State Registration System » Staff ID File Upload". The page contains a "Staff Error Records List" table with the following data:

Error ID	First Name	Last Name	Birthdate	Gender	Organization
591	DENNY	HAMLIN	3/30/1973	Male	601000

A blue arrow points to the record with Error ID 591. Below the table is a "Cancel" button. The footer of the page contains the copyright information: "© 2007-2009 Wyoming Department of Education, 2300 Capital Avenue, Hathaway Building, Cheyenne, WY 82002-0050".

Click on the record to edit it.

Staff Id File Upload

The screenshot shows a web browser window displaying the Wyoming Education Fusion Staff Administration System. The page title is "Administration » State Registration System » Staff ID File Upload". The form is titled "Staff ID File Upload" and contains the following fields:

Staff Information		
First Name*	Middle Name	Last Name*
DENNY	JOE	HAMLIN
Gender*	SSN*	Birthdate*
Male	158-96-3214	3/30/1973
Ethnicity*	School Year*	WISE Staff ID
White (non-Hispanic)	2008	
Staff Details		
Job Title*	E-mail	Local Staff ID
NASCAR RACER	test@test.com	12
Staff Primary Organization		
Need help to select State District ID	State District ID*	
--Select--	601000	
Error reason:		
<div style="border: 1px solid gray; height: 40px;"></div>		
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>		

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Cheyenne, WY 82002-0050

Fix you error and hit “Save”. In this example the district ID needs seven digits.

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

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

File Edit View Favorites Tools Help

Convert Select

Google Search

Wyoming Education Fusion - Staff Administration Syst...

WYOMING EDUCATION FUSION

Hello, Susan Kruse!

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

Directory Manager User Accounts State Registration System Communication Center

Administration » State Registration System » Staff ID File Upload

Whom Do I Ask? SEARCH Go

Staff Registration

Staff ID Assignment
Staff ID File Upload

My Links

URL

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

Staff ID File Upload

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

OK

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

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Data Elements

Presented on April 28, 2010

Wyoming Department of Education

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



Four Element Types:

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

Employment Data Elements

Presented on April 28, 2010

Wyoming Department of Education

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



Employment

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

Employment (cont.)

▶ WISEStaffID

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

▶ Note:

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

Employment (cont.)

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

Employment (cont.)

- ▶ **StaffFirstName**
 - Required element
 - Staff member's first name. Please use full legal name.
 - Up to 15 characters

Employment (cont.)

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

Employment (cont.)

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

Note on First and Last Names

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

Helpful
Hint

Employment (cont.)

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

Employment (cont.)

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

Employment (cont.)

▶ SeparationDate

- “Can be blank” element
- If a staff member separated with the district during the current fiscal year (July 1, 2009 – June 30, 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: When you give your staff the opportunity to racially identify themselves they 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 (7/1/09 – 6/30/10).
 - 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.)

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

Employment (cont.)

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

Employment (cont.)

▶ DistrictID

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

Employment (cont.)

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

Note on Base School ID

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

Helpful
Hint

Employment (cont.)

▶ BaseSalary

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

Employment (cont.)

▶ ScheduleID

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

Employment (cont.)

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

Employment (cont.)

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

Note on Schedule ID, Column Number, and Row Number

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

Helpful
Hint

Employment (cont.)

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

Helpful
Hint

Themes: Themes, Colors, Fonts, Effects

Page Setup: Margins, Orientation, Size, Print Area, Breaks, Background, Print Titles

Scale to Fit: Width: Automatic, Height: Automatic, Scale: 10%

Sheet Options: Gridlines (View), Headings (View), Print (Print)

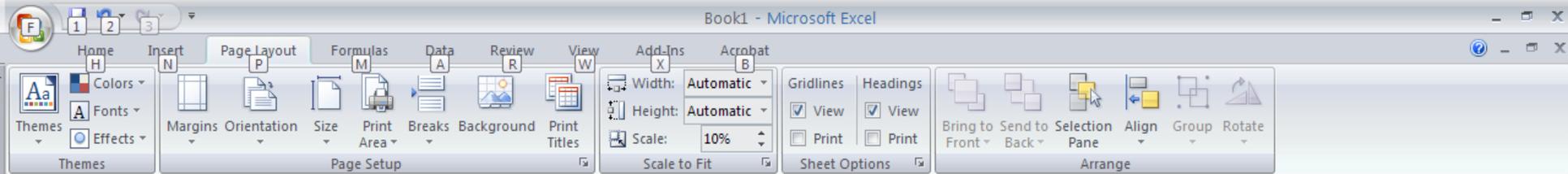
Arrange: Bring to Front, Send to Back, Selection Pane, Align, Group, Rotate

U6

fx

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	WISEStaffID	StaffNamePrefix	StaffFirstName	StaffMiddleName	StaffLastName	StaffNameSuffix	StaffFormerName	SeparationDate	StaffDateOfBirth	StaffGender	AsianRace	BlackRace	IndianRace
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
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40													

Employment File Sample – Columns A - M



	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	IndianRace	PacificIslanderRace	WhiteRace	HispanicEthnicity	HireDate	Degree	LicenseType	LicenseState	LicenseNumber	LicenseIssueDate	LicenseExpirationDate	DistrictID	BaseSchoolID	BaseSa
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
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34														
35														
36														
37														

Employment File Sample – Columns M - Z

Book1 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Themes Colors Fonts Effects Margins Orientation Size Print Area Breaks Background Print Titles Width: Automatic Height: Automatic Scale: 10% Gridlines View Print Headings View Print Bring to Front Send to Back Selection Pane Align Group Rotate Arrange

	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
1	Degree	LicenseType	LicenseState	LicenseNumber	LicenseIssueDate	LicenseExpirationDate	DistrictID	BaseSchoolID	BaseSalary	ScheduleID	ColumnNumber	RowNumber	InsuranceOption	
2														
3														
4														
5														
6														
7														
8														
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10														
11														
12														
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39														
40														

Employment File Columns R - AD

Assignment Data Elements

Presented on April 28, 2010

Wyoming Department of Education

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



Assignment

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

Assignment (cont.)

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

Assignment (cont.)

▶ WISEStaffID

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

Assignment (cont.)

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

Assignment (cont.)

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

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

Note:

- ▶ In the last year several codes have been created for the accurate recording of tutors and instructional facilitators.
- ▶ I encourage all districts to review how they are reporting these positions to ensure accuracy.
- ▶ Further guidance on pages 4 and 13 of the WDE652 guidebook.

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

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

Reply with Changes... End Review...

P1

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

Assignment File Example

Experience Data Elements

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



Experience

- ▶ 12 total elements
 - 10 required elements
 - 2 “can be blank” elements
- ▶ Experience obtained within the 2009–10 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 2009–10 school year can be reported on the WDE652



Experience (cont.)

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

Experience (cont.)

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

Experience (cont.)

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

Experience (cont.)

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

Experience (cont.)

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

Experience (cont.)

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

Experience (cont.)

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

Note on Non-Public School Professional

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

Helpful
Hint

File Edit View Insert Format Tools Data Window Help Adobe PDF

100%

Arial 10 B I U

Reply with Changes... End Review...

	A	B	C	D	E	F	G	H	
1	DistrictID	WISEStaffID	StaffFirstName	StaffLastName	ExperienceGroupCode	DistrictExperience	OtherWYDistrictExperience	WYInstitutionalExperience	OutofStatePublic
2	0101000	1234567	Jon	Doe					
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
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Experience File Example

Education Data Elements

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Education

- ▶ 51 total elements
 - 2 required elements
 - 49 “can be blank” elements
- ▶ Education file is reported for teachers, principals, assistant 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.)

- ▶ BachelorDegreeInstitution
- ▶ 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.)

- ▶ If the institution does not appear on the OPE ID list search for the ID on a web browser. If it still can not be found, put N/A in the field.

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.)

- ▶ If you are reporting a person with more than two Bachelor Majors received at different times, report the two that are most relevant to their current position. If the bachelor's are from different locations report the institution where the most relevant degree was acquired.

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
- 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
- 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 WDE652 file spec.

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.

Education (cont.)

- ▶ Districts need to create new hiring policies so transcripts and Praxis II test information are collected for all new hires.
- ▶ THIS INFORMATION IS REQUIRED FOR ALL NEW HIRES.

Salary Schedule

Presented on April 28, 2010

Wyoming Department of Education

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



Schedule Header and Schedule

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

Helpful
Hint

Frequently Asked Questions (FAQs)

WDE 652

Presented on April 28, 2010

Wyoming Department of Education

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



Submission FAQs

- ▶ Q: When can I send the data to the WDE?
- ▶ A: The “Send to WDE” button will turn blue after you have corrected all errors. Be sure to look at all of the warnings before sending your data.

Submission FAQs

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

Content FAQs

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

Content FAQs

- ▶ Q: What does “separation date” mean?
- ▶ A: The separation date is the date the staff member was no longer employed by your district.

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 WDE652 since staff members that were separated during the current fiscal year are included.

Content FAQs

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

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

Content FAQs

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

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.

Content FAQs

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

Content FAQs

- ▶ Q: How do I know which assignment codes and teacher types correspond with which experience group codes?
- ▶ A: See the Reportable Combinations hand out located on the WISE web site.

Business Rules

WDE652

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



Business Rules

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



State Report Manager

WDE652

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



WDE652 is not an Application

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

State Report Manager (SRM)

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

State Report Manager (cont.)

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

Coordination During Submission

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

State Report Manager Guidebook

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

There are also detailed slides in the WDE652 guidebook, which also posted on the WISE website.
<http://www.k12.wy.us/WISE/>

Data Submission

WDE652

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



Login to SRM

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

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, and Experience files
- ▶ Do you have terminated employees?
- ▶ Did any staff members change positions throughout the year?

Overwrite Problems

▶ PROBLEM

- Potential for data to be overwritten

▶ Example

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

▶ Jill's file will overwrite Bob's edits

▶ Solution

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

Helpful
Hints

Upload Final Data Files

- ▶ Everyone will have four files to upload
 - Employment
 - Assignment
 - Experience
 - Education



Helpful
Hints

Data Validation

- ▶ 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?

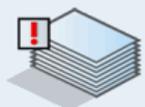
Home > Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection

New Trial

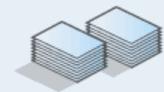
Latest Trial

Generated: 04-16-2008 10:35am

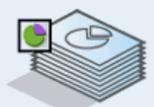
- Save
- Download
- Revalidate
- Send to WDE
- Delete



Errors (273)
Warnings (91)



Records (3039)

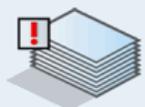


Reports

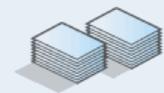
Saved Trial: 2007-08 WDE652 Data

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

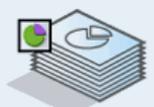
- Save
- Download
- Revalidate
- Send to WDE
- Delete



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





Generated 04-16-2008 10:35am.

Records	Violations	Reports
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	Error 100+ SeparationDate is on or before 10/01/2007 (rule R4903)	FTE: All Staff (PDF)
	Warning 87 Value must be between \$7,000 and \$150,000 (rule R4209)	Separated Staff Members (PDF)
	Warning 1 Calculated FTE is not valid (rule R4210)	
	Warning 3 The age of the staff member falls outside the expected bounds. (rule R4700)	

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



Show: StaffEmployments Violating R4705

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

Delete selected records

How to Fix Errors

- ▶ Make necessary corrections in .CSV files
- ▶ Upload all 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



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

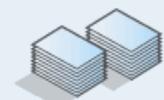
Saved Trial: 2007-08 WDE652 Data

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

WDE has added some shortcuts for maneuvering in the SRM

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

SRM shortcuts Cont.



Fremont County School District #38

ESP Solutions Group
State Report Manager

Logout: Susan Kruse

Need Help?

[Home](#) > [District Trials](#) > [WDE-652 WISE Spring 2009 School District Staff Member Collection](#) > [Latest Trial](#) > [All StaffAssignments](#) > **1001027 (ENG)**[Edit](#) [Delete](#) [Delete & Revalidate](#) [<Previous](#) [Next>](#)

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

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

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

SRM Shortcuts Cont.



Fremont County School District #38



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

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

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

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

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

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

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

SRM Shortcuts Cont.

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

SRM Shortcuts

SRM: FEASTER BARCLAY (1001027) - Windows Internet Explorer

https://cwcapp.k12.wy.us:8443/srm/protected/show.do?trialId=3131&list=all&type=StaffEmployment&id=157907

File Edit View Favorites Tools Help

Convert Select

Google Search

SRM: FEASTER BARCLAY (1001027)

Fremont County School District #38

ESP Solutions Group
State Report Manager

Logout: Susan Kruse

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

Edit Delete Delete & Revalidate <Previous Next>

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

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

[StaffAssignments](#)

[StaffExperiences](#)

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

SRM: All StaffAssignments (filtered) - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Convert Select

Google Search Bookmarks Check AutoFill Sign In

SRM: All StaffAssignments (filtered)

Fremont County School District #38

ESP Solutions Group State Report Manager

Logout: Susan Kruse Need Help?

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

Show: All StaffAssignments (filtered)

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

Show Search Fields to search for items in the list.

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

Delete Delete & Revalidate

Done Internet 100%

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

Important Dates

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Important Dates

- ▶ Collection opens on SRM: May 17, 2010
- ▶ Collection is due: June 30, 2010

Contact Information

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



WDE652 Contacts

1. Data Steward

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

3. Interim WISE

Project Manager

- Cassie Lallak
- WISE Project questions
- 307-777-5463
- clalla@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 WDE652 Documentation Available

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WDE652 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 WDE652 is posted on the WISE web site:
 - <http://www.k12.wy.us/wise/>

Questions and Answers

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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/>



WDE652 Feedback

- ▶ How will request for your feedback?
 - Through an online survey at <https://fusion.edu.wyoming.gov/Login/Web/Pages/Survey/Survey.aspx?Code=129163364279574783>
 - Surveys are anonymous and confidential with total security through our Fusion web site.

Thank you for attending!

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