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## Wyoming Department of Education

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# WDE600- WISE ATTENDANCE & MEMBERSHIP

Data Collection Training  
April 13, 2011

# Agenda

- Technical
  - ▣ Overview of Data Collection
  - ▣ Important Dates
  - ▣ Collection Documents
  - ▣ Data Elements
  - ▣ Data Submission Process
  - ▣ Downloadable Reports
  - ▣ Questions
- Content
  - ▣ Converting D. E. Student Milestone Data
  - ▣ Contact Information
  - ▣ Questions

# Overview of Data Collection

## □ WDE600

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

# Important Dates

- Collection Window
  - ▣ June 1 – June 15, 2011
- Due Date
  - ▣ June 15, 2011
- Note: It is highly recommended that each school district load data by Wednesday, June 8, 2011. This will ensure that data can be validated and errors can be corrected before the due date.

# Collection Documents



- <http://portals.edu.wyoming.gov/wise/>
  - Data Elements and Business Rules
  - SRM Guidebook
  - WDE600 Collection Guidebook
  - Slides from today's presentation
- <http://tcs.wenvideo.net/tcs>
  - Recording of this presentation



Questions?

# Data Elements

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

# Data Elements

## Required Elements

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

# Data Elements

## Optional Elements

- StudentMiddleName
- StudentNameSuffix
- **These elements are optional on the State Registration System and WDE data collections, but highly recommended.**

# State Registration System (SRS)

- The SRS is an application for securely assigning and obtaining unique ID numbers for both students and school district staff members. It is available within the Wyoming Education Fusion portal.
- The Wyoming Department of Education (WDE) is responsible for maintaining the SRS and providing technical assistance.
- The system's purpose is not to track student movement across the state.
- This application is inaccessible to the general public; it is to be used by school district personnel.

# State Registration System (SRS)

The following elements will be verified against the State Registration System (SRS)

- WISERID
- StudentLastName
- StudentFirstName
- StudentDateOfBirth
- StudentGender

# WISER ID

- Every K-12 student in Wyoming is required to have a WISER ID.
- The WISER ID is considered a confidential record and should be handled as such.
- Each public school district is responsible for assigning or acquiring WISER IDs for each of their students.
- Each district is also responsible for storing and maintaining the WISER IDs within their Student Information Systems.

# Student Legal Name

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- Pursuant to WS §21-2-203, the Wyoming Department of Education will require full legal names on student level data collections and within the Student Registration System, beginning in the 2010-2011 school year.

# Student Last Name

- Accepted values are letters, spaces, hyphens, apostrophes, and the number “3”.
- No spaces should exist between prefixed or hyphenated last names.
  - MacArthur not Mac Arthur
- Punctuation shall be included in all segments of the name.
  - Example: O'Connor, Jones-Drew

# Student Last Name

- Unless otherwise noted by identification documents, the abbreviation “St.” in the last name should always be followed by a period and a space, as in the following example:
  - ▣ St. Michael
- Do not omit the space, as in “St.Michael”.

# Student Last Name

- Last name prefixes such as De, La, O, Van and Al, and lower case prefixes such as el, al, ibn, and ha, should be entered as part of the last name.
  - Example: el-Erian
- In case a person has two or more last names, use a space or hyphen in between them, exactly as it appears on the legal documents.
  - Example: Jones-Drew

# Student First Name

- Accepted values are letters, spaces, hyphens, apostrophes, and the number “3”.
- The full first name must be used. Please do not enter an initial.
- Full first names must be used.
  - Example: “William” not “Will” or “Billy”
- In case a person has more than one first name, use a space or hyphen between them, exactly as it appears on the legal documents.
  - Example: Anne-Marie

# Student Middle Name

- ❑ Please use the student's legal middle name as it appears on their legal documents.
- ❑ Accepted values are letters, spaces, hyphens, apostrophes, and the number "3".
- ❑ Middle Name can contain an initial. Enter a period after an initial.
- ❑ This element is optional on the State Registration System and WDE data collections, but highly recommended.

# Student Name Suffix

- This is a generation indicator such as “Jr” or “III”.
- The only allowable characters are letters and periods.
- This element is optional, but highly recommended if known.

# Nicknames

- Nicknames are not to be used in the Student Registration System or on any WDE data collections.
- Nicknames are not to be entered in the Middle Name field.



Questions?

# Ethnicity and Race Reporting Guidance

- *In October of 2007, the US Department of Education (USED) released new guidance on collecting and reporting racial and ethnic data. The guidance took effect on December 3, 2007, and full implementation is required no later than the 2010-2011 school year.*
- *The Wyoming Department of Education (WDE) required school districts and accredited institutions to start collecting and reporting under the new race and ethnicity guidelines for all data collections in the 2009-10 school year.*

# Ethnicity and Race Reporting Guidance

- Six fields are used to report a student's Race and Ethnicity:
  - HispanicEthnicity
  - AsianRace
  - BlackRace
  - IndianRace
  - PacificIslanderRace
  - WhiteRace

# Ethnicity and Race Reporting Guidance

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

# Ethnicity and Race Reporting Guidance

- Federal Guidance:

<http://www.ed.gov/policy/rschstat/guid/raceethnicity/index.html>

- Managing an Identity Crisis from the National Forum on Education Statistics:

<http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2008802>



Questions?

# Data Elements

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

# Data Elements

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

# Data Elements

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

# State Report Manager

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

# State Report Manager

- Accessing the SRM
  - Now available in the Wyoming Education Fusion Portal:
    - <https://fusion.edu.wyoming.gov>
  - Contact your district Fusion Administrator for access
  - The SRM is located on the “Applications” tab
  - Locate the WDE600 under “Current State Reports”
  - Select “Run a Trial”

# Data Submission Process

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

# Fix Errors in SIS

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

# Downloadable Reports

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



Logout:

Home > State Report: 2006-07 Uncertified TCS Report

New Trial

### Latest Trial

Generated: 08-30-2007 8:13am

Save

Download

Revalidate

Send to WDE

Delete



Errors (1)  
Warnings (0)



Records (0)



Reports



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

EXAMPLE ONLY



Logout: Ann-Marie Trujillo

Home > Trials for WDE600 June 2009 Attendance and Membership

Generated 09-10-2007 2:06pm.

Records	Violations	Reports
<a href="#">Student</a>	Error 1 <a href="#">WISERID</a>	<a href="#">Student Roster by School (PDF)</a> <a href="#">Violations by School (PDF)</a> <a href="#">ADA/ADM (Excel)</a>



EXAMPLE ONLY

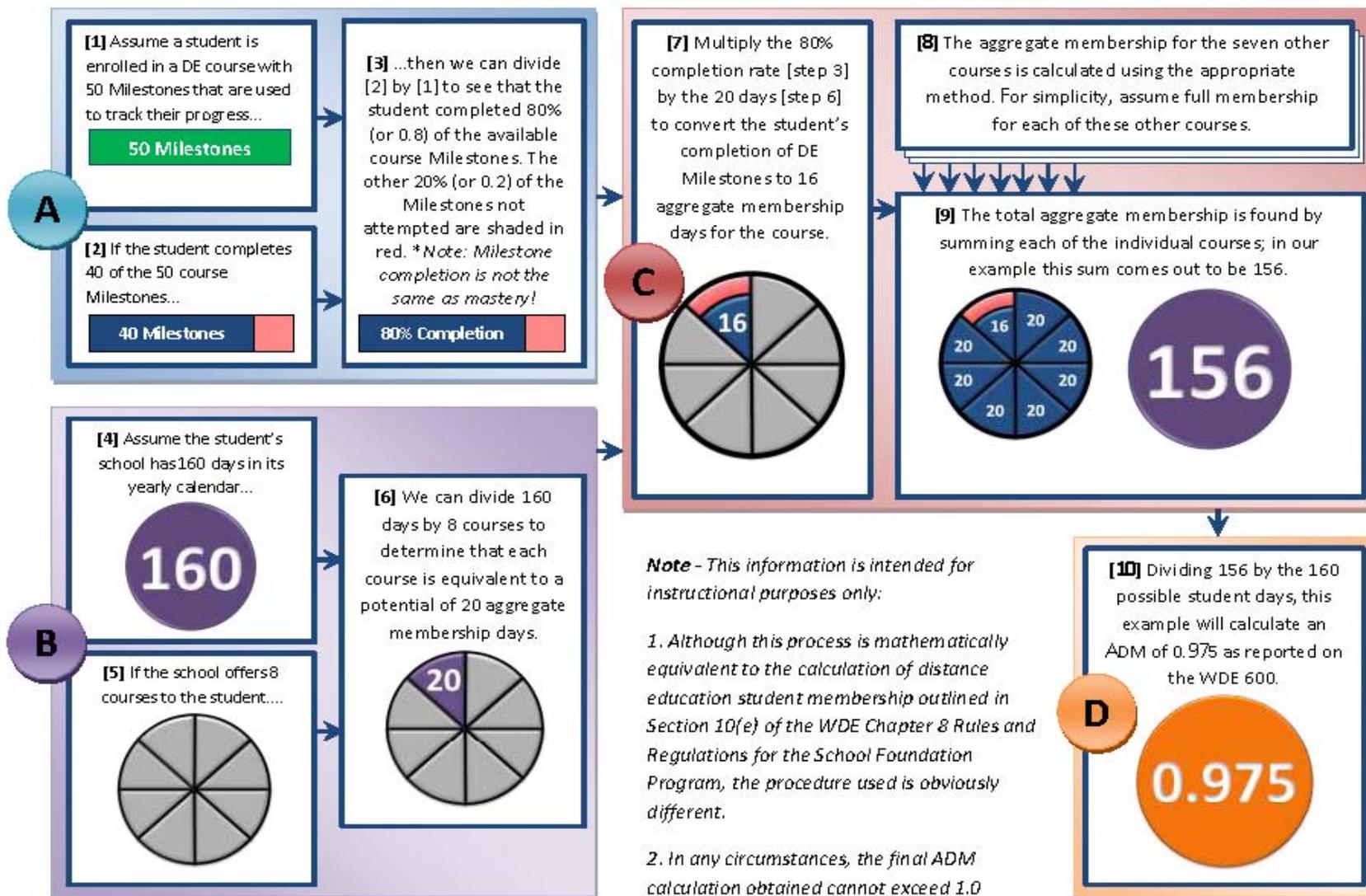


Questions?

# Content

- Converting Distance Education Student Milestone Data
  - Additional information can be found on the Wyoming Switchboard Network at the following link:
    - <http://wyomingswitchboard.net/Policy/ADM.aspx>

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



Home Insert Page Layout Formulas Data Review View

Cut Copy Paste Format Painter Clipboard

Arial 8 Font

Wrap Text Alignment Merge & Center

General Number

Conditional Formatting as Table Cell Styles Styles

Insert Delete Format Cells

AutoSum Fill Clear Sort & Filter Find & Select Editing

A1 Supplemental Information: Aggregate Days by Course

A B C D E F G

**Supplemental Information: Aggregate Days by Course**

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

For each record below, entering the number of school days and the number of courses provided by the school will calculate the aggregate number of days generated by each course.

	<b>Display as entered on sheet WDE-591</b>					<b>Calculated Output</b>	
--	--	--	--	--	--	--------------------------	--

	<b>7</b>	<b>6</b>	<b>5</b>	<b>13</b>	<b>Additional Input Provided by District</b>		<b>Per Course: Aggregate Days</b>
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	<b>WISER ID</b>	<b>School ID</b>	<b>Milestones</b>	<b>Milestones Completed</b>	<b>School Days</b>	<b>School Courses</b>	
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8							
9							
10							
11							
12							
13							
14							
15							

1

## Supplemental Information: Aggregate Days by Student and School

2

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

3

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

4

5	Sum of Aggregate Days		
6	WISER ID	School ID	Total
7			

8

9

10

11

# Questions?

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

# WDE600 Contacts

- Jed Cicarelli
  - Data Steward
  - 307.777.5808
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- Leslie Zimmerschied
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# Distance Education Contacts

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