

WDE652 – WISE Spring School District Staff Member Collection

WISE Data Collection
Submission Training

Presented on April 28, 2011

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •
<http://edu.wyoming.gov/>



Agenda

- ▶ Overview of the Data Collection
- ▶ What's new in the WDE652?
- ▶ Frequently Asked Questions
- ▶ Data Elements
- ▶ Business Rules
- ▶ State Report Manager
- ▶ Data Submission
- ▶ Important Dates
- ▶ Contact Information
- ▶ WDE652 Available Documentation
- ▶ Questions and Answers
- ▶ Feedback

Overview of Data Collection

WDE652

Presented on April 28, 2011

Wyoming Department of Education

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

<http://edu.wyoming.gov/>



WDE652 Data Files

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

Overview of WDE652

- ▶ The WDE652 is a 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. The WDE652 collects what actually occurs within a district during the school year.

Overview of the WDE652

Why is the WDE652 so Important?

- ▶ Accurate calculation of FTE based on actual, full-year employment detail is important because it reduces errors in funding and decreases audit findings

WDE652 Authority:

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

WDE652 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
 - May 17, 2011

- ▶ Collection due date
 - June 30, 2011

What's New in the WDE652?

Presented on April 28, 2011

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •
<http://edu.wyoming.gov/>



What's new in the WDE652?

- ▶ We have added a StaffEmail element to the Employment File.
- ▶ 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.

NEW Single Sign on Access to the SRM in Fusion

- ▶ The WDE652 is now accessible via a NEW single sign on feature in the Wyoming Department of Education Fusion Portal

Accessing the WDE652 in Fusion

- ▶ First check with your District's Fusion Administrator to make sure you have the appropriate WDE652 rights.

Fusion Rights

- ▶ **WDE602/652 Certify** – You will be able to log into the State Report Manager (SRM) via Fusion, upload and edit information and certify. Data is certified by clicking on the blue “Send to WDE” link
- ▶ **WDE602/652 Edit** – You will be able to log into the State Report Manager via Fusion and upload and edit information but cannot send it to the WDE.
- ▶ **WDE 602/652 Read** – You can access WDE602 information the WDE reports back to districts after data has been submitted and cleaned of all errors. You will not be able to access the SRM.

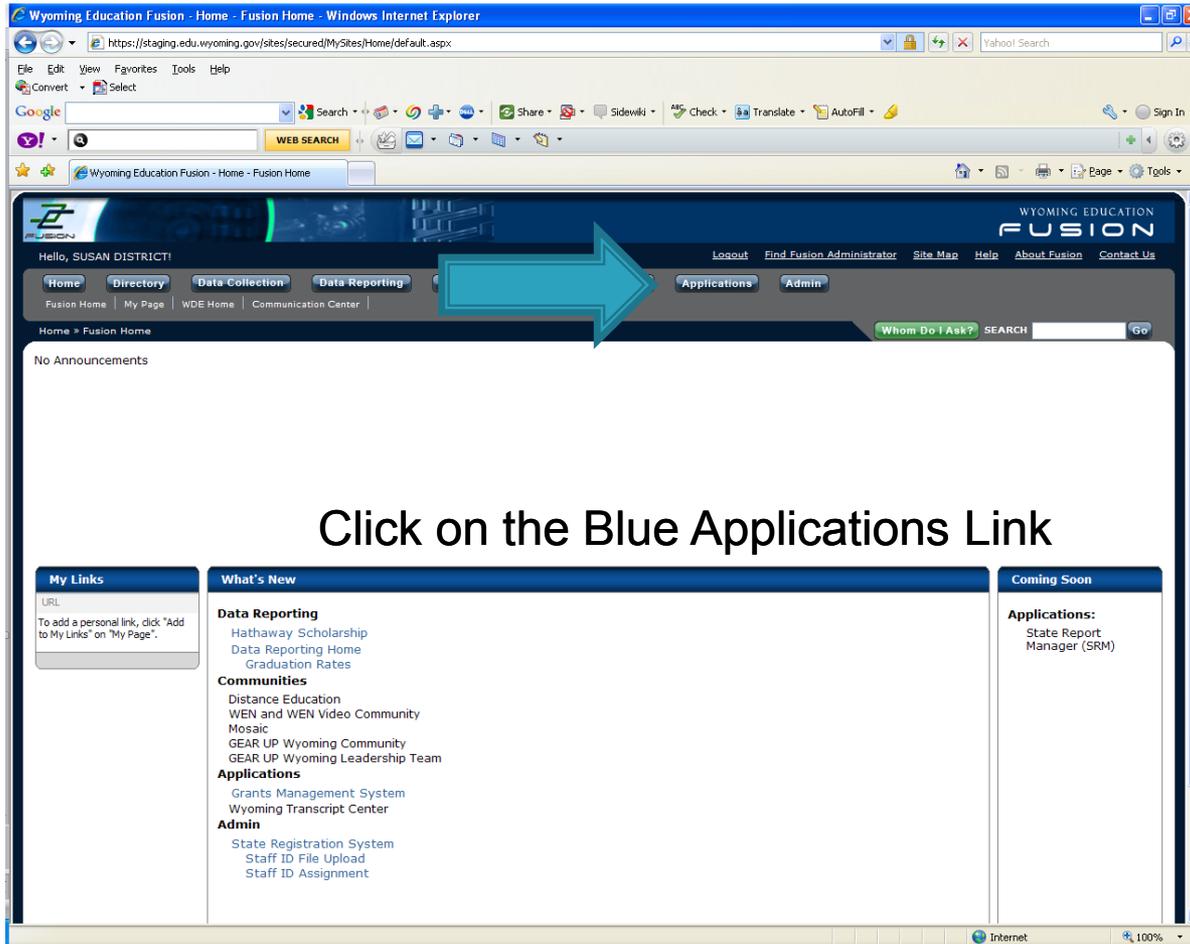
Accessing the WDE652 in Fusion

- ▶ Log into Fusion

<http://fusion.edu.wyoming.gov>

using your username and password.

Accessing the WDE652 in Fusion



Wyoming Education Fusion - Home - Fusion Home - Windows Internet Explorer

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

WYOMING EDUCATION FUSION

Hello, SUSAN DISTRICT!

Logout Find Fusion Administrator Site Map Help About Fusion Contact Us

Home Directory Data Collection Data Reporting Applications Admin

Fusion Home My Page WDE Home Communication Center

Home Fusion Home

Whom Do I Ask? SEARCH Go

No Announcements

Click on the Blue Applications Link

My Links

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

What's New

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

Admin

- State Registration System
- Staff ID File Upload
- Staff ID Assignment

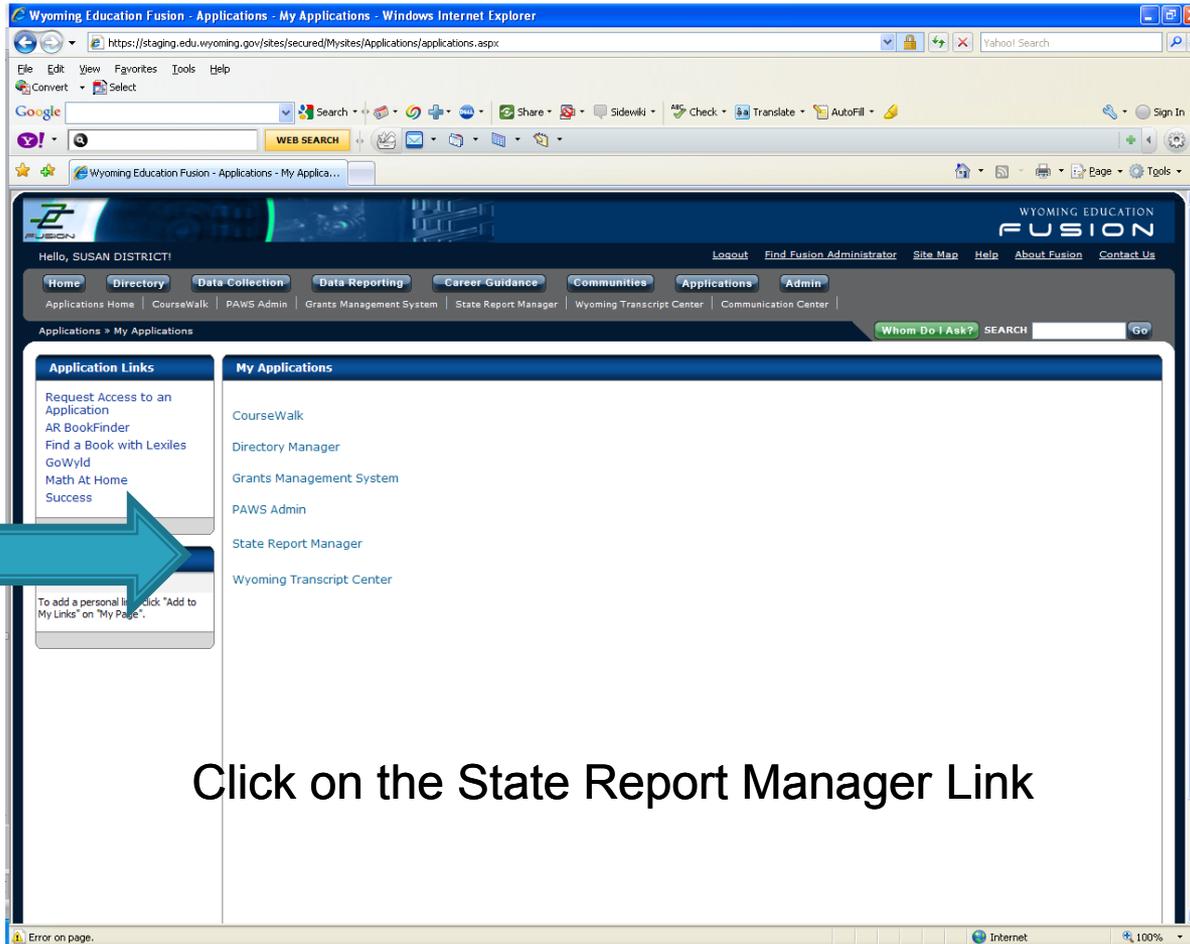
Coming Soon

Applications:

- State Report Manager (SRM)

Internet 100%

Accessing the WDE652 in Fusion



The screenshot shows a web browser window titled "Wyoming Education Fusion - Applications - My Applications". The address bar shows the URL: <https://staging.edu.wyoming.gov/sites/secured/MySites/Applications/applications.aspx>. The page header includes the Wyoming Education Fusion logo and navigation links: Home, Directory, Data Collection, Data Reporting, Career Guidance, Communities, Applications, and Admin. Below the header, there is a search bar and a list of application links. A blue arrow points to the "State Report Manager" link in the "My Applications" section.

Application Links

- Request Access to an Application
- AR BookFinder
- Find a Book with Lexiles
- GoWyld
- Math At Home
- Success

My Applications

- CourseWalk
- Directory Manager
- Grants Management System
- PAWS Admin
- State Report Manager
- Wyoming Transcript Center

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

Click on the State Report Manager Link

Accessing the WDE652 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)	Sent Trial	10-01-2009 9:11am	SENT
WDE652 Staff Employment, Assignments, and Experience (May 2010)	Sent Trial	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.

Frequently Asked Questions (FAQ)

WDE 652

Presented on April 28, 2011

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •
<http://edu.wyoming.gov/>



More FAQs in the Guidebook

- ▶ Today's FAQs will mostly touch on frequently asked questions related to the new Education file and to repeated problems found in a recent Dept of Audit report.
- ▶ Page 34 of the WDE652 Guidebook has a series of common frequently asked questions.

Education File 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).

Education File 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 File 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 unless they did not earn any income in the current fiscal year. (July 1, 2010 – June 30, 2011.)

Education File 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.

Education File 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.

Education File 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.

Education File 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).

Education File 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).

Education File 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.

Education File 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.

Education File 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.

Education File 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.

Experience 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.

Experience File FAQs

- ▶ Q: Do I need to list experience for previous assignments that a staff member is not currently performing?
- ▶ A: No. You only need to report all of the experience for the current assignments.
e.g. If a staff member was a teacher for 10 years and then a principal for 5 years and is current assignment is principal, report only his principal experience as 5.

Experience File FAQs

Reportable Combinations 2010 March 9 [Compatibility Mode] - Microsoft Excel

WDE602/652 2009-10 Reportable Combinations: Assignment / Teacher Type / License Type / Experience - Revised 3/9/2010

ASSIGNMENT CODE	ASSIGNMENT DESCRIPTION	TEACHER TYPE	LICENSE TYPE	EXPERIENCE GROUP CODE	EXPERIENCE GROUP DESCRIPTION	ORGANIZATION LEVEL	EXPERIENCE RECORD
<i>TEACHER TYPE note: "Teacher of Record" teaches content in a classroom setting and assigns grades and/or credit</i>		TR = Teacher of Record NT = Teacher, Not of Record	Where required	<i>ORGANIZATION LEVEL note: do not report - for your information only.</i>			
<i>D = District Level S = School Level</i>							
Administration							
	Superintendent				Superintendent/Assistant Superintendent	D	
	Assistant Superintendent				Superintendent/Assistant Superintendent	D	
	Business Manager				Business Manager	D	
	Director - Supervisory				Director	D	
	Assistant Director - Supervisory				Director	D	
	Director/Assistant Director - Non-Supervisory				Director	D	
	Curriculum Coordinator - Supervisory				Director	D, S	
	Curriculum Coordinator - Non-Supervisory				Director	D, S	
	Personnel Director				Personnel Director	D	
	Special Education Director				Special Education Director	D	
	Title I Coordinator				Title I Coordinator	D	
	Consolidated Grants Manager				Consolidated Grants Manager	D	
	Community Support Specialist				Community Support Specialist	D	
	D/C Department Chair				D/C Department Chair	D, S	
	PRI Principal				PRI Principal/Assistant Principal	S	
	APR Assistant Principal				PRI Principal/Assistant Principal	S	
	IPR Intern - Principal				IPR Principal Intern	S	
Aide - Instructional and Student Support							
AID	Aide - Instructional and Student Support			AID	Aide - Instructional and Student Support	S	
AIN	Playground/Non-Instructional Aide			AID	Aide - Instructional and Student Support	S	
BLA	Bilingual Aide			AID	Aide - Instructional and Student Support	S	
LMA	Aides, Library/Media (include Audio/Visual Support)			AID	Aide - Instructional and Student Support	S	
SEA	Special Education Aide			AID	Aide - Instructional and Student Support	S	
TIA	Title I Aide			AID	Aide - Instructional and Student Support	S	
VEA	Vocational Education Aide			AID	Aide - Instructional and Student Support	S	
RSA	Special Education - Related Services Aide			RSA	Related Services Aide	S	
Classified - Computer / Tech; Food Service; Transportation; Operations and Maintenance							
COM	Computer/Tech Coordinator			COM	Computer/Tech Coordinator	D	
CNT	Computer/Network Technician			CNT	Computer/Network Technician	D, S	
FDR	Food Service Director			FDR	Food Service Director	D	
FDS	Cooks and Servers			FDS	Cooks and Servers	S	
FHC	Food Service Manager/Head Cook			FHC	Food Service Manager/Head Cook	S	
TRS	Transportation Supervisor			TRS	Transportation Supervisor	D	
TRM	Transportation Maintenance Worker			TRM	Transportation Maintenance Worker	D, S	
TDA	Transportation Aide			TDA	Transportation Aide	D, S	

Reportable Combinations

Copy of Reportable Combinations 2010 March 9.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

4 / 6 81.1% Find

You are viewing this document in PDF/A mode.

WDE602/652 2009-10 Reportable Combinations: Assignment / Teacher Type / License Type / Experience - Revised 3/9/2010

ASSIGNMENT CODE	ASSIGNMENT DESCRIPTION	TEACHER TYPE	LICENSE TYPE	EXPERIENCE GROUP CODE	EXPERIENCE GROUP DESCRIPTION	ORGANIZATION LEVEL	EXPERIENCE FILE REQUIRED
<i>TEACHER TYPE note: "Teacher of Record" teaches content in a classroom setting and assigns grades and/or credit</i> <i>TR = Teacher of Record</i> <i>NT = Teacher, Not of Record</i>				<i>ORGANIZATION LEVEL note: do not report - for your information only.</i> <i>D = District Level</i> <i>S = School Level</i>			
Teacher - Head Teacher							
HTC	Head Teacher			TCH	Teacher and Student Support (Licensed or Certified)	S	T
Teacher - Elementary Grades							
ELD	Elementary Grades	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
CIE	Title I Elementary	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
Teacher - Fine and Performing Arts							
ART	Art	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
MUS	Music	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
MIK	Music Instrumental	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
MVK	Music Vocal	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
OBC	Orchestra/Band	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
PHO	Photography	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
Teacher - Foreign Language							
FCH	Chinese	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
FFR	French	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
FGR	German	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
FIT	Italian	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
FJP	Japanese	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
FLA	Latin	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
NLA	Native Language - Arapahoe	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
NLS	Native Language - Shoshone	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
FRU	Russian	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
FSP	Spanish	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
Teacher - Language Arts							
DRA	Drama	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
ENG	English (include Middle Language Arts)	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
JRN	Journalism	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
REA	Reading	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
RES	Reading Specialist/Remedial Reading	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
SPE	Speech	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
CIL	Title I Language Arts	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
CIR	Title I Reading	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
Teacher - Mathematics							
MAT	Mathematics	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
CIM	Title I Math	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
Teacher - Other							
CPS	Computer Science	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
DRE	Driver Education	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
ROT	ROTC Instructor	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T
SSK	Study Skills/Study Hall	TR, NT		TCH	Teacher and Student Support (Licensed or Certified)	S	T

Experience File FAQs

- ▶ Only report experience from private schools and institutions that are accredited by an organization recognized by the United States Education Department (USED).
 - http://www2.ed.gov/admins/finaid/accred/accreditation_pg6.html#NationallyRecognized

Experience File FAQs

- ▶ Don't forget to report allowed WYNonPublicSchoolProfessional and OutofStateNonPublicSchoolProfessional years of experience for all persons with assignments in Appendix A of the Guidebook.
- ▶ For Example: Physical Therapists, School Nurses, Counselors, Psychologist, Social Workers.

Employment File FAQs

- ▶ Districts need to make sure that all degrees can be verified by the Department of Audit
- ▶ If an employee earns a new degree make sure to update the Degree field in the Employment file as well as their Education file if applicable.

Experience File FAQs

- ▶ If the Department of Audit finds errors in your district's experience it is the district's responsibility to update the next WDE602/652 Experience File.
- ▶ If you would like to have previous year WDE602/WDE652 corrected please email a request to Susan Williams swilli@educ.state.wy.us



Data Elements

Presented on April 28, 2011

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •
<http://edu.wyoming.gov/>



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, 2011

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •
<http://edu.wyoming.gov/>



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 State Registration System (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 last 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 – June 30, 2011) a date must be entered.
- Must be 8 characters –
YYYYMMDD

Employment (cont.)

▶ Separation Date

- For staff that separated prior to 7/1/10 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 7/1/10 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 – 6/30/2011).
 - 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.

A light green rectangular callout box with a folded bottom-right corner, containing the text "Helpful Hint" in a green serif font.

Helpful
Hint

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.



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 employee 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 (Sum of Assignment FTE) and TotalSalary (Sum of Base Salary and all Extra Salaries)
- ▶ Elements are calculated after data are uploaded
- ▶ Elements are on downloadable reports in the SRM

Helpful
Hint

Assignment Data Elements

Presented on April 28, 2011

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •
<http://edu.wyoming.gov/>



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

For example for Tutors
The TeacherType field is
left blank.

A green rectangular box with a folded bottom-right corner, containing the text "Helpful Hint" in green font.

Helpful
Hint

Assignment (cont.)

▶ SchoolID

- Required element
- Valid WDE School ID for this assignment
- Must be 7 characters
- This can be the district ID for persons with a district level assignment.

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 works with 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 works with 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.



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

Presented on April 28, 2011

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •
<http://edu.wyoming.gov/>



Experience File

- ▶ When reporting Experience remember to report the years of experience for the current assignments and their correlating experience groups only!

Experience File

- ▶ For Example:

If you have someone who worked as an AID for 12 years (Assignment code AID/Experience Group Code AID) and they recently got their teaching credentials and are now working as a elementary teacher (Assignment code EL0/Experience Group Code TCH) you will change their ExperienceGroupCode to TCH and change their experience to 0 years. You will no longer report a AID experience record unless they start working as an AID again.

Experience File

- ▶ Errors in staffing data such as Experience, Contract Days and Time, or Annual Hours and Holiday Hours can result in findings by the Department of Audit and the possibility that districts will have to repay funds to the State.

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 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 United States Education Department (USED)
 - 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 USED
 - 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

Presented on April 28, 2011

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •
<http://edu.wyoming.gov/>



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://portals.edu.wyoming.gov/wise/>

Education (cont.)

- ▶ OPE ID Codes are identification numbers used by the USED 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://portals.edu.wyiming.gov
/wise/](http://portals.edu.wyiming.gov/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

- YYYY

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 data elements.

Education (cont.)

- ▶ PraxisIITestScore – Staff member's Praxis II test score, number between 0 and 999.
- ▶ 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

Presented on April 28, 2011

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •
<http://edu.wyoming.gov/>



Schedule Header and Schedule

- ▶ Districts are required to submit a new Schedule Header and Salary Schedule files in **ONLY** the fall WDE602 data collection

Helpful
Hint

Business Rules

WDE652

Presented on April 28, 2011

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •
<http://edu.wyoming.gov/>



Business Rules

- ▶ Business Rules are used to validate data during the SRM submission process.
- ▶ Business Rules are available online at <http://portals.edu.wyoming/wise/>
- ▶ Click on the WDE652 Data Elements link.



State Report Manager

WDE652

Presented on April 28, 2011

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •
<http://edu.wyoming.gov/>



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

Coordination During Submission

- ▶ On the WISE data are secure!
 - Your District WISE Coordinator has URL, username, and password for the State Report Manager or you can use the single sign on feature in Fusion.

State Report Manager (cont.)

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

State Report Manager Guidebook

- ▶ Helpful guidebook on the SRM

http://portals.edu.wyoming.gov/wise/Documents/CurrentDocs/WYOMING_SRM_062807_v3.pdf

There are also detailed slides in the WDE652 guidebook, which also posted on the WISE website.

<http://portals.edu.wyoming.gov/WISE/>

Data Submission

WDE652

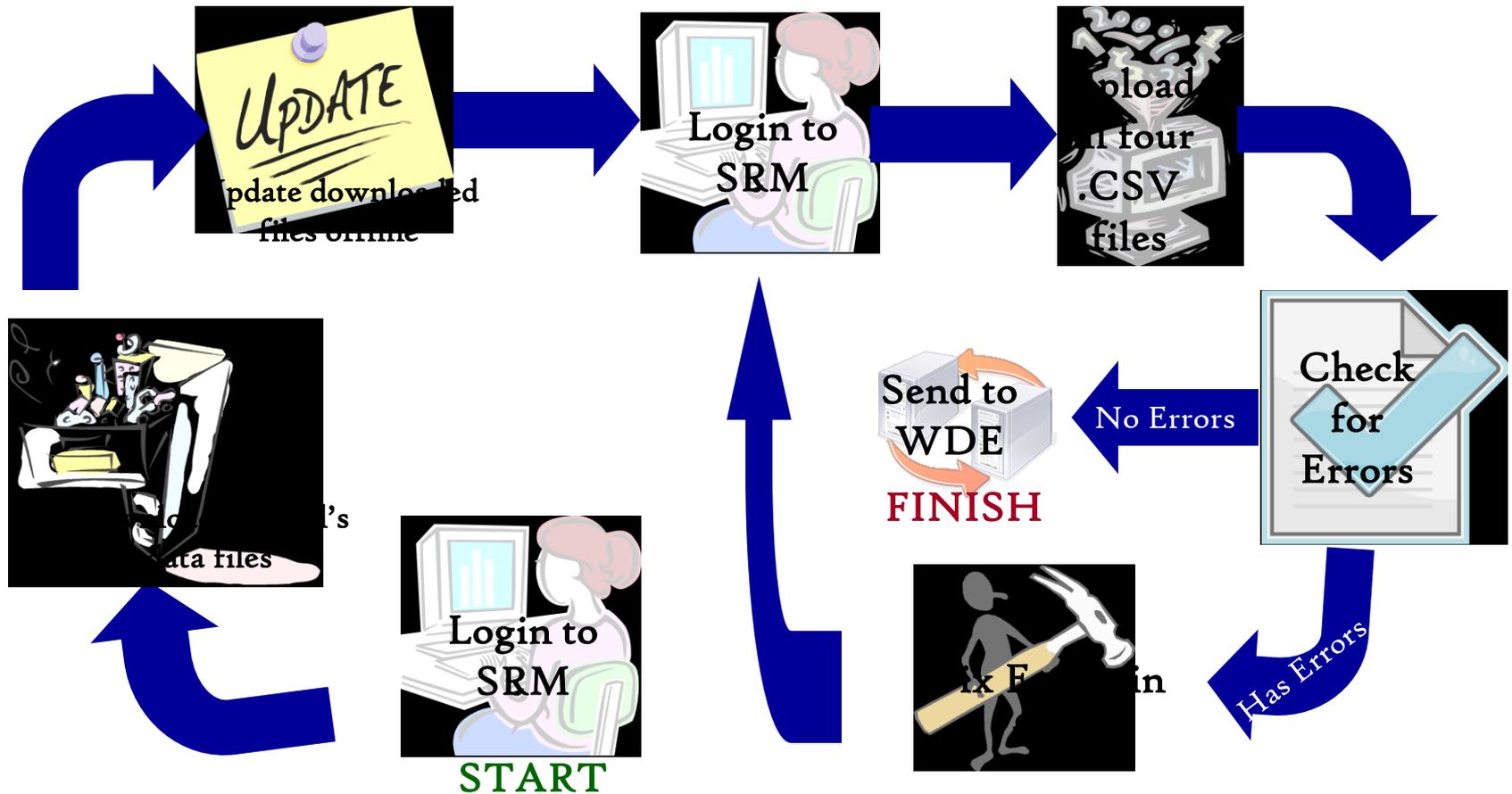
Presented on April 28, 2011

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •
<http://edu.wyoming.gov/>



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 WDE652 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

- ▶ Instead of preloading the WDE652 Spring data districts also have the option of taking their last submitted WDE602 files and saving them under 2011 WDE652 and then making their updates.

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

- 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?

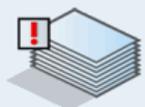
Home > Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection

New Trial

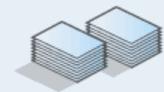
Latest Trial

Generated: 04-16-2008 10:35am

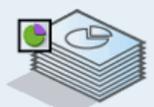
- Save
- Download
- Revalidate
- Send to WDE
- Delete



Errors (273)
Warnings (91)



Records (3039)

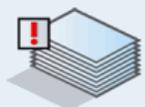


Reports

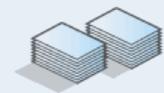
Saved Trial: 2007-08 WDE652 Data

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

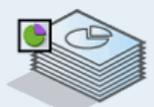
- Save
- Download
- Revalidate
- Send to WDE
- Delete



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
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)	

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



Albany County School District #1



Logout: Ann-Marie Trujillo

Need Help?

Home > WDE-652 WISE Spring 2008 School District Staff Member Collection > Latest Trial > StaffEmployments violating 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

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



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

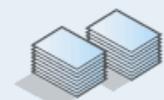
Generated: 04-16-2008 10:35am



- 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.**

Send to WDE

Cancel



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 WDE652 Guidebook posted on the WISE website.

Contact Information

Presented on April 28, 2011

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •
<http://edu.wyoming.gov/>



WDE652 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 WDE652 Documentation Available

Presented on April 28, 2011

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •
<http://edu.wyoming.gov/>



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://portals.edu.wyoming.gov/wise/>

Questions and Answers

Presented on April 28, 2011

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •
<http://edu.wyoming.gov/>



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

Presented on April 28, 2011

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •
<http://edu.wyoming.gov/>



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=128850769856415486>
 - Surveys are confidential with total security through our Fusion web site.

Thank you for attending!

Presented on April 28, 2011

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •
<http://edu.wyoming.gov/>

