

**WISE Data  
System**

WYOMING DEPARTMENT OF EDUCATION

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WDE663 - WISE Student Proficiency on Body of Evidence  
2012

# Data Collection Guidebook

WYOMING DEPARTMENT OF EDUCATION

# WDE663 Data Collection Guidebook

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# Introduction

*The WDE663 collects student proficiency in nine content areas as measured by each district's Body of Evidence System.*

This guidebook serves as the definitive instruction set for the data contained within the WDE663 Data Collection.

**S**chool Districts are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education (WDE) is critical and essential to the continual growth of Wyoming's education system. It is widely agreed upon that you need quality and timely data to inform the work of stakeholders such as students, teachers, administrators, parents and policy makers to most appropriately impact the teaching and learning process.

## WDE663 Authority

There authority that allows the WDE to collect data for the WDE663 collection is listed below:

Chapter 31 Rules and Regulations:

<http://soswy.state.wy.us/Rules/RULES/5218.pdf>

## Instructions

The WDE663 is the official collection for reporting individual student proficiency on the district's Body of Evidence system.

### # Data Compilation

Prior to submission, each district must compile their data.

Data will be entered into a single spreadsheet file that includes the appropriate data elements for this collection. Once compiled, the spreadsheet must be saved as a Comma Separated Value file (.CSV).



The data elements are fully defined within this document. The Data Element document on the WISE website (<http://portals.edu.wyoming.gov/WISE/>) contains brief definitions of each required element, proper layouts for submissions. All WDE663 Data Elements are explained below in the order in which they appear on the CSV submission.

### Student File

This file contains 25 total data elements. Two of these elements are optional.

- |                       |                         |
|-----------------------|-------------------------|
| • DistrictID          | • #StudentGradeLevel    |
| • ###SchoolID         | • StudentDateOfBirth    |
| • WISERID             | • ###StudentGender      |
| • StudentLastName     | • BOECareerVocational   |
| • StudentFirstName    | • BOEFinePerformingArts |
| • StudentMiddleName   | • BOEForeignLanguage    |
| • StudentNameSuffix   | • BOEHealth             |
| • AsianRace           | • BOELanguageArts       |
| • BlackRace           | • BOEMath               |
| • IndianRace          | • BOEPhysicalEducation  |
| • PacificIslanderRace | • BOEScience            |
| • WhiteRace           | • BOESocialStudies      |
| • HispanicEthnicity   |                         |

**DistrictID**

The WDE 7 digit ID for the district of the student's enrollment. It must be the district submitting this collection.

**SchoolID**

The WDE 7 digit ID for the school of the student's enrollment. It must be within the district submitting this collection.

**WISERID**

This is the WDE 8-digit state assigned student record identifier for the student. The WISER ID will be validated at the point of submission to ensure it is an active identification number. It will be verified against the State Registration System (SRS).

**StudentLastName**

Please use the student's legal last name as it appears on their Birth Certificate.

Accepted values are letters, spaces, hyphens, apostrophes, and the number "3".

The Student's last name will be verified against the State Registration System (SRS).

**StudentFirstName**

Please use the student's legal first name as it appears on their Birth Certificate.

**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. This application is inaccessible to the general public.

Accepted values are letters, spaces, hyphens, apostrophes, and the number "3".

The Student's first name will be verified against the State Registration System (SRS).

**StudentMiddleName**

Please use the student's legal middle name as it appears on their Birth Certificate. This element is optional.

Accepted values are letters, spaces, hyphens, apostrophes, and the number "3".

**StudentNameSuffix**

This is a generation indicator such as "Jr" or "III". This element is optional.

The only allowable characters are letters and periods.

## 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.

### HispanicEthnicity

### AsianRace

### BlackRace

### IndianRace

### PacificIslanderRace

### WhiteRace

*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.*

#### **What does this mean for schools and accredited institutions?**

*The new federal collection standards mandate that organizations must provide ALL STUDENTS AND STAFF the opportunity to re-identify their race/ethnicity via the adjacent guidance provided by the USED. Staff and parents should be informed that race/ethnicity information is collected for the purpose of monitoring, accountability and to ensure that schools are receiving the proper educational programs and services they need.*

These six fields are used to report a student's Race and Ethnicity. When collecting a person's race/ethnicity:

- 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).

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>

## StudentDateOfBirth

The student's date of birth should be entered in the format: YYYYMMDD.

Student Date of Birth will be verified against the State Registration System (SRS).

## StudentGender

The student's gender should be entered in the format: M for male, F for female.

Student Gender will be verified against the State Redistration System (SRS).

## StudentGradeLevel

Report students based on their current grade level placement with the following special consideration. Eleventh grade special considerations: Classification of a student should be determined by the number of credits that a student has at the beginning of the spring semester. If a student has been in the high school for three years and does not have enough credits to be classified as an eleventh grader, he/she should not be classified as an eleventh grader. However, the student will be classified as an eleventh grader the following spring, even if the student attained enough credit to classify as a senior by that time. It must be two digits.

- 11
- 12

## BOECareerVocational

Enter the performance level of this student in the Career-Vocational content area:

- 4 - Advanced
- 3 - Proficient
- 2 - Basic
- 1- Below Basic
- 0 - Not Attempted or No Opportunity

## BOEFinePerformingArts

Enter the performance level of this student in the Fine and Performing Arts content area:

- 4 - Advanced
- 3 - Proficient
- 2 - Basic
- 1- Below Basic
- 0 - Not Attempted or No Opportunity

## BOEForeignLanguage

Enter the performance level of this student in the Foreign Language content area:

- 4 - Advanced
- 3 - Proficient
- 2 - Basic
- 1- Below Basic
- 0 - Not Attempted or No Opportunity

## BOEHealth

Enter the performance level of this student in the Health content area:

- 4 - Advanced
- 3 - Proficient
- 2 - Basic
- 1- Below Basic
- 0 - Not Attempted or No Opportunity

**BOELanguageArts**

Enter the performance level of this student in the Language Arts content area:

- 4 - Advanced
- 3 - Proficient
- 2 - Basic
- 1- Below Basic
- 0 - Not Attempted or No Opportunity

**BOEMath**

Enter the performance level of this student in the Math content area:

- 4 - Advanced
- 3 - Proficient
- 2 - Basic
- 1- Below Basic
- 0 - Not Attempted or No Opportunity

**BOEPhysicalEducation**

Enter the performance level of this student in the Physical Education content area:

- 4 - Advanced
- 3 - Proficient
- 2 - Basic
- 1- Below Basic
- 0 - Not Attempted or No Opportunity

**BOEScience**

Enter the performance level of this student in the Science content area:

- 4 - Advanced
- 3 - Proficient
- 2 - Basic
- 1- Below Basic
- 0 - Not Attempted or No Opportunity

**BOESocialStudies**

Enter the performance level of this student in the Social Studies content area:

- 4 - Advanced
- 3 - Proficient
- 2 - Basic
- 1- Below Basic
- 0 - Not Attempted or No Opportunity

## Collection Schedule

***Collection Window:***  
***05/15/2012 – 6/29/2012***

The WDE663 will be collected through the WISE data system this year.

**The WDE663 is due June 29, 2012.**

It is highly recommended that each school district load data by Friday, June 15, 2012. This will ensure that data can be validated and errors can be corrected before the due date.

School district personnel may upload data and submit files at any time on any day of the collection window.

Corrections to the 2012 WDE663 data are restricted to a firm timeline in order to meet the deadlines of federal reporting. Opportunities exist for districts to make corrections between July 2 and September 14, 2012.

The WDE663 data will be available through the Fusion Portal beginning September 14, 2012. District personnel directly responsible for collecting and reporting the data will be granted access to download and review the reports. If there are additional personnel within your district who should have access, please contact your Fusion Administrator.

The flow chart in Appendix A identifies a set of dates to provide a firm schedule for making any necessary corrections to the WDE663 data.

## Data Upload

The WDE663 is submitted to the WDE via the SRM. The SRM is used because it is secure. The SRM infrastructure allows school districts to submit data more effectively and efficiently. Once logged-in to the secure SRM website, the user will click on the orange “New Trial” button. In the next screen, click the “Browse” button and locate the CSV file.

### State Report Manager (SRM)

Each school district has one SRM contact person. This person knows the unique URL, username, and password. It will be necessary to work together to submit data.

- Then click “Import” to upload the file.
- While the file is uploaded, the SRM checks the data for errors.

### Errors in Data

The next step is to resolve errors and warnings. There are two levels of alerts within the SRM, Warnings and Errors. A Warning is a cautionary notification. Errors are fatal exceptions and the file cannot be submitted. The SRM provides these errors in an attempt to provide cleaner data to WDE and the school districts. Any errors must be corrected before the SRM will allow the user to send the file to WDE. The user must make corrections in their Student Information System, submit a corrected version.

### Send to WDE



Once all errors have been corrected and warnings have been reviewed, the user is ready to send the data to WDE. The “Send to WDE” button will turn blue. After clicking the “Send to WDE” button, the trial report page will list “**Report Sent to Report Authority**” as the Send Status. This is the confirmation that your data was delivered to WDE.

### Downloading Data and Reports

The submitted files can be downloaded from the SRM. One copy should always be saved in a secure location for auditing purposes. These files may also prove useful to reconcile any questions that may arise with the Data Collection Steward. The reports are useful tools for sharing and analyzing.

The SRM has the ability to generate reports from the submitted data files. From the SRM main menu:

- Click on the “Sent Trial” link for the WDE663.
- Click on the “Reports” link on the right side of the window that corresponds with the Submitted data.
- All available reports are listed on the right side of the window. Click the desired report.

- If your report is PDF format, it will open in a new browser window. Click “File” and “Save As” to save to your computer.
- If your report is MS Excel format, a dialog box will provide a choice to “Save” or “Open”.
- Please keep at least one copy of each report in a secure location.

Sample SRM Reports are available in Appendix B.

## Frequently Asked Questions

### WHOM DO I CONTACT REGARDING WDE663 CONTENT QUESTIONS?

Dianne Frazer - 307-777-8676 or [dianne.frazer@wyo.gov](mailto:dianne.frazer@wyo.gov)

### WHOM DO I CONTACT REGARDING SUBMISSION QUESTIONS OR PROBLEMS?

Brian Aragon – 307-777-8505 or [brian.aragon@wyo.gov](mailto:brian.aragon@wyo.gov)

Brian Ross – 307-777-3320 or [brian.ross@wyo.gov](mailto:brian.ross@wyo.gov)

### WHOM DO I CONTACT REGARDING USERNAME AND PASSWORDS FOR THE STATE REPORT MANAGER?

Your district’s WISE Coordinator.

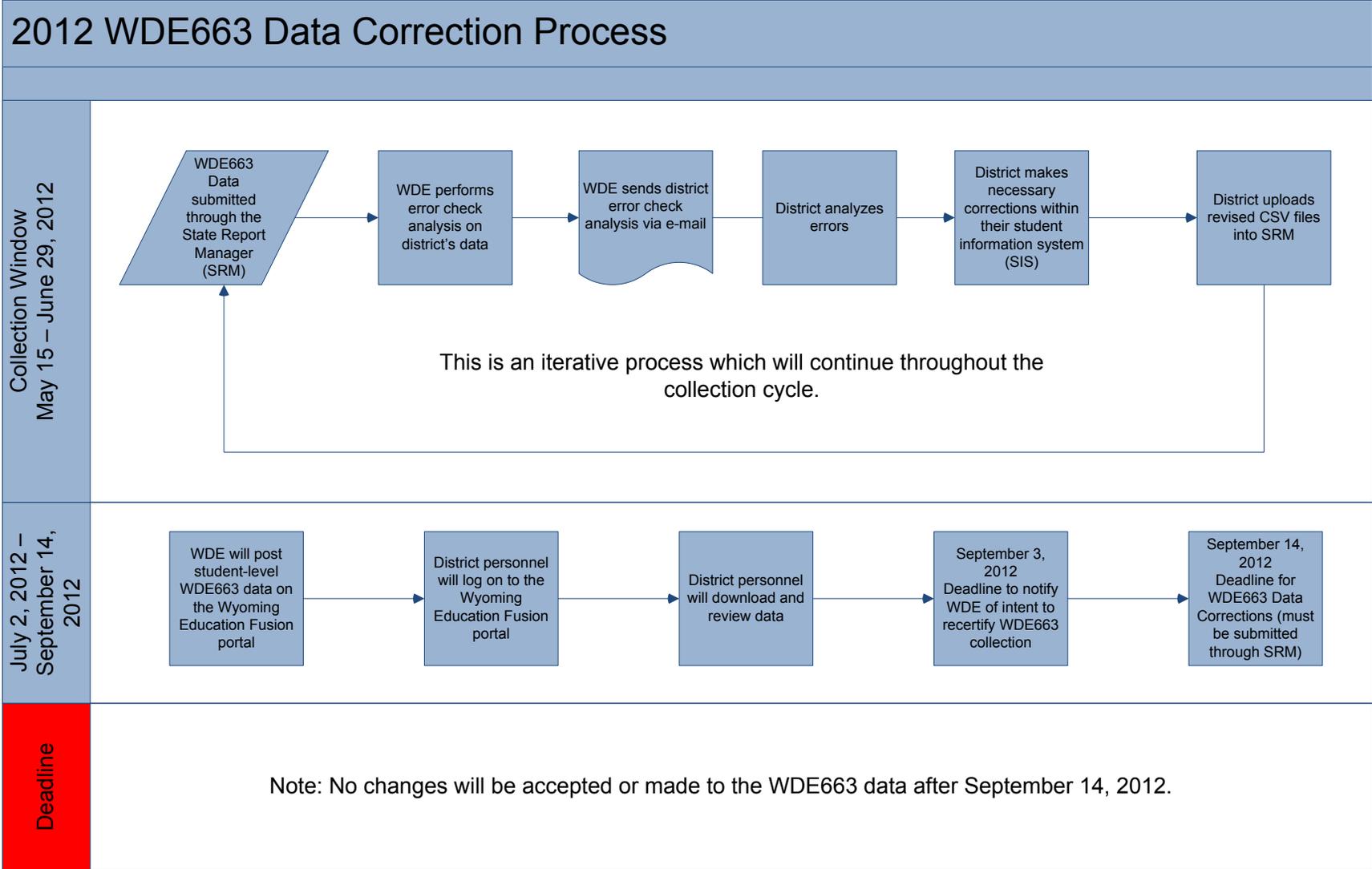
### WHOM DO I CONTACT REGARDING THE WISE PROJECT AS A WHOLE?

Drew Dilly – 307-777-3656 or [drew.dilly@wyo.gov](mailto:drew.dilly@wyo.gov)

### WHOM DO I CONTACT IF I NEED A WISERID?

Your district’s WISE Coordinator.

### Appendix A: Data Correction Timeline



## Appendix B: Sample SRM Reports

Your District Name

ESP Solutions Group  
State Report Manager

Logout: Leslie Zimmerschied Need Help?

Home

**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	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status
SfCheck - Filtered WDE600 SIF Objects for 2010	Aug 15, 2009		<a href="#">Run a Trial</a>		
SfCheck - Filtered WDE685 SIF Objects for 2010	Aug 15, 2009		<a href="#">Run a Trial</a>		
SfCheck - Unfiltered WDE685 SIF Objects	Aug 15, 2009		<a href="#">Run a Trial</a>		
SfCheck - WDE600 for SIF Admins	Aug 15, 2009		<a href="#">Run a Trial</a>		
SfCheck - WDE685 for SIF Admins	Aug 15, 2009		<a href="#">Run a Trial</a>		
WDE600 Attendance and Membership (Jun 2010)	Jun 1, 2010		<a href="#">Run a Trial</a>		
WDE638 Course Inventory (2009-2010)	Oct 15, 2009		<a href="#">Run a Trial</a>		
WDE685 Uncertified TCS	Sep 1, 2009		<a href="#">Run a Trial</a>		
WDE425 Special Education (Nov 2009)	Nov 2, 2009	Nov 13, 2009	<a href="#">Sent Trial</a>		
WDE602 Salary Schedule (Oct 2009)	Oct 1, 2009	Oct 27, 2009	<a href="#">Sent Trial</a>		
WDE602 Staff Employment, Assignments, and Experience (Oct 2009)	Oct 1, 2009	Oct 27, 2009	<a href="#">Sent Trial</a>	12-10-2009 10:13am	SENT
WDE684 Teacher/Course/Student (Oct 2009)	Oct 1, 2009	Oct 16, 2009	<a href="#">Sent Trial</a>	12-10-2009 10:13am	SENT
WDE-427 June 2009 Special Education	May 18, 2009	Jun 12, 2009	<a href="#">Sent Trial</a>	06-12-2009 9:13am	SENT

Click on the link for the Trial Name from the SRM home page. You will then be taken to the details page for that trial.

Home > [WDE663 Student Proficiency BOE \(Jul 2010\)](#) > **Latest Trial**

Generated 06-02-2010 11:04am.

Records	Violations	Reports
<a href="#">663Students</a> 0	<b>Errors</b>	<a href="#">Violations Summary (MS Excel)</a>
<a href="#">Download</a>	<a href="#">1 Error</a>	<a href="#">Student Roster by School (MS Excel)</a>
		<a href="#">Student Roster (MS Excel)</a>



Click on the report you wish to view. You will be prompted to save the file.

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