

# Fall 2013-14 WDE684 WISE Teacher/Course/Student Enrollment Distance Education Training



**SEPTEMBER 25, 2012**  
**2:00PM**  
**FALL 2012-2013 WDE684**



# Distance Education Training Topics



- **K-12 Distance Education Course Reporting**
- **Dual/Concurrent College Course Reporting**

# K-12 Distance Education Data Elements



- StudentHomeSchooled
- StudentConcurrentEnrollment
- MediumOfInstruction
- InstructionLevel
- Milestones
- MilestonesComplete

# StudentHomeSchooled



- **StudentHomeSchooled**

- Students participating in a state approved Distance Education Program should not be exited to Home School.
  - ✦ Should either be retained as a Primary Enrollment, with the DE district reporting a Concurrent Enrollment;
  - ✦ Or, be reported as a Concurrent Enrollment, with the DE district reporting a Primary Enrollment;
  - ✦ Or, Transferred to the DE district.
- Students participating in an on-line program which is not state approved would be exited to Home School.
- State approved Distance Education programs are defined on the Wyoming Switchboard Network at the following link:
  - ✦ <http://www.wyomingswitchboard.net/Home.aspx>

# StudentConcurrentEnrollment



- **StudentConcurrentEnrollment**
  - Data element is used to report students who have a concurrent enrollment in a Wyoming public K-12 school.
    - ✦ Completely separate from and NOT used to report college dual/concurrent enrollments
    - ✦ Is used to report DE concurrent enrollments in Wyoming public K-12 schools, however not all concurrent enrollments are DE.
      - Example: Students primarily enrolled in a Distance Education program and taking P.E., Band, etc. through you district would use this field to indicate a concurrent enrollment for these courses.
    - ✦ DE and college dual/concurrent reporting combinations are covered later in this presentation

# MediumOfInstruction



- **MediumOfInstruction**

- What is the media through which the teacher provides this course to the student, and through which they communicate regarding instructional matters?
  - ✦ TB, CI, FF, DE, CB, IS, IN
- Distance Education courses are DE or CI.
  - ✦ Very few CI courses still offered.
- See [WDE684 Guidebook](#) for definitions.

# InstructionLevel



- **Instruction Level**
  - What is the general nature and difficulty of this course?
    - ✦ RM, SE, BA, GE, HL, GT, IB, AP, CL, EL, HS.
  - Dual/Concurrent College Courses.
    - ✦ Dual Enrollment College Courses are marked “HS”.
    - ✦ Concurrent Enrollment College Courses are marked “CL”.
  - See [WDE684 Guidebook](#) for definitions.

# Milestones



- **Milestones**

- Required if MediumOfInstruction is “DE” or “CI”
  - ✦ 1-4 digits – number between 1 and 9999
  - ✦ Cannot be populated unless MediumOfInstruction is “DE” or “CI”
- What are the number of Milestones for this course?
- K-12 Distance Education (DE) courses the DE Provider District will be responsible for reporting this element.

# MilestonesComplete



- **MilestonesComplete**

- Required if MediumOfInstruction is “DE” or “CI”
  - ✦ 1-4 digits – number between 1 and 9999
- What are the number of Milestones this student has completed for this course?
- K-12 Distance Education (DE) courses the DE Provider District will be responsible for reporting this element.

# K-12 Grade Distance Education Courses



- **Resident District Primary & DE Provider Concurrent**
- **DE Provider Primary & Resident District Concurrent**
- **Full Transfer to DE Provider**

# Resident District Primary & DE Provider Concurrent



- **Student Primary enrollment at Resident District and taking DE courses.**
- **Special Education students – Primary District is the district responsible for the student’s IEP, in this case the Resident District.**

# Resident District Primary & DE Provider Concurrent



- **Resident District**

- District where student physically resides
- Reports a primary enrollment on WDE684
- Reports any sections being provided by the Resident District
- Reports SchoolID (Student File), SchoolID (Section File), and ProviderID (Section File) all the resident school where the student is enrolled
- Resident District is responsible for reporting Special Education (SPED) File.

# Resident District Primary & DE Provider Concurrent



- **DE Provider District**

- District who is offering the Distance Education program.
- Reports a concurrent enrollment on WDE684
- **Enrollment date should coincide with the date the Distance Learning Plan was initiated.**
- Reports any sections being provided by the DE Provider District
- DE Provider District responsible for reporting Milestones and Milestones Completed
- Reports SchoolID (Student File), SchoolID (Section File), and ProviderID (Section File) all the DE provider school where the student is concurrently enrolled

# Resident District Concurrent & DE Provider Primary



- Student primary enrollment at DE Provider District and taking courses at students Resident District.
- Funding implications for the Resident District providing courses.
  - Discussion of Funding Implications.
- Special Education students – DE Provider District is the district responsible for the student's IEP, so IEP will need to be transferred to the DE Provider District.

# Resident District Concurrent & DE Provider Primary



- **Resident District**

- District where student physically resides
- Reports a concurrent enrollment on WDE684
  - ✦ **Example: Students primarily enrolled in a Distance Education program and taking P.E., Band, etc. through you district would use this field to indicate a concurrent enrollment for these courses.**
- Reports any sections being provided by the Resident District
- Reports SchoolID (Student File), SchoolID (Section File), and ProviderID (Section File) all the resident school that is providing courses

# Resident District Concurrent & DE Provider Primary



- **DE Provider District**
  - District who is offering the Distance Education program.
  - Reports a primary enrollment on WDE684
  - **Enrollment date should coincide with the date the Distance Learning Plan was initiated.**
  - Reports any sections being provided by the DE Provider District
  - DE Provider District responsible for reporting Milestones and Milestones Completed
  - Reports SchoolID (Student File), SchoolID (Section File), and ProviderID (Section File) all the DE provider school where the student is concurrently enrolled
  - DE Provider District is responsible for reporting Special Education (SPED) File

# Full Transfer to DE Provider



- Student enrolled at DE Provider District and taking all courses through DE Provider District.
- Resident District transfers student to DE Provider District on 684 with a 361 exit code.
  - Exit Code 361 – Transferred to a public school in a different Wyoming district.
- **Transfer date should coincide with the date the Distance Learning Plan is initiated.**
- DE Provider District takes full reporting responsibility for the student.
- Special Education students – IEP must be transferred to the DE Provider District.

# Dual/Concurrent College Courses



- **Dual Enrollment College Courses**

- Student taking college courses and receiving both high school and college credits.
- College is providing the teacher and the course.
- District will be responsible for listing equivalent course on their WDE638
- Do your best to match SCED Code to the course.
- MediumOfInstruction can be any one of the choices including DE or CI
  - ✦ District will be responsible for tracking the students Milestones and Milestones Complete if MediumOfInstruction is DE or CI

# Dual/Concurrent College Enrollments



- **Dual College Enrollment**

- Courses taught by college teacher – the teacher is paid by the college
- ProviderID = *<college id>*
- InstructionLevel = “HS”
  - ✦ The course is taught at the college and is being accepted into the high school as high school equivalent course.
- WISEStaffID and Teacher Name Fields should be populated using the principle or a counselors information.
  - ✦ Courses do not affect a teachers class size calculation

# Dual/Concurrent College Courses



- **Concurrent Enrollment College Courses**
  - Student taking college courses and receiving both high school and college credits.
  - District is providing the teacher and college is providing the course
  - District will be responsible for listing equivalent course on their WDE638
  - Do your best to match SCED Code to the course contents.
  - MethodOfInstruction should be reported as FF, IS, or TB.
    - ✦ On rare occasions MethodOfInstruction could be DE or CI.
    - ✦ District will be responsible for tracking Milestones and Milestones Complete when MethodOfInstruction is DE or CI.

# Dual/Concurrent College Enrollments



- **Concurrent Enrollment**

- Courses taught by high school teacher (or proctor) – the teacher is paid by the high school.
  - ✦ The teacher could be a college teacher paid by the high school to teach specific courses.
- ProviderID = *<college id>*
- InstructionLevel = “CL”
  - ✦ The course is taught at the high school, but it is a college level (CL) course provided by the college.
- WISEStaffID and Teacher Name Field should be populated with the actual teachers information

# Contact Information



- **WDE684 Questions:**
  - Brian Wuerth
  - 307-777-6748
  - [Brian.wuerth@wyo.gov](mailto:Brian.wuerth@wyo.gov)

# Contact Information



- **Distance Education Questions:**

- Scott Bullock
- 307-777-7418
- [Scott.bullock@wyo.gov](mailto:Scott.bullock@wyo.gov)
- Lachelle Brant
- 307-777-3679
- [Lachelle.brant@wyo.gov](mailto:Lachelle.brant@wyo.gov)

- **Funding Model/Finance Questions:**

- Jed Cicarelli
- 307-777-5808
- [jed.cicarelli@wyo.gov](mailto:jed.cicarelli@wyo.gov)
- Kimberly Morrow
- 307-777-6000
- [kimberly.morrow@wyo.gov](mailto:kimberly.morrow@wyo.gov)

# Contact Information



- **Federal Programs Questions:**

- Beth VanDeWege
- 307-777-8964
- [beth.vandewege@wyo.gov](mailto:beth.vandewege@wyo.gov)

- David Holbrook
- 307-777-6260
- [david.holbrook@wyo.gov](mailto:david.holbrook@wyo.gov)

- **SPED File/Special Programs Questions:**

- Shannon Cranmore
- 307-777-6245
- [shannon.cranmore@wyo.gov](mailto:shannon.cranmore@wyo.gov)

# Questions?



# Thank you for attending!



**ANY FINAL QUESTIONS BEFORE WE SIGN  
OFF?**