

# Fall 2013-14 WDE684 - WISE Teacher/Course/Student Enrollment SPED File Training



**SEPTEMBER 17, 2013**  
**10:00AM**  
**FALL 2012-2013 WDE684**



# WDE684 SPED File Elements



- WISERID
- StudentLastName
- StudentFirstName
- StudentDateOfInitialConsent
- StudentDateEvaluationComplete
- StudentDateOfInitialIEP
- StudentServiceStartDate
- ResidentSchoolID
- ServiceSchoolID
- StudentPrimaryDisability
- StudentAT
- StudentRelatedService1
- StudentRelatedService2
- StudentRelatedService3
- StudentRelatedService4
- StudentRelatedService5
- StudentSpecialEducation1
- StudentSpecialEducation2
- StudentSpecialEducation3
- StudentSpecialEducation4
- StudentESY
- StudentEnvironment
- SpecialEducationAssessment
- ProgramExitDate
- ProgramExitReason
- StudentOutOfStateTransfer

# WISERID



- **WISERID**
  - Required element
  - State assigned student record identifier
  - Must be 8 characters
- **WISER ID will be verified against the Student File.**

# StudentLastName



- **StudentLastName**
  - Required element
  - Student's legal last name
  - Up to 25 characters
- **The Student's last name will be verified against the Student File.**

# StudentFirstName



- **StudentFirstName**
  - Required element
  - Student's legal first name
  - Up to 25 characters
  
- **The Student's first name will be verified against the Student File.**

# StudentDateOfInitialConsent



- **StudentDateOfInitialConsent**
  - Optional element – the data will not be used
  - On what date was initial consent received for the student to be evaluated?
  - Date must be entered in the format YYYYMMDD

# StudentDateEvaluationComplete



- **StudentDateEvaluationComplete**
  - Optional element – the data will not be used
  - What date was the student determined to be a student with a disability and the educational needs are determined?
  - If StudentIDEA = “I” or “R”, then StudentDateEvaluationComplete is required
  - Date must be entered in the format YYYYMMDD

# StudentDateOfInitialIEP



- **StudentDateOfInitialIEP**
  - Optional element – the data will not be used
  - What date was the initial Individualized Educational Program meeting held?
  - If StudentDateEvaluationComplete is not blank and StudentIDEA = 'Y', then StudentDateOfInitialIEP is required
  - Date must be entered in format YYYYMMDD.

# StudentServiceStartDate



- **StudentServiceStartDate**
  - Required element
  - What date did the student begin receiving IEP services in this district?
  - Data must be enter in format YYYYMMDD

# ResidentSchoolID



- **ResidentSchoolID**
  - Required Element
  - What is the 7-digit ID for the school responsible for the student's IEP?
    - ✦ For students placed in residential settings, this the school where the parent/guardian resides or where the student would attend school if not placed in the residential setting.
    - ✦ For a student who is a ward of the state, the resident school would be the school the child was attending when the child was taken into Department of Family Services (DFS) custody.
  - Valid ResidentSchoolIDs can be found by contacting Shannon Cranmore, 307-777-6245, [shannon.cranmore@wyo.gov](mailto:shannon.cranmore@wyo.gov)

# ServiceSchoolID



- **ServiceSchoolID**

- Required element for Fall WDE684
- Conditional element for End-of-Year WDE684
- What is the 7-digit ID for the school responsible for providing the services listed on the student's IEP?
- The service school for a home school student would be either where the child comes to receive special education services or the school where the child would receive services if enrolled in the district.
- Valid ServiceSchoolIDs can be found by contacting Shannon Cranmore, 307-777-6245, [shannon.cranmore@wyo.gov](mailto:shannon.cranmore@wyo.gov)

# Student Primary Disability



- **Student Primary Disability**
  - Required element for Fall WDE684
  - What is the student's primary disability?
  - The definition for each disability is available in the WDE684 Guidebook posted on the WISE Site at the following link:
    - ✦ <http://portals.edu.wyoming.gov/wise/>
  - Must be 2 characters – AT, BI, CD, DD, ED, HI, HL, LD, MU, OI, SL, and VI.

# StudentAT



- StudentAT
  - Required element
  - Does the student use Assistive Technology (AT) equipment or receive AT services?
  - For a definition of Assisstive Technology, see the WDE684 Guidebook at:
    - ✦ <http://portals.education.wyoming.gov/wise/>

# StudentRelatedService1, 2, 3, 4, and 5



- **StudentRelatedService 1, 2, 3, 4, and 5**
  - Optional element
  - What related service(s), if any, are being provided to the student?
  - Must be 2 characters – AU, CS, EI, LS, MS, OM, OT, OY, PS, PT, RC, RE, SH, SN, SW, and TR
  - The definition for each related service is available in the WDE684 Guidebook posted on the WISE site at the following link
    - ✦ <http://portals.edu.wyoming.gov/wise/>
  - A Related Service field must be blank if previous Related Service fields are blank. StudentRelatedService2 cannot contain a value unless StudentRelatedService1 contains a value. Enter up to five (5) Related Service codes in order, without leaving blanks between fields.

# StudentSpecialEducation1, 2, 3, and 4



- **StudentSpecialEducation 1, 2, 3, and 4**
  - Optional element
  - What special education service(s), if any, are being provided to the student?
  - Must be 2 characters – IN, PE, SS, TT, and VE
  - The definition for each related service is available in the WDE684 Guidebook posted on the WISE site at the following link
    - ✦ <http://portals.education.wyoming.gov/wise/>
  - A Special Education field must be blank if previous Special Education fields are blank. StudentSpecialEducation2 cannot contain a value unless StudentSpecialEducation1 contains a value. Enter up to five (4) Special Education codes in order, without leaving blanks between fields.

# StudentESY



- **StudentESY**
  - Required element
  - Is this student eligible for Extended School Year (ESY) services?
  - Must be 1 character – (Y) Yes, (N) No

# StudentEnvironment



- **StudentEnvironment**

- Required element
- What is the setting and circumstance in which the student is served. (e.g., the educational placement of the student.)
- Must be 2 characters – CF, CP, HH, PH, PP, RE, RF, RR, SC, and SS
- The definition for each Student Environment is available in the WDE684 Guidebook posted on the WISE site at the following link
  - ✦ <http://portals.edu.wyoming.gov/wise/>

# Special Education Assessment



- **Special Education Assessment**
  - Required element
  - What Special Education Assessment will this student need?
    - ✦ RO – Regular Assessment without Accommodations.
    - ✦ RA – Regular Assessment with Accommodations.
    - ✦ AA – Alternate Assessment
  - Note: When Special Education Assessment is “AA” then Special Education Assessment in the Student File must be “Y”.

# ProgramExitDate



- **ProgramExitDate**
  - Optional element – the data will not be used
  - The date the student exited the Special Education program.
    - ✦ Students exiting prior to Oct. 1, 2013 are not required to have a SPED file reported on the Fall 2013 WDE684 (See slides 23 and 24 for further clarification)
  - This value must be during the current school year unless the district is reporting a student who did not return from the previous school year.
    - ✦ If the student did not return from last year the last day of school from the previous school year needs to be reported.
  - Leave the value blank to signify that the student is still enrolled.

# ProgramExitReason



- **ProgramExitReason**

- Optional Element – the data will not be used
- The documented or assumed reason a student is no longer being served by a special education program.
- Must be 2 characters – DE, DO, GC, GD, MA, NM, RP TO, and PE.
- The definition for each disability is available in the WDE684 Guidebook posted on the WISE Site at the following link:
  - ✦ <http://portals.edu.wyoming.gov/wise/>

# StudentOutOfStateTransfer



- **StudentOutOfStateTransfer**
  - Required element
  - Did the student transfer to the district from a district outside of Wyoming?
  - Must be 1 character – (Y) Yes, (N) No

# Special Education File



- **Students reported on the Fall SPED File should only be those who are on an active IEP on October 1, 2013**
  - Districts who have an SIS that is set-up to report the SPED file as a cumulative file can submit for students who have exited.
  - For example: A student exits your district on Sept. 25, 2013
    - ✦ District can report the student as IDEA = N and submit no SPED file
      - Keep in mind that this student will be reported as IDEA = Y on the End-of-Year WDE684 and will have a SPED file.
    - ✦ District can report the student as IDEA = Y and submit a SPED file.
      - SPED file will also have to be submitted reporting a ProgramExitDate of 9/25/2013.

# Special Education File



- **NOTE: Students who are IDEA = Y at any time during the 2013-14 school year will be reported as IDEA = Y on the End-of-Year WDE684.**
  - Students who exit the Special Education Program during the school year will be reported as IDEA = Y at the end of year.

# Contact Information



- **SPED File/Special Programs Questions:**
  - Shannon Cranmore
  - 307-777-6245
  - [shannon.cranmore@wyo.gov](mailto:shannon.cranmore@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)

- **Special Education Funding Model/Finance Questions:**

- Jason Marcum
- 307-777-6206
- [jason.marcum@wyo.gov](mailto:jason.marcum@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)

# Questions?



# Thank you for attending!



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