

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



**SEPTEMBER 10, 2013**  
**10:00AM**  
**FALL 2013-2014 WDE684**



# WDE684 Student File Elements



WISERID	WhiteRace	StudentLunch
StudentLastName	HispanicEthnicity	HomeLanguage
StudentFirstName	StudentIDEA	StudentConcurrentEnrollment
StudentMiddleName	StudentELL	StudentHomeSchooled
StudentGradeLevel	StudentELLMonitoring	StudentEntryDate
StudentDateOfBirth	StudentSection504	StudentExitDate
StudentGender	StudentTitle1	StudentExitType
SchoolID	StudentMigrant	StudentNationalScholarship
DistrictID	StudentImmigrant	StudentStateScholarship
StudentNameSuffix	CountryOfBirth	StateAssessmentSpecialForms
AsianRace	EducationYearsInUS	StateALTAssessment
BlackRace	StudentHomeless	
IndianRace	HomelessNighttimeResidence	
PacificIslanderRace	StudentGiftedTalented	

# WISERID



- **WISERID**
  - Required element
  - State assigned student record identifier
  - Must be 8 characters
  
- **WISER ID will be verified against the State Registration System (SRS).**

# StudentLastName



- **StudentLastName**
  - Required element
  - Student's legal last name
  - Up to 25 characters
  
- **The Student's last name will be verified against the State Registration System (SRS).**

# StudentFirstName



- **StudentFirstName**
  - Required element
  - Student's legal first name
  - Up to 25 characters
  
- **The Student's first name will be verified against the State Registration System (SRS).**

# StudentMiddleName



- **StudentMiddleName**
  - Optional element
  - Student's middle name
  - Up to 25 characters

# StudentGradeLevel



- **StudentGradeLevel**
  - Required element
  - Grade for which the student is enrolled at this school
  - Must be 2 characters
- **For Adequate Yearly Progress (AYP) inclusion the grade reported must match the reported grade tested by the assessment vendor.**

# StudentDateofBirth



- **StudentDateofBirth**
  - Required element
  - Student's date of birth
  - Must be 8 characters – YYYYMMDD
- **Student Date of Birth will be verified against the State Registration System (SRS).**

# StudentGender



- **StudentGender**
  - Required element
  - Student's gender
  - Must be 1 character – M or F
    - ✦ M – Male
    - ✦ F – Female
- **Student Gender will be verified against the State Registration System (SRS).**

# SchoolID



- **SchoolID**
  - Required element
- **The WDE 7-digit ID for the school of the student's enrollment.**

# DistrictID



- **DistrictID**
  - Required element
- **The WDE 7-digit ID for the district of the student's enrollment.**

# StudentNameSuffix



- **StudentNameSuffix**
  - Optional element
  - Student's generation identifier
    - ✦ **Sr, Jr, III**
  - Up to 8 characters

# 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)

# Ethnicity and Race Reporting Guidance



- **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).**
- **More than one race can be reported for a student.**

# 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>**

# StudentIDEA



- **StudentIDEA**
  - Required element
  - Is the student on an active Individual Education Plan (IEP) under IDEA? Yes or No.
  - Additional responses for IDEA – the Refused (R), and Ineligible (I) responses should not be reported on the Fall WDE684 SPED file
    - ✦ **R – Refused, Student was eligible for an IEP but special education services were refused by the parent or legal guardian.**
    - ✦ **I – Ineligible, student was ineligible for IEP.**

# StudentIDEA - Fall vs. EOY Reporting



- On the Fall WDE684 (Oct. 1<sup>st</sup>) the IDEA field is treated as a true “snapshot”, so only active IDEA students are required to be reported as IDEA = Y. Students who exit the SPED program in the 2013-14 school year prior to October 1<sup>st</sup> will be reported on the Fall WDE684 as IDEA = N.
  - If your SIS is set to treat the IDEA field and SPED File as cumulative, then you may report students who have exited the SPED program during the 2013-14 school year prior to October 1<sup>st</sup> as IDEA = “Y”.
  - Note: If you use this option, then a SPED File will also need to be submitted with a Program Exit Date prior to October 1<sup>st</sup>.
- Students who are identified as IDEA = Y, R, or I at any time during the school year will be reported on the End-of-Year WDE684 as Y, R, or I, respectively. The End-of-Year WDE684 is a cumulative report which covers the entire school year, so if a student is IDEA = Y at any time during the year, that student will be reported as IDEA = Y on the End-of-Year WDE684. This is also true for an R or I response.

# StudentELL



- **StudentELL**
- **The definition of an ELL student is as follows:**
  - Any student who:
    - 1. Is newly enrolled in the district or enrolled in the district after the state annual ELP assessment, ACCESS for ELLs, was given in the prior school year; and has been identified and evaluated by the district as being an Active ELL through the use of an ELP screening assessment; or
    - 2. Is returning to the district from the previous school year; and took the state’s annual ELP assessment in the prior school year and has not yet achieved the “proficiency” level.

# StudentELL



- **StudentELL**
  - Required element
- **Is this student an English Language Learner? (Y) Yes, (N) No, or (R) Refused.**
- **A student who meets the above qualifications, but whose parent/guardian refuses services should be reported as “R”. The value “R” should only be used for students who have been identified as needing services; it should not be used for students who have not yet been evaluated.**

# Student ELL Monitoring



- **Student ELL Monitoring**

- Conditional element
- Is this student in year 1 or year 2 ELL monitoring?
- Must be 1 character – 1, 2
  - ✦ 1 – Former ELL student, Year 1 ELL monitoring
  - ✦ 2 – Former ELL student, Year 2 ELL monitoring
- Once an ELL student has achieved the “proficiency” or “transitional” level on Wyoming’s English Language Assessment, they are required to be monitored for 2 years.

# StudentSection504



- **StudentSection504**
  - Required element
  - Is this student on a 504 Accommodation plan? When a specific accommodation is necessary for a student to have access to his or her regular education, such an accommodation may be documented on a separate Section 504 accommodation plan and/or the IEP.
  - Must be 1 character – Y, N
    - ✦ Y – Yes
    - ✦ N – No

# StudentTitle1



- **StudentTitle1**
  - Required element
  - Is this student Title 1?
    - ✦ All students in a school-wide Title 1 school must be reported as StudentTitle1 = “Y”.
    - ✦ All Students in a school-wide Non-Title 1 school must be reported as StudentTitle1 = “N”.
    - ✦ Students in a Targeted Title1 school are reported according to the individual student’s Title 1 eligibility.
  - Must be 1 character – Y, N
    - ✦ Y – Yes
    - ✦ N – No

# StudentMigrant



## StudentMigrant

- Required element
- Was this student eligible to participate or did this student participate in a summer Migrant Education Program in any the prior three years?

The federal definition (Title I-C) for a 'migratory child' is as follows:

- “Migratory child” means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain temporary or seasonal employment in agricultural or fishing work:
  - A. has moved from one school district to another;
  - B. in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or
  - C. resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

# StudentImmigrant



- **StudentImmigrant**
  - Required element
  - Is this student an Immigrant? (Y), (N)
- **To be counted as an immigrant a student must meet the following criteria:**
  - 1. Student is age 3 through 21.
  - 2. Student was not born in any state within the United States (states include Puerto Rico and Washington D.C.).
  - 3. Student has not attended one or more schools in the United States for more than three full academic years.

# Student Immigrant



- **Criteria “3” is to be interpreted literally. If the student immigrated into any state within the United States, regardless of age of immigration into the country, they are to be reported as an Immigrant Student until they have attended three full years (cumulative) of school (grades K-12) in the US.**
- **Foreign Exchange students are considered immigrants.**
- **Children born overseas to U.S. military personnel are considered immigrants for the purposes of this collection.**
- **Determination of Immigrant status and ELL status are NOT RELATED. A student can be an immigrant student without need for ELL services, and conversely can require ELL services without having immigrated to the United States from another country.**

# CountryOfBirth



- **CountryOfBirth**

- Conditional Element – required if StudentImmigrant is “Y”
- Report the country of the student’s birth.
- Must be one of the ISO 3166-1 codes – 2 character code
- [http://www.iso.org/iso/country\\_codes/iso\\_3166\\_code\\_lists.htm](http://www.iso.org/iso/country_codes/iso_3166_code_lists.htm)

# EducationYearsInUS



- **EducationYearsInUS**

- Conditional Element – required is StudentImmigrant is “Y”
- Report the number of education years this student has completed in the United States.
- A year is defined as a school year – 175 days – as prescribed by W.S. 21-4-301, unless a district has an approved alternate school year in which case the alternate number of days will be used to determine a school year.
- 1 digit
  - ✦ 0 – Less than 1 year;
  - ✦ 1 – 1 to less than 2 years,
  - ✦ 2 – 2 to less than 3 years,
  - ✦ 3 – 3 or more years

# StudentHomeless



- **StudentHomeless**
  - Required element
  - Is this student Homeless? If the enrollment spans the snapshot date, report the value the student had on the snapshot date.
  - Definition of “Homeless Children and Youth”, as defined by Title X-C, can be found in the WDE684 Guidebook.

# HomelessNighttimeResidence



- **HomelessNighttimeResidence**
  - Conditional element – required if StudentHomeless is “Y”
  - 2 characters – CS, DS, FR, FH, RH, TS, NH, OD, OS
  - See [WDE684 Guidebook](#) for definitions

# Student Gifted Talented



- **Student Gifted Talented**

- Required element
- Is this student identified as gifted/talented according to you district's identification method?
- Must be 1 character – Y, N

# StudentLunch



- **StudentLunch**
  - Required element
  - Student's lunch status
  - Must be 1 character – F, N, R, S, X
    - ✦ F – Free lunch eligible
    - ✦ N – Not eligible for free/reduced lunch
    - ✦ R – Reduced price lunch eligible
    - ✦ S – USDA Provision 2 or 3 – school provides all students free lunch
    - ✦ X – School does not participate in the USDA school lunch program

# Student Concurrent Enrollment



- **Student Concurrent Enrollment**
  - Required element
  - Is the student concurrently enrolled in the reporting school?
  - Not the primary enrollment
- **Only applies to concurrent K-12 enrollments**
- **Concurrent enrollment in the reporting district = 'Y'**
- **Primary enrollment within the reporting district = 'N'**
- **Dual/Concurrent Enrollment at a community college or the University of Wyoming = 'N'**

# StudentConcurrentEnrollment



- If a student is enrolled at two schools within the reporting district, the boundary school should report “N” and the service school should report “Y”.
- For out-of-district placed students, the resident district will report “N”, and the service district will report “Y”.
- For public reporting and AYP determinations, a student will be counted at the school marked with StudentConcurrentEnrollment = “N”.

# Student Concurrent Enrollment



- Resident District Handbook:  
[http://www.k12.wy.us/ICS/WSN/DOCS/WSNRDH  
B.pdf](http://www.k12.wy.us/ICS/WSN/DOCS/WSNRDH_B.pdf)
- Scott Bullock ([scott.bullock@wyo.gov](mailto:scott.bullock@wyo.gov), 777-7418)  
or
- Lachelle Brant ([lachelle.brant@wyo.gov](mailto:lachelle.brant@wyo.gov), 777-3679)

# StudentHomeSchooled



- **StudentHomeSchooled**
  - Required element
  - Is this student receiving their primary educational instruction in a home environment for reasons other than health and attending public school 50% or less of the school day?
  - Must be 1 character – Y, N
- **Students participating in a Distance Education program should not be reported as Home Schooled.**

# StudentEntryDate



- **StudentEntryDate**
  - Required element, must be 8 characters - YYYYMMDD
  - What is the most recent date this student enrolled in the school in the current school year?
- **A new record (with a current StudentEntryDate) should be created when:**
  - grade level changes
  - concurrent enrollment status changes
  - homeschool status changes
  - the student has a documented transfer to another school within the same district
  - the student has a break in school services
  - any change to Full-Time or Part-Time status

# StudentEntryDate (Cont'd)



- For changes to other fields, please do not create a new enrollment record. Report the value the student had on the snapshot date.
  - Snapshot is October 1<sup>st</sup>, 2012.

# StudentExitDate



- **StudentExitDate**
  - Conditional Element
- **What is the date the student exited the school?**
  - Date should be entered in the format: YYYYMMDD
- **StudentExitDate and StudentExitType must both be provided or both be absent.**

# StudentExitType



- **StudentExitType**
  - Conditional Element
- **What is this student's Exit Type?**
- **Exit Type Codes can be found in the WDE684 Data Elements document, the WDE684 Guidebook, and the WISE Info Center of the Wyoming Education Fusion portal**
- **StudentExitDate and StudentExitType must both be provided or both be absent.**

# StudentNationalScholarship



- **StudentNationalScholarship**
  - Conditional Element ; Y, N, blank
- **Did the diploma recipient receive at least one scholarship that is defined to be:**
  - applicable to any college AND
  - open to any student in the United States (eligibility is not based on geographic location)?
- **This field is required if the StudentExitType is 108 (Graduated with a Wyoming "regular high school diploma" AND completed district defined college-bound course of study) or 124 (Graduated with a Wyoming "regular high school diploma" BUT WITHOUT having completed the district defined college-bound course of study).**

# StudentStateScholarship



- **StudentStateScholarship**
  - Conditional Element; Y, N, blank
- **Did the diploma recipient receive at least one scholarship that is defined to be:**
  - limited to a specific college or colleges OR
  - limited to graduates in a given district or in the State of Wyoming?
- **This field is required if the StudentExitType is 108 (Graduated with a Wyoming "regular high school diploma" AND completed district defined college-bound course of study) or 124 (Graduated with a Wyoming "regular high school diploma" BUT WITHOUT having completed the district defined college-bound course of study).**
- **This includes all levels of the Hathaway Scholarship.**

# StateAssessmentSpecialForms



- **StateAssessmentSpecialForms**
  - Conditional Element:
    - ✦ Does the student require Braille, Large Print, or Audio accommodation?
  - If “Y”, indicate which form is needed:
    - ✦ “B” – Braille,
    - ✦ “L” – Large Print,
    - ✦ “A” – Audio
  - If “N”, leave the space blank.

# StateALTAssessment



- **StateALTAssessment**

- (Y) Yes, (N) No

- Required Element:

- ✦ This field will require that “Y” or “N” be marked for every student.

- Does this student qualify for Alternate State Standards?

- ✦ Students who qualify automatically qualify to take the PAWS-Alt assessment test.

- ✦ NOTE: Misreporting this element could directly affect your districts Wyoming Graduation Index.

- If StateALTAssessment is “Y” then StudentIDEA must also be “Y” and SpecialEducationAssessment in the SPED file must be “AA”.

# WDE684 Section File Elements



- LocalSectionID
- WISERID
- ProviderID
- LocalCourseId
- LocalCourseName
- MediumOfInstruction
- InstructionLevel
- Milestones
- MilestonesComplete
- WISEStaffID
- TeacherLastName
- TeacherFirstName
- TeacherMiddleName
- SchoolID
- DistrictID
- SectionEntryDate
- SectionExitDate

# LocalSectionID



- **LocalSectionID**
  - Required element
- **What is the locally used identification number for this section?**
  - This field can be up to 32 characters long.

# WISERID



- **WISERID**
  - Required element
- **What is the WISER ID for the student taking the course?**

# ProviderID



- **ProviderID**

- Required element – 7 digits
- What is the 7-digit state assigned school/institution ID for the school or institution providing the course?
- Most of the time this is the same as SchoolID in the Student File and SchoolID in the Section File.
  - ✦ When MediumOfInstruction is DE or CI, this field will be the school providing the Distance Education course.
  - ✦ For Dual/Concurrent Enrollment courses with a college, this field will be the college providing the course.

# ProviderID



- **ProviderID, SchoolID (Student File), SchoolID (Section File)**
  - Traditional, Distance Education, and K-12 Concurrent Courses:
    - ✦ SchoolID (Student File), SchoolID (Section File), ProviderID are all the same school ID – the school providing the course.
    - ✦ Districts will only report the courses they are providing to the student.
    - ✦ Distance Education sections will be reported by the provider district.
  - Dual/Concurrent College Course
    - ✦ SchoolID (Student File) and SchoolID (Section File) are the same – K-12 school student attends
    - ✦ ProviderID – College offering Dual/Concurrent course

# LocalCourseID



- **LocalCourseID**
  - Required element
- **What is the locally used identification number for this course?**
  - This field can be up to 38 characters long.

# LocalCourseName



- **LocalCourseName**
  - Required element
- **What is the name of this course?**
  - Up to 50 characters long

# MediumOfInstruction



- **MediumOfInstruction**

- Required element – 2 characters
- 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
- Traditional courses are FF – Face to Face instruction
- Distance Education courses – DE or CI, and must also report Milestones
- See [WDE684 Guidebook](#) for definitions.

# InstructionLevel



- **InstructionLevel**

- Required element – 2 characters
- What is the general nature and difficulty of this course?
  - ✦ RM, SE, BA, GE, HL, GT, IB, AP, CL, EL, HS
    - CL – used only to report Concurrent college enrollments
    - HS – used only to report Dual Enrollment college courses
- See [WDE684 Guidebook](#) for full definitions.

# Milestones



- **Milestones**

- Conditional element – required if MediumOfInstruction is DE or CI
  - ✦ 1-4 digits – number between 1 and 9999
- What are the number of Milestones for this course?
- Only report Milestones if MediumOfInstruction is DE or CI

# MilestonesComplete



- **MilestonesComplete**

- Conditional element – 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?
- Only report MilestonesComplete if MediumOfInstruction is DE or CI

# WISEStaffID



- **WISEStaffID**
  - Required element
- **What is the WISE Staff ID for the teacher of this section?**

# TeacherLastName



- **TeacherLastName**
  - Required element
- **What is the legal last name for the teacher of this section?**
  - Up to 25 characters

# TeacherFirstName



- **TeacherFirstName**
  - Required element
- **What is the legal first name for the teacher of this section?**
  - Up to 25 characters

# TeacherMiddleName



- **TeacherMiddleName**
  - Optional element
- **What is the legal middle name for the teacher of this section?**
  - Up to 25 characters

# SchoolID



- **SchoolID**
  - Required element
- **What is the 7-digit ID for the school where this section is taught?**

# DistrictID



- **DistrictID**
  - Required element
- **What is the 7-digit ID for the district where this section is taught?**

# SectionEntryDate



- **SectionEntryDate**
  - Required Element
- **What is the date this section enrollment began?**
  - Date should be entered in the format: YYYYMMDD

# SectionExitDate



- **SectionExitDate**
  - Optional Element
- **What is the date this section enrollment ended?**
  - Date should be entered in the format: YYYYMMDD

# Contact Information



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

# Questions?



# Thank you for attending!



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