WISE Data System

WYOMING DEPARTMENT OF EDUCATION

WDE600: WISE Attendance and Membership
June 16, 2014

Data Collection Guidebook

WYOMING DEPARTMENT OF EDUCATION

WDE600 Data Collection Guidebook

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Table of Contents

Introduction 1
WDE600 Authority..... 1
Collection Schedule 1
Instructions..... 2
Data Compilation 3
Data Elements 3
Data Upload 6
Errors in Data..... 6
Send to WDE 7
Downloading Data and Reports 7
Frequently Asked Questions 8
Appendix A: ADM Reports 11
Appendix B: Calculating Distance Education ADM..... 12
Appendix C: Resources – Converting Distance Education Milestones into Attendance and Membership..... 13
Appendix D: SIF Input Formats 15

Introduction

The WDE600 collects statistics on student attendance, membership, and unexcused absences.

This guidebook serves as the definitive instruction set for the data contained within the WDE600 Data Collection.

School 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. Data are utilized in an array of fashions, which include (but are not limited to) funding models, Adequate Yearly Progress, and special education programs.

WDE600 Authority

There are numerous authorities that allow the WDE to collect data for the WDE600 collection. The different authorities have been listed below.

Wyoming Statute § 21-2-203

Wyoming Statute § 21-3-110(a) (v)

Wyoming Statute § 21-13-101 through Wyoming Statute § 21-13-331

WDE Rules and Regulations, Chapter 8

Collection Schedule

Collection Window:
05/30/2014 - 06/16/2014

The WDE600 is due June 16, 2014.

It is highly recommended that each school district load data by Monday, June 9, 2014. 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.

Instructions

The WDE600 is the official collection for student-level attendance, membership, and unexcused absence data. This data is used in the Wyoming education resource block grant model. Due to the financial impact these data have on school districts, please ensure adequate time to complete the collection and review for accuracy, completeness, and sensibility.

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 was required no later than the 2010-2011 school year.

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 during the 2009-10 school year.

HispanicEthnicity
AsianRace
BlackRace
IndianRace
PacificIslanderRace
WhiteRace

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

Data Compilation

Prior to submission, each district must compile their data. Districts have two uploading options for the WDE600 collection, which greatly impact the data compilation method.

The first option is to upload using a Schools Interoperability Framework (SIF) agent. This agent is configured to export the data from a district's Student Information System (SIS) by mapping the fields needed to fulfill the data collection requirements. The WDE600 supports SIF 2.2. Appendix D describes the SIF objects and fields that an SIS must publish in order to participate in a SIF data collection in Wyoming. When a SIF agent is used, a district must review and certify the exported data before it is sent to the WDE.

The second option is to upload using Comma Separated Value (.CSV) files. Data will be entered into a 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 and SIF formats 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 CSV submissions, and SIF input formats. All WDE600 Data Elements are explained below in the order in which they appear on a CSV submission.

Data Elements

The purpose of this file is to submit attendance and membership information for each student. This file contains 19 elements.

- DistrictID
- SchoolID
- WISERID
- StudentLastName
- StudentFirstName
- StudentMiddleName
- StudentNameSuffix
- StudentGradeLevel
- StudentDateOfBirth
- StudentGender
- HispanicEthnicity
- AsianRace
- BlackRace
- IndianRace
- PacificIslanderRace
- WhiteRace
- StudentAggregateAttendance
- StudentAggregateMembership
- StudentAggregateUnexcusedAbsence

DistrictID

The WDE 7-digit ID for the district of the student's enrollment.

SchoolID

The WDE 7-digit ID for the school of the student's enrollment.

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.

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 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.

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.

StudentGradeLevel

Report students based on their current grade level placement. It must be two digits.

PK - Pre Kindergarten
KG - Full Day Kindergarten
HK - Half Day Kindergarten
01 - First Grade
02 - Second Grade
03 - Third Grade
04 - Fourth Grade
05 - Fifth Grade
06 - Sixth Grade
07 - Seventh Grade
08 - Eighth Grade
09 - Ninth Grade
10 - Tenth Grade
11 - Eleventh Grade
12 - Twelth Grade

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 is a one digit value: "M" for Male, "F" for Female.

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

Ethnicity and Race Reporting

HispanicEthnicity
AsianRace
BlackRace
IndianRace
PacificIslanderRace
WhiteRace

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).

StudentAggregateAttendance
What is the aggregate number of days the student was present during the days of operation? This must be a numeric value greater than or equal to 0 with 1-3 numbers before the decimal and, optionally, 3 numbers after the decimal.

Examples: 75, 100.525

The sum of StudentAggregateAttendance and StudentAggregateUnexcusedAbsence must be less than or equal to StudentAggregateMembership.

StudentAggregateAttendance must be less than or equal to StudentAggregateMembership.

StudentAggregateMembership
What is the aggregate number of days the student was present for the days of operation plus the aggregate number of days the student was absent for the days of operation?

This must be a numeric value greater than or equal to 0 with 1-3 numbers before the decimal and, optionally, 3 numbers after the decimal.

When a student is absent more than ten consecutive calendar days, all those days beyond ten are deleted. A student who withdraws is dropped from membership the day after withdrawal.

StudentAggregateMembership must be less than or equal to the number of student days for the school.

If the student attended more than one school, the combined aggregate membership for all of the student's enrollments must be less than or equal to the highest number of student days of the schools attended.

StudentAggregateUnexcusedAbsence

What is the aggregate number of days the student was absent?
This is defined by the local board of trustees, of any student required to attend school when such absence is not excused to the satisfaction of the board of trustees by the parent, guardian, or other person having control of such student.

This must be a numeric value greater than or equal to 0 with 1-3 numbers before the decimal and, optionally, 3 numbers after the decimal.

Examples: 5, 15.825, 101.00

StudentAggregateUnexcusedAbsence must be less than or equal to StudentAggregateMembership.

Data Upload

The WDE600 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 the on the orange "New Trial" button. Then select the method to send your data.

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.

If uploading via spreadsheet text files, the Student file and the Section Enrollment file must be saved in the Comma Separated Value (CSV) format prior to uploading. The district SRM user will upload these files into the SRM.

- Once logged-in to the secure website, the user will click the on the orange "New Trial" button.
- In the next screen, click the "Browse" button and locate the CSV file.
- Then click "Import" to upload the file.
- While the file is uploaded, the SRM checks the data for errors.

Errors in Data

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 and 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, and in the CSV file, and upload 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. It is essential for each district to archive a copy of the ADM report in order to complete the WDE100 in August.

Due to the financial impact these data have on district funding, please ensure that your district's Business Manager reviews the reports for accuracy, completeness, and sensibility. See Appendix A.

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 WDE600.
- 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.

Frequently Asked Questions

WHOM DO I CONTACT REGARDING CONTENT QUESTIONS?

Kim Morrow - 307-777-6000 or kimberly.morrow@wyo.gov

IS STUDENT LEVEL DATA MANDATORY?

Yes. Student-level data is required by all school districts.

HOW DO I CALCULATE MEMBERSHIP?

Please refer to the Chapter 8 Rules and Regulations. For further questions contact Jed Cicarelli.

HOW DO I CALCULATE ADM?

The SRM will calculate ADM after you submit the aggregated data. The SRM uses your school days data reported on the WDE608 to perform the ADM calculation.

WHAT DO I DO IF THE SCHOOL DAYS USED IN THE WDE600 CALCULATIONS DIFFER FROM THE DISTRICT REPORTED SCHOOL DAYS ON THE WDE608?

If the school days appear inaccurate in the SRM, you will need to contact the steward of the WDE608 to make a correction. Once the correction is made, the SRM will update school days and your ADM calculations will be accurate.

CAN MY DAYS OF OPERATION BE LESS THAN 175?

If the pupil teacher contact days are less than 175, you must have a State Board of Education approved alternative schedule. For further information regarding days of operation, please refer to the Chapter 8 Rules and Regulations. Minimum hour requirements for a school day are located in Chapter 22 Rules and Regulations.

WHAT IS THE DEFINITION OF AN UNEXCUSED ABSENCE?

Unexcused absences are defined locally by policy set forth by the Board. Definitions can vary, even across schools in the same district.

HOW DO I CALCULATE MEMBERSHIP FOR UNSCHEDULED SNOW DAYS?

When school is dismissed for emergencies prior to the end of the school day, membership inclusion shall be allowed according to the following guidelines:

- Students in membership for a major fraction of a half school day (greater than 25 percent) shall be counted as one-half day in membership.

- Students in membership for a major fraction of a school day (greater than 50 percent) shall be counted as one whole day in membership.
- Kindergarten students in half-day sessions in membership a major fraction of their session or the equivalent amount of time shall be counted as if the entire session had been completed.

WE HAVE A STUDENT GOING ON AN EXTENDED VACATION DURING THE SCHOOL YEAR. DO WE CONTINUE TO CLAIM THEM IN MEMBERSHIP WHILE THEY ARE GONE?

You would continue to claim the student for 10 days after he leaves on vacation and would drop him on the 11th day. Once the student returns, you would begin claiming membership again. Please see Superintendent's Memo 2009-144 for further clarification.

CAN WE CONTINUE TO CLAIM GRADUATING HIGH SCHOOL SENIORS AFTER THEY ARE RELEASED PRIOR TO THE END OF THE YEAR?

Please refer to Superintendent's Memo 2008-081for additional information on this topic. Basically, you can continue to claim membership for these early release seniors for up to 10 additional days, or to the end of the school year, whichever comes first.

IF A STUDENT TURNS 21 DURING THE SCHOOL YEAR, CAN A DISTRICT CONTINUE TO CLAIM THE STUDENT IN MEMBERSHIP FOR THE REST OF THE SCHOOL YEAR?

As long as the student did not turn 21 prior to the start of the school year, a district can continue to claim them in membership for the remainder of the school year.

IF A STUDENT'S TOTAL ADM CALCULATED IN OUR DISTRICT IS GREATER THAN ONE (1), DO WE NEED TO MODIFY THE DISTRICT RECORDS TO PRODUCE A RESULT OF ONE (1) OR LESS?

Yes, pursuant to Chapter 8 Rules and Regulations of the WDE Section 10 (b), a district cannot claim an ADM for a student greater than a value of one (1). Keep in mind that one (1) is the maximum ADM that can be claimed for a student from any one district regardless to the different calendars that may exist for schools in a district.

WHOM DO I CONTACT REGARDING SUBMISSION QUESTIONS OR PROBLEMS?

Leslie Zimmerschied – 307-777-8751 or leslie.zimmerschied@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?

Leslie Zimmerschied – 307-777-8751 or leslie.zimmerschied@wyo.gov

WHOM DO I CONTACT IF I NEED A WISERID?

Your district's WISE Coordinator.

WHERE CAN I FIND MORE INFORMATION ON THE DATA ELEMENTS WITHIN THIS COLLECTION?

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

WHAT IS THE MINIMUM AGE FOR KINDERGARTEN STUDENTS?

Wyoming Statute is very specific that the child must have obtained his or her fifth birthday prior to September 15.

Appendix A: ADM Reports

The SRM will calculate ADM after the data is submitted. The SRM uses school days data reported on the WDE608 to perform the ADM calculation. It is essential for each district to maintain a copy of the ADM report. The ADM Report is used in a variety of ways including, but not limited to, the WDE100 Data Collection. The WDE100 reports all data necessary for WDE to compute school districts' School Foundation Program Guarantees, local resources, and the resulting district entitlement or recapture. The WDE100 requires entry of ADM by school, by grade. The ADM Report organizes and arranges the data in this fashion.

The ADM entered into Section A of the *Main Funding Sheet* of the WDE100 must match exactly the submission from the WDE600.

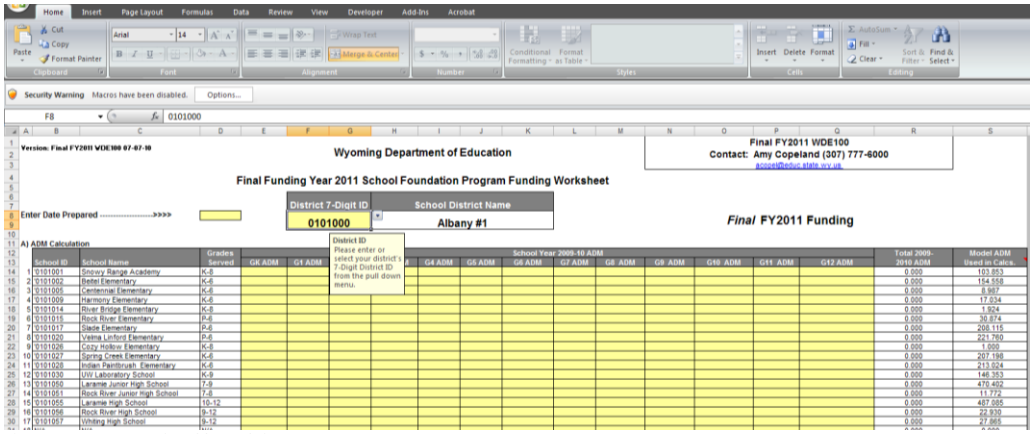

Figure 1: *Main Funding Sheet* of the WDE100.

How to save your ADM Report:

- Within the SRM, click on the "Sent Trial" link for the WDE600.
- Click on the "Reports" link on the right side of the window that corresponds with the Submitted WDE600 data.
- All available reports are listed on the right side of the window. Click the link for the ADM Report.
- A dialog box will provide a choice to "Save" or "Open".
- Click "Save" and select where you would like to save the file.
- Ensure your district's Business Manager has opportunities to review the report.
- Please keep at least one copy of each report in a secure location.

Appendix B: Calculating Distance Education ADM

Understanding the Calculation of Average Daily Membership (ADM) Involving Distance Education Courses

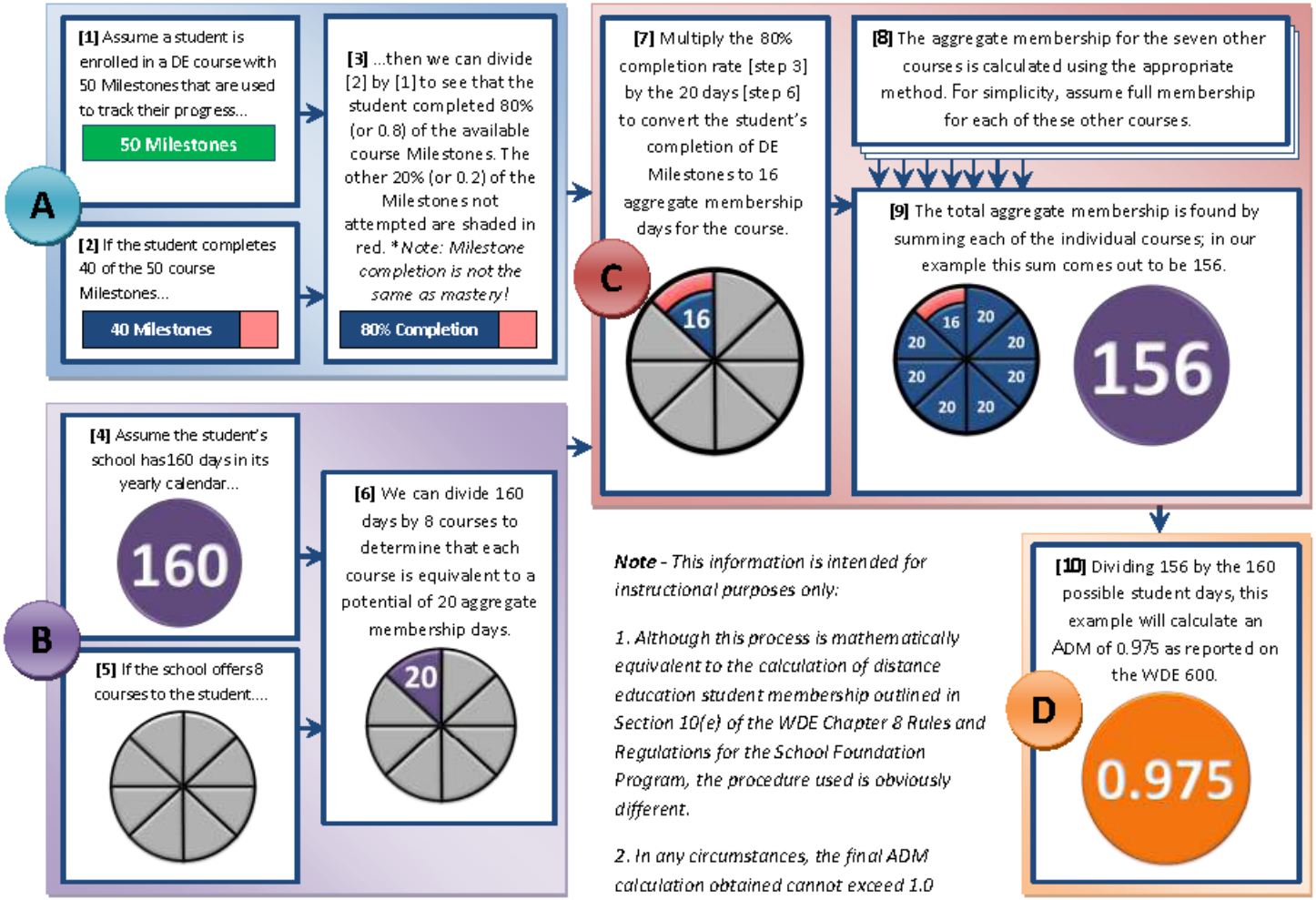

Figure 2: Understanding the Calculation of Average Daily membership (ADM) involving Distance Education Courses

Appendix C: Resources – Converting Distance Education Milestones into Attendance and Membership

The WDE has included a supplemental file called "Distance Ed ADM Calc" which contains worksheets to assist users in converting distance education milestones to student attendance and membership.

Referenced below is the first worksheet, labeled **Distance Ed ADM Data**. For each record, entering the number of school days and the number of courses provided by the school will calculate the aggregate number of days generated by each course.

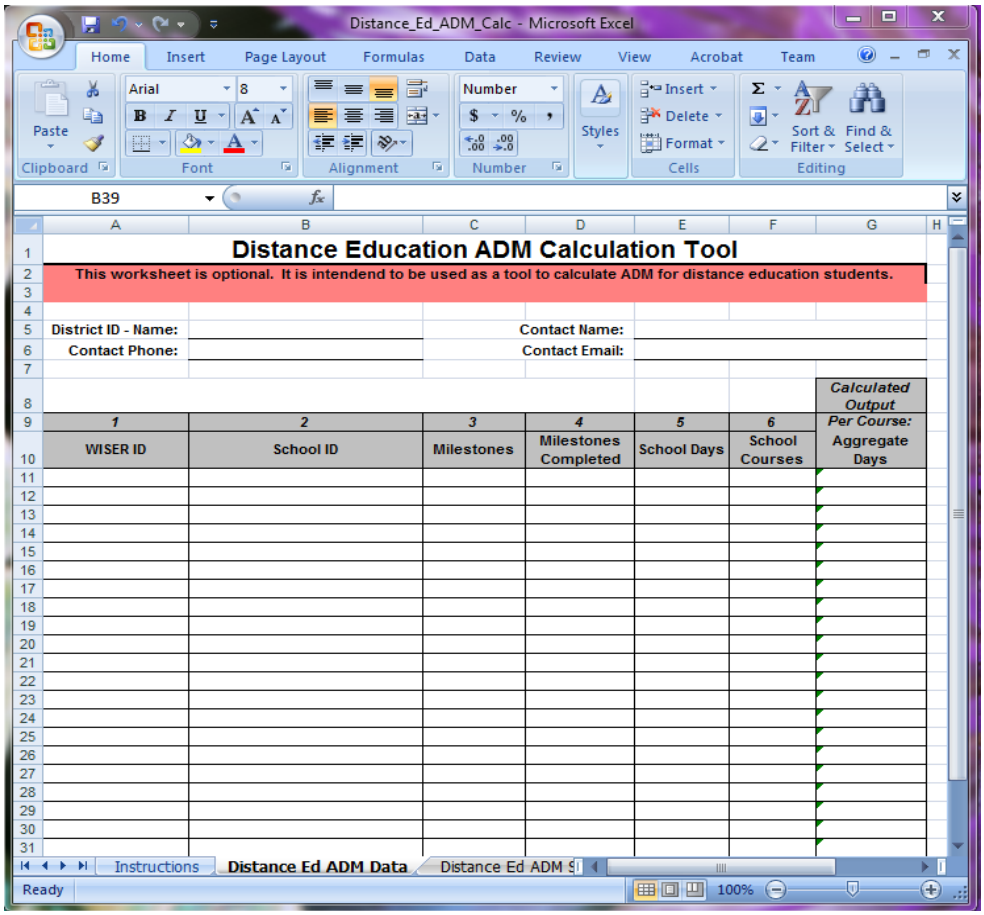

Figure 3: Distance Ed ADM Data

Referenced below is the second worksheet, labeled **Distance Ed ADM Summary**. This worksheet is optional and not a requirement of the WDE 600.

Note

The Pivot Table must be refreshed upon initial entry or changes to data in sheet "Distance ed ADM Summary" by right clicking on the cell labeled "Sum of Aggregate Days" and selecting "Refresh".

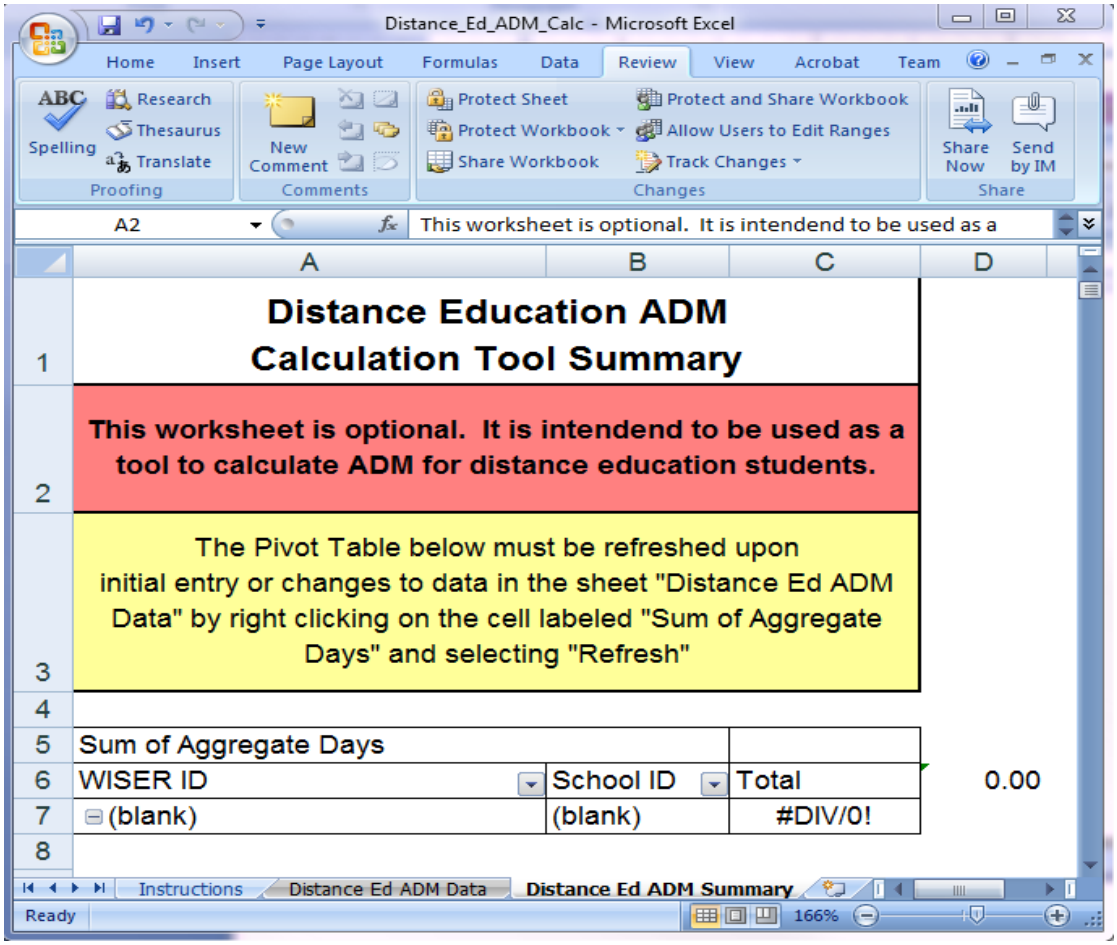

Figure 4: Distance Ed ADM Summary

You can download the "Distance Ed ADM Calc" file by accessing the Wyoming Department of Education Data Collection Suite at:

http://edu.wyoming.gov/DataInformationAndReporting/DataCollectionSuite.aspx

Click on the arrow to the left of the WDE600 collection. Select the Documents tab and then the link to the "Distance Ed ADM Calc" Excel Worksheet.

Appendix D: SIF Input Formats

Data Formats - SIF 2.0r1 Submission

This document describes the SIF objects and fields that will be used in the vertical report.

SchoolInfo

Report one SchoolInfo per school in the district.

SIF Field Used	Field #	Field Name
@RefId		
StateProvinceId	2	SchoolID
SchoolName		

StudentPersonal

Report one StudentPersonal object per Student record.

SIF Field Used	Field #	Field Name
@RefId		
StateProvinceId	3	WISERID
Name/LastName	4	StudentLastName
Name/FirstName	5	StudentFirstName
Name/MiddleName	6	StudentMiddleName
Name/Suffix	7	StudentNameSuffix
Demographics/BirthDate	9	StudentDateOfBirth
Demographics/Gender	10	StudentGender
Demographics/RaceList/Race/Code	15, 16, 17, 18, 19, 20	Asian Race, Black Race, Indian Race, Pacific Islander Race, White Race

StudentSchoolEnrollment

Report one StudentSchoolEnrollment object per Student record.

SIF Field Used	Field #	Field Name
@RefId		
@StudentPersonalRefId		
@MembershipType		
@SchoolInfoRefId		
@SchoolYear		
GradeLevel/Code	8	StudentGradeLevel
FTPTStatus		
EntryDate		

ExitDate		

StudentAttendanceSummary

Report non-overlapping StudentAttendanceSummary objects for the student.

SIF Field Used	Field #	Field Name
@StudentPersonalRefId		
@SchoolInfoRefId		
@SchoolYear		
StartDate		
EndDate		
DaysAttended	12	StudentAggregateAttendance
ExcusedAbences		
UnexcusedAbsences	14	StudentAggregateUnexcusedAbsence
DaysInMembership	13	StudentAggregateMembership
SIF_ExtendedElements/SIF_ExtendedElement[@Name='StudentSchoolEnrollmentRefId']		The RefId of the StudentSchoolEnrollment object that corresponds to the StudentAttendanceSummary. SRM uses this link to correctly report the StudentGradeLevel for the attendance record.

Index

Aggregate Membership, 5
Attendance, 5
Comma Separated Value files
  CSV files, 3
Data Upload, 6
DistrictID, 3
Ethnicity and Race Reporting, 2
Introduction, 1
Morrow, Kim, i
SchoolID, 3
Schools Interoperability Framework
  SIF, 3
State Registration System (SRS), 4
State Report Manager
  SRM, 6
StudentDateOfBirth, 5
StudentFirstName, 4
StudentGender, 5
StudentGradeLevel, 4
StudentLastName, 4
Unexcused Absence, 6
WDE600 Authority, 1
WISERID, 4
Zimmerschied, Leslie, i