WDE602/652 – WISE School District Staff Member Collection

WISE Data Collection Submission Training

Presented on April 24th, 2014

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 • http://edu.wyoming.gov/

Agenda

- Overview of the Data Collection
- What's new in the WDE652?
- Data Elements
- Frequently Asked Questions
- Business Rules
- State Report Manager
- Data Submission
- Important Dates
- Contact Information
- WDE652 Available Documentation
- Questions and Answers
- Feedback

Overview of Data Collection

WDE652

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WDE652 Data Files

- WDE652 is Collected through the State Report Manager (SRM).

- WDE652 Has Four Files:
  - Employment
  - Assignment
  - Experience
  - Education

  - Note: Salary Schedule and Header Files will <u>NOT</u> be submitted for the WDE652.

Overview of WDE652

The WDE652 and the WDE602 collect staff member demographics and employment data using identical elements.

- The WDE602 collects employment details as of an October 1st snapshot, or duties employees are contracted or planned to work during the full school year.
- The WDE652 collects what actually occurs within a district during the school year.

Overview of the WDE652

Why is the WDE652 so important?

- Accurate calculation of FTE based on actual, full-year employment detail is important because it reduces errors in funding and decreases audit findings

WDE652 Authority:

- At the federal level, the number of Highly Qualified Teachers is an indicator for the No Child Left Behind (NCLB) Legislation.

WDE652 Authority

- At the state level, staffing data are used to complete the funding model as specified in Wyoming State Laws:
- W.S. 21-2-203.
- W.S. 21-3-110(a)(ii)(A)
- W.S. 21-13-309
- W.S. 21-7-303
- W.S.21-2-20(c)(ii)
- House Enrolled Act 23
- Section 334 of House Enrolled Act 46

Important Dates

- Collection window opens
  - May 14, 2014
- Collection due date
  - June 30, 2014

What's New in the WDE652?

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What's new in the WDE652?

No changes for this years collection

Warning > Error

- Warning R4934 has been changed to an error – which means that districts must include an education record for all
  - Teachers
  - Tutors
  - Instructional Facilitators
  - Principals
    - EXCEPTIONS: – Native Language Teachers
      – Some Vocational Assignments that PTSB issues PICS for

Accessing the WDE652 in Fusion

- First check with your District's Fusion Administrator to make sure you have the appropriate WDE652 rights.

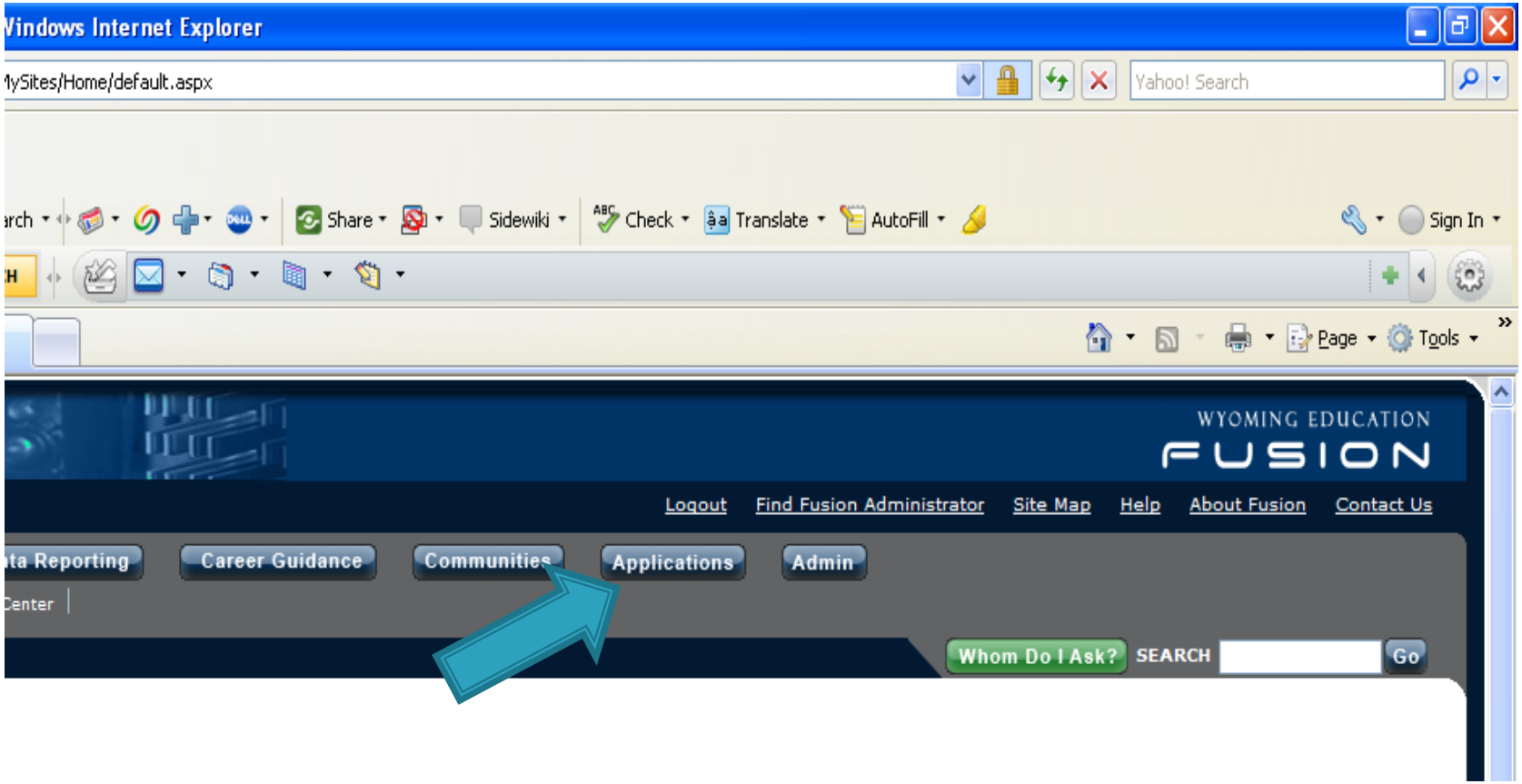
Fusion Rights

- **WDE602/652 Certify** – login/upload/edit/certify
- **WDE602/652 Edit** – login/upload/edit
- **WDE 602/652 Read** – You can access WDE602 information the WDE reports back to districts after data has been submitted and cleaned of all errors. You will not be able to access the SRM.

Accessing the WDE652 in Fusion

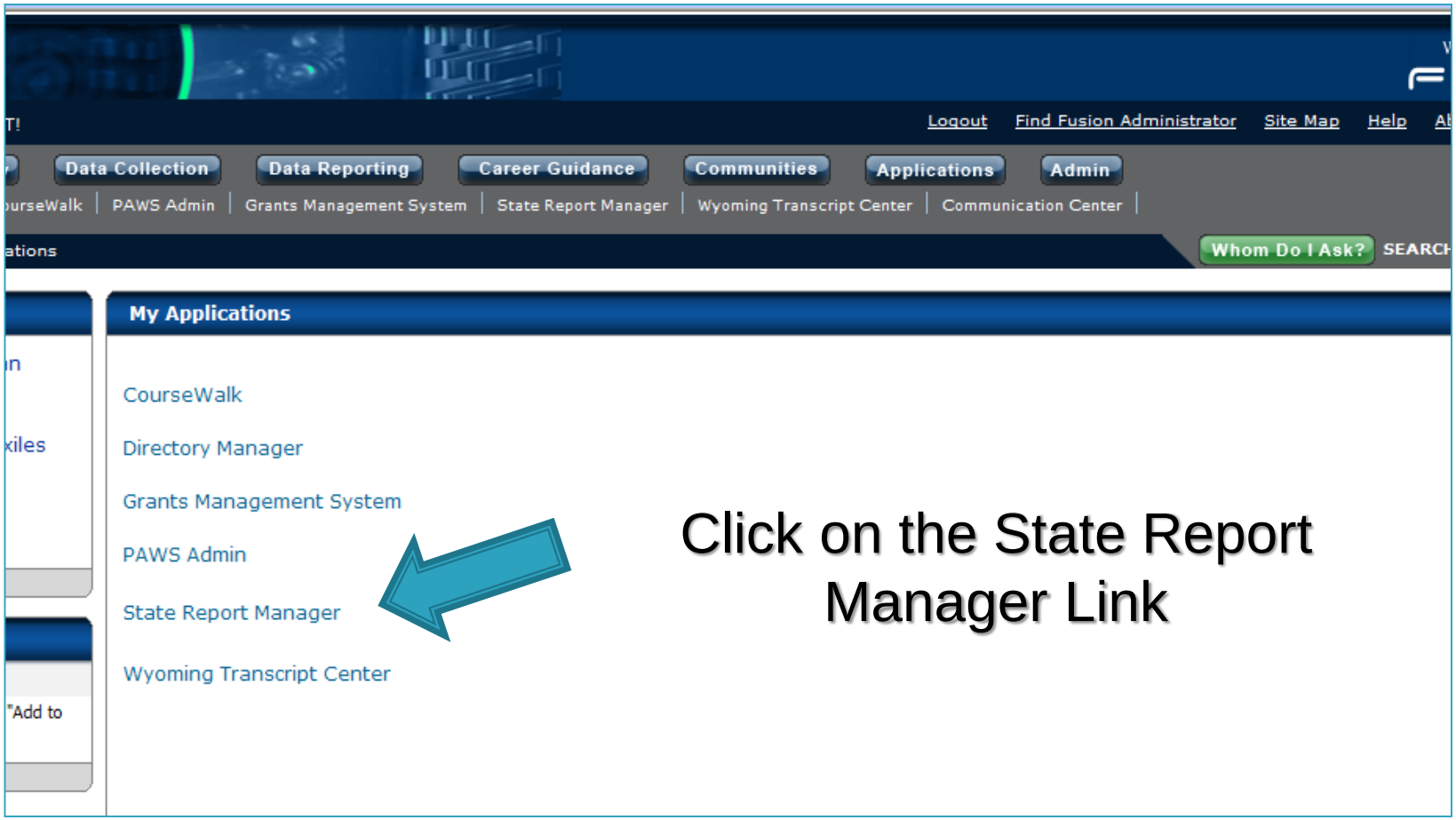
- Log into Fusion http://fusion.edu.wyoming.gov using your username and password.

Accessing the WDE652 in Fusion



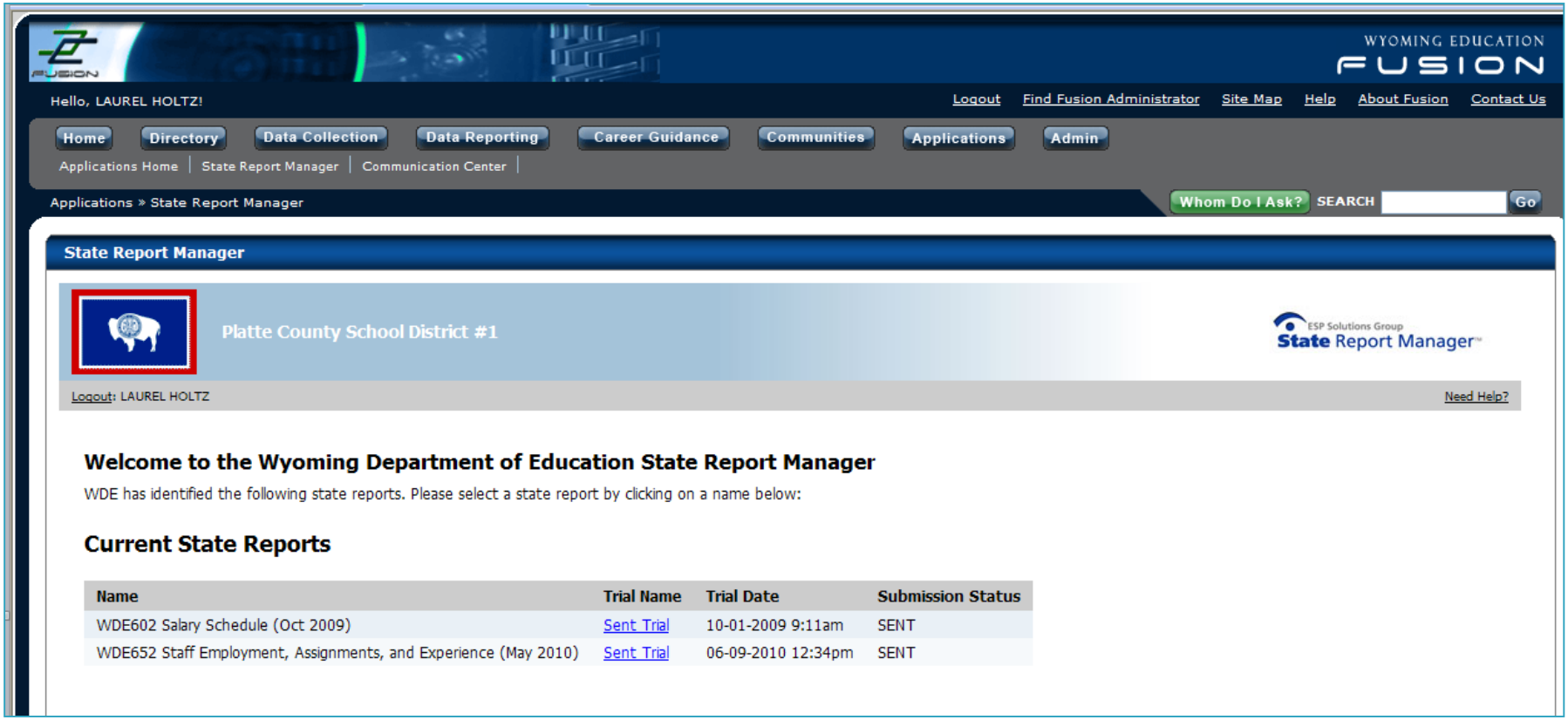
Click on the blue ***Applications*** link

Accessing the WDE652 in Fusion



Click on the State Report Manager Link

Accessing the WDE652 in Fusion



This will take you to the SRM. You will only see links to the collections for which you have rights.

Data Elements

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Four Element Types:

- REQUIRED ELEMENT
  - Data must be provided
- CONDITIONAL ELEMENT
  - Data should be provided, if required/applicable
- "CAN BE BLANK" ELEMENT
  - Data should be provided, if available
- CALCULATED ELEMENT
  - Districts will not supply any information
    - Element will be calculated after data are uploaded.
    - Element will be included on downloadable reports at that time.

Employment Data Elements

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Employment

- 32 total elements
  - 16 required elements
  - 5 conditional elements
  - 8 “can be blank” elements
  - 3 calculated elements

Employment (cont.)

- <u>WISEStaffID</u>
  Required element – must be 7 characters
  - State assigned record identifier for a staff member

Employment (cont.)

- <u>StaffNamePrefix</u>

  "Can be blank" element – up to 8 characters

  - Appellation used to denote rank, placement, or status (Dr., Reverend, Sister, etc.)

Employment (cont.)

- <u>StaffFirstName</u>
  Required element – up to 25 characters

  - Staff member's legal first name.
  - Verified against the SRS in Fusion

Employment (cont.)

- <u>StaffMiddleName</u>
  "Can be blank" element – up to 25 characters

  - Staff member's middle name

Employment (cont.)

- <u>StaffLastName</u>
  Required Element – Up to 25 characters

  - Staff member's legal last name
  - Verified against the SRS in Fusion

Note on First and Last Names

- Employment file is the authoritative data source for the first and last names
  - Make all name changes within the Employment file.
  - Changes made outside of the Employment file will not be stored at WDE.

Helpful Hint

Employment (cont.)

- <u>StaffNameSuffix</u>
  "Can be blank" element – up to 8 characters

  - Staff member's generation indicator (Sr., Jr., III, etc.)

Employment (cont.)

- <u>StaffFormerName</u>
  "Can be blank" element – up to 25 characters

  - Previous last name a staff member may have used

Employment (cont.)

- <u>SeparationDate</u>
  "Can be blank" element – Must be 8 characters – YYYYMMDD

  - If a staff member separated from the district during the current fiscal year (July1, 2013 – June 30, 2014) a separation date must be entered.

Employment (cont.)

- <u>StaffDateOfBirth</u>

  Required element – must be 8 characters YYYYMMDD

  - Staff member's date of birth

Employment (cont.)

- <u>StaffGender</u>

  Required element – must be 1 character (**M** or **F**)

  - Staff member's gender

Employment (cont.)

- <u>AsianRace</u>
  Required element – Must be 1 character (**Y** or **N**)

  - Is this staff member of Asian Race?

Employment (cont.)

- <u>BlackRace</u>
  Required element – Must be 1 character (**Y** or **N**)

  - Is this staff member of Black Race?

Employment (cont.)

- <u>IndianRace</u>
  Required element – Must be 1 character (**Y** or **N**)

  - Is this staff member of American Indian or Alaskan Native Race?

Employment (cont.)

- <u>PacificIslanderRace</u>
  Required element – Must be 1 character (**Y** or **N**)

  - Is this staff member of Pacific Islander Race?

Employment (cont.)

- <u>WhiteRace</u>
  Required element – Must be 1 character (**Y** or **N**)

  - Is this staff member of White Race?

Employment (cont.)

- Note: You must select at least one race but may choose more than one.

Employment (cont.)

- <u>HispanicEthnicity</u>
  Required element – Must be 1 character (**Y** or **N**)

  - Is this staff member of Hispanic Ethnicity?

  *Note: If Y is selected for HispanicEthnicity, one of the five race elements must also be Y.

Employment (cont.)

- <u>HireDate</u>
  - "Can be blank" element – must be 8 characters (YYYYMMDD)
  - New staff member hire date
    - To be reported for staff members hired during the current fiscal year (7/1/13 – 6/30/2014).

Employment (cont.)

- <u>Degree</u>

  Required element
  - Highest level of degree earned
  - Must be 1 character
    - N – None
    - P – Paraprofessional Highly Qualified without Associates Degree
    - A – Associates
    - B – Bachelors
    - M – Masters
    - D – Doctorate

Employment (cont.)

- <u>LicenseType</u>
  "Can be blank" element – must be 3 characters

  - If LicenseType is required, it will be the same as the assignment code for that postion.

  - Staff members that require a license type are listed in Appendix 1 of the Guidebook.

Employment (cont.)

- <u>LicenseState</u>
  "Can be blank" element – must be 2 characters and be WY

  - Staff member's license state

Employment (cont.)

- <u>LicenseNumber</u>
  "Can be blank" element – up to 30 characters

  - Staff member's license number

Employment (cont.)

- <u>LicenseExpirationDate</u>
  "Conditional" element – Must be 8 characters (YYYYMMDD)

  - Date license expires

Employment (cont.)

- <u>StaffEmail</u>
  "Conditional" Element

  - Report district assigned email addresses only, no personal email accounts.

Employment (cont.)

- <u>DistrictID</u>
  Required element – must be 7 characters

  - Valid WDE District ID

Employment (cont.)

- <u>BaseSchoolID</u>
  Required element – 7 characters

  - The ID of the school a staff member is assigned for the greatest amount of time. (This can also be the district ID.)

  - Only one BaseSchoolID allowed per district per staff member.

Employment (cont.)

- <u>RegularSalary</u>

  Required element – up to 6 digits before decimal and 2 digits after (e.g. 166,200.20)

  - Contracted FTE salary for the core contracted duties

  - Regular salary does not include any extra salaries (e.g. coaching, bonuses etc.)

Employment (cont.)

- <u>ScheduleID</u>
  "Can be blank" element – must be 1 character
  - I – Teacher
  - T – Alternative

- The ID for the salary the employee is on

Employment (cont.)

- <u>ColumnNumber</u>
  Conditional element – up to 2 characters

  - If the staff member is on a salary schedule, the column number of the schedule placement

Employment (cont.)

- <u>RowNumber</u>
  Conditional element – up to 2 characters

  - If the staff member is on a salary schedule, the row number of the schedule placement

Note on Schedule ID, Column Number, and Row Number

- Schedule ID, Column Number, and Row Number will be validated against the salary schedule submitted on WDE602

Helpful Hint

- If the staff member is on a salary schedule, then the ScheduleID, RowNumber, and ColumnNumber must all be provided.

Employment (cont.)

- <u>InsuranceOption</u>

  Required element – must be 2 characters (NA, EO, SC, ES, EC, FY)

  - Staff member's insurance option

Valid Values for Insurance Option

- NA – None
- EO – Employee Only
- SC – Split Contract
- ES – Employee Plus Spouse
- EC – Employee Plus Children
- FY – Family

- Detailed descriptions are in the glossary of the Wyoming State Employees' & Officials' Group Plan Active Employees 2009: http://www.wyoming.gov/loc/06012011_1/egi/resources/Pages/GlossaryofTerms.aspx

Notes on Calculated Elements

- Calculated elements in Employment file are:
  - FTE (Sum of Assignment FTE) , TotalExtraSalary (Sum of all extra salary assisnments), and TotalSalary (Sum of Regular Salary and TotalExtra Salaries)
- Elements are calculated <u>after</u> data are uploaded
- Elements are on downloadable reports in the SRM

Helpful Hint

Assignment Data Elements

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Assignment

- 19 total elements
  - 14 required elements
  - 3 “can be blank” element
  - 2 calculated elements

- Note: Last fall’s Assignment data can be downloaded from the State Report Manager (SRM)

Assignment (cont.)

- <u>DistrictID</u>
  Required element – must be 7 characters
  - Valid WDE District ID

Assignment (cont.)

- <u>WISEStaffID</u>
  Required element – must be 7 characters

  - State assigned record identifier for staff member

Assignment (cont.)

- <u>StaffFirstName</u>
  "Can be blank" element – up to 25 characters

  - Staff member's legal first name

Assignment (cont.)

- <u>StaffLastName</u>
  "Can be blank" element – up to 25 characters

  - Staff member's legal last name

Note on First and Last Names

- Employment file is authoritative data source for the first and last names
  - Make all name changes within the Employment file.
  - Changes made outside of the Employment file will not be stored at WDE.

Helpful Hint

Assignment (cont.)

- AssignmentCode
  Required element – Must be 3 characters

  - Assignment code
    - List of codes available on WISE website http://portals.edu.wyoming.gov/WISE/sf-docs/fall-2012/reportable-combinations.pdf

Note on Assignment Code

- Elementary Teacher Assignment Code
  - EL0 has a **zero** at the end – not the letter **O**

Helpful Hint

Assignment (cont.)

- TeacherType
  "Can be blank" element – must be 2 characters
  - TR – Teacher of record
  - NT – Teacher not of record

- Assignments with required Teacher Type Codes are listed in the Reportable Combinations hand out.

Note on Teacher Type

- Certain combinations of TeacherType and AssignmentCode are <u>not</u> valid

For example for Tutors
The TeacherType field is
left blank.

Helpful
Hint

Assignment (cont.)

- <u>SchoolID</u>
  Required element – must be 7 characters
  - Valid WDE School ID for this assignment
  - This can be the district ID for persons with a district level assignment.

Note on School ID

- If a staff member is assigned to multiple schools, then there must be a separate assignment for each school ID.

Helpful Hint

Assignment (cont.)

- <u>LowestGradeServed</u>
  Required element – must be 2 characters
  - PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, or 12

  - The lowest grade this staff member works with for this assignment

Assignment (cont.)

- <u>HighestGradeServed</u>
  - Required element – must be 2 characters
    - PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, or 12
  - The highest grade this staff member works with for this assignment

Assignment (cont.)

- <u>Contract Days</u>
  Required element – up to 3 characters

  - Number of days contracted to work in the school year
  - Positions reported with contractdays and time have a "T" in column Reporting Type Allowed on Reportable Combination Handout
  - *Non-classified staff only*

Assignment (cont.)

- <u>Time</u>
  Required element – max of 3 characters with 2 places after the decimal (100.00)

  - Actual percent of time (portion of an FTE) staff member spends for this assignment

  - *Non-classified staff only*

Assignment (cont.)

- <u>Annual Hours</u>
  Required element – up to 4 characters

  - Total number of annual hours spent on assignment
  - Positions reported with annual hours and holiday hours have a “H” in column Reporting Type Allowed on Reportable Combination Handout
  - Includes work and holiday hours
  - *Classified staff only*

Assignment (cont.)

- <u>HolidayHours</u>
  Required element – up to 3 characters
  - The number of holiday hours received for this assignment
  - Must be hours compensated for *Classified staff only*

Assignment (cont.)

- <u>FundingType</u>

  Required element – 1 Character F (Federal Fund), S (State General Fund), O (Other Funds).

  - How assignment is paid for; with federal, state generals or other funds

Assignment (cont.)

- <u>RegularOrExtraSalary</u>

  Required element – 1 character R (Regular Salary), E (Extra Salary)

  - Is this assignment paid for with Base Contract Pay or Extra Salary?

Assignment (cont.)

- <u>AssignmentSalary</u>

  Required element – up to 6 digits before decimal and 2 digits after (e.g. 166,200.20)

  - The amount of regular salary or extra salary paid for this position

Assignment (cont.)

- <u>ExtraSalaryReason</u>

  Required element – 2 characters acceptable combinations:

NB – (NBCT) pay
ON – Other National Certification
RI – Rural Inconvenience
EA – Equipment Allowance
SO – Sign On Bonus
HA – Housing Allowance
LG – Retention Bonus / Longevity Pay
DP – Differential Pay
SW – Sabbatical Pay
GC – Moving Stipend
XD – Extra Duty
PF – Performance Bonus
YH – Holiday / Year End Bonus
TE – Education Incentive

Note on Extra Salary

- If an extra salary amount is entered, time or annual hours must be blank.

Helpful Hint

Notes on Calculated Elements

- Calculated elements in the Assignment File include:
  - EmployeeClass and AssignmentFTE
- Elements are calculated <u>after</u> data are uploaded
- Elements are on downloadable reports in the SRM

Experience Data Elements

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Experience File

- Remember to only report the years of experience for the **current assignments and their correlating experience groups!**

Experience File

- For Example:

  If you have someone who worked as an AID for 12 years (Assignment code AID/Experience Group Code AID) and they've recently gotten their teaching credentials and are now working as a elementary teacher (Assignment code EL0/Experience Group Code TCH), you will <u>change their ExperienceGroupCode to TCH and change their experience to 0 years</u>. You will no longer report a AID experience record unless they start working as an AID again.

Experience File

- Errors in staffing data such as Experience, Contract Days and Time, or Annual Hours and Holiday Hours can result in findings by the Department of Audit and the possibility that districts will have to repay funds to the State.

Experience

- 12 total elements
  - 10 required elements
  - 2 “can be blank” elements

- <u>Experience obtained within the 2013-14 school year cannot be counted on this collection.</u>

Experience (cont.)

- <u>DistrictID</u>
  Required element – must be 7 characters

  - Valid WDE District ID

Experience (cont.)

- <u>WISEStaffID</u>
  Required element – must be 7 characters

  - State assigned record identifier for staff member

Experience (cont.)

- <u>StaffFirstName</u>
  "Can be blank" Element – up to 25 characters

  - Staff member's legal first name

Experience (cont.)

- <u>StaffLastName</u>
  "Can be blank" element – up to 25 characters

  - Staff member's legal last name

Experience (cont.)

<u>ExperienceGroupCode</u>

Required element – must be 3 characters

- Code where assignment's experience accumulates
- List of codes available in the Reportable Combinations hand out.

Note on Experience

- Only experience obtained **prior** to the start of the 2013-14 school year can be reported on the WDE652

Helpful Hint

Experience (cont.)

- <u>DistrictExperience</u>

  Required element – max of 2 characters before and 2 characters after the decimal. 22.50

  - Number of FTE years **<u>prior to start of the current school year</u>** of experience in the district where they are currently employed.

Experience (cont.)

- <u>OtherWYDistrictExperience</u>

  Required element – max of 2 characters before and 2 characters after the decimal(10.50)

  - Number of FTE years **<u>prior to start of the current school year</u>** of experience in any other Wyoming public school district

Experience (cont.)

- WYInstitutionalExperience

  Required element – max of 2 characters before and 2 characters after the decimal

  - Number of FTE years **prior to start of the current school year** of experience at a WY private school, K-12 educational institution, or post-secondary educational institution that is accredited by an agency recognized by the United States Education Department (USED)

Experience (cont.)

- <u>OutofStatePublicSchoolExperience</u>
  Required element – max of 2 characters before and 2 characters after the decimal (e.g. 10.50)

  - Number of FTE years **<u>prior to start of the current school year</u>** of experience in an accredited K-12 public school outside of Wyoming

Experience (cont.)

- OutofStateInstitutionalExperience

  Required element – At least 2 characters before and 2 characters after the decimal

  - Number of FTE years **prior to start of the current school year** of experience at a private school, K-12 educational institution, or post-secondary educational institution outside of Wyoming that is accredited by an agency recognized by the USED

Experience (cont.)

- WYNonPublicSchoolProfessional

  Required element – At least 2 characters before and 2 characters after the decimal.

  - Number of FTE years **prior to start of the current school year** of licensed experience at Wyoming non-educational institution, such as a clinic or hospital.

Experience (cont.)

- OutofStateNonPublicSchoolProfessional

  Required element – at least 2 characters before and 2 characters after the decimal (e.g. 10.50)

  - Number of FTE years **prior to start of the current school year** of licensed experience outside of Wyoming at a non-educational institution, such as a clinic or hospital.

Note on Non-Public School Professional

- Only to be reported for staff that are <u>required</u> to hold a state license to perform their job.

- Note applies to following elements:
  - WYNonPublicSchoolProfessional
  - OutofStateNonPublicSchoolProfessional

Helpful Hint

Education Data Elements

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WISE DATA SYSTEM

Education

- 55 total elements
  - 2 required elements
  - 53 “can be blank” elements

- Education file is reported for teachers, principals, assistant & interim principals, tutors and instructional facilitators.

Education (cont.)

- <u>DistrictID</u>
  Required element – must be 7 characters
  - Valid WDE District ID

Education (cont.)

- <u>WISEStaffID</u>
  Required element – must be 7 characters
  - State assigned record identifier for staff member

Education (cont.)

- <u>StaffFirstName</u>
  "Can be blank" element – up to 25 characters

  - Staff member's legal first name

Education (cont.)

- <u>StaffLastName</u>
  "Can be blank" element – up to 25 characters

  - Staff member's legal last name

Education (cont.)

- BachelorDegreeInstitution1
- BachelorDegreeInstitution2
- PreparationProgramInstitution
- MasterDegreeInstitution1
- MasterDegreeInstitution2
- DoctorateDegreeInstitution

Must be a valid OPE ID code
(6 – 8 alphanumeric characters)

Education (cont.)

OPE ID Codes can be found on the WISE web site.
http://portals.edu.wyoming.gov/wise/

Education (cont.)

- OPE ID Codes are identification numbers used by the USED Office of Post Secondary Education.

- Institutions with OPE IDs participate in Federal Student Financial Assistance Programs.

Education (cont.)

The Preparation Institution is where the staff member received their teaching certificate.

Reported with an OPE ID.

Education (cont.)

- Bachelor Degree Minor 1 & 2
- Bachelor Degree Major 1 & 2
- Masters Degree 1 & 2
- Doctorate Degree

Must be valid CIP code

Education (cont.)

CIP Codes (Classification of Instructional Programs) – Are taxonomic coding scheme for post secondary degree completions first published in 1980.

CIP Codes can be found on the WISE web site.
http://portals.edu.wyiming.gov/wise/

Education (cont.)

- GPA Collected for:
- Bachelor Degree Cumulative GPA (1 and 2)
- Bachelor Degree Major GPA (1 and 2)
- Master Degree 1 & 2

Numeric Value 0.00 – 4.00

Note: If GPA is not listed on the transcript enter 0.00

Education (cont.)

- Year Degree was conferred (YYYY)

  Collected for:
  - Bachelor 1 & 2
  - Master 1 & 2
  - Doctorate

Education (cont.)

- Currently PTSB requires Praxis II test scores for social studies and elementary endorsements.

Education (cont.)

- Praxis II information is to be collected for all persons who have taken the Praxis II test.
- Information can be reported for up to 4 Praxis II tests.

Education (cont.)

- PraxisIIContentAreaCode – Numeric code between 11 and 951 used by ETS (Educational Testing Service) to identify the content areas. Content Area Codes are located with the WDE652 data elements.

Education (cont.)

- PraxisIITestScore – Staff member's Praxis II test score, number between 0 and 999.

- PraxisIITestResults – Was the Praxis II test passed or failed? P (Pass) F (Failed)

Education (cont.)

- PraxisIITestState – State where Praxis II test was taken.
- PraxisIITestYearAdministered – Year Praxis II test was administered.

Salary Schedule

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Schedule Header and Schedule

- Districts are required to submit a new Schedule Header and Salary Schedule files in ONLY the fall WDE602 data collection

Helpful Hint

Frequently Asked Questions (FAQ)

****The WDE602/652 Guidebook has a series of common frequently asked questions.

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WISE DATA SYSTEM

Education File FAQs

- Q: How do I report an employee who received two Bachelor Degrees Simultaneously?

- A: Report duplicate fields for Bachelor Degree Institution 1 & 2, Bachelor Degree Cumulative GPA 1 & 2, Bachelor Degree Major GPA 1 & 2, and Bachelor Degree Year 1 & 2

Content File FAQs

- Q: Should I submit Assignment, Experience and Education records for my separated staff members or delete them before submitting my data?

- A: Assignment, Experience and Education records should be submitted for all separated staff members in the WDE652 unless they did not earn any income in the current fiscal year. (July 1, 2013 – June 30, 2014.)

Education File FAQs

- Q: What is the difference between Cumulative GPA and Major GPA?

- A: Cumulative GPA is for all course work whether it was in the major field of study or not. Major GPA is only for coursework in the major field of study. These two elements were included because several institutions report both cumulative and major GPAs on their transcripts. If Major GPA is not included on the transcript you may leave this field blank.

Education File FAQs

- Q: What do I do if the transcript does not have a GPA?

- A: It was common for post-secondary schools to not list GPAs on transcripts prior to the mid 1960's. If you receive a transcript without a GPA enter 0.00 so the WDE knows the field was not skipped.

Education File FAQs

- Q: What does the term “Option” mean on a transcript?

- A: A post secondary institution may offer concentrated study within a major. Options typically require less hours of study than a Minor and do NOT need to be reported on the WDE602/WDE652 Education File.

Education File FAQs

- Q: What do I do if I can not find a post-secondary OPEID code on the handout on the WISE web site?

- A: Google the Institution (e.g. University of Wyoming, Laramie, Wyoming OPEID Code).

Education File FAQs

- Q: How do I report an OPEID if an Institution has closed?
- A: If an Institution has closed report the OPEID for the school that has taken over their transcripts. Wikipedia is an excellent source for this information. In the case of Yankton College they created a foundation that houses it's own transcripts and therefore have no OPEID. For Institutions with No ID use code 88888888 (Unknown-No Code).

Education File FAQs

- Q: How do I report OPEIDs for Foreign Post-Secondary Institutions that are not on the OPEID list?
- A: Use OPEID code 77777777 for Foreign Institution.

Education File FAQs

- Q: What is the Preparation Degree Institution?

- A: The Preparation Degree Institution is the post-secondary institution where the teaching degree was earned. Report the degree with an OPEID code. The preparation institution must be completed for anyone with a teaching certificate.

Education File FAQs

- Q: Will I report Praxis II information for all teachers, tutors, principals, and instructional facilitators?

- A: No, only those that have taken the Praxis II exam. Districts have been asked to create a hiring policy that asks all new teachers, tutors, principals and instructional facilitators whether they have taken the Praxis II and if so to provide documentation.

Education File FAQs

- Q: What if a person has more than two bachelors?
- A: Report the two degrees that are most relevant to their current district position.
- Note: This rule applies to persons with more than two masters or more than one doctorate.

Experience FAQs

- Q: Do I need to roll the experience forward?

- A: No. The experience should not be changed for any staff member unless they are a new hire or have had a change of assignment during the year that would change their experience group code.

Experience File FAQs

- Q: Do I need to list experience for previous assignments that a staff member is not currently performing?
- A: No. You only need to report all of the experience for the current assignments. e.g. If a staff member was a teacher for 10 years and then a principal for 5 years and is current assignment is principal, report only his principal experience as 5.

Experience File FAQs

- Only report experience from private schools and institutions that are accredited. For audit purposes it is recommended that districts have verification of accreditation.

Experience File FAQs

- Don’t forget to report allowed WYNonPublicSchoolProfessional and OutofStateNonPublicSchoolProfessional years of experience for all persons with assignments in Appendix A of the Guidebook.

- For Example: Physical Therapists, School Nurses, Counselors, Psychologist, Social Workers.

Employment File FAQs

- Districts need to make sure that all degrees can be verified by the Department of Audit

Experience File FAQs

- If the Department of Audit finds errors in your district's experience it is the district's responsibility to update the next WDE602/652 Experience File.

- If you would like to have previous year WDE602/WDE652 corrected, please email a request to Donal Mattimoe donal.mattimoe@wyo.gov

Business Rules

WDE652

Presented on April 24th, 2014

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 • http://edu.wyoming.gov/

Business Rules

- Business Rules are used to validate data during the SRM submission process.

- Business Rules are available online at http://portals.edu.wyoming/wise/

- Click on the WDE652 Data Elements link.

State Report Manager

WDE652

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WDE652 is not an Application

- WDE652 is submitted through the State Report Manager (SRM) just like the WDE602

- The SRM is Part of the Wyoming Integrated Statewide Education (WISE) Data System

Coordination During Submission

- On the WISE data are secure!
  - Your District WISE Coordinator has the URL, username, and password for the SRM or you can use the single sign on feature in Fusion.

State Report Manager (cont.)

- With the SRM, data can easily be
  - Uploaded
  - Checked for errors
  - Sent to WDE

State Report Manager Guidebook

- Helpful guidebook on the SRM

http://portals.edu.wyoming.gov/wise/Documents/CurrentDocs/WYOMING_SRM_062807_v3.pdf

There are also detailed slides in the WDE652 guidebook, which also posted on the WISE website.
http://portals.edu.wyoming.gov/WISE/

Data Submission

WDE652

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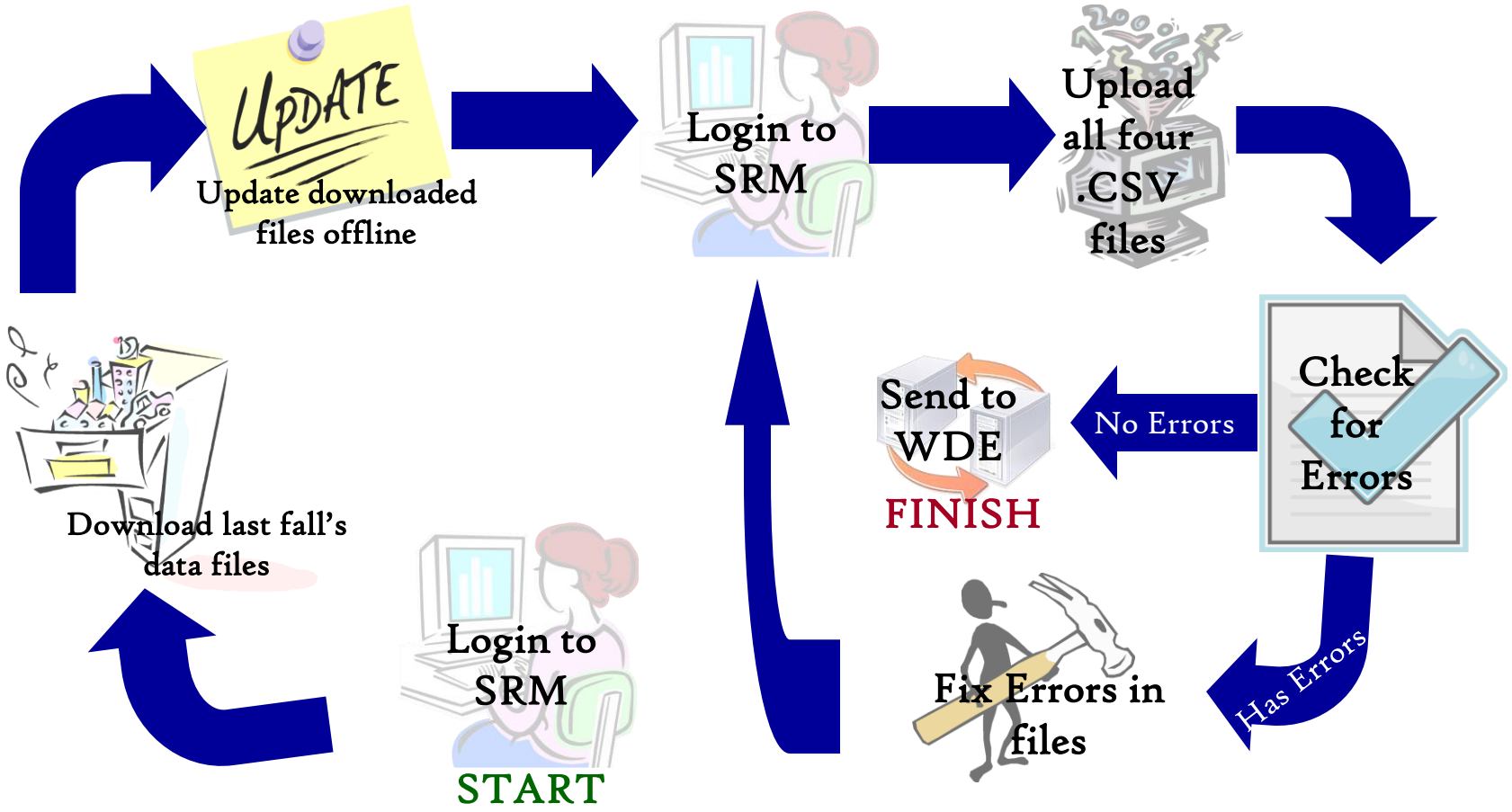
Updating Files Offline



Login to SRM

- WISE Coordinator has
  - Correct URL for login
  - Username
  - Password

- Coordination is important
  - Work with your WISE Coordinator and to submit data

Download Procedures

In the Fall WDE652 files will first need to be preloaded by clicking on *Run a Trial*, and then clicking *Preload.*

This will only need to be done the first time entering the SRM.

Preloading data pulls all updated education and experience files into the SRM for downloading and editing.

Download Procedures

- Instead of preloading the WDE652 Spring data, districts also have the option of taking their last submitted WDE602 files and saving them under 2013-14 WDE652 and then making their updates.

Download Procedures

1. Click download button
2. Click open button
3. Copy all four files
4. Paste all four files into a folder on your computer

Helpful Hints

Update Downloaded Files

- Do you have new employees?
  - Be sure to add each new employee to Staff/Employment, Assignment, Experience and Education. (Note: Education files not required for classified positions).

Update Downloaded Files

- Do you have terminated employees?
- Did any staff members change positions?

Overwrite Problems

- Problem
  - Potential for data to be overwritten
- Example
  1. Jill downloads all data files
  2. Bob edits Experience file <u>online</u>
  3. Jill edits Experience file <u>offline</u>
  4. Jill upload's her edits after Bob finishes
  5. Jill's file overwrites Bob's edits
- Solution
  - District personnel must coordinate to avoid overwriting each other's edits

Helpful Hints

Upload Final Data Files

- Employment
- Assignment
- Experience
- Education

Check for Errors

- Warnings
  - Possible data entry error
  - Data can be sent to WDE with warnings

- Errors
  - Fatal error
  - Data will only be sent to WDE if errors are corrected

Typical Submission Errors

- Element names are spelled incorrectly
  - Spelling is important
- Elements are placed out of order
  - Order is important
- Excel spreadsheet is uploaded
  - .CSV file should be uploaded

How to Fix Errors

- Make necessary corrections in .CSV files
- Upload all four files
- Check for errors again
- Continue process until you have no errors

Send to WDE

- Once all errors have been corrected, you will be able to submit your data

- How will you know when you can submit?
  - “Send to WDE” button will turn blue

SRM: Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection - Windows Internet Ex...

https://casperapp.k12.wy.us:8443/srm/protected/listUserTrials.do?currentReportManifestId=17

File Edit View Favorites Tools Help

SRM: Trials for WDE-652 WISE Spri...

Page Tools

Albany County School District #1

ESP Solutions Group
State Report Manager™

Logout: Ann-Marie Trujillo

Need Help?

Home > **Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection**

New Trial

Latest Trial

Generated: **04-16-2008 10:35am**

Save | Download | Revalidate | Send to WDE | Delete

Errors (0)
Warnings (91)

Records (3039)

Reports

Saved Trial: 2007-08 WDE652 Data

Generated: **04-14-2008 3:37pm**
Description: **Certified WDE652 Trial**

Save | Download | Revalidate | Send to WDE | Delete

Errors (273)
Warnings (91)

Records (3039)

Reports

Submitted Trial: This state report has not yet been sent to WDE.

Laramie County School District #1

ESP Solutions Group
State Report Manager

Logout: Ann-Marie Trujillo

Home > **Send to WDE**

Trial Name: Name Trial Here

☑ I certify that this trial is accurate and can be sent to the Wyoming Department of Education. **This action cannot be revoked.**

Send to WDE Cancel

Internet 100%

Download Submitted Data

- Download final data sent to WDE
- Keep a copy for your records

SRM Information

- For more detailed SRM instruction refer to the WDE602/652 Guidebook posted on the WISE website.

Contact Information

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WDE652 Contacts

1. Data Steward
   - Donal Mattimoe
   - Content questions
   - 307-777-6391
   - donal.mattimoe@wyo.gov
2. Submission Contact
   - Susan Williams
   - SRM submission questions
   - Username/password questions
   - 307-777-6252
   - susan.williams@wyo.gov

WISE WDE652 Documentation Available

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WDE652 Documentation Available

- What documentation is available?
  - Data element document w/business rules
  - Staffing manual/guidebook
  - Slides on today's training
  - CIP and OPE ID Codes used in the Education File
  - Reportable Combinations

- Where is the documentation?
  - Current Information for the WDE652 is posted on the WISE web site:
  - http://portals.edu.wyoming.gov/wise/

Questions and Answers

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You Ask, WDE Answers!

- WDE strives to provide excellent customer service on all collections.
- Now, it is your turn to ask us questions!
- Don’t want to ask over the WEN? Contact us after the training!

Feedback

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Thank you for attending!

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WISE DATA SYSTEM