

EOY 2013-14 WDE684 - WISE Teacher/Course/Student Enrollment Training



**MAY 20, 2014
2:00PM
EOY 2013-2014 WDE684**



Cindy Hill, Superintendent of Public Instruction



**Wyoming
Department of
Education**

2300 Capitol Avenue, Hathaway Building 2nd Floor, Cheyenne WY 82002-0050
307-777-7675 Office 307-777-6234 Fax <http://edu.wyoming.gov>

End-of-Year WDE684



- **All three files will be submitted on the WDE684**
 - 3 files will be certified when the WDE684 is submitted
 - ✦ Student File
 - ✦ Section File
 - ✦ Special Education (SPED) File
- **No changes to the Student File – keep in mind:**
 - All records must have an exit date and exit type.
- **No changes to the Section File – keep in mind:**
 - All records must have an exit date.

End-of-Year WDE684



- **Exit Type in the Student File**
 - Exit Type's are available in the WDE684 Guidebook on the WISE website:
 - ✦ <http://portals.edu.wyoming.gov/wise/>
- **Most common Exit Type's for End-of-Year**
 - 108 & 124 – graduation codes
 - 310 – advanced to the next grade
 - 329 – retained in same grade
- **Accuracy is important, so please use the appropriate exit type.**

End-of-Year WDE684 – ACT Suite Accountability



- **ACT Suite Accountability Date**
 - April 23, 2014.
 - Includes ACT, Plan, and Explore.
- **Full Academic School Year**
 - Determined using October 1, 2013 and April 23, 2014
 - ✦ No breaks in service more than 10 days.
 - ✦ Enrolled in the same school/district on both dates.
 - Used when computing your schools' performance levels for the current school year.
 - Used to determine inclusion on the grade nine credit readiness indicator.

End-of-Year WDE684 – ACT Suite Accountability



- **Graduation Rate.**
 - Ensure exit codes for four year on-time graduation cohort are accurate.
 - For exit code guidance see pages 40-45 of the WDE684 guidebook located on the WISE website
 - ✦ <http://portals.edu.wyoming.gov/wise/>
- **District needs to verify 684 data as accurate before the district staff with this responsibility leave for the summer.**
 - In particular, enrollment records must accurately reflect the student's enrollment status on April 23, 2014.
- **July 15, 2014 will be the absolute last day to make changes to the EOY WDE684.**

WDE684 SPED File



- **End-of-Year SPED file is cumulative of entire school year**
 - If a student had an IEP at any time during the 2013-14 school year in your district, then that student must be reported on this SPED file.
 - End-of-Year SPED File is essentially the same as the WDE427
 - Data Elements are the same

WDE684 SPED File



- **Students who are IDEA = 'R' or 'I' are only required to submit the following fields:**
 - WISERID
 - StudentLastName
 - StudentFirstName
 - StudentDateOfInitialConsent
 - StudentDateEvaluationComplete

WDE684 SPED File Elements



- WISERID
- StudentLastName
- StudentFirstName
- StudentDateOfInitialConsent
- StudentDateEvaluationComplete
- 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 15 characters
- **The Student's first name will be verified against the Student File.**

StudentDateOfInitialConsent



- **StudentDateOfInitialConsent**
 - Conditional element, and only needs to be reported on the End-of-Year WDE684
 - Only required for students that were evaluated during the current school year.
 - On what date was initial consent received for the student to be evaluated?
 - Date must be entered in the format YYYYMMDD

StudentDateEvaluationComplete



- **StudentDateEvaluationComplete**
 - Conditional element, and only needs to be reported on the End-of-Year WDE684.
 - Only required for students that were evaluated during the current school year.
 - 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
 - ✦ If services are refused prior to the evaluation being completed please contact Shannon for guidance.
 - Date must be entered in the format YYYYMMDD

StudentDateOfInitialIEP



- **StudentDateOfInitialIEP**
 - Conditional element, and is reported on the End-of-Year WDE684
 - What date was the initial Individualized Educational Program meeting held?
 - Only required for students whose IEP meeting was held during the current school year.
 - If StudentDateEvaluationComplete is not blank and StudentIDEA = 'Y', then StudentDateOfInitialIEP is required
 - Date must be entered in format YYYYMMDD.

StudentServiceStartDate



- **StudentServiceStartDate**

- Required element for all students who are IDEA = “Y”.
 - ✦ This element is required, even if the date is from a previous school year.
- What date did the student begin receiving IEP services in this district?
- Data must be entered 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

ServiceSchoolID



- **ServiceSchoolID**

- Conditional element for End-of-Year WDE684
- Students who are IDEA = “I” or “R” never received services, so they would not have a ServiceSchoolID
- 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

StudentPrimaryDisability



- **StudentPrimaryDisability**
 - Conditional element for End-of-Year 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 for Fall WDE684.
 - ✦ Fall only reports students who are active IDEA = “Y” on the snapshot date.
 - Conditional element for End-of-Year WDE684
 - 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.edu.wyoming.gov/wise/>

StudentRelatedService1, 2, 3, 4, and 5



- StudentRelatedService1, 2, 3, 4, and 5
 - Conditional 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



- **StudentSpecialEducation1, 2, 3, and 4**
 - Conditional 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.edu.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
 - Includes the PAWS Assessment
 - ✦ Please remember to report this element on the Student File as well.

ProgramExitDate



- **ProgramExitDate**
 - Conditional element, and only needs to be reported on the End-of-Year WDE684
 - The date the student exited the Special Education program.
 - 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**

- Conditional Element, and only needs to be reported on the End-of-Year WDE684
- 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

Contact Information



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

Contact Information



- **Distance Education Questions:**

- Lachelle Brant
- 307-777-3679
- Lachelle.brant@wyo.gov

- **Funding Model/Finance Questions:**

- Jed Cicarelli
- 307-777-5808
- jed.cicarelli@wyo.gov
- Kim Morrow
- 307-777-6000
- eric.ray@wyo.gov

Contact Information



- **Federal Programs Questions:**

- Beth VanDeWege
- 307-777-8964
- beth.vandewege@wyo.gov

- Carol Illian
- 307-777-8715
- david.holbrook@wyo.gov

Questions?



Thank you for attending!



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