WYOMING DEPARTMENT OF EDUCATION

WDE602/652 - WISE School District Staff Member Staffing Manual and Data Collection Guidebook through March 3, 2016

Data Collection Guidebook

Wyoming Department of Education

WDE602/652 Data Collection Guidebook

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Introduction

The WDE602/652 is the authoritative collection of staff-level demographics and employment information.

This guidebook serves as the definitive instruction set for the data contained within the WDE602/WDE652 Data Collections. Because the WDE602 and WDE652 collection data elements have been aligned, the guidebooks are combined.

The WDE602, or fall staffing collection, collects statistics on all staff members within each school district. The collection consists of six separate data files. The six files are 1) Staff/Employment, 2) Assignment, 3) Experience, 4) Education, 5) Schedule Header, and 6) Salary Schedule. The WDE652, or spring staffing collection, collects the first four files and uses the schedule header and salary schedule that were submitted in the fall.

The Staff/Employment file collects information on the staff members' demographics and current employment status within the school district. The elements within the Assignment file collect information on the staff members' current assignment. Experience records are added for new employees and employees working in new experience groups. The Education file collects post-secondary information on all principals, assistant principals, interim principals, tutors, teachers, and instructional facilitators as well as their Praxis II information. The Schedule Header provides information on the construction of each district's salary schedule. The Salary Schedule contains a salary distribution for those staff members that are on that particular schedule.

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. It is widely agreed upon that you need quality and timely data to inform the work of stakeholders such as students, teachers, administrators, parents and policy makers to most appropriately impact the teaching and learning process. The data from the WDE602 Collection is made available in a clear and useful way through the Stat 2 data which is published annually.

WDE602/WDE652 Purpose and Authority

The WDE602 collects employment details as of an October 1st snapshot; duties employees are contracted or planned to work during the full school year. It is important to report all contracted and planned employment, not just what is being done on October 1st. October 1st employment data is required for use in administering the funding model (Wyoming State Law 21-2-203), staff endorsement and Highly Qualified status determinations (NCLB), and mandated state and federal reporting. NCLB act will be replaced by ESSA for the 2017-18 school year.

Conversely, the WDE652 collects actual employment details as they have occurred throughout the entire school year. In this manner, the WDE652 accounts for all changes in employment throughout the year, including modifications to contracts and turnover. Year-end employment data is required to ensure accurate FTE experience is calculated for each individual. This data is then rolled forward as prior experience for use in conjunction with the next fall's October 1st employment data in the Wyoming Funding Model. **Accurate calculation of FTE based on actual, full-year employment detail is important because it reduces errors in funding and decreases audit findings.**

There are several authorities that allow the WDE to collect data for the WDE602/652 collection:

- W.S. 21-2-203
- W.S. 21-7-303
- W.S. 21-3-110(a)(ii)(A)
- W.S. 21-13-309(m)(v)(F)
- W.S. 21-2-20(c)(ii)
- W.S.21-13-307(b)
- W.S. 21-13-309(m)(v)(C)
- No Child Left Behind (NCLB) Highly Qualified Teacher Monitoring, still valid for 2016-17

Differences between the WDE602 and WDE652

Procedurally, the submission of the two collections differs in that the fall collection (WDE602) requires the submission of a schedule header and salary schedule where in the spring collection (WDE652) the salary schedule information is pulled from the fall (WDE602) submission.

There are also differences in the reporting of hire and separation dates. In the fall collection (WDE602) districts will report persons who were hired or separated between July 1 and October 1 of the current year. In the spring collection (WDE652) districts will report persons who were hired or separated at any time during the school year (July 1 – June 30). Functionally, a hire date must be provided if a district failed to provide an employment record in the prior collection. Or if there was an employment record in the prior collection, but there was a separation date as well, for example if a person left and rejoined the district.

Instructions

The WDE602/652 is the official collection for staff-level demographic and assignment information. This report includes vital and social statistics on district staff in Wyoming schools. The instructions listed below are designed to provide an overview on the WDE602/WDE652 collections. These instructions are not intended to give the reader technical guidance on the State Report Manager (SRM). The SRM User's Guide can be found online at http://portals.edu.wyoming.gov/WISE/.

Data Submission Process

Login

The first step in the data submission process is to login to the SRM either directly through the SRM or through the WDE Fusion portal. Each district has an SRM contact person. In most cases, this is the district WISE coordinator. This person has the district's URL, username, and password necessary to log in directly through the SRM. It will be necessary to work with this person in submitting the data from this collection.

Overwriting Data

The potential exists for users to overwrite each other's data. An example of this includes Jill and Bob, whom are both staff members of the same school district. On Monday morning, Jill downloads the Staff/Employment file. She decides to update personnel within that file later in the week. On Tuesday, Bob logs into the SRM to edit the Staff/Employment file. He makes all of his corrections and logs off the SRM on Tuesday afternoon. On Friday, Jill completes her edits within that file and then uploads her version of the Staff/Employment file. Jill's file will overwrite all of the edits that Bob made on Tuesday.

In order to avoid a similar scenario, all school district personnel must coordinate with each other and with the WISE Coordinator. In addition, it is highly recommended that each school district devise its own plan to meet the requirements of this collection. This plan should include an editing schedule or systematic flow of tasks to help ensure that overwriting of data is prevented.

Preload Files

For the Fall WDE602, districts will need to preload their data in order to pull updated files into the SRM so they may download them to their hard drives. Districts will log onto the SRM and click the *New Trial* link. Users will see a choice between *Preload* and *Upload*. By checking the *Preload* link, districts will have access to data in the state's data warehouse. The data will include updated Employment, Assignment, Experience and Education files with the prior years experience added in as well as the removal of staff that districts reported with a separation date in the previous school year. ***The preloaded files will also include the changes made to the Employment and Assignment file headers.*** After files are preloaded they can be downloaded and saved as in years prior. Districts will only need to use the *Preload* link the first time they log onto the SRM.

In the spring, districts have the option to preload their data or continue working from a copy of the WDE602 file they submitted in the fall. If districts wish to continue working from a copy of their WDE602 they should first save a copy of the data they submitted in the fall, rename the file WDE652, and make necessary changes to the data to reflect what actually occurred within the district during the fiscal year July1 – June 30.

Salary Schedule Files (Uploaded in the Fall WDE602 Only)

Once the data files have been updated, the next step is to upload the salary schedule into the SRM. This can be done by clicking on the *Run a Trial* link next to the WDE602 Salary Schedule heading on the main page of the SRM. Then, the user will click on the orange *New Trial* button. In the next screen, the user will upload the associated salary schedule files. **Please note that all associated files must be uploaded or the user will get an error message after clicking the "*Import*" button.** While the data are being uploaded, the program checks the data for errors. There are screen shots available in Appendix C to guide the user through uploading the files into the SRM.

Once the salary schedule(s) is uploaded all errors must be corrected before uploading the Assignment/Employment/Experience/Education files. Please reference the Errors in Data section below for more information on how to correct the errors in the schedule. Once all errors have been fixed, the salary schedule needs to be sent to the WDE. Please reference the Send to WDE section below for more information.

If the district has both I and T salary schedules they will need to upload both.

Assignment, Employment, Experience and Education Files

After the salary schedule has been sent to the WDE (done for the WDE602 collection only), the Assignment, Employment, Experience and Education files can be uploaded into the SRM. The process for uploading these files is similar to the Salary Schedule.

Click on the *Run a Trial* link next to the WDE602 or WDE652 Staff Employment, Assignments, Experience and Education heading on the main page of the SRM. Then click on the orange *New Trial* button. In the next screen, the user will upload the associated Assignment/Employment/Experience/Education files. Please note that all associated files must be uploaded or the user will get an error message after clicking the *Import* button.

While the data are being uploaded, the program checks the data for errors. In the WDE602 submission the user will receive numerous errors referencing the salary schedule if it was not sent to the WDE before the Assignment/Employment/ Experience/Education files were uploaded. There are screen shots available in the Appendix C to guide the user through uploading the files into the SRM.

Errors in Data

Once the data have been uploaded, the user must evaluate all errors and warnings reported in the SRM. The SRM provides these errors in an attempt to provide cleaner data to WDE and the districts. Errors must be corrected before the SRM will allow the user to send data to the WDE.

There are two ways to make corrections to the data - offline or online. (Note: all editing must be done offline for the Salary files.) Unless you are going to re-download a corrected copy of your files after you've done on line corrections we recommend that you make all corrections off line.

Offline - (recommended)
The user can make corrections offline and upload a corrected set of files.

Online - (works for all files except Salary)

On the main menu, click the *Records* link. Click on one of the files listed on the left hand side of the screen to view a list of records. Scroll through the list to find the record that needs editing. Once the editing is complete, click on the *Save* button. After all edits are made, clicking the *Revalidate* link will start the check for errors.

Appendix C provides screen shots on identifying and reconciling errors and warnings. It also provides insight on editing the Staff files online.

Send to WDE

Once all errors have been corrected and all warnings have been examined, you are ready to send the data to the WDE. For both the Salary and Staff files, the *Send to WDE* button will turn blue at that time. Remember the Salary files are sent only in the WDE602 and must be sent prior to the Staff files. Once each district has sent in the data, its content will be verified against other data collections. If any errors or questions persist in the data, the Data Collection Steward will contact each district for clarification.

Download Finalized Data

You have the option to download the submitted data files out of the SRM. One copy of each submitted data file should be saved in a secure location for auditing purposes. These files may also prove useful to reconcile any questions that may arise.

Updating fall WDE602 data to facilitate spring WDE652 submission

First, save original copies of your final (submitted) set of fall WDE602 files. Then, make a second copy of these files to use in updating changes to employment details throughout the school year.

Districts will find that continuous updating of fall WDE602 data will vastly simplify final preparation and submission of spring WDE652 files. Remember to only update copies of the WDE602 submission files, not the original files.

Collection Schedule

The submission of the data is available during a specific timeframe - referred to as the data collection window. During this time, school district personnel may submit their data any day for the collection in question. It is imperative that the data be submitted by the last date, also known as the due date, of the collection window.

2015 WDE602 Opens:	October 1
2015 WDE602 Due:	October 30
2016 WDE652 Opens:	May 11
2016 WDE652 Due:	June 30

It is highly recommended that each district load data a week before the collection is due. For the WDE 652 collection, district should load data **no later than June 20, 2016** This will ensure that data can be validated and errors can be corrected before the data are sent to WDE.

Employment File

The first file is the Employment File. The purpose of this file is to submit demographic information for each staff member. It contains 33 elements.

- WISEStaffID
- StaffNamePrefix
- StaffFirstName
- StaffMiddleName
- StaffLastName
- StaffNameSuffix
- StaffFormerName
- SeparationDate
- StaffDateOfBirth
- StaffGender
- AsianRace
- BlackRace
- IndianRace
- PacificIslanderRace
- WhiteRace
- HispanicEthnicity
- HireDate
- Degree
- LicenseType
- LicenseState
- LicenseNumber
- LicenseExpirationDate
- StaffEmail
- DistrictID
- BaseSchoolID
- RegularSalary
- ScheduleID
- ColumnNumber
- RowNumber
- TotalExtraSalary
- InsuranceOption
- FTE
- TotalSalary

WISEStaffID
The WISE Staff ID is a seven digit identifier that the WDE assigns to all district staff. The identifiers entered in the WDE602/652 will be verified against the SRS. WISE Staff IDs can be retrieved by your district's WISE ID Administrator from the State Registration System (SRS) in the WDE Fusion portal http://fusion.edu.wyoming.gov.

StaffNamePrefix
A title used to denote rank, placement, or status i.e. Mr., Ms., Reverend, Sister, Dr., and Colonel. The prefix can be up to eight characters in length. This element is optional.

StaffFirstName
Use legal names rather than preferred, for example, William rather than Bill. The staff member's first name will be verified against the SRS. The Employment File is the authoritative location for the data and is the only file where the spelling of names needs to be corrected.

StaffMiddleName
The staff member's legal middle name. This element is optional.

StaffLastName
The staff member's legal last name as it appears on their Social Security Card. The Staff member's last name will be verified against the SRS. The last name element exists in all four files but the Employment File is the authoritative location and the only file where the spelling of names needs to be corrected.

StaffNameSuffix
Generation indicator or degrees earned e.g. Sr., Jr., Ph.D. This element is optional.

StaffFormerName
Most recent previous last name this staff member may have used. e.g. maiden name.

SeparationDate
In the WDE602, if the staff member is no longer employed by the district during the dates of July 1 through October 1 of the current fiscal year, a valid date (YYYYMMDD) must be entered.

In the WDE652, report a separation date for anyone who separated during the current fiscal year July 1 – June 30.

If staff resigned and did not earn income during the current fiscal year, the district will enter a regular salary of 0 and delete the Assignment, Experience and Education files.

If the individual did earn income in the current fiscal year, the regular salary, contract days and time or annual hours will need to be adjusted accordingly and all four records (employment, assignment, experience and education), if applicable, are submitted.

StaffDateOfBirth
Date of birth should be entered in the format: YYYYMMDD. Staff Date of Birth will be verified against the SRS.

StaffGender
The staff member's gender is a one digit value: "M" for Male, "F" for Female.
Staff Gender will be verified against the State Registration System (SRS).

Ethnicity and Race Reporting Guidance
These six fields are used to report a student's Race and Ethnicity:

- AsianRace
- BlackRace
- IndianRace
- PacificIslanderRace
- WhiteRace
- HispanicEthnicity

When collecting a person's race/ethnicity, organizations must ask respondent in a two-part question format:

- The first question is about ethnicity, and is reported in the HispanicEthnicity data field.
- The second question is about race, and is 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).

For more information:
Federal Guidance: http://www2.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

HireDate
New staff member hire date. A valid date (YYYYMMDD) must be entered.

WDE602: only report a hire date for staff members hired July 1 – October 1 of the current fiscal year.

WDE652: report anyone hired during the current fiscal year (July 1 – June 30).

Degree
Highest degree earned by a staff member. Staff education level is utilized in federal reporting under No Child Left Behind (NCLB). NCLB act will be replaced by ESSA for the 2016-17 school year.

- N – None
- P – ParaHQ (Paraprofessional Highly Qualified without Associates Degree as defined in NCLB – 1119(c)), still valid for 2016-17 school year
- A – Associates
- B – Bachelors
- M – Masters
- D – Doctorate

LicenseType
License type is a valid three letter assignment code (found in Appendix A).

Note: Districts are only required to report licensure information for positions in Appendix A. These fields will be left blank for a majority of employees. Also be aware that there are numerous positions listed on Appendix A that require either a license or a PTSB endorsement. If employees have endorsements in these assignments then please leave the licensure fields blank.

LicenseState
State from which the license was issued. Persons working in Wyoming are required to have a Wyoming State License therefore this field will always be WY.

LicenseNumber
Wyoming state license number.

LicenseExpirationDate
Date license expires, must be a valid date (YYYYMMDD).

StaffEmail
A valid district assigned email address. If staff member was not assigned a district e-mail address this field must be left blank. Do not use personal email addresses.

DistrictID
The WDE 7-digit ID for the district of the staff member's employment.

BaseSchoolID
The WDE 7-digit ID for the school the staff member is assigned to for the greatest amount of time; can also be a district ID.

RegularSalary
Regular salary is an employee's annual pay for core contract duties (as defined by the district) and does not include extra salary.

If a staff member is on a salary schedule and has 1 FTE, the regular salary should match the schedule salary. If an employee only has assignments for extra salary, for instance coaching, time and contract days are 0 (assignment file) and regular salary is 0 (employment file).

Because regular salary is an annual amount, for classified (hourly) employees you will need to calculate the regular salary by multiplying the hourly rate of pay by the number of work hours. (Work Hours = Annual Hours – Holiday Hours).

ScheduleID
The ID for the salary schedule that an employee is on (either I or T). If an employee is not on a salary schedule this field is left blank.

Note: If the employee is not on the salary schedule(s) you submitted in October, do not list a column or row for them in your Employment file. If there is a column or row listed, you must have a schedule ID listed as well. Either all three fields, Schedule ID, Column and Row, must have values or none of those fields should have values.

ColumnNumber
If this staff member is on a salary schedule, the column number of their schedule placement.

RowNumber
If this staff member is on a salary schedule, the row number of their schedule placement.

TotalExtraSalary
This field is the sum for all extra salary assignments. Pay for extra duty which is above and beyond the regular salary contract. If the assignment has a percent of time or annual hours, it is considered part of the regular salary. If the percent of time and annual hours are (0), it is an extra salary. The assignment salary for all assignments with "E" in the RegularOrExtraSalary field will be totaled in this column. This is a field provided by the WDE.

InsuranceOption
In the 2006 legislative session, Enrolled Act 23 was adopted and authorized the WDE to collect district health insurance actual participation information to calculate the health insurance amounts to be provided in the education resource block grant model. W.S. 21-13-309(m)(v)(F) requires the amounts to be provided in the education resource block grant model for health insurance to be based upon prior year statewide average district weighted actual participation in district health insurance plans as to the proportion of employee only, split contracts, employee plus spouse or children, and family coverage.

In 2009 the codes were redefined to the following:

INSURANCE_OPTION_CODE	INSURANCE_OPTION
EO	Employee Only
FY	Family
NA	None
SC	Split Contract
ES	Employee Plus Spouse
EC	Employee Plus Child(ren)

Note: You must review your employees and place them in one of the categories listed above based on the State plan participation requirements. For definitions use the following link.Wyoming State Employee's & Official's Handbook. Read each of the data elements definitions and use the most appropriate code that best suits the staff member's insurance option.

If an employee does not participate in the district health insurance plan but receives the equivalent of the "employee only" premium for a health insurance reimbursement account you must select NA for None. **If an employee is only entered in the Dental and or Vision option and not regular health insurance then mark as NA**.

FTE
The sum of all Assignment FTEs is a field that is provided by the WDE. The calculations used to determine FTE are described in Appendix B.

TotalSalary
Total salary is the sum of an employee's Regular Salary (annual pay for core contract duties) and Extra Salary (bonuses and pay for additional workload which may include coaching, facilitating extracurricular activities, and overtime). This is a field provided by the WDE.

Assignment File

The second file is the Assignment File. The purpose of this file is to submit information for specific assignments performed by the staff member. It contains 19 elements.

- DistrictID
- WISEStaffID
- StaffFirstName
- StaffLastName
- AssignmentCode
- TeacherType
- SchoolID
- LowestGradeServed
- HighestGradeServed
- ContractDays
- Time
- AnnualHours
- HolidayHours
- FundingType
- RegularOrExtraSalary
- AssignmentSalary
- ExtraSalaryReason
- EmployeeClass
- AssignmentFTE

DistrictID
The WDE 7-digit ID for the district of the staff member's employment.

WISEStaffID
This is the WDE 7-digit state assigned staff record identifier for the employee. The WISE ID is verified against the SRS.

StaffFirstName
Use legal names rather than preferred, for example, William rather than Bill. The staff member's first name will be verified against the SRS. The Employment File is the authoritative location for the data and is the only file where the spelling of names needs to be corrected.

StaffLastName
The staff member's legal last name as it appears on their Social Security Card. The Staff member's last name will be verified against the SRS. The last name element exists in all four files but the Employment File is the authoritative location and the only file where the spelling of names needs to be corrected.

AssignmentCode
Assignment codes are three character codes provided by the WDE for all work assignments. Current and active assignment codes can be found in the Reportable Combinations document on the WISE website, http://portals.edu.wyoming.gov/wise/.

Persons can be reported with one or multiple assignments depending on how many roles they have within the district.

Note: All assignment codes consist of three letters except for the Elementary Grades teacher code (EL0) which ends in a zero.

TeacherType
Teacher type is a two letter code indicating if a teacher is a Teacher of Record (TR) or Teacher Not of Record (NT).

Assignments that are not teaching positions will leave this field blank. All assignments are defined as TR, NT or blank on the Reportable Combinations hand out.

Instructional Position Types - Reporting Guidance:

- A "Teacher of Record" is a certified teacher who is generally responsible for planning lessons, instruction, and assigning grades and credits. "Teacher of Record" positions are reported using subject specific assignment codes and a teacher type value of TR.

- A "Teacher Not of Record" is a certified teacher who provides classroom instruction as part of a team with a Teacher of Record, to a specific student in an inclusion setting, or as a Special Education Specialist providing one-on-one instruction in a Resource Room. A "Teacher Not of Record" may assist in planning lessons but do not assign grades or credit. "Teacher Not of Record" positions are reported using subject specific assignment codes and a teacher type value of NT.

- A "Tutor" is a certified teacher assigned to provide supplementary instruction working with individuals or small groups of students. A "Tutor" is not involved in course planning and does not assign nor influence assigning of grades or credits. Unlike "Teacher of Record" and "Teacher Not of Record" required teacher certification for a "Tutor" is not subject specific. "Tutor" positions are reported using the specific Tutor assignment code TUT. The teacher type field is left blank.

- "Instructional Aide" reporting should be used for any instruction provided by an individual not holding active teacher certification or that does not fit under the descriptions for "Teacher of Record," "Not Teacher of Record," or "Tutor". "Instructional Aide" positions are reported using the AID assignment code. The teacher type field is left blank.

SchoolID
The school ID is a 7-digit identifier assigned by the WDE of where the assignment occurs, if the staff member is assigned to multiple schools then there must be a separate assignment for each school. This ID can be the district ID if the assignment is a district level position.

LowestGradeServed
The lowest grade this staff member serves for this assignment, not the lowest grade served at the organization. Valid codes are PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, and 12.

HighestGradeServed
The highest grade this staff member serves for this assignment, not the highest grade served at the organization. Valid codes are PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, and 12.

ContractDays
Contract days are provided for *Non-Classified Staff Only*. The number of days the staff member is contracted to work in the school year. Typical teacher contracts have approximately 185 days. Administrative contracts often have more. Do not count weekends and holidays. Contracts should not exceed 262 days.

Time
Time is provided for *Non-Classified Staff Only*. The percentage of time (percent of each day worked) contracted for each non-classified assignment. It is a numeric value between 1.00 and 100.00 with 100.00 being equivalent to a full time contract as defined by the district.

AnnualHours
Annual hours are provided for *Classified Staff Only*. Annual hours are the total number of hours a classified staff member spends for this assignment during the fiscal year (July 1 – June 30). Annual hours can be a number between 1 and 2,096 and should include both work hours and paid holiday hours.

A classified staff member is considered full time at 1400 hours. They must work a minimum of the student days (usually 175) and eight hours per day. Calculation: 175 (days) * 8 (hours) = 1400 work hours. (Work Hours = Annual Hours – Holiday Hours).

HolidayHours
Holiday hours are provided for *Classified Staff Only*. Holiday hours are number of paid holiday hours received during the fiscal year for this assignment.

FundingType
Is this assignment paid for with federal (F), state general funds (S), or other funds (O)?

<u>Federal - (F)</u>
- Ed Jobs
- ARRA funds
- Title I, Title II, IDEA etc.
- Other federal grants

<u>State General Funds - (S)</u>
- Any general funds

<u>Other Funds - (O)</u>
- Special Revenues (Instructional Facilitator Grant Award, National Board Certified other applicable state grants)
- Enterprise funds (food service, swimming pool)

RegularOrExtraSalary
Is this assignment paid for with the Regular Contract Pay (R) or Extra Salary (E)?

AssignmentSalary
The amount of regular or extra salary paid for this assignment. Regular salary consists of money paid for the core contracted duties. Extra salary consists of bonuses and pay for additional workload which may include coaching, facilitating extracurricular activities, overtime, or any other district specified duty.

This field will be populated after submission in the SRM for all regular salary assignments as long as the individual's assignments are in the same experience group code. Districts will have to provide this field for all extra salary assignments (assignments with RegularOrExtraSalary or E) or for persons who have regular salary assignments in more than one experience group code. For example, a person who serves as both a teacher and a principal has two experience group codes. For a list of assignments and their correlating experience group codes see the Reportable Combinations handout.

ExtraSalaryReason
Extra Salary Reason codes are required for all assignments that have E (Extra Salary) in the RegularOrExtraSalary field. Valid codes are:

- NB - National Board Certified Teacher (NBCT) pay
- ON - Other National Certification pay (national board related pay for any employee type, excluding NBCT pay)
- GC - Moving Stipend
- SW- Sabbatical Pay
- RI - Rural Inconvenience (Isolation) Pay or Fuel Stipend
- EA - Equipment Allowance (Car, Phone, Tools, etc)
- SO - Sign On Bonus
- HA - Housing Allowance
- LG - Retention Bonus / Longevity Pay
- DP - Differential Pay (working condition related - e.g. overnight shift, hazard pay)
- TE - Education Incentive
- YH - Holiday / Year End Bonus
- PF - Performance Bonus
- XD - Extra Duty - NOT usable with the "Additional Pay" assignment code, rather, for use only with actual-duty assignments (all assignment codes other than the code for "Additional Pay").
- RT – Retiring Incentive, a salary bonus given by the district to employees to announce retirement by a certain date.
- LP – Leave payout, for accured vacation time and sick leave for those retiring or resigning staff.

Employee Class
Employee class is based on the assignment code and teacher type. This field is provided by the WDE.

AssignmentFTE
Assignment FTE is a field that is provided by the WDE. It is a numeric percentage of time that is spent on the individual assignment. The calculations used to determine Assignment FTE are described in Appendix B.

The difference between the assignment FTE and the Employment FTE is the assignment FTE is the calculated FTE for a particular assignment. The employment FTE is the sum of the assignment FTEs for a particular staff member if they have more than one assignment. If the staff member only has the one assignment, the two will be the same.

Experience File

The third file is the Experience File. The purpose of this file is to submit information for the number of years and kind of work experience performed by the staff member. It contains 12 elements.

- DistrictID
- WISEStaffID
- StaffFirstName
- StaffLastName
- ExperienceGroupCode
- DistrictExperience
- OtherWYDistrictExperience
- WYInstitutionalExperience
- OutofStatePublicSchoolExperience
- OutofStateInstituionalExperience
- WYNonPublicSchoolProfessional
- OutofStateNonPublicSchoolProfessional

DistrictID
The WDE 7-digit ID for the district of the staff member's employment.

WISEStaffID
This is the WDE 7-digit state assigned staff record identifier for the employee. The WISE ID is verified against the SRS.

StaffFirstName
Use legal names rather than preferred, for example, William rather than Bill. The staff member's first name will be verified against the SRS. The Employment File is the authoritative location for the data and is the only file where the spelling of names needs to be corrected.

StaffLastName
The staff member's legal last name as it appears on their Social Security Card. The Staff member's last name will be verified against the SRS. The last name element exists in all four files but the Employment File is the authoritative location and the only file where the spelling of names needs to be corrected.

ExperienceGroupCode
Experience Group Code is where the assignment's experience accumulates. Experience group codes are listed on the Reportable Combinations resource posted on the WISE web site.

DistrictExperience
The number of FTE years, prior to the start of the current school year, experience in the district where they are currently employed.

OtherWYDistrictExperience
The number of FTE years, prior to the start of the current school year, experience in any other Wyoming public school district.

WYIntitutionalExperience
The number of FTE years, prior to the start of the current school year, experience at a Wyoming private school, K-12 educational institution, or post-secondary educational institution that is accredited by an agency recognized by the United Stated Department of Education.

OutofStatePublicSchoolExperience
The number of FTE years, prior to the start of the current school year, experience in an accredited K-12 public school outside of Wyoming. The total FTE years experience need to be reported regardless of the district's policy governing the number of FTE years experience they will accept for placement on the districts salary schedule.

OutofStateInstitutionalExperience
The number of FTE years, prior to the start of the current school year, 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 United States Department of Education.

WYNonPublicSchoolProfessionals
The number of FTE years, prior to the start of the current school year, experience at a Wyoming non-educational institution, such as a clinic or hospital. Note: This experience should be reported only for licensed staff assignments (see Appendix A).

OutofStateNonPublicSchoolProfessionals
The number of FTE years, prior to the start of the current school year, experience outside of Wyoming at a non-educational institution, such as a clinic or hospital. Note: This experience should be reported only for licensed staff assignments (see Appendix A).

Note: For classified staff you only need to report DistrictExperience and OtherWYDistrict Experience.

Education File

The fourth file is the Education File. The purpose of the Education file is to collect the educational background for all teachers, tutors, principals, assistant principals, interim principals and instructional facilitators. It contains 47 elements.

- DistrictID
- WISEStaffID
- StaffFirstName
- StaffLastName
- BachelorDegreeInstitution1
- BachelorDegreeInstitution2
- BachelorDegreeMajor1
- BachelorDegreeMajor2
- BachelorDegreeMinor1
- BachelorDegreeMinor2
- BachelorDegree1CumulativeGPA
- BachelorDegree2CumulativeGPA
- BachelorDegree1MajorGPA
- BachelorDegree2MajorGPA
- BachelorDegreeYear1
- BachelorDegreeYear2
- MasterDegreeInsitution1
- MasterDegreeMajor1
- MasterDegreeGPA1
- MasterDegreeYear1
- MasterDegreeMajor2
- MasterDegreeGPA2
- MasterDegreeYear2
- DoctorateDegreeInstitution
- DoctorateDegreeMajor
- DoctorateDegreeYear
- PraxisIITest1ContentAreaCode
- PraxisIITest1Score
- PraxisIITest1Results
- PraxisIITest1StateAdministered
- PraxisIITest1YearAdministered
- PraxisIITest2ContentAreaCode
- PraxisIITest2Score
- PraxisIITest2Results
- PraxisIITest2StateAdministered
- PraxisIITest2YearAdministered
- PraxisIITest3ContentAreaCode

- PraxisIITest3Score
- PraxisIITest3Results
- PraxisIITest3StateAdministered
- PraxisIITest3YearAdministered
- PraxisIITest4ContentAreaCode
- PraxisIITest4Score
- PraxisIITest4Results
- PraxisIITest4StateAdministered
- PraxisIITest4YearAdministered

Because of the large number of elements in the Education file, the following elements are not in order but instead grouped so they may be more easily defined.

DistrictID
The WDE 7-digit ID for the district of the staff member's employment.

WISEStaffID
This is the WDE 7-digit state assigned staff record identifier for the employee. The WISE ID is verified against the SRS.

StaffFirstName
Use legal names rather than preferred, for example, William rather than Bill. The staff member's first name will be verified against the SRS. The Employment File is the authoritative location for the data and is the only file where the spelling of names needs to be corrected.

StaffLastName
The staff member's legal last name as it appears on their Social Security Card. The Staff member's last name will be verified against the SRS. The last name element exists in all four files but the Employment File is the authoritative location and the only file where the spelling of names needs to be corrected.

BachelorDegreeInstitution1
Educational institution where the first bachelor degree was earned, reported with an OPEID code.

OPEID codes are up to eight characters and can be alphanumeric although most codes are comprised of seven digits. Institution codes or OPEID codes can be retrieved from the WISE web site, http://portals.edu.wyoming.gov/wise/. The WDE recognizes that not all vocational education teaching positions require a bachelor degree. You may leave this field blank for these individuals.

If the institution you are searching for is not on the list the WDE first recommends that you Google the institution name, location followed by OPEID (University of Wyoming, Laramie, Wyoming OPEID code). Wikipedia is also an excellent source for school closure information as well as name changes. If a school has changed names you may use the OPEID for the new school name. If a school has closed and another school has taken on their transcript management, report the school that is now warehousing and managing their transcripts.

Note: Yankton College has closed and has created a foundation to manage their transcripts and therefore has no OPEID. In this case you would use code 88888888 for Unknown-No Code. Many ***foreign*** institutions also have no code; if you run into this scenario you will report using OPEID code 77777777 for Foreign Institution.

BachelorDegreeInstitution2
Education institution where the second bachelor degree was earned, reported with an OPEID code. If a person earns their first and second degree simultaneously this number will be the same as Bachelor Degree Institution1.

Note: If a person has more than two bachelor degrees report the two that are most relevant to their current position with the school district. This field can be blank if no such degree was earned.

MasterDegreeInstitution1
MasterDegreeInstitution2
DoctorateDegreeInstitution
Report the Education Institution where the above degrees were obtained using an OPEID code. If more than two Masters and one Doctorate were earned chose the degrees that are most relevant to their current district position. This field can be blank.

BachelorDegreeMajor1
BachelorDegreeMajor2
BachelorDegreeMinor1
BachelorDegreeMinor2
MasterDegreeMajor1
MasterDegreeMajor2
DoctorateDegreeMajor
The Education File asks for up to two Bachelor minor and two Bachelor major degrees, as many as two Master degrees, and one Doctorate. Instead of typing in the name of the degree use the CIP code. CIP codes are available on the WISE web site, http://portals.edu.wyoming.gov/wise/.

If an individual has more degrees than fields provided, please list the degrees most relevant to their current position with the district.

BachelorDegree1CumulativeGPA
BachelorDegree2CumulativeGPA
Grade Point Averages are numbers between 0.00 and 4.00 and can be located on post-secondary transcripts. Cumulative GPA is the grade point average for all course work taken at the institution including elective and coursework required to earn a degree. If bachelor degrees 1 and 2 were received simultaneously the GPA will be the same in both fields.

If the staff member received more than two bachelors, report the two degrees that are most relevant to the current position. GPAs must correspond to the Bachelor Degree Institution chosen.

Note: Some institutions did not post GPAs on transcripts prior to the mid 1960s. If you find a transcript without a cumulative GPA please enter 0.00 so the WDE knows the field was not left blank in error.

BachelorDegree1MajorGPA
BachelorDegree2MajorGPA
Grade Point Averages are numbers between 0.00 and 4.00 and can be located post-secondary transcripts. Major GPA is the GPA for coursework in the major field of study only.

Note: Major GPAs are not reported on all transcripts. If the Major GPA is not on the transcript leave the field blank.

MasterDegreeGPA1
MasterDegreeGPA2
Grade Point Averages are numbers between 0.00 and 4.00 and can be located post-secondary transcripts. In this field report the cumulative master GPA if applicable.

BachelorDegreeYear1
BachelorDegreeYear2
MasterDegreeYear1
MasterDegreeYear2
DoctorateDegreeYear
Report the year the degrees were earned (YYYY). If the bachelor degrees were earned simultaneously the year will be the same for both. If inapplicable leave the field blank.

Praxis II Test Results
"Praxis II subject assessments measure knowledge of specific subjects that K-12 educators will teach, as well as general and subject-specific teaching skills and knowledge"
...http://www.ets.org

Currently the Wyoming Professional Teaching Standards Board (PTSB) requires Elementary and Social Studies teachers to take the Praxis II test in their content area in order to be endorsed in the State of Wyoming. However, other states have other requirements and you may have teachers in other fields who have taken the Praxis II test. It is advised that you ask all new teachers if they have taken the Praxis II exam upon hiring.

The WDE is collecting the Praxis II test information on up to four Praxis tests on all individuals that have taken the test, not just those required to by PTSB. Elements being collected are:

- Praxis II Test Content Area Code
- Praxis II Test Score
- Praxis II Test Results
- Praxis II Test State Administered
- Praxis II Test Year Administered

Should you have a non-classified staff member who has taken more than four tests, report the test results that are in content areas most relevant to their current assignment.

PraxisIITestContentAreaCode (1-4)
The Praxis II content areas (or test subjects) are listed in a separate tab in the WDE602/WDE652 file specs.

PraxisIITestScore (1-4)
Praxis II test score results, a number between 14 and 830.

PraxisIITestResults (1-4)
Was the test passed (P) or failed (F).

PraxisIIStateAdministered (1-4)
State where the test was taken, if the testing was outside the U.S. this field may be blank. This field could also be used for provinces etc.

PraxisIIYearAdministered (1-4)
Year Praxis II test was taken YYYYMMDD.

Error Correction Timeline

Corrections to the fall WDE602 data are restricted to a firm timeline in order to release Stat 2 data as well as the newspaper report. The same is true with the spring WDE652 in order to get the data cleaned in an expeditious manner to properly accrue the FTE experience and prepare for the next fall's preload. Opportunities for districts to make corrections to the WDE652 data exist between **June 27 – August 31.**

Staffing Data Reported Back to the Districts

The Newspaper Report will be accessible by districts in mid March through the WDE portal. The WDE602 data steward will notify all collection contacts when the report is available to download. The WDE602 data in its entirety will be reported back to districts through the Fusion Portal by mid April. District personnel directly responsible for collecting and reporting the data will be granted access to download and review the reports. If there are additional personnel within your district who should have access, please contact , donal.mattimoe@wyo.gov.

Frequently Asked Questions

Header Errors
If you receive errors on your headers check to make sure your headers are in order and spelled correctly. The files also need to be submitted in .csv format.

Staff Members who Change Jobs Midyear
If a staff member changes positions in the middle of the school year you will need to adjust their annual hours/contract days and maybe percent of time for their "old" assignment and add their "new" assignment with annual hours/contract days and maybe percent of time for the remainder of the year. You will also need to adjust their regular salary and add a new experience record if needed. (Relevant for the WDE652)

Correcting Files Offline
Anytime you need to upload a corrected Staff file, you will need to upload all four files even if you didn't make a correction in the other three.

Regular Salary vs. Scheduled Salary
The regular salary is the annual pay for core contract duties; the schedule salary is the salary that corresponds with where they are placed on the district salary schedule. If the staff member's time is 100 and the contract days are the same as the scheduled days, then the regular and schedule salaries should be the same.

The Term "Option" on a Transcript
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.

Annual Hours vs. Holiday Hours
Annual Hours – For classified positions, includes all work hours and any vacation or holiday hours for which the employee is compensated.
Holiday Hours – For classified positions, the number of holiday hours for which the employee is compensated.

Examples for Reporting Assignments

Question:
How do I report my math teacher who teaches one extra class per day and has an extra salary associated with that class?
Answer:
Report with an assignment code of MAT 100% time and the second assignment code would also be MAT with no time or contract days, E in the RegularOrExtraSalary field.

Question:
What if a staff member works in all the schools with the same assignment, can I assign that staff member to the district, i.e., a school nurse?
Answer:
The staff member needs to be assigned to each school they work at with their percent of time divided accordingly. No school level personnel should be assigned to the district – that means school secretaries, teachers, etc. District personnel should be assigned to the district – such as business managers, superintendents, curriculum coordinators, etc. The Reportable Combinations handout has an Organization Level column that states whether assignments are school level, district level or both.

Corresponding Assignment & Experience Codes
The Reportable Combinations handout posted on the WISE website, http://portals.edu.wyoming.gov/wise/ lists all assignments codes with their corresponding Experience Codes. Corresponding teacher type codes can also be located on this hand out.

Special Education Licensed Professionals
To report a licensed professional assignment using a Special Education specific assignment code, the position must be specified in a student's IEP. For example, you cannot break down your regular school nurses time between School Nurse and Special Education School Nurse.

Examples of Reporting Experience

- St. Stephen School is a BIA school is accrediated. *Experience should be reported*

- St.Mary's School (or any other private/religious school that is accrediated. *Experience should be reported*

- Cathedral School (or any other religious based school that is not accredited) *Experience is not reported.*

- NOLS (National Outdoor Leadership School) - S*ince these are not accredited by an agency recognized by the USED this experience cannot be reported.*

- Head Start and Early Intervention (especially those personnel who have other state licensure, but also the experience for those who do not have other state licensure by PTSB) *This wouldn't be reported since it is not a K-12 or post secondary institution*

- State Hospital - *Only for staff such as an Occupational Therapist, Physical Therapist or a nurse and it would be reported in the WYNonPublicSchoolProfessional*

- Department of Defense Schools - *OutofStateInstitutionalExperience assuming they are teaching K-12 or post-secondary courses and institution is accredited by an agency recognized by the USED*

- Any Collegiate Instruction Experience - *OutofStateInstitutionalExperience only if the post-secondary institution is accredited by an agency recognized by the USED*

Determining Experience
The experience accrued in the prior school year will be calculated by the WDE and included in the next year's WDE602 preloaded information. It should not be changed for any staff member unless they are a new hire (between 7/1 and 10/1 on the WDE602 and 10/2 and 6/30 on the WDE652) or if they have changed their assignment during the year that would change their experience group code, or the Wyoming Department of Audit has found an error in years of experience reported. Employees may work in more than one experience group codes throughout the year. You do not need to report experience for positions that they have not worked in during the current school year. If a person changes experience group codes, for example a teacher with ten years experience becomes a first time principal, their years of experience for the new experience group code starts over at zero.

Determining Experience for College Teachers
You will need to look at each post secondary institution's definition of a full-time teacher to determine the FTE for experience gained from that college or university. (i.e., UW's definition of full time is 24 credit hours over the academic calendar while LCCC's definition is 30 credit hours over the academic calendar).

Distance Education and WDE602 Reporting
Districts must employ their distance education teachers and may not contract through other organizations. Districts are also responsible for reporting all distance education teachers that are working for their district so their endorsements may be verified and their experience can be properly accrued.

21-13-330(f)(iii) "Nonresident district" means the school
district in which a participating student does not reside

but which employs the digital learning program teacher
and which sponsors, approves, facilitates and supervises the digital learning program course material provided to the participating student;

Distance Education guidance documents:

- WSN Resident District Handbook
  http://www.wyomingswitchboard.net/Docs/WSNRDHB.pdf
- Chapter 41 Rules for Digital Learning - http://soswy.state.wy.us/Rules/RULES/8279.pdf
- WS 21-13-330 - http://legisweb.state.wy.us/statutes/dlstatutes.htm

More Frequently Asked Questions

Whom do I contact regarding WDE602 content questions?

Donal Mattimoe (307)-777-6391 or donal.mattimoe@wyo.gov

Whom do I contact regarding submission questions or problems?

Donal Mattimoe (307)-777-6391 or donal.mattimoe@wyo.gov

Whom do I contact regarding username and passwords for the SRM (State Report Manager)?

If you need assistance with your Fusion user name and password contact your district Fusion Administrator. WDE602/652 Certify rights are required to access the SRM for this collection. If you do not have a FUSION administrator contact Elizabeth Foster 307-777-7006 elizabeth.foster@wyo.gov

Where can I find more information on the elements within this collection?

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

Whom do I contact regarding username and passwords for the WDE Fusion Portal and rights to the State Report Manager in Fusion?

Your district's Fusion Administrator

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.

Whom do I contact for more information on Distance Education?

Lori Kimbrough lori.kimbrough@wyo.gov, (307)-777-7418

Appendix A: Licensure Information

Assignment Codes that Require a License from the State of Wyoming

Assign Code	Assignment Description	License Type Code
LPT	Physical Therapist	LPT
OTA	Certified Occupational Therapy Assistant (COTA)	OTA
OTR	Occupational Therapist	OTR
PTA	Physical Therapy Assistant	PTA
SLA	Speech Therapy Assistant	SLA
XOT	Special Education - Occupational Therapist	XOT
XPT	Special Education - Physical Therapist	XPT
XTA	Special Education - Physical Therapy Assistant	XTA
XTR	Special Education - Certified Occupational Therapy Assistant (COTA)	XTR
XSA	Special Eduction – Speech Therapist Assistant	XSA

Assignment Codes that Require a Wyoming State License or PTSB Endorsement

Assign Code	Assignment Description	License Type Code
AUD	Audiology	AUD
XDH	Deaf/Hard of Hearing Interpreter	INT
COU	Counseling	COU
SNR	School Nurse	SNR
SPA	Speech Pathologist	SPA
SPS	School Psychologist Other than Special Education	SPS
IPS	Intern – School Psychology	PST
XPS	Psychological Technician Special Education	XPS
PST	Psychological Technician Other Than Special Education	PST
SSW	School Social Worker	SSW
XAU	Special Education - Audiology	XAU
XCO	Special Education - Counseling	XCO
XPY	Special Education - School Psychologist	XPY
XSN	Special Education - School Nurse	XSN
XSP	Special Education - Speech Pathologist	XSP
XSS	Special Education - School Social Worker	XSS

Appendix B: Calculation for Assignment Salary

Calculation Components

- **FTE or Full-Time Equivalent:**
  A measure of quantified, standardized employee workload. A calculated FTE of 1.0 means that an employee is a full-time worker, while an FTE of 0.5 indicates that the worker is half-time.
  - To ensure statewide standardization and funding model alignment, calculation of FTE utilized at the state level is administered by the WDE. Calculation is undertaken using the following calculation components submitted by districts.

- **School and District level metrics:**
  - **STUDENT_DAYS:** As relates to school level staffing assignments this is the number of planned student days scheduled for a school in the current school year. In the case of district level assignments, the highest school level student day value in the district is used.

  - **SCHEDULE_DAYS**: Each salary schedule used and reported by a district is accompanied by a schedule days figure representing the number of days a non-classified employee must be contracted to be considered full time (assuming full days are worked).

- **Non-Classified (Professional) Assignment related metrics:**
  - **CONTRACT_DAYS**: The number of days contracted for each non-classified assignment.
  - **TIME**: The percentage of time (percent of each day worked) contracted for each non-classified assignment.

- **Classified Assignment related metrics:**
  - **ANNUAL_HOURS**: The number of annual hours scheduled for a classified assignment.
  - **HOLIDAY_HOURS**: The number of holiday hours scheduled for a classified assignment.
  - **WORK_HOURS** = ANNUAL_HOURS – HOLIDAY_HOURS

Experience Accrual

- District employees may be credited with working up to a total of 1.00 FTE in the current school year. This FTE is then rolled forward as prior experience for the employee in the following school year.

- A full 1.00 FTE is designed to be earned by a prototypical school or district employee working full days over the length of the school year as defined by the number of schedule days or student days (depending on assignment and employee type).

- As such, any employee working an extended school year or full calendar year also earns exactly 1.00 FTE. For these employees, initially calculated individual assignment FTE values summing to over 1.00 FTE are adjusted proportionately to sum to exactly 1.00. In the very rare cases where an employee works both non-classified and classified assignments, FTE values calculated for non-classified assignments take precedence over classified assignment FTE values when proportional adjustment is required.

- Non-Classified (Professional) Assignment FTE calculation
  - **When the staff member is on a district salary schedule:**
    - Assignment FTE = (TIME * CONTRACT_DAYS) / SCHEDULE_DAYS
      - Example: (100% *184) / 184 = 1.00 (work full time each day for a full school year)
      - Example: (50% * 184) / 184 = 0.50 (work half time each day for a full school year)
      - Example: (100% * 92) / 184 = 0.50 (work full time each day for half the school year)
      - Example: (100% * 260) / 184 = capped at 1.00 (work full time each day for a number of days exceeding number of days considered a full school year)
  - **When the staff member is not on a salary schedule:**
    - Assignment FTE = (TIME * CONTRACT_DAYS) / STUDENT_DAYS
      - Example: (100% *176) / 176 = 1.00 (work full time each day for a full school year)
      - Example: (25% * 176) / 176 = 0.25 (work quarter time each day for a full school year)
      - Example: (50% * 88) / 176 = 0.25 (work half time each day for half the school year)

FTE Calculations and Examples

- Classified Assignment FTE calculation

  Assignment FTE = WORK_HOURS / (STUDENT_DAYS * 8hrs/day)

  - Example: 1408 / (176 * 8) = 1.00 (work the exact amount of hours considered a full school year)
  - Example: 1056 / (176 * 8) = 0.75 (work three quarters the amount of hours considered a full school year)
  - Example: 1960 / (176 * 8) = capped at 1.00 (work over the amount of hours considered a full school year)
  - Example: Proportional reduction required
    - Two assignments held by employee

      - Assignment 1: WORK_HOURS = 1200, STUDENT_DAYS = 176

      - Assignment 2: WORK_HOURS = 500, STUDENT_DAYS = 176
    - Initial FTE values for two assignments

      - Initial Assn 1 FTE = 1200 / (176 * 8) = 0.8523…

      - Initial Assn 2 FTE = 500 / (176 * 8) = 0.3551…
    - Sum of initial Assn 1 and Assn 2 FTE values = 0.8523… + 0.3551… = 1.2074…
    - Proportionally adjusted (final) FTE values

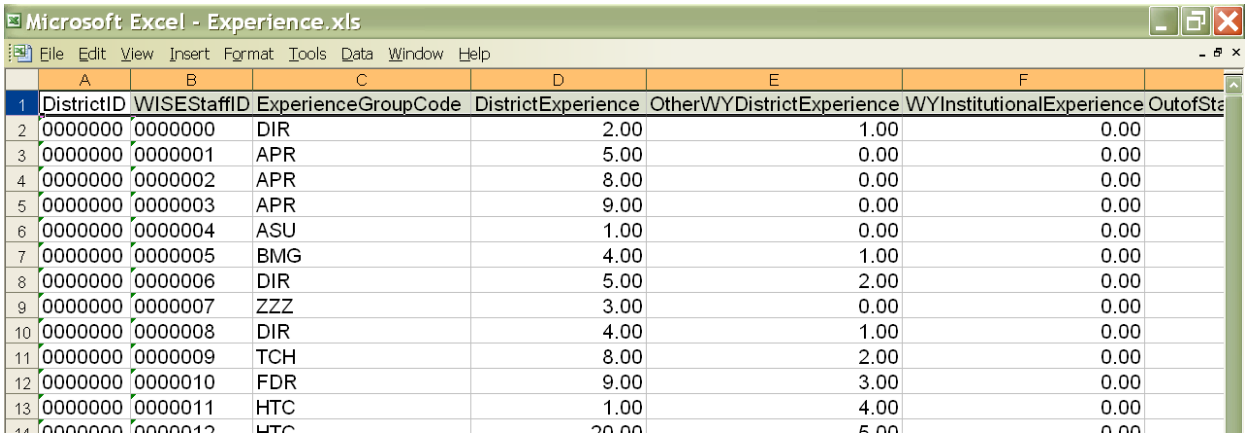
      - Assn 1: Initial Assn 1 FTE / Sum of Initial FTEs = 0.8523… / 1.2074… = 0.7059…

      - Assn 2: Initial Assn 2 FTE / Sum of Initial FTEs = 0.3551… / 1.2074… = 0.2941…
    - Sum of (final) proportionally adjusted FTEs = 0.7059… + 0.2941… = 1.00

Appendix C: State Report Manager Screen Shots for the WDE602/WDE652 Collections

Converting an Excel Spreadsheet into a .CSV file

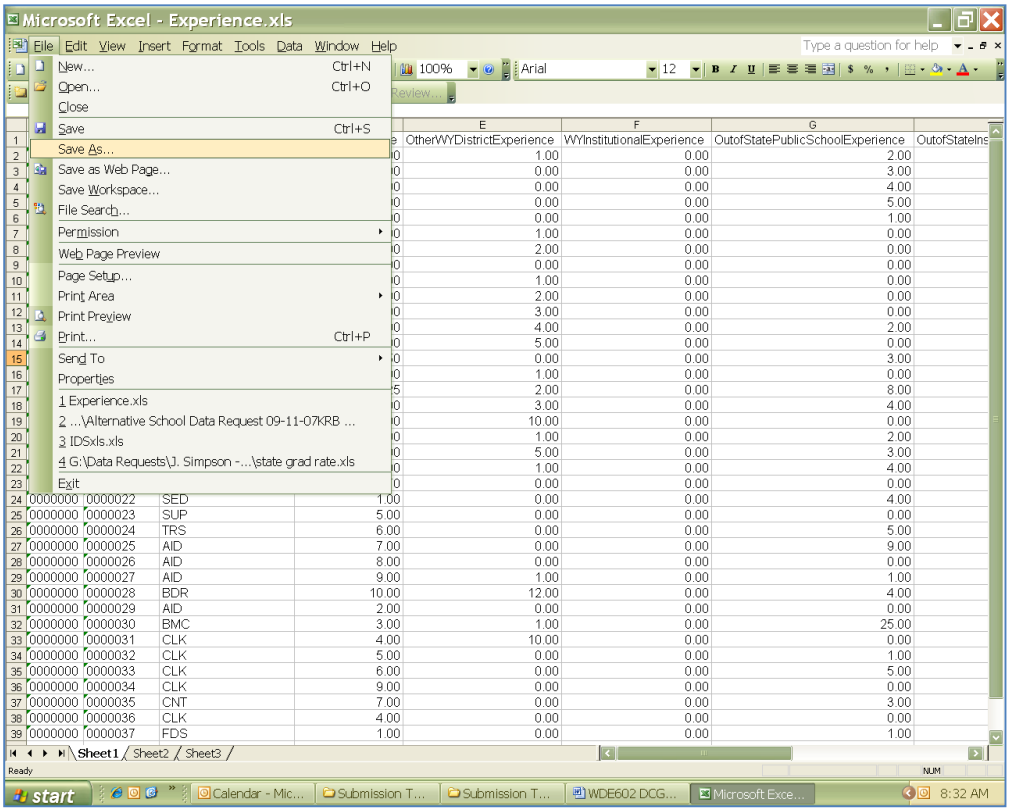
Step 1. Update data in the Staff and Salary files.



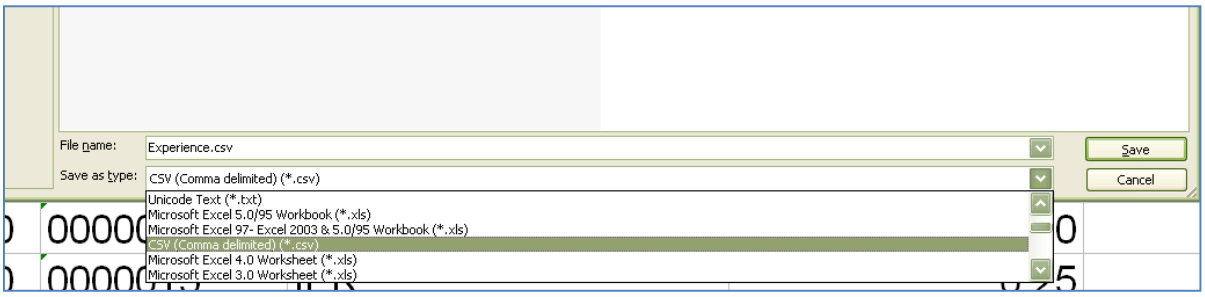
Microsoft Excel - Experience.xls

	A	B	C	D	E	F	
1	DistrictID	WISEStaffID	ExperienceGroupCode	DistrictExperience	OtherWYDistrictExperience	WYInstitutionalExperience	OutofSta
2	0000000	0000000	DIR	2.00	1.00	0.00	
3	0000000	0000001	APR	5.00	0.00	0.00	
4	0000000	0000002	APR	8.00	0.00	0.00	
5	0000000	0000003	APR	9.00	0.00	0.00	
6	0000000	0000004	ASU	1.00	0.00	0.00	
7	0000000	0000005	BMG	4.00	1.00	0.00	
8	0000000	0000006	DIR	5.00	2.00	0.00	
9	0000000	0000007	ZZZ	3.00	0.00	0.00	
10	0000000	0000008	DIR	4.00	1.00	0.00	
11	0000000	0000009	TCH	8.00	2.00	0.00	
12	0000000	0000010	FDR	9.00	3.00	0.00	
13	0000000	0000011	HTC	1.00	4.00	0.00	

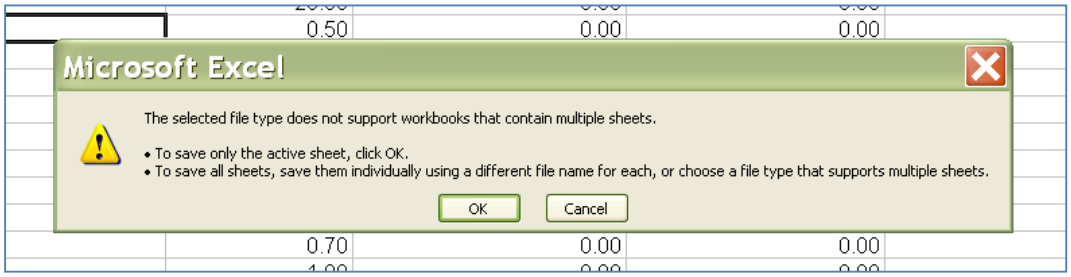
Step 2. On the menu, click "File" and then "Save As".



Step 3. In the "Save as Type" drop down menu, select CSV (Comma delimited) (.csv). Browse to the location where you want to save the file and then click "Save."*

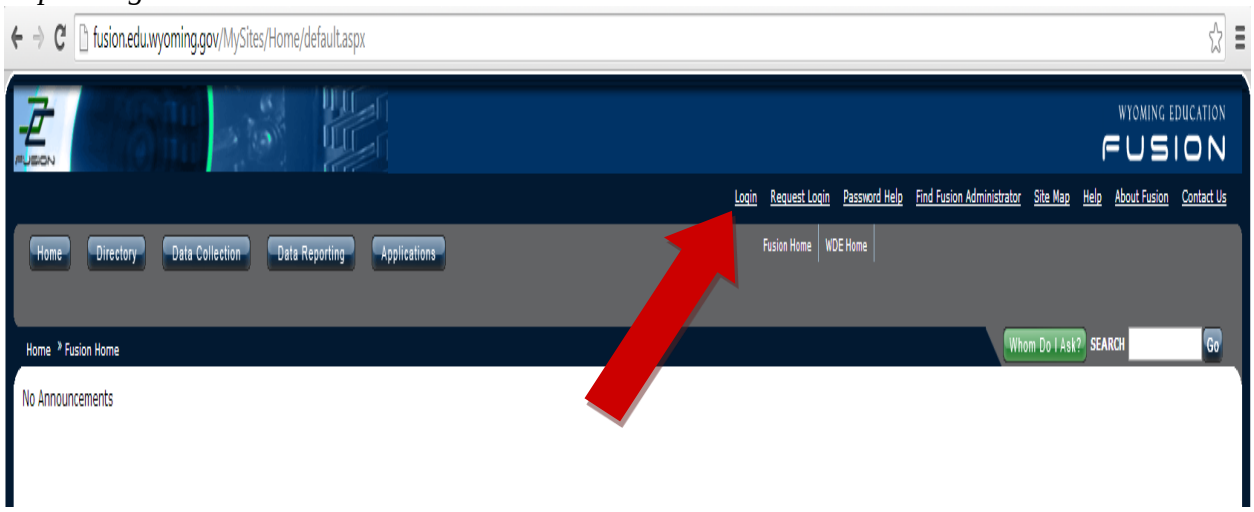


Step 4. Click "OK" when you see the error message below. Then click Yes to the second error message (not shown).

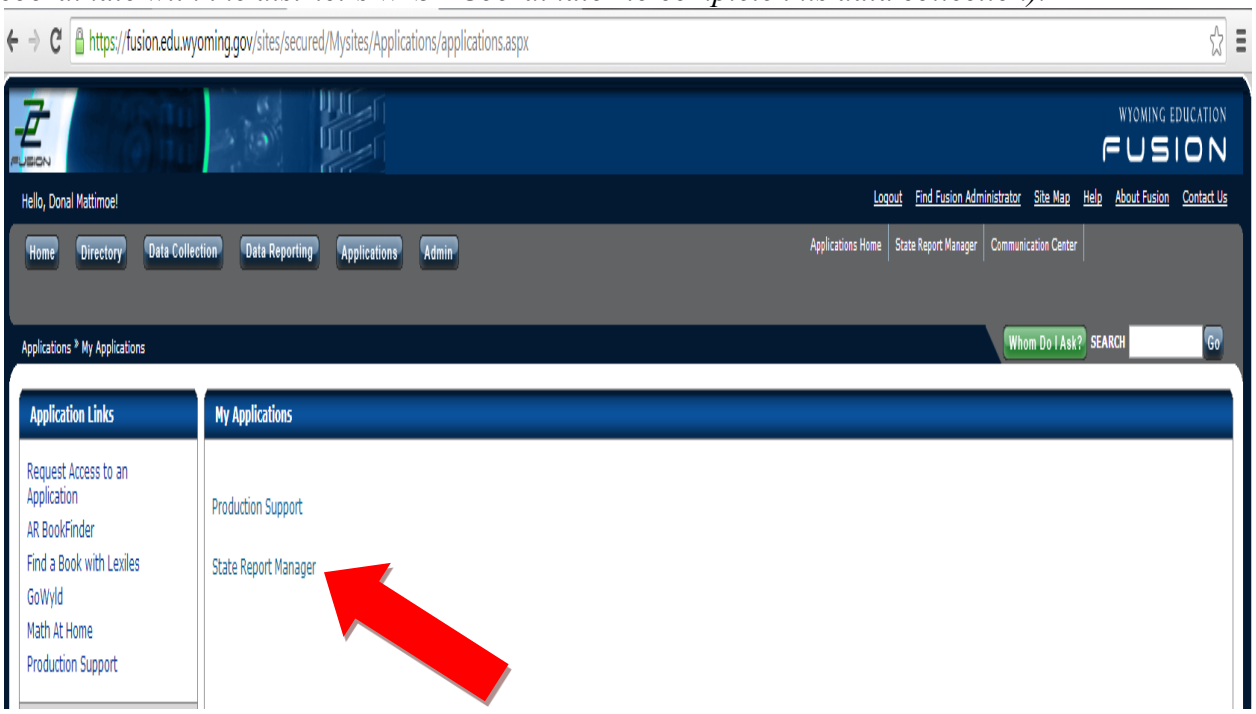


SRM Submission

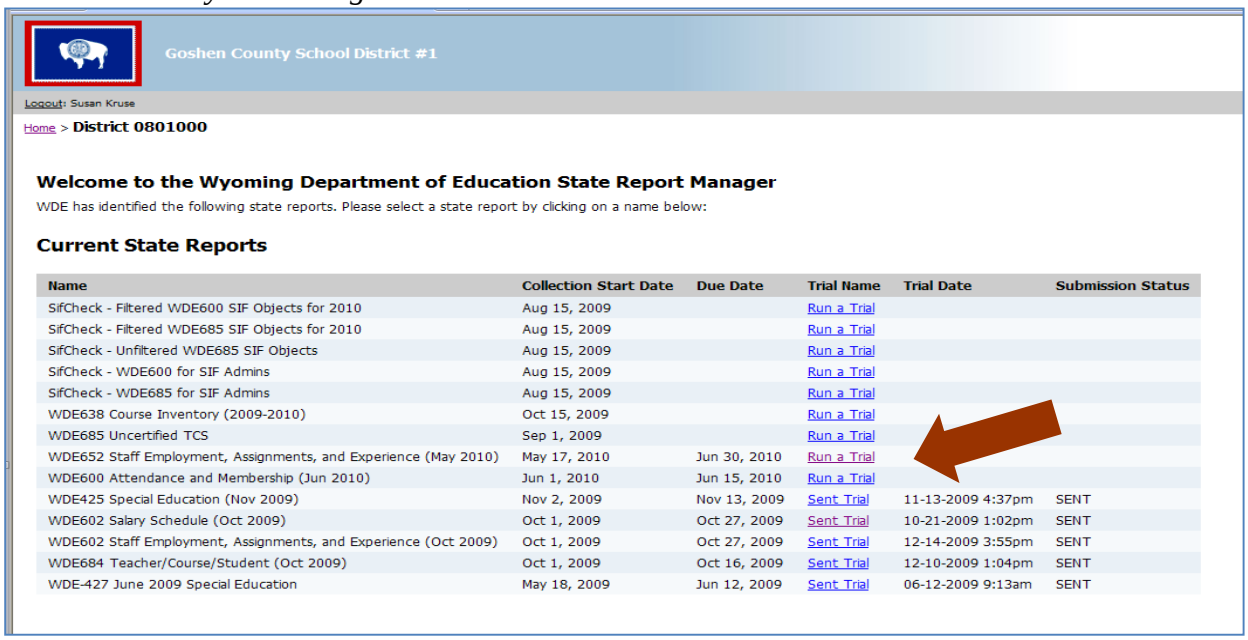
Step 1. Login to FUSION site



Step 2. Login to the State Report Manager under Applications tab (it will be necessary to coordinate with the district's WISE Coordinator to complete this data collection).



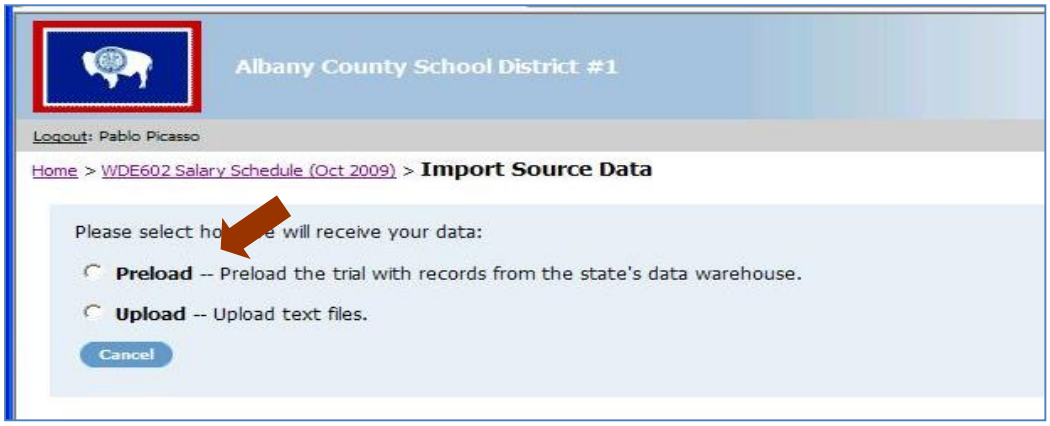
Step 3. Click on the "Run a Trial" link next to the desired collection. You will only see collections that you have rights to.



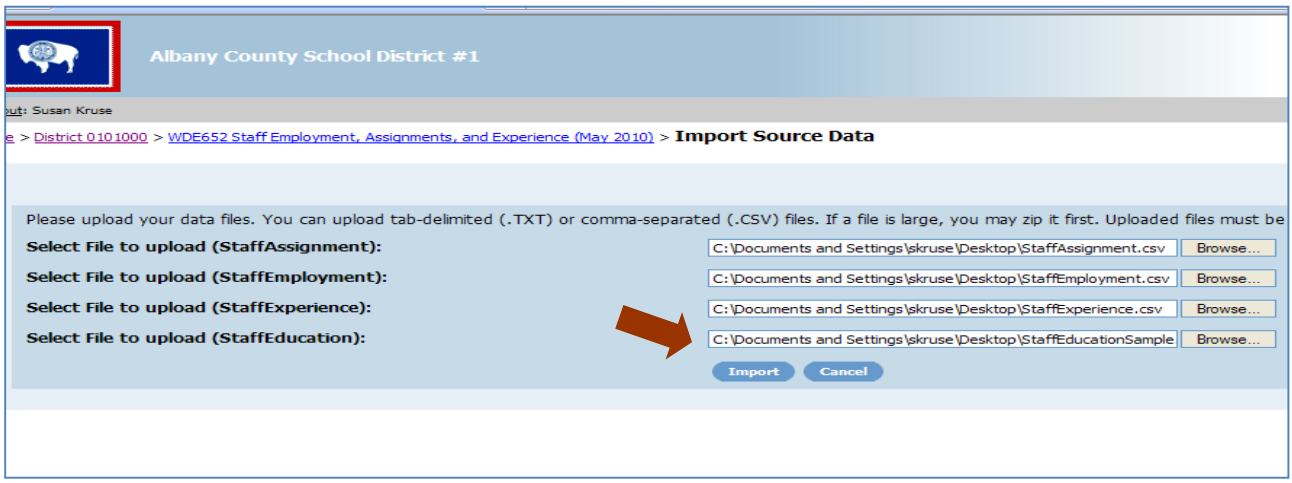
Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status
SifCheck - Filtered WDE600 SIF Objects for 2010	Aug 15, 2009		Run a Trial		
SifCheck - Filtered WDE685 SIF Objects for 2010	Aug 15, 2009		Run a Trial		
SifCheck - Unfiltered WDE685 SIF Objects	Aug 15, 2009		Run a Trial		
SifCheck - WDE600 for SIF Admins	Aug 15, 2009		Run a Trial		
SifCheck - WDE685 for SIF Admins	Aug 15, 2009		Run a Trial		
WDE638 Course Inventory (2009-2010)	Oct 15, 2009		Run a Trial		
WDE685 Uncertified TCS	Sep 1, 2009		Run a Trial		
WDE652 Staff Employment, Assignments, and Experience (May 2010)	May 17, 2010	Jun 30, 2010	Run a Trial		
WDE600 Attendance and Membership (Jun 2010)	Jun 1, 2010	Jun 15, 2010	Run a Trial		
WDE425 Special Education (Nov 2009)	Nov 2, 2009	Nov 13, 2009	Sent Trial	11-13-2009 4:37pm	SENT
WDE602 Salary Schedule (Oct 2009)	Oct 1, 2009	Oct 27, 2009	Sent Trial	10-21-2009 1:02pm	SENT
WDE602 Staff Employment, Assignments, and Experience (Oct 2009)	Oct 1, 2009	Oct 27, 2009	Sent Trial	12-14-2009 3:55pm	SENT
WDE684 Teacher/Course/Student (Oct 2009)	Oct 1, 2009	Oct 16, 2009	Sent Trial	12-10-2009 1:04pm	SENT
WDE-427 June 2009 Special Education	May 18, 2009	Jun 12, 2009	Sent Trial	06-12-2009 9:13am	SENT

Step 3a. In the **WDE602** you will click on "Preload" to import data from last year's WDE652. This data will include your newly updated experience files. It will also eliminate any persons who separated from your district in the previous year. You will only need to **preload** the first time you enter the SRM. Once files are preloaded you will save them to your hard drive and update the files.

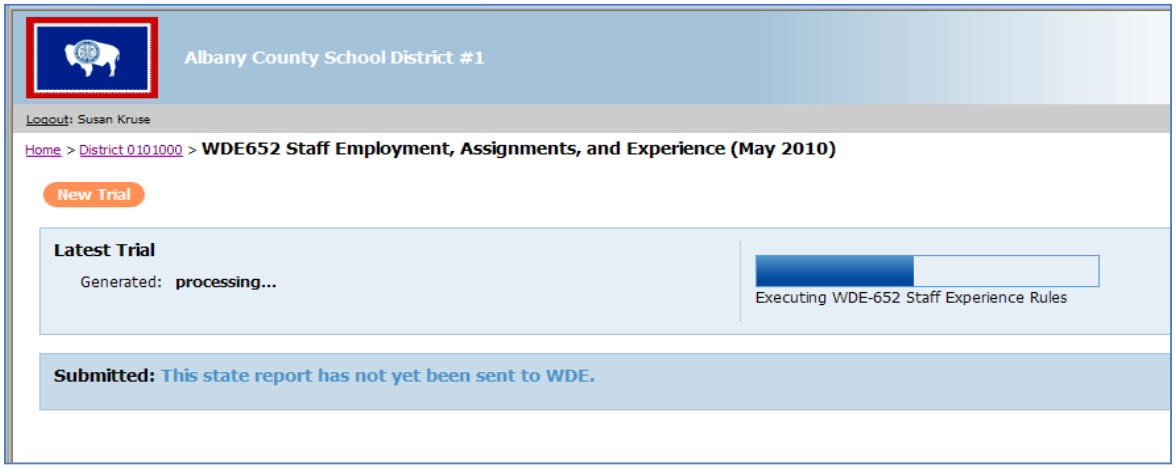
*In the Spring **WDE652** collection you will work from a saved copy of the WDE602. Rename the file WDE652….and make adjustments by adding separation dates, hire dates, and adjusting regular salaries, time, contract days or hours for anyone who did not work their full contract.*



*Step 3b. In the **WDE652**, once you click the "Run a Trial" link you will be taken to an upload page where you can browse your hard drive to find your updated Employment, Assignment, Experience and Education files. Once all four files have been selected the "Import" link will be highlighted and the files can be uploaded.*



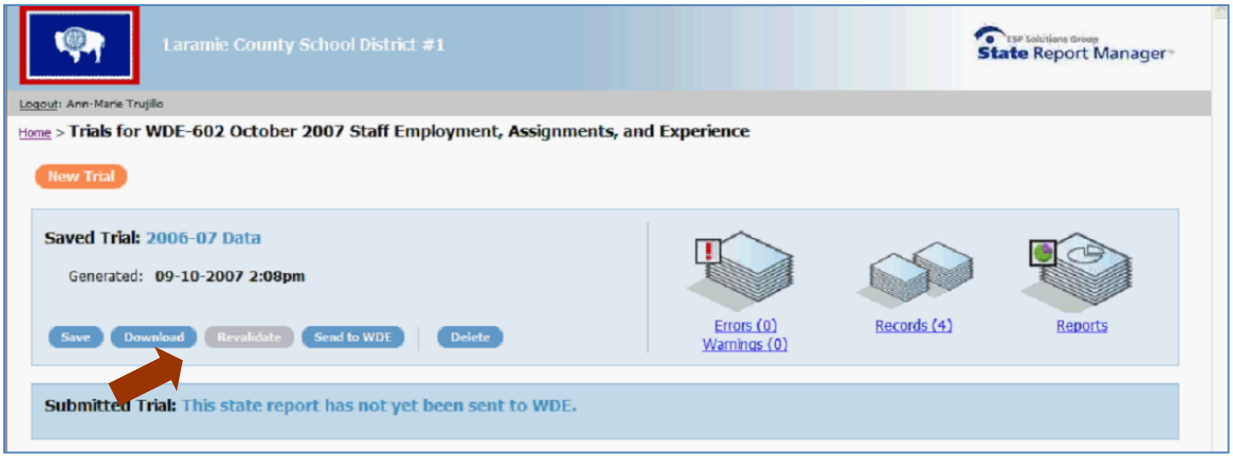
Step 3b2. After the Import link is clicked in the WDE652 the SRM will run its initial error checks on your data. Errors will need to be corrected in order to certify your data and send it to the WDE.



Downloading Files to your Hard Drive

Files can be downloaded after data is preloaded for the WDE602. You will also need to download your data if you have made corrections in the SRM and not the WDE602/652 files on your hard drive.

Step 1. Click the "Download" link.

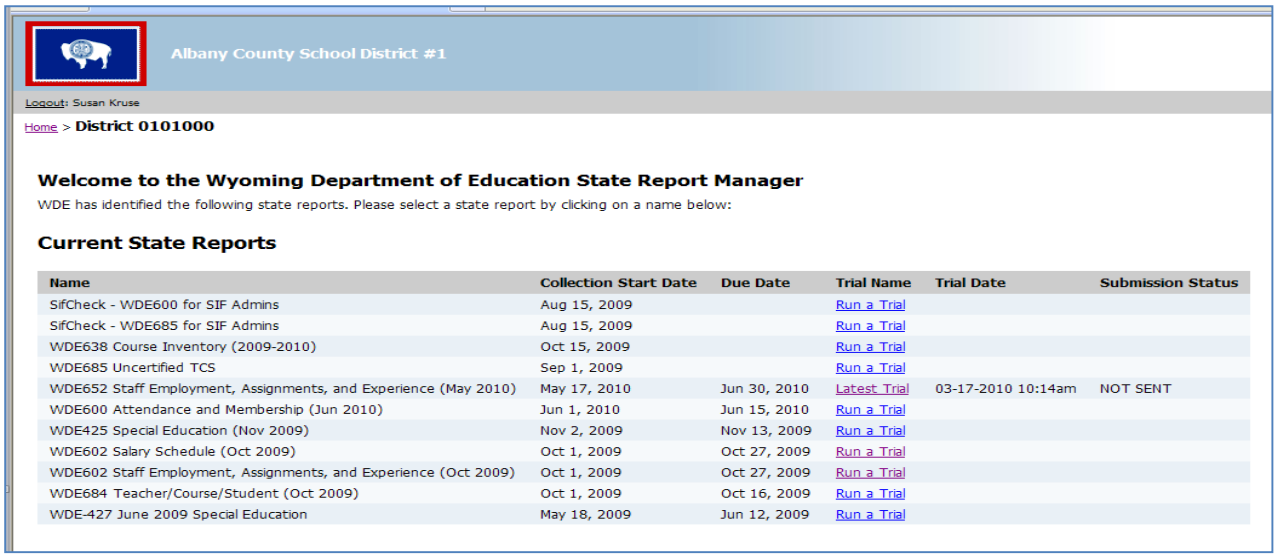


Step 2. On the pop-up screen, click on the "Open" button.

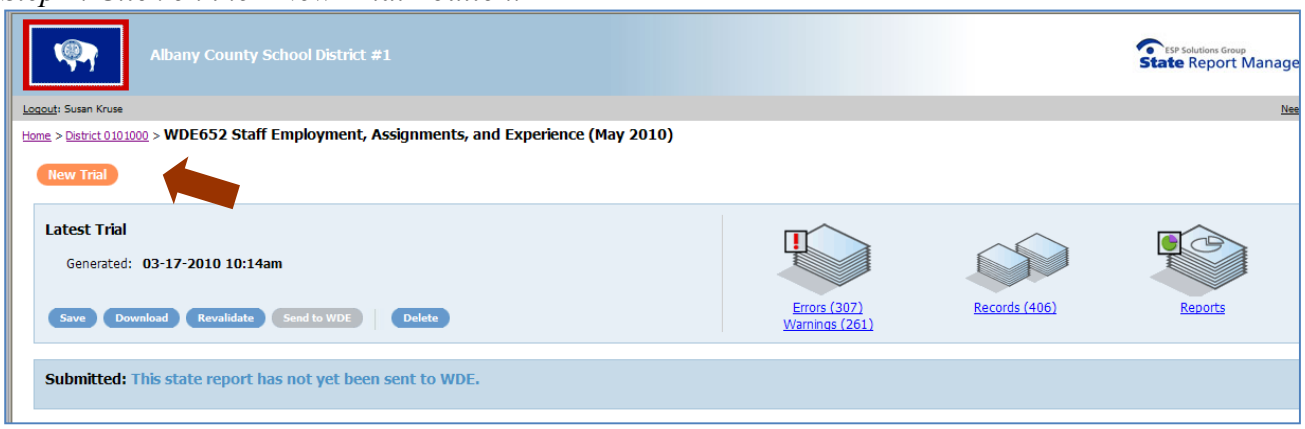
Step 3. Copy all the files in this folder and paste them in a different location that is convenient for you.

Upload Revised Files

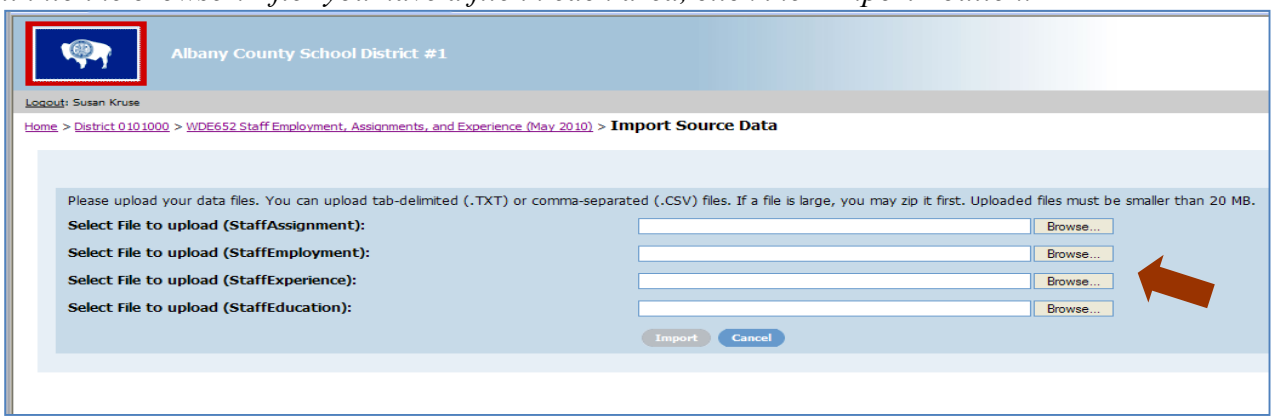
Step 1. Login into the FUSION site and access the SRM Click on the appropriate "Latest Trial" link.



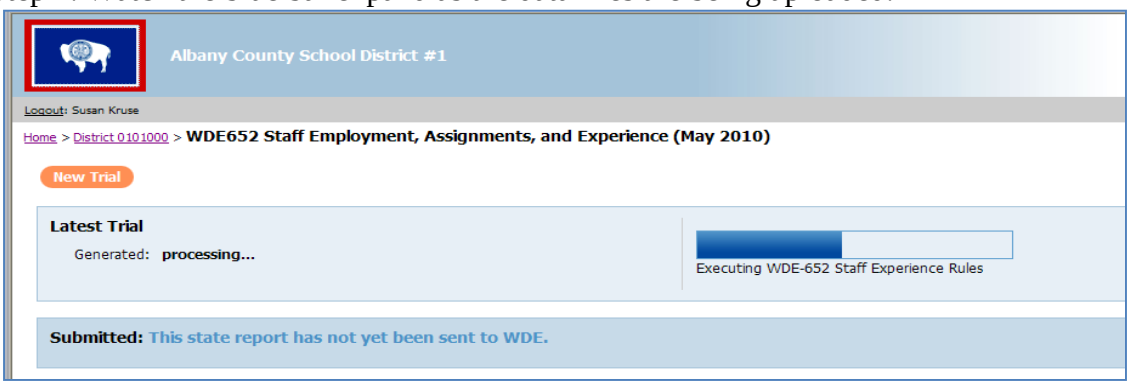
Step 2. Click on the "New Trial" button.



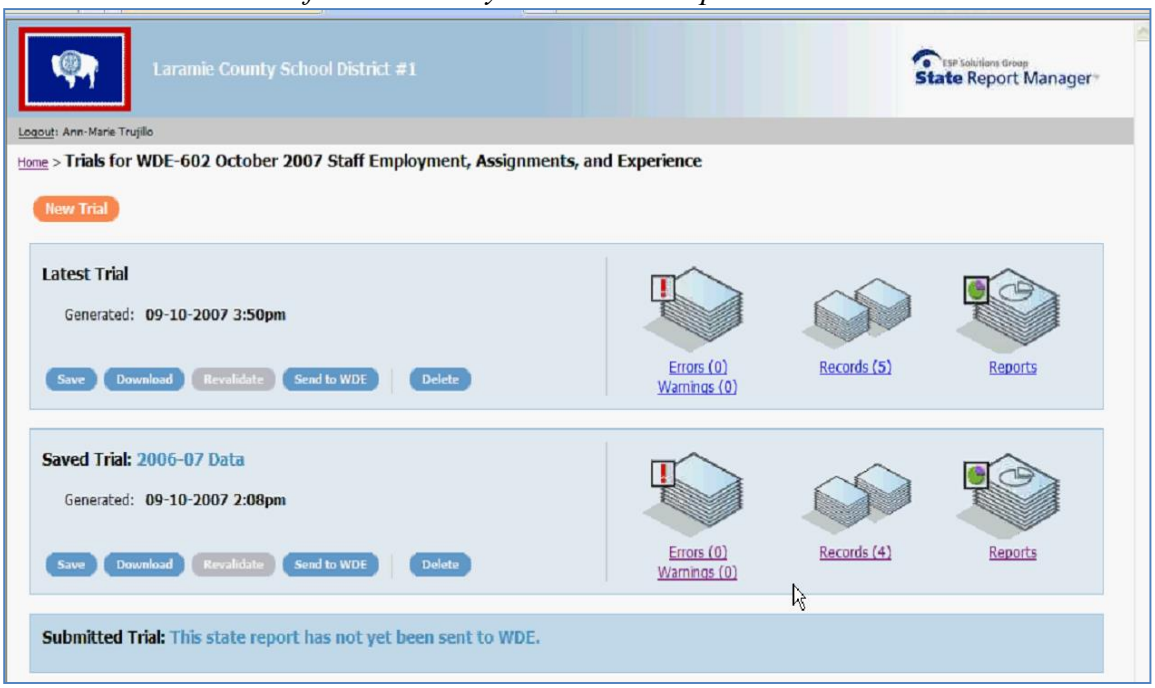
Step 3. Click on each "Browse" button. Find the appropriate file and double click on it to move it into the browser. After you have a file in each area, click the "Import" button.



Step 4. Watch the blue bar expand as the data files are being uploaded.

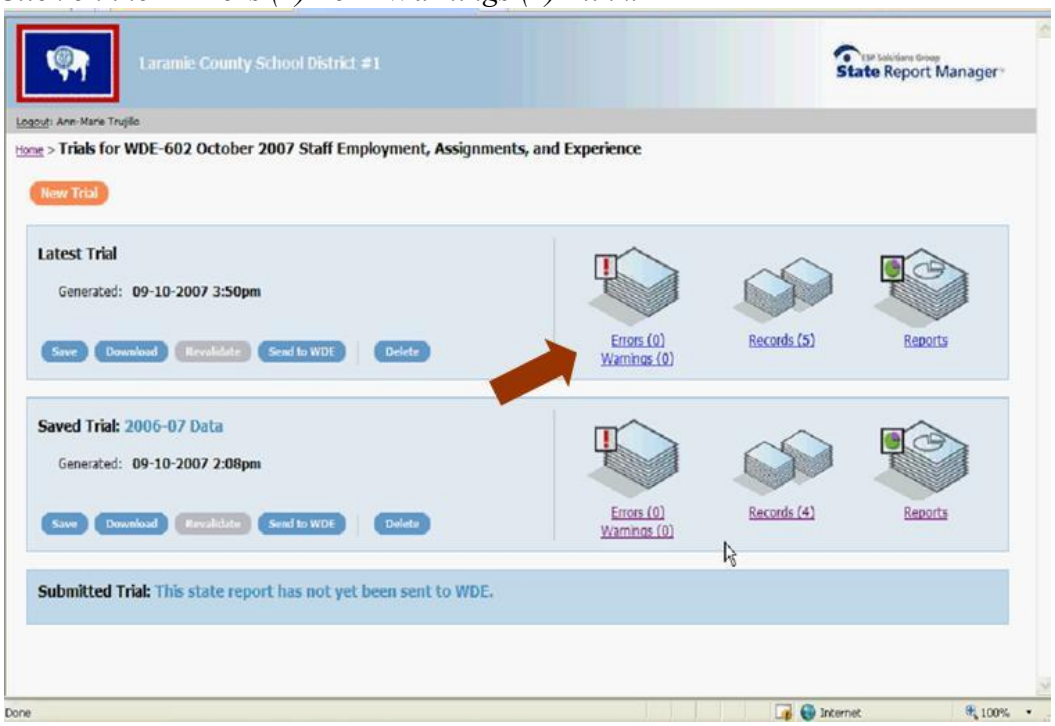


Step 5. The screen below will appear once the data files have been uploaded into the SRM. The latest "trial" or latest data files will always be listed on top.

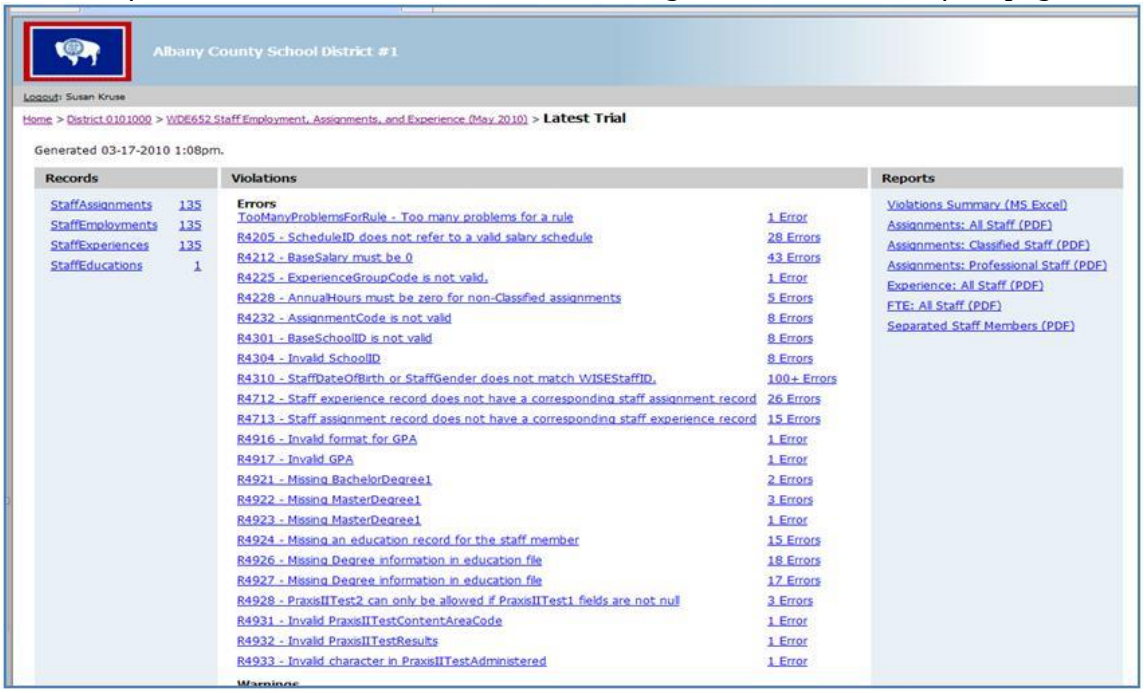


Check/Correct Errors in Data

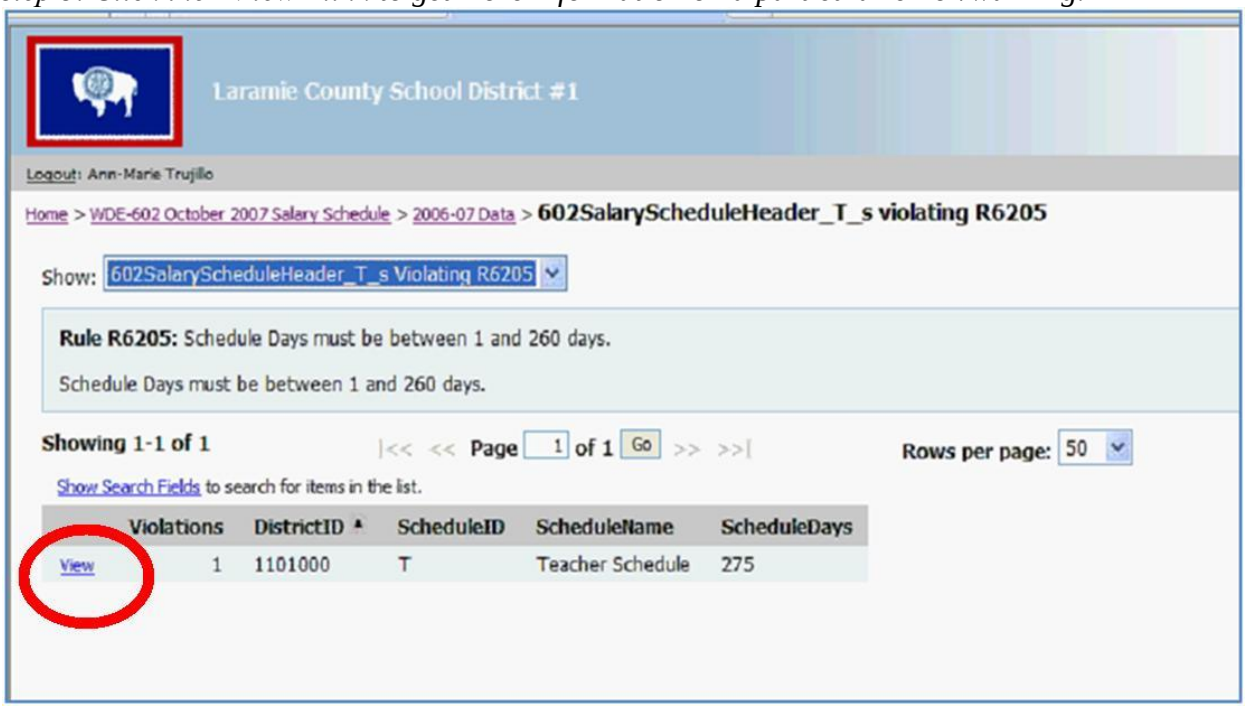
Step 1. Click on the "Errors (#)" or "Warnings (#)" link.



Step 2. The left side lists the data files that were uploaded. The center area lists the different Errors and Warnings found in the data files. The right side lists the different reports available for these data files. Click on the individual error/warning links in the center of the page.

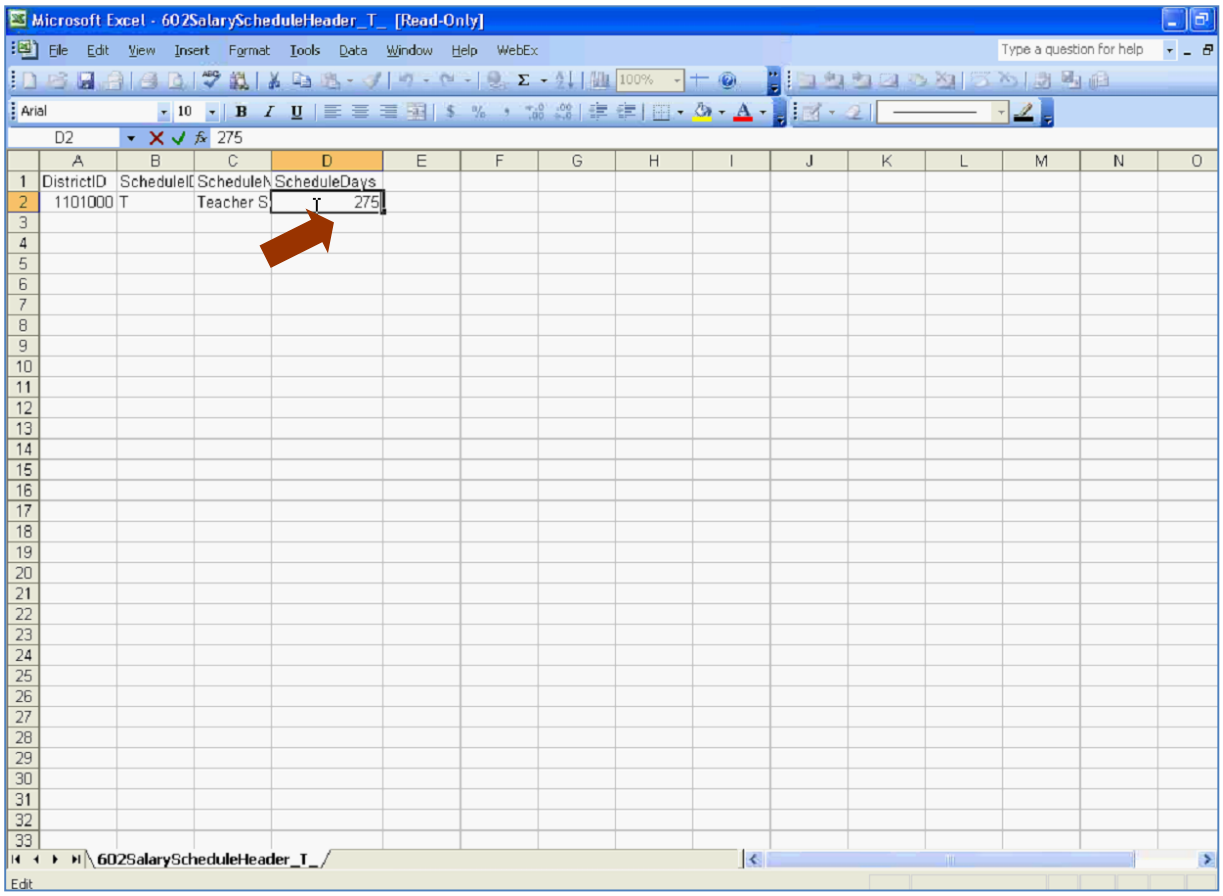


Step 3. Click the "View" link to get more information on a particular error/warning.



Step 4. The item highlighted in yellow contains the error/warning. And a definition of the error/warning appears under the definition header.

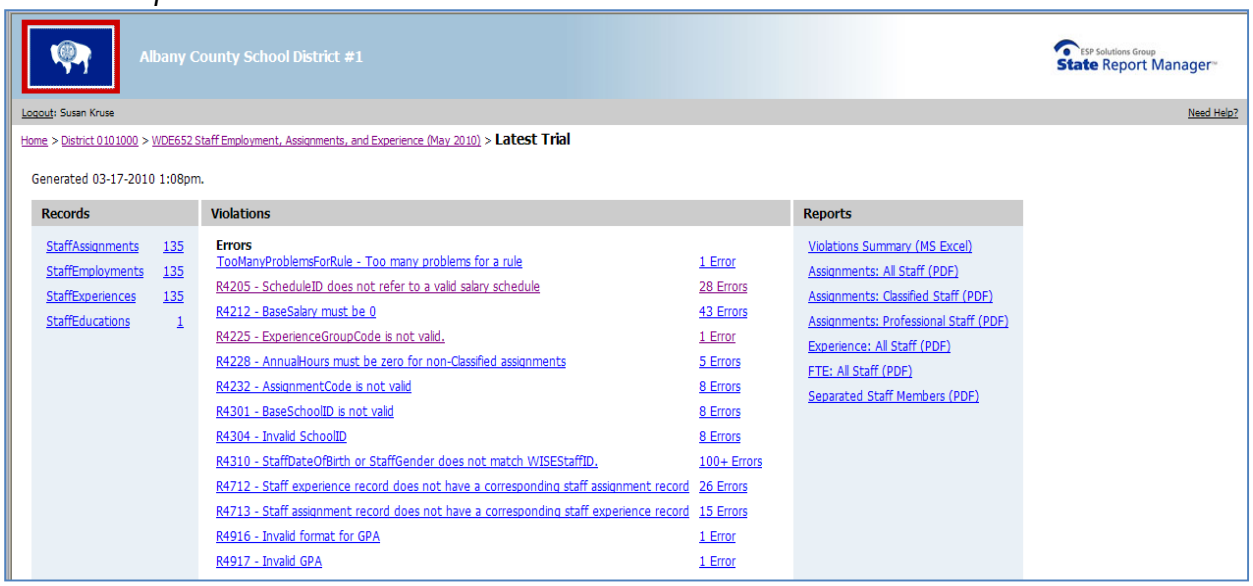
Step 5a. For the Salary files, please make your correction offline and upload the new Salary files.



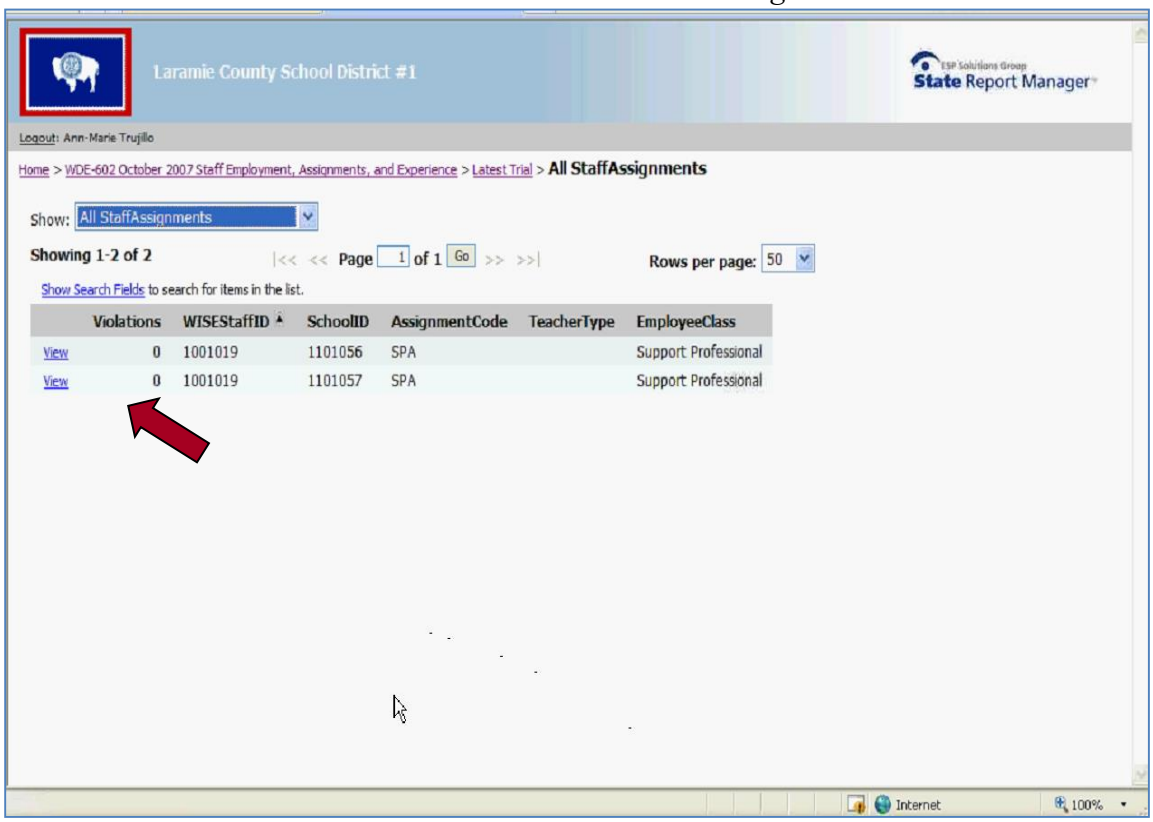
Step 5b. For the Staff files either make the corrections offline similar to Step 5a or make the corrections within the SRM. To edit online, please proceed to Step 1 under "Edit Data Online."

Edit Data Online

Step 1. Go back to the screen below. In the center of the page under the Violations header, click on the data file that needs a correction.



Step 2. Click the "View" link on the record that needs correcting.



Step 3. Click the "Edit" link.

Step 4. Make the necessary corrections and click the "Save" button. Once all on line corrections are completed click the "Save and Revalidate" button to rerun the error check. To undo any changes made, click the "Cancel" button.

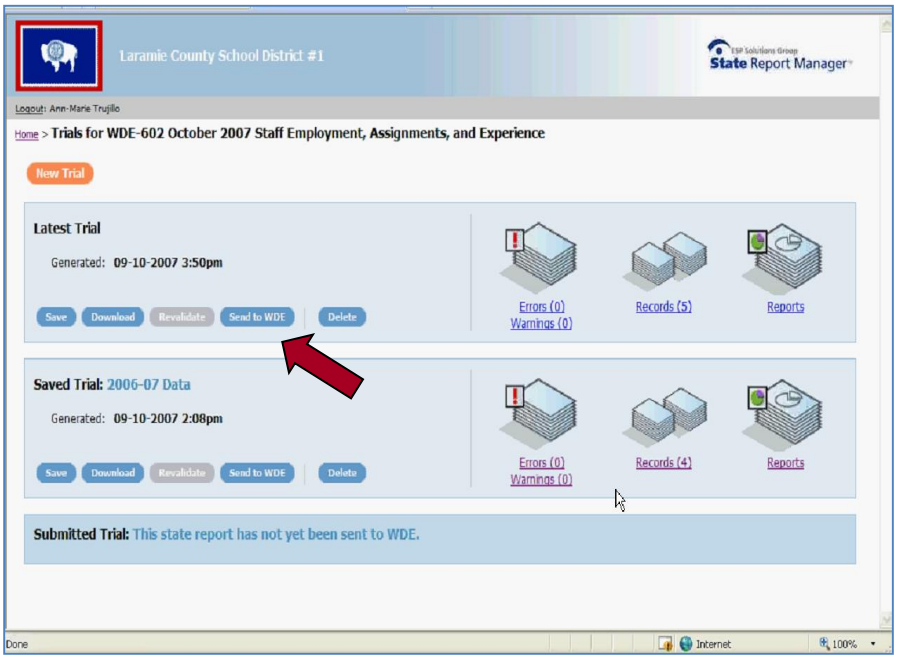
Step 5. Click on the staff file links to move between an employee's Employment, Assignment, Experience and Education file.

Send to WDE

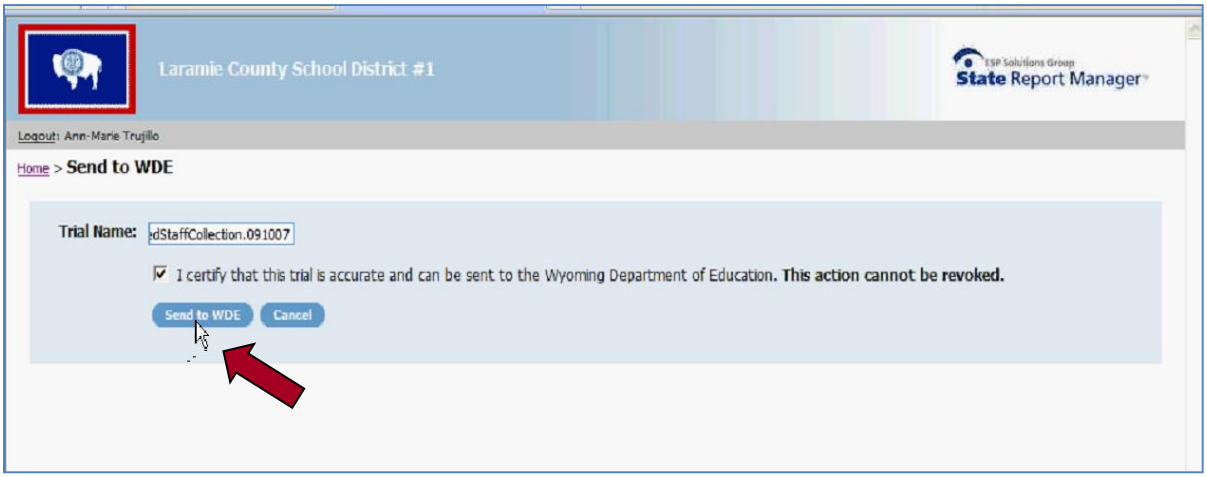
Step 1. The submission process is the same for the salary and staff files. Salary files must be uploaded and sent to the WDE before staff files will be accepted.

Go into latest trial, make sure that all errors have been corrected and warnings have been looked over.

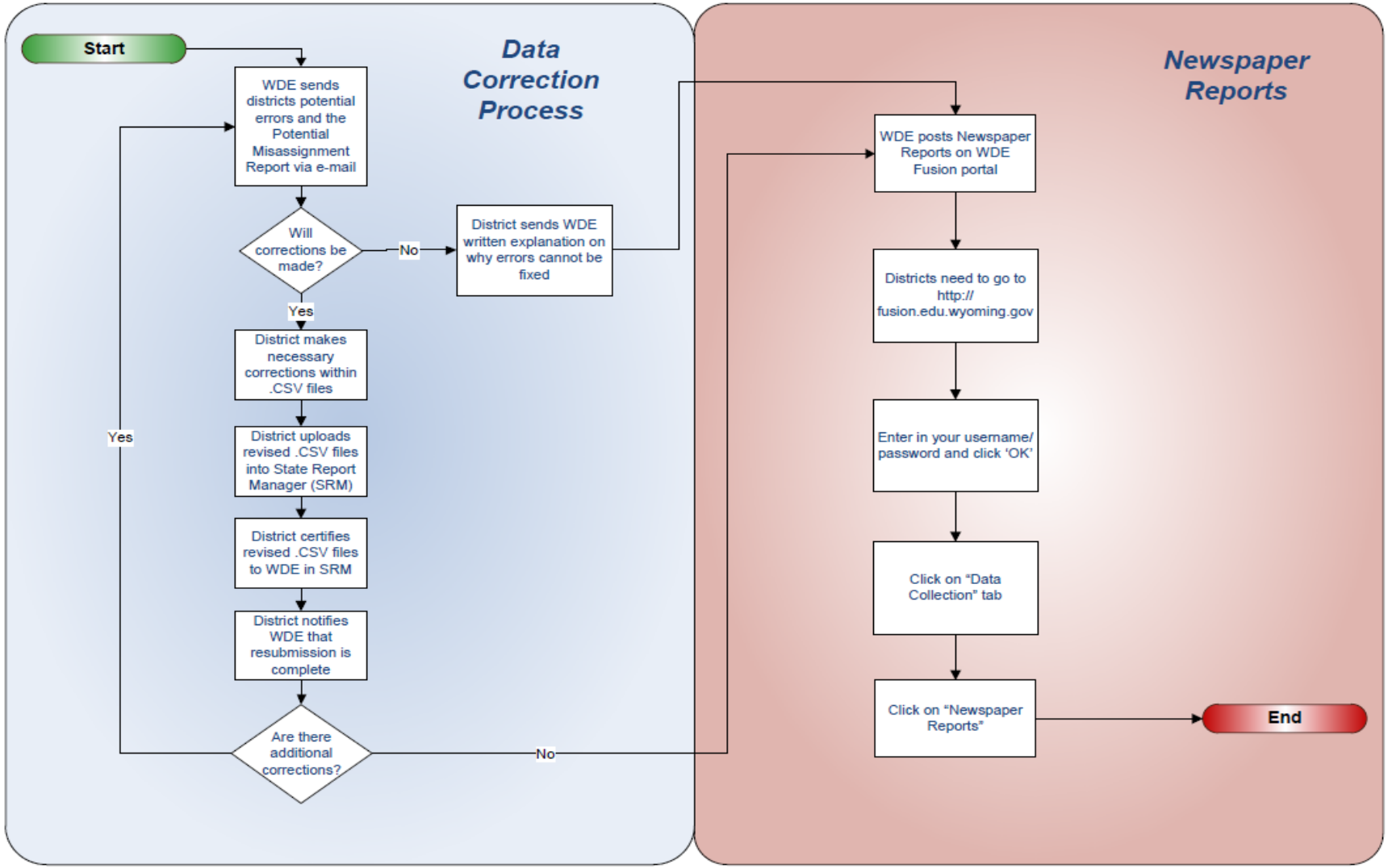
Step 2. Click the blue "Send to WDE" button.



Step 3. Name this item in the white box, click in the certification box, and then click the "Send to WDE" button.



Fall WDE602 Data Collection and Newspaper Report Process



Appendix D: Reportable Combination Assignment Descriptions (for select assignments) – Version 8/5/2014

District Central Office Staff, Business Office Staff, Personnel/H.R. Staff, Title I Office Staff, Transportation Office and Services Staff, and Special Education Office Staff

Professional Staff – Non Certified/Licensed

A new professional staff – non certified/licensed assignment level has been added to accommodate the reporting of mid level, exempt staff performing higher level duties; typically these codes will be used by larger districts. Regular clerical personnel should be reported as the Classified or Secretary/Clerical code.

Operations and Maintenance Office and Services Staff

Code	Assignment Description
NCM	New Construction Manager

An individual who provides construction consultant/management services to the district throughout the design and construction phases of a project. May be responsible for cost estimating, value engineering, project subcontracts, coordination of all construction activities, and purchase orders. Must be on the district payroll.

Code	Assignment Description
FCR	Facilities Coordinator

Point of contact for persons using the facility after regular school hours, may be responsible for securing the property. This assignment code is not to be used if these duties are performed by the Operations and Maintenance Supervisor or Head Custodian.

Code	Assignment Description
BCS	Charter School Business Mangaer

An individual who provides the start up, development, and establishment of financial and fiscal operations of the charter school. The Business Manager works closely with the Principal to ensure accurate, timely, and sound financial transactions.

School Leadership

Code	Assignment Description
DNS	Dean of Students

Assist school administration (Principal and Assistant Principal) with: discipline issues, including authority to suspend students; in-school suspension lab administrator; serving as supervising administrator at events; following up on students who are repeatedly absent, coordinating with courts and police department on truancy issues. Above functions require principal, director, counselor, or superintendent endorsement: "§ 21-4-305. Suspension or expulsion; authority; procedure (a) The board of trustees of any school district may delegate authority to disciplinarians chosen from the administrative and supervisory staff to suspend any student from school…"

Code	Assignment Description
DYC	Daycare Coordinator

Delivering and managing the Daycare Program, for preschool aged children, in order to ensure a safe, developmentally appropriate environment for children. Duties include managing the daycare budget and supervising daycare attendants; plan and implement activities to meet the physical, emotional, intellectual and social needs of the children; ensuring nutritious snacks and lunches.

Special Education Office Staff

Code	Assignment Description
XCM	Special Education - Case Manager (Non-Supervisory)

Non-supervisory position responsible for overseeing compliance of IDEA requirements. Schedules and facilitates meetings related to IEPs for students with disabilities. Confirms that IDEA requirements and IEPs are implemented. Ensures progress monitoring is being administered and documented. Monitors required timelines.

Other District and School Office Positions

Code	Assignment Description
CGM	Grants Management

Responsible for the business management aspects of grants and cooperative agreements, including review, negotiation, administration, and interpretation of grant policies and provisions. Ensuring grant requirements and reporting are properly executed. Duties may include grant writing.

Code	Assignment Description
ELR	English Learner Director or Assistant Director (Including Title III Administrator, if applicable). Formerly "English as a Second Language"

English learners program coordinator and/or the contact for the Title III program.
Note: EL (English Learner) is synonymous with ESL, ELL and LEP.

Code	Assignment Description
ARC	At-Risk Student Case Manager or Transition Coordinator - OTHER THAN Special Education

Coordinates services provided to students, identified as “at-risk” by a district, in a school or community, but does not work directly with students in a counseling or instructional capacity. Duties do not include special education case management or transition services.

Code	Assignment Description
ADS	Athletic Director / Activities Coordinator - Supervisory - (inc. Assistant Dir.)

Coordinates athletic events; attends athletic and extracurricular events, supervising students; supervises coaches; must have Head Coach, Principal or Director endorsement.

Code	Assignment Description
ADN	Athletic Director / Activities Coordinator - Non-Supervisory - (inc. Assistant Dir.)

Coordinates athletic events; attends athletic and other school events, supervising students.

Code	Assignment Description
FGW	Grant Writer

The individual who seeks funds to support a proposed project. The grant writer is responsible for the development of the proposal.

Code	Assignment Description
CDV	Career / Post-Secondary Opportunity Coordinator

Coordinates post-secondary opportunities including career/vocational, scholarships, or other similar programs. This position does not work directly with students in a counseling or instructional capacity.

Code	Assignment Description
AFC	After School / Extracurricular Program Coordinator

Supervises after school and/or summer programs. Programs may include special interest clubs, homework labs, and athletic activities. Does not work with the students in an instructional capacity.

Code	Assignment Description
SRF	Security / Resource Officer

School resource officers help keep order, investigate crimes and enforce the law in and around schools while they communicate the importance and consequences of the legal system to students. Other duties include building security; basic security checks in buildings, parking lots, and other locations where school activities take place.

Additional Pay

Code	Assignment Description
EPY	Additional Pay (requires entry of Extra Salary Reason code)

Additional pay that is NOT associated with a duty; must be defined with an appropriate reason code.

Aides

Code	Assignment Description
AID	Aide - Instructional - OTHER THAN Special Education

Staff members assigned to assist a teacher with routine activities associated with teaching, i.e., activities requiring minor decisions regarding students, such as monitoring, conducting rote exercises, operating equipment and clerking.

- INCLUDE only paid staff by direct hire and contracting
- EXCLUDE volunteer aides and vacant positions

Accompanist during school hours is an instructional aide, after hours would be an ADV.

Code	Assignment Description
AIN	Aide - Non-Instructional (including playground) - OTHER THAN Special Education

Paraprofessionals who do not provide instructional support, for example, paraprofessionals who are translators or who work with parental involvement or computer assistance. Additional types of non-instructional aides include: Playground Attendant.
(Note Crossing Guards are listed as TRA's Transportation Aide)

Code	Assignment Description
TAI	Title I Aide - Instructional

An academic paraprofessional for Title I purposes is an employee of an LEA who provides instructional support in a program supported with Title I, Part A funds. Instructional support includes the following activities:

- Providing one–on–one instruction under direct supervision of a certified Title I teacher
- Providing assistance with classroom management, such as organizing instructional and other materials

(Federal reporting requires breakout of instructional vs. non)

Code	Assignment Description
TAN	Title I Aide - Non-Instructional

Paraprofessionals who do not provide instructional support, for example, paraprofessionals who are translators or who work with parental involvement or computer assistance. (Federal reporting requires breakout of instructional vs. non)

Code	Assignment Description
LMA	Aides, Library/Media (include Audio/Visual Support)

Staff members who render other library or media services, such as preparing, caring for, and making available to members of the instructional staff the equipment, films, filmstrips, transparencies, tapes, TV programs, and similar materials (whether maintained separately or as part of an instructional materials center).

Student Support (Licensed/Certified)

Code	Assignment Description
LIM	Librarian (Library-Media Specialist)

Professional staff members and supervisors assigned specific duties and school time for professional library and media service activities. Activities include: selecting, acquiring, preparing, cataloging, and circulating books and other printed materials; planning the use of library and media services by students, teachers and other members of the instructional staff; and guiding individuals in their use of media services and library materials, (whether maintained separately or as part of an instructional materials center).

Code	Assignment Description
XTC	Special Education - Transition Coordinator

Provides post-high school completion/graduation assistance with transition into the workforce or further education. May involve developing coordinated transition activities, transition planning, arranging job shadowing opportunities, and college readiness skills development. Requires special education teaching endorsement at a minimum.

Code	Assignment Description
XDD	Special Education - Educational Diagnostician

Performs assessment to identify / evaluate / reevaluate a student as having a disability; testing, collecting data, providing program recommendations for students. Requires certification or masters in Special Education Diagnostics.

Code	Assignment Description
XAU	Audiologist - Special Education (reimbursable on WDE401 or federally funded)
AUD	Audiologist - OTHER THAN Special Education

Audiologists - provide the following services:

- Identification of children with hearing loss;
- Determination of the range, nature, and degree of hearing loss, including referral for medical or other professional attention for the habilitation of hearing;
- Provision of rehabilitative activities, such as language habilitation, auditory training, speech reading (lip-reading), hearing evaluation, and speech conservation;
- Creation and administration of programs for prevention of hearing loss;
- Counseling and guidance of children, parents, and teachers regarding hearing loss; and
- Determination of the children's needs for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification.

Code	Assignment Description
XDH	Deaf / Hard of Hearing Interpreter - Special Education NOTE: Requires license/certification starting 2011-12 school year.

Deaf / Hard of Hearing Interpreters - provide services to children who are deaf or hard of hearing, including:

- Oral transliteration services;
- Cued language transliteration services; and
- Sign language interpreting services.

Code	Assignment Description
XOT	Occupational Therapist - Special Education (reimbursable on WDE401 or federally funded)
OTR	Occupational Therapist - OTHER THAN Special Education

Occupational Therapists - provide the following services:

- Improving, developing or restoring functions impaired or lost through illness, injury, or deprivation;
- Improving ability to perform tasks for independent functioning if functions are impaired or lost; and
- Preventing, through early intervention, initial or further impairment or loss of function.
- http://www.wsh1.k12.wy.us/documents/erc_speddefinitions.pdf: "A special education related service which is usually focused upon the development of a student's fine motor skills and/or the identification of adapted ways of accomplishing activities of daily living when a student's disabilities preclude doing those tasks in typical ways."

Code	Assignment Description
XPT	Physical Therapist - Special Education (reimbursable on WDE401 or federally funded)
LPT	Physical Therapist - OTHER THAN Special Education

Physical Therapists - provide the following services:

- Screening, evaluation, and assessment of children to identify movement dysfunction;
- Obtaining, interpreting, and integrating information appropriate to program planning to prevent, alleviate, or compensate for movement dysfunction and related functional problems; and
- Providing individual and group services or treatment to prevent, alleviate, or compensate for movement dysfunction and related functional problems.

Code	Assignment Description
XPY	School Psychologist - Special Education (reimbursable on WDE401 or federally funded)
SPS	School Psychologist - OTHER THAN Special Education
IPS	Intern - School Psychology

Psychologists - provide the following services:

- Administering psychological and educational tests, and other assessment procedures;
- Interpreting assessment results;
- Obtaining, integrating, and interpreting information about child behavior and conditions relating to learning;
- Consulting with other staff members in planning school programs to meet the special needs of children as indicated by psychological tests, interviews, direct observations, and behavioral evaluations;
- Planning and managing a program of psychological services, including psychological counseling for children and parents; and
- Assisting in developing positive behavioral intervention strategies.

Code	Assignment Description
XCO	School Counselor - Special Education (reimbursable on WDE401 or federally funded)
COU	School Counselor - OTHER THAN Special Education

School Counselors - provide the following services:

- Guide individual students, families, groups, and communities by assisting them in problem solving, decision-making, discovering meaning, and articulating goals related to personal, educational and career development.
- Develop confidential relationships with students to help them resolve and/or cope with problems and developmental concerns.
- Prevention and/or intervention activities to meet students' needs. These needs can be necessitated by events and conditions in students' lives and the school climate and culture, and may require any of the following: individual or group counseling; consultation with parents, teachers and other educators; referrals to other school support services or community resources; and intervention and advocacy at the systemic level.
- Vocational rehabilitation services provided to a student with disabilities by vocational rehabilitation programs funded under the Rehabilitation Act of 1973, as amended.
- Evaluating students' abilities, assisting students in making educational and career choices, assisting students in personal and social development, providing referral assistance, and/or working with other staff members in planning and conducting guidance programs for students.

Code	Assignment Description
XSN	School Nurse - Special Education (reimbursable on WDE401 or federally funded)
SNR	School Nurse - OTHER THAN Special Education

School Nurses - in general, provide the following services:

- Provide medical and nursing services;
- Promote health and safety;
- Intervene with actual and potential health problems; and
- Provide case management services.

School Nurses - Special Education (reimbursable on WDE401):

- Medical services for diagnostic and evaluation purposes provided to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs.
- Nursing services designed to enable a child with a disability to receive FAPE as described in the child's IEP, with the exception of services related to medical devices that are surgically implanted (e.g., cochlear implants).

Code	Assignment Description
XSS	School Social Worker - Special Education (reimbursable on WDE401 or federally funded)
SSW	School Social Worker - OTHER THAN Special Education

Social Workers - provide the following services:

- Group and individual counseling with the child and family;
- Working in partnership with parents and others on those problems in a child's living situation (home, school, and community) that affect the child's adjustment in school;
- Mobilizing school and community resources to enable the child to learn as effectively as possible in his or her educational program;
- Assisting in developing positive behavioral intervention strategies; and
- Preparing a social or developmental history on a child with a disability.

Code	Assignment Description
XSP	Speech Pathologist - Special Education (reimbursable on WDE401 or federally funded)
SPA	Speech Pathologist - OTHER THAN Special Education

Speech-Language Pathologists - provide the following services:

- Identification of children with speech or language impairments;
- Diagnosis and appraisal of specific speech or language impairments;
- Referral for medical or other professional attention necessary for the habilitation of speech or language impairments;
- Provision of speech and language services for the habilitation or prevention of communicative impairments; and
- Counseling and guidance of parents, children, and teachers regarding speech and language impairments.

Student Support (NON-Licensed/Certified)

Code	Assignment Description
XCS	Community Support Specialist - Special Education (reimbursable on WDE401 or federally funded)
CSD	Community Support Specialist - OTHER THAN Special Education

District or school representative working in the community in capacities that DO NOT require certification or licensure. Duties may include:

- Facilitating interaction between communities, families, and schools, tracking down truant students
- Coordinating with courts and the police department on truancy issues.
- Attending juvenile court hearings
- Ensuring ongoing education of students transitioning in-and-out of juvenile detention and rehabilitative centers
- Native American liaison
- Home school coordination
- Assisting families with Limited English Proficient students

Code	Assignment Description
DBC	Drill Instructor Boot Camp

Works in a secondary disciplinary military style boot camp program. Supervises and leads students through strict discipline and strenuous exercise. Must have a military background, physical education, coaching or personal trainer credentials.

Code	Assignment Description
ADV	Advisor/Sponsor - Any Club Activity During Non-Instructional Hours

Examples: Advisor/Sponsors (at non-credit earning events) for FBLA, science club, musical accompanist, cheerleading coach, drama/stage assistants, school activity chaperone, senior class sponsor, weight room supervisor, etc. NOTE: Does NOT include athletics coaches.

Code	Assignment Description
DYA	Daycare Attendant

Caregiver of preschool aged children. Meeting physical needs such as changing diapers and feeding, engaging the children in individual and group play, as well as quiet time and physical activity.

Teachers

Code	Assignment Description
SSK	Study Skills/Study Hall

Certified teacher (required) overseeing a study skills or study hall period.

Code	Assignment Description
RES	Reading Specialist/Remedial Reading

Provides diagnostic services for reading and specific support to students who are significantly below grade level in reading. This teaching is in addition to their regular reading class time. This position requires a Reading endorsement.

Code	Assignment Description
APE	Adaptive PE - Special Education (reimbursable on WDE401 or federally funded)

Developing, implementing, and monitoring a carefully designed physical education instructional program for a learner with a disability, based on a comprehensive assessment, to give the learner the skills necessary for a lifetime of rich leisure, recreation, and sport experiences to enhance physical fitness and wellness.

Code	Assignment Description
HEA	Health

Health coursework includes the state health content standards of physical health, nutritional health, and mental health.

Code	Assignment Description
ALT	Alternative, Non-Traditional, At-Risk Program Teacher

Persons with an ALT endorsement can teach any course, however, the ALT assignment code can ONLY be reported for teachers teaching in an officially recognized (by School ID) alternative school AND teachers must hold the ALT endorsement.

Code	Assignment Description
ESL	English Learner education (formerly English as a Second Language)

A Title III language instruction educational program is an instruction course

- in which a limited English proficient child is placed for the purpose of developing and attaining English proficiency, while meeting challenging State academic content and student academic achievement standards, as required by Section 1111(b)(1) and
- that may make instructional use of both English and a child's native language to enable the child to develop and attain English proficiency and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.

Note: ESL endorsed teachers are NOT ALLOWED to teach Language Arts courses. ESL is a correct title for a class teaching LEP/ELL students

Code	Assignment Description
SCM	Middle Science (any science grades 5-8)

Any science content; applicable to grades 5 to 8 only. Teacher must have Middle School Science endorsement to report using this non-subject specific middle science code.

Code	Assignment Description
SCG	Integrated / General Science in grades 6 to 9

Introductory course including inquiry and basic introduction to science. Can be taught in grades 6 through 9. Must have an endorsement in at least one science discipline.

Code	Assignment Description
XAS	Special Education - Alternate Content Standards (include Life Skills)

Provides instruction for students using alternate content standards to access curriculum.

Code	Assignment Description
VCX	Vocational Education - Industrial Welding

Welding in a manufacturing AND/OR agricultural setting.

Code	Assignment Description
VCY	Vocational Education - Agricultural Welding

Instruct students how to weld in an agricultural setting; basic maintenance and repair of farming/ranching equipment and structures. Welding instruction beyond this description must be reported under the Industrial Welding assignment.

Code	Assignment Description
ATR	Athletic Trainer

W.S. 33-45-102(a)(vi): "Practice of athletic training" means the application of the principles and methods of prevention, recognition, evaluation and assessment of athletic injuries and illnesses, immediate care of athletic injuries including common injuries, medical emergencies, psychosocial intervention and referral, conditioning and rehabilitative exercise, nutritional aspects of injuries and illnesses, the use of therapeutic modalities, proper healthcare administration, professional development and the understanding and education of applications, precautions, interactions, indications and contraindications of pharmacology for athletes. Licensing requirements; W.S. 33-45-107(c)[summarized]: Any person licensed as an athletic trainer in Wyoming or employed by a Wyoming school district and holding a coaching endorsement issued by the Professional Teaching Standards Board, or working under the supervision of a licensed athletic trainer or endorsed coach.

Code	Assignment Description
ASL	American Sign Language

Instruct students in American Sign Language, which is a visual language. Teacher would teach this language to students who are both hearing-impaired and not.

Appendix E: Vocational Education Assignment Descriptions by Career Cluster

Agriculture And Natural Resources

COMPREHENSIVE AGRICULTURE

- 18001 Introduction to Agriculture And Natural Resources
- 18002 Agriculture —Comprehensive
- 18003 Agriculture and Natural Resources—Comprehensive

PLANT SYSTEMS

- 18051 Plant Production/Science
- 18052 General Horticulture
- 18053 Ornamental Horticulture
- 18054 Turf And Landscape Management
- 18055 Soil Science
- 18056 Particular Topics In Plant Systems
- 18097 Plant Systems—Independent Study
- 18098 Plant Systems—Workplace Experience
- 18099 Plant Systems—Other

ANIMAL SYSTEMS

- 18101 Animal Production/Science
- 18102 Small Animal Care
- 18103 Large Animal Care
- 18104 Equine Science
- 18105 Veterinary Science
- 18106 Particular Topics In Animal Systems
- 18147 Animal Systems—Independent Study
- 18148 Animal Systems—Workplace Experience
- 18149 Animal Systems—Other

AGRIBUSINESS

- 18201 Agribusiness Management
- 18202 Agricultural Entrepreneurship
- 18203 Agricultural Leadership
- 18204 Particular Topics In Agribusiness
- 18247 Agribusiness—Independent Study
- 18248 Agribusiness—Workplace Experience
- 18249 Agribusiness—Other

AGRICULTURE PRODUCTION/PROCESSING

- 18301 Agricultural Production
- 18302 Agricultural Processing
- 18303 Plant Processing
- 18304 Animal Processing
- 18305 Food Product Processing
- 18306 Aquaculture
- 18307 Agriculture And Society
- 18308 Agricultural Biotechnology
- 18309 Particular Topics In Agricultural Production/Processing
- 18347 Agricultural Production And Processing—Independent Study
- 18348 Agricultural Production And Processing—Workplace Experience
- 18349 Agricultural Production And Processing—Other

AGRICULTURE MECHANICS AND CONSTRUCTION

- 18401 Agriculture Mechanics/Equipment/Structures
- 18402 Agriculture Mechanics And Equipment
- 18403 Agriculture Structures
- 18404 Agriculture Welding
- 18405 Particular Topics In Agricultural Mechanics And Construction
- 18447 Agricultural Mechanics And Construction—Independent Study
- 18448 Agricultural Mechanics And Construction—Workplace Experience
- 18449 Agricultural Mechanics And Construction—Other

NATURAL RESOURCES

- 18501 Wildlife Management
- 18502 Forestry
- 18503 Forestry Harvesting
- 18504 Natural Resources Management
- 18505 Particular Topics In Natural Resources
- 18547 Natural Resources—Independent Study
- 18548 Natural Resources—Workplace Experience
- 18549 Natural Resources—Other

Architecture And Construction

ARCHITECTURE AND DRAFTING

- 21101 Drafting Careers Exploration
- 21102 Drafting—General
- 21103 Drafting—Architectural
- 21104 Drafting—Civil/Structural
- 21105 Drafting—Electrical/Electronic
- 21106 Drafting—Technical/Mechanical
- 21107 CAD Design And Software
- 21108 Blueprint Reading
- 21147 Drafting—Independent Study
- 21148 Drafting—Workplace Experience
- 21149 Drafting—Other

CONSTRUCTION

- 17001 Construction Careers Exploration
- 17002 Construction—Comprehensive
- 17003 Carpentry
- 17004 Framing Carpentry
- 17005 Particular Topics In Carpentry
- 17006 Woodworking
- 17007 Cabinetmaking
- 17008 Masonry
- 17009 Building Maintenance
- 17010 Home Maintenance
- 17011 Wall Finishings
- 17012 Upholstering
- 17047 General Construction—Independent Study
- 17048 General Construction—Workplace Experience
- 17049 General Construction—Other

AIR CONDITIONING, HEATING AND PLUMBING

- 17051 Air Conditioning
- 17052 Refrigeration
- 17053 Heating
- 17054 Air Conditioning/Refrigeration
- 17055 Air Conditioning, Heating, And Refrigeration
- 17056 Heating, Ventilation, And Air Conditioning
- 17057 Particular Topics In HVACR
- 17058 Plumbing
- 17059 Plumbing And Heating
- 17097 Air Conditioning, Heating, And Plumbing—Independent Study
- 17098 Air Conditioning, Heating, And Plumbing—Workplace Experience
- 17099 Air Conditioning, Heating, And Plumbing—Other

ELECTRICITY/ELECTRONICS

- 17101 Exploration Of Electricity/Electronics
- 17102 Electricity—Comprehensive
- 17103 Residential Wiring
- 17104 Industrial Electricity
- 17105 Particular Topics In Electricity
- 17106 Electronics—Comprehensive
- 17107 Particular Topics In Electronics
- 17108 Electricity/Electronics—General
- 17109 Particular Topics In Electricity/Electronics
- 17110 Analog And Digital Circuits
- 17111 Analog Circuits
- 17112 Digital Circuits
- 17147 Electricity/Electronics—Independent Study
- 17148 Electricity/Electronics—Workplace Experience
- 17149 Electricity/Electronics—Other

Graphic Arts, AV Technology And Communication

AUDIO AND VIDEO TECHNOLOGY AND FILM

- 11051 Audio/Visual Production
- 11052 Commercial Photography
- 11053 Photographic Laboratory And Darkroom
- 11054 Photo Imaging
- 11055 Video
- 11056 Particular Topics In Audio/Video Technology And Film
- 11097 Audio/Video Technology And Film—Independent Study
- 11098 Audio/Video Technology And Film—Workplace Experience
- 11099 Audio/Video Technology And Film—Other

JOURNALISM AND BROADCASTING

- 11101 Journalism
- 11102 Photojournalism
- 11103 Broadcasting Technology
- 11104 Publication Production
- 11105 Particular Topics In Journalism And Broadcasting
- 11147 Journalism And Broadcasting—Independent Study
- 11148 Journalism And Broadcasting—Workplace Experience
- 11149 Journalism And Broadcasting—Other

PRINTING TECHNOLOGY AND PRODUCTION

- 11151 Digital Media Technology
- 11152 Desktop Publishing
- 11153 Digital Media Design And Production
- 11154 Commercial Graphic Design
- 11155 Graphic Technology
- 11156 Photography And Printing Technology
- 11157 Photoengraving
- 11158 Print Press Operations
- 11159 Particular Topics In Printing Technology And Production
- 11197 Printing Technology—Independent Study
- 11198 Printing Technology—Workplace Experience
- 11199 Printing Technology—Other

Business Management And Administration

ADMINISTRATION

- 12001 Business/Office Career Exploration
- 12002 Office Procedures—Comprehensive
- 12003 Office And Administrative Technologies
- 12004 Office Services
- 12005 Keyboarding
- 12006 Word Processing
- 12007 Recordkeeping
- 12008 Particular Topics In Administration
- 12009 Business Communications
- 12047 Administration—Independent Study
- 12048 Administration—Workplace Experience
- 12049 Administration—Other

MANAGEMENT

- 12051 Introductory Business
- 12052 Business Management
- 12053 Entrepreneurship
- 12054 Business Law
- 12055 Business Principles And Management
- 12056 International Business And Marketing
- 12057 Human Resources And Labor Relations
- 12058 Human Resources Management
- 12059 IB Business And Management
- 12097 Management—Independent Study
- 12098 Management—Workplace Experience
- 12099 Management—Other

Education And Training

EDUCATION

- 19151 Teaching Profession
- 19152 Educational Methodology
- 19153 Early Childhood Education
- 19154 Particular Topics In Education
- 19197 Education—Independent Study
- 19198 Education—Workplace Experience
- 19199 Education—Other

Finance

FINANCE

- 12101 Banking And Finance
- 12102 Banking
- 12103 Finance
- 12104 Accounting
- 12105 Business Economics
- 12106 Risk Management And Insurance
- 12107 Investing
- 12147 Finance—Independent Study
- 12148 Finance—Workplace Experience
- 12149 Finance—Other

Government And Public Administration

GOVERNMENT SERVICE

- 15201 Public Administration
- 15202 Community Protection
- 15203 Public Policy
- 15247 Government Service—Independent Study
- 15248 Government Service—Workplace Experience
- 15249 Government Service—Other

Health Science

COMPREHENSIVE HEALTH

- 14001 Exploration Of Health Care Occupations
- 14002 Health Care Occupations—Comprehensive

THERAPEUTIC SERVICES

- 14051 Nursing
- 14052 Nursing—LPN
- 14053 Home Health Care
- 14054 Dental Science
- 14055 Emergency Medical Technology
- 14056 Surgical Technology
- 14057 Vision Care
- 14058 Optometrics
- 14059 Gerontology
- 14060 Physical Therapy
- 14061 Respiratory Therapy
- 14062 Care Of Athletes
- 14063 Particular Topics In Therapeutic Services
- 14097 Therapeutic Services—Independent Study
- 14098 Therapeutic Services—Workplace Experience
- 14099 Therapeutic Services—Other

DIAGNOSTIC SERVICES

- 14101 Dental Laboratory Technology
- 14102 Medical Lab Technology
- 14103 EKG Technology
- 14104 Phlebotomy
- 14105 Particular Topics In Diagnostic Services
- 14147 Diagnostic Services—Independent Study
- 14148 Diagnostic Services—Workplace Experience
- 14149 Diagnostic Services—Other

HEALTH INFORMATION

- 14151 Medical/Clerical Assisting
- 14152 Pharmacy Assisting
- 14153 Medical Office Procedures
- 14154 Medical Terminology
- 14155 Particular Topics In Health Information
- 14197 Health Information—Independent Study
- 14198 Health Information—Workplace Experience
- 14199 Health Information—Other

SUPPORT SERVICES

- 14201 Central Service Technology
- 14202 Health Support Services
- 14203 Health Unit Coordination
- 14204 Particular Topics In Health Support Services
- 14247 Health Support Services—Independent Study
- 14248 Health Support Services—Workplace Experience
- 14249 Health Support Services—Other

HEALTH SCIENCES

- 14251 Health Science
- 14252 Biotechnology
- 14253 Pharmacology
- 14254 Particular Topics In Health Sciences
- 14297 Health Sciences—Independent Study
- 14298 Health Sciences—Workplace Experience
- 14299 Health Sciences—Other

Hospitality And Tourism

RESTAURANT, FOOD AND BEVERAGE SERVICES

- 16001 Exploration Of Hospitality Careers
- 16051 Exploration Of Restaurant, Food, And Beverage Services
- 16052 Restaurant, Food, And Beverage Services—Comprehensive
- 16053 Food Service
- 16054 Nutrition And Food Preparation
- 16055 Restaurant Management And Operations
- 16056 Culinary Art Specialty
- 16057 Particular Topics In Restaurant, Food, And Beverage Services
- 16097 Restaurant, Food, And Beverage Services—Independent Study
- 16098 Restaurant, Food, And Beverage Services—Workplace Experience
- 16099 Restaurant, Food, And Beverage Services—Other

LODGING

- 16101 Exploration Of Lodging Careers
- 16102 Lodging—Comprehensive
- 16103 Institutional Maintenance
- 16104 Particular Topics In Lodging
- 16147 Lodging—Independent Study
- 16148 Lodging—Workplace Experience
- 16149 Lodging—Other

TRAVEL AND TOURISM

- 16151 Introduction To Travel And Tourism
- 16152 Travel And Tourism—Comprehensive
- 16153 World Travel And Tourism
- 16154 Eco-Tourism
- 16155 Particular Topics In Travel And Tourism
- 16197 Travel And Tourism—Independent Study
- 16198 Travel And Tourism—Workplace Experience
- 16199 Travel And Tourism—Other

RECREATION, AMUSEMENT AND ATTRACTIONS

- 16201 Exploration Of Recreation, Amusement, And Attractions
- 16202 Recreation, Amusement, And Attractions—Comprehensive
- 16203 Particular Topics In Recreation, Amusement, And Attractions
- 16247 Recreation, Amusement, And Attractions—Independent Study
- 16248 Recreation, Amusement, And Attractions—Workplace Experience
- 16249 Recreation, Amusement, And Attractions—Other

Human Services

GENERAL HUMAN SERVICES

- 19001 Human Services Career Exploration

CHILD AND ELDER CARE

- 19051 Child Care
- 19052 Child Development
- 19053 Elder Care
- 19054 Caregiving Service
- 19055 Particular Topics In Child And Elder Care
- 19097 Child And Elder Care—Independent Study
- 19098 Child And Elder Care—Workplace Experience
- 19099 Child And Elder Care—Other

COSMETOLOGY

- 19101 Cosmetology—Licensing
- 19102 Barbering
- 19103 Hair Styling
- 19104 Cosmetology—Non-Licensing
- 19105 Cosmetology—Nail Specialization
- 19106 Cosmetology—Facial Specialization
- 19107 Particular Topics In Cosmetology
- 19147 Cosmetology—Independent Study
- 19148 Cosmetology—Workplace Experience
- 19149 Cosmetology—Other

APPAREL AND FURNISHINGS

- 19201 Clothing And Textiles
- 19202 Clothing/Textile Maintenance
- 19203 Apparel Construction
- 19204 Apparel And Textile Services
- 19205 Home Furnishing
- 19206 Home Furnishings Production
- 19207 Particular Topics In Apparel And Furnishings
- 19247 Apparel And Furnishings—Independent Study
- 19248 Apparel And Furnishings—Workplace Experience
- 19249 Apparel And Furnishings—Other

Information Technology

MANAGEMENT INFORMATION SYSTEMS

- 10051 Information Management
- 10052 Database Management And Data Warehousing
- 10053 Database Applications
- 10054 Data Systems/Processing
- 10055 Particular Topics In Management Information Systems
- 10097 Management Information Systems—Independent Study
- 10098 Management Information Systems—Workplace Experience
- 10099 Management Information Systems—Other

NETWORK SYSTEMS

- 10101 Network Technology
- 10102 Networking Systems
- 10103 Area Network Design And Protocols
- 10104 Router Basics
- 10105 Netware Routing
- 10106 Wide Area Telecommunications And Networking
- 10107 Wireless Networks
- 10108 Network Security
- 10109 Essentials Of Network Operating Systems
- 10110 Microsoft Certified Professional (MCP)
- 10111 Particular Topics In Networking Systems
- 10147 Networking Systems—Independent Study
- 10148 Networking Systems—Workplace Experience
- 10149 Networking Systems—Other

COMPUTER SCIENCE/PROGRAMMING

- 10151 Business Programming
- 10152 Computer Programming
- 10153 Visual Basic Programming
- 10154 C++ Programming
- 10155 Java Programming
- 10156 Computer Programming—Other Language
- 10157 AP Computer Science A
- 10158 AP Computer Science AB
- 10159 IB Computing Studies
- 10160 Particular Topics In Computer Programming
- 10197 Computer Programming—Independent Study
- 10198 Computer Programming—Workplace Experience
- 10199 Computer Programming—Other

MEDIA TECHNOLOGY

- 10201 Web Page Design
- 10202 Computer Graphics
- 10203 Interactive Media
- 10204 Particular Topics In Media Technology
- 10247 Media Technology—Independent Study
- 10248 Media Technology—Workplace Experience
- 10249 Media Technology—Other

INFORMATION SUPPORT AND SERVICES

- 10251 Computer Technology
- 10252 Computer Maintenance
- 10253 Information Support And Services
- 10254 IT Essentials: PC Hardware And Software
- 10255 CISCO—The Panduit Network Infrastructure Essentials (PNIE)
- 10256 Particular Topics In Information Support And Services
- 10297 Information Support And Services—Independent Study
- 10298 Information Support And Services—Workplace Experience
- 10299 Information Support And Services—Other

Law, Public Safety, Corrections And Security

COMPREHENSIVE

- 15001 Exploration Of Public Service Careers

LAW ENFORCEMENT

- 15051 Criminal Justice
- 15052 Corrections
- 15053 Particular Topics In Law Enforcement
- 15097 Law Enforcement—Independent Study
- 15098 Law Enforcement—Workplace Experience
- 15099 Law Enforcement—Other

SECURITY AND PROTECTION

- 15101 Public Safety
- 15102 Security Services
- 15103 Particular Topics In Security
- 15147 Security And Protection—Independent Study
- 15148 Security And Protection—Workplace Experience
- 15149 Security And Protection—Other

FIRE MANAGEMENT

- 15151 Fire Science
- 15152 Fire Fighting
- 15153 Particular Topics In Fire Management
- 15197 Fire Management—Independent Study
- 15198 Fire Management—Workplace Experience
- 15199 Fire Management—Other

Manufacturing

MANUFACTURING TECHNOLOGY

- 13001 Exploration Of Manufacturing Occupations
- 13002 Manufacturing—Comprehensive
- 13003 Industrial Arts
- 13004 Industrial Safety/First Aid

PROCESSING/PRODUCTION

- 13052 Materials And Processes
- 13053 Metal And Wood Processing/Production
- 13054 Wood Processing/Production
- 13055 Metal Processing/Production
- 13056 Plastics Processing/Production
- 13057 Ceramic Processing/Production
- 13058 Particular Topics In Processing And Production
- 13097 Processing/Production—Independent Study
- 13098 Processing/Production—Workplace Experience
- 13099 Processing/Production—Other

PRODUCTION SYSTEMS

- 13101 Production Systems
- 13102 Electro-Mechanical Systems
- 13103 Product Development
- 13147 Production Systems—Independent Study
- 13148 Production Systems—Workplace Experience
- 13149 Production Systems—Other

METALWORK

- 13201 Metalwork Occupations
- 13202 Metalworking
- 13203 Machining
- 13204 Particular Topics In Machining
- 13205 Sheet Metal
- 13206 Particular Topics In Sheet Metal
- 13207 Welding
- 13208 Particular Topics In Welding
- 13247 Metalwork—Independent Study
- 13248 Metalwork—Workplace Experience
- 13249 Metalwork—Other

REPAIR

- 13301 Appliance Repair
- 13302 Equipment Maintenance And Repair
- 13347 Repair—Independent Study
- 13348 Repair—Workplace Experience
- 13349 Repair—Other

Marketing, Sales And Service

MARKETING

- 12151 Marketing Career Exploration
- 12152 Marketing—Comprehensive
- 12153 Marketing—Fashion
- 12154 Marketing—Real Estate
- 12155 Marketing—Transportation
- 12156 Marketing—Food/Beverage Industry
- 12157 Marketing—Insurance
- 12158 Marketing—Floristry
- 12159 Marketing—Hospitality/Tourism
- 12160 Marketing—Merchandising
- 12162 Internet Marketing
- 12163 Sports And Entertainment Marketing
- 12164 Principles Of Marketing
- 12165 Principles Of Advertising
- 12166 Marketing Management
- 12167 Marketing—Other Specialization
- 12197 Marketing—Independent Study
- 12198 Marketing—Workplace Experience
- 12199 Marketing—Other

SALES

- 12201 Cashier/Checker Operations
- 12202 Principles Of Selling
- 12247 Sales—Independent Study
- 12248 Sales—Workplace Experience
- 12249 Sales—Other

Engineering And Technology

ENGINEERING

- 21001 Pre-Engineering Technology
- 21002 Engineering Applications
- 21003 Engineering Technology
- 21004 Principles Of Engineering
- 21005 Engineering—Comprehensive
- 21006 Engineering Design
- 21007 Engineering Design And Development
- 21008 Digital Electronics
- 21009 Robotics
- 21010 Computer Integrated Manufacturing
- 21011 Civil Engineering
- 21012 Civil Engineering And Architecture
- 21013 Aerospace Engineering
- 21014 Biotechnical Engineering
- 21015 Particular Topics In Engineering
- 21047 Engineering—Independent Study
- 21048 Engineering—Workplace Experience
- 21049 Engineering—Other

Technology

- 21051 Technological Literacy
- 21052 Technological Processes
- 21053 Emerging Technologies
- 21054 Technology Innovation And Assessment
- 21055 Aerospace Technology
- 21056 Particular Topics In Technology Applications
- 21097 Technology—Independent Study
- 21098 Technology—Workplace Experience
- 21099 Technology—Other

Transportation, Distribution And Logistics

TRANSPORTATION TECHNOLOGY

- 20001 Exploration Of Transportation, Distribution, And Logistics

OPERATION

- 20051 Truck And Bus Driving
- 20052 Heavy Equipment Operation
- 20053 Aviation
- 20054 Boat Operation
- 20097 Operation—Independent Study
- 20098 Operation—Workplace Experience
- 20099 Operation—Other

MECHANICS AND REPAIR

- 20101 Energy/Power
- 20102 Power And Mechanics
- 20103 Introduction To Automobiles
- 20104 Automotive Mechanics—Comprehensive
- 20105 Particular Topics In Automotive Mechanics
- 20106 Automotive Service
- 20107 Diesel Mechanics—Comprehensive
- 20108 Particular Topics In Diesel Mechanics
- 20109 Small Vehicle Mechanics
- 20110 Small Engine Mechanics
- 20111 Marine Mechanics
- 20112 Heavy Equipment Mechanics
- 20113 Aircraft Power Plant
- 20114 Aircraft Airframe
- 20115 Automotive Detailing And Reconditioning
- 20116 Automotive Body Repair And Refinishing—Comprehensive
- 20117 Particular Topics In Automotive Body Repair And Refinishing
- 20118 Boat Repair/Refinishing
- 20147 Mechanics And Repair—Independent Study
- 20148 Mechanics And Repair—Workplace Experience
- 20149 Mechanics And Repair—Other

DISTRIBUTION AND LOGISTICS

- 20151 Distribution—Comprehensive
- 20152 Warehouse Operations
- 20197 Distribution And Logistics—Independent Study
- 20198 Distribution And Logistics—Workplace Experience
- 20199 Distribution And Logistics—Other

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