



WDE435 – Instructional Facilitators Grant Application  
and Report  
April 2016

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# Introduction

*The WDE435 is the annual data collection from districts that will provide application information in regards to program eligibility requirements and how the Instructional Facilitators (IF) are evaluated. This information is collected in a word document that will be uploaded with the IF information that is provided via an Excel spreadsheet.*

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.

Department Accountability staff will be able to review and assist districts to provide complete, accurate data before adjudicating the WDE435 collection. This collection is accessed through the Department forms inventory, downloaded, completed, and uploaded by the district to the Department. The WDE435 data is meant to be used by the WDE, Wyoming Legislature, Federal Reporting requirements, and district employees. It is inaccessible to the general public.

This guidebook serves as the definitive instruction set for the data contained within the WDE435 Data Collection.

## WDE435 Authority

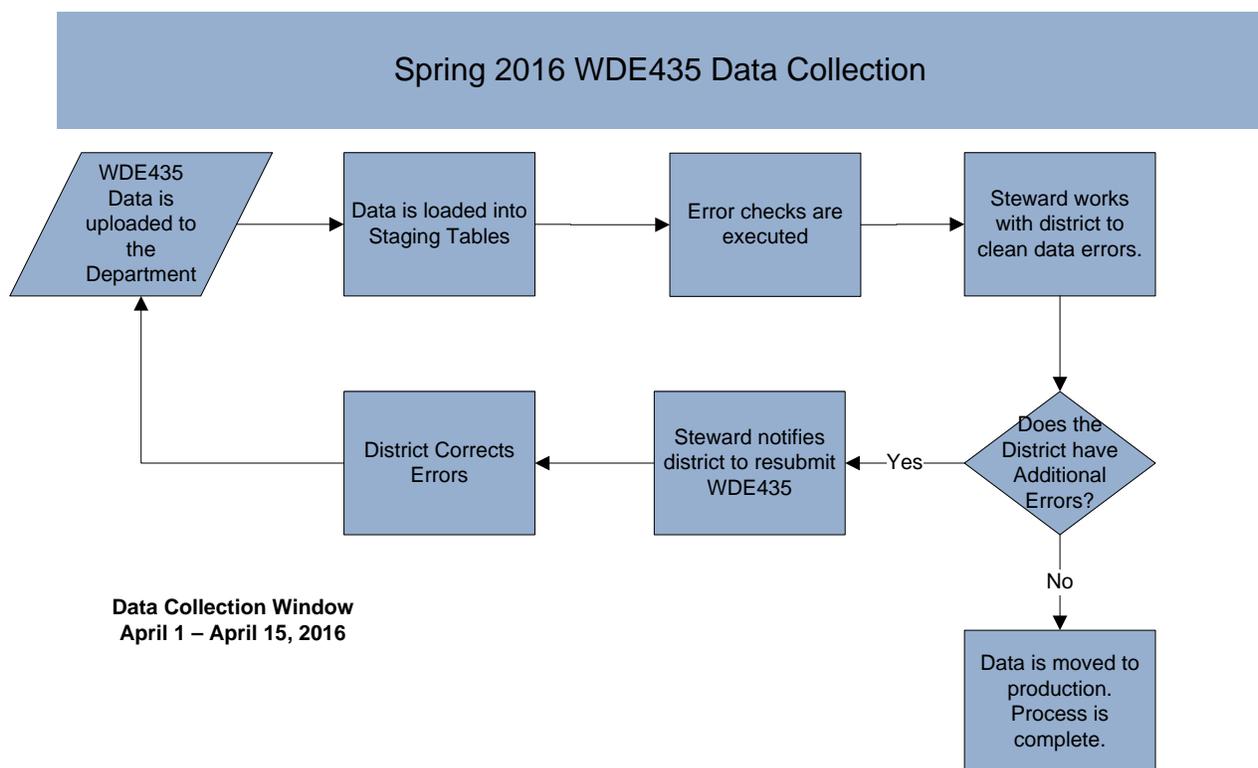
The authority for the WDE to collect data included in the WDE435 is listed below:

In partial fulfillment of W.S. 21-13-335

# Collection Schedule

**WDE435 Spring Collection Window:  
April 1 – April 15, 2016**

Districts should upload the WDE435 report no later than April 11, 2016 unless the Collection Steward has approved a later deadline of April 15, 2016. Timely submission helps ensure prompt processing of the grant application. Corrections to submitted data (if needed) must be completed by the collection due date in order to ensure the data is error free.



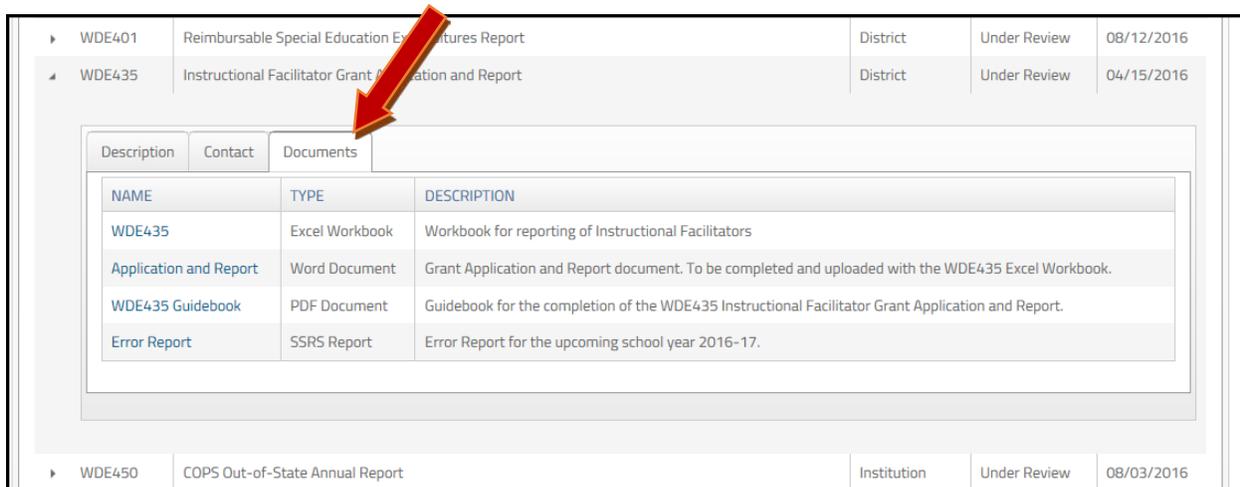
# Instructions

## Accessing the WDE435 Collection

The WDE435 collection has two parts to the data collection process. The first part is the Excel spreadsheet used to collect information on the Instructional Facilitators and the second part is the Word application document. These forms can be accessed through the Wyoming Department of Education Data Collection Suite – Forms Inventory web page. Or follow this link: <http://edu.wyoming.gov/data/dcs/>

Within the Data Collection Suite – Forms Inventory page, scroll down to select the **WDE435 – Instructional Facilitators Grant Application and Report** collection. Click on the arrow on the left and navigate to the Documents tab. Click on the WDE435 link to open the Excel workbook and then save it to your system using the suggested file name of *WDE435-YourDistrictID*. Click on the Application and Report link to download and save the Word document to your system.

The WDE435 Data Collection Guidebook can also be downloaded. It provides on the go guidance while completing the WDE435.



NAME	TYPE	DESCRIPTION
WDE435	Excel Workbook	Workbook for reporting of Instructional Facilitators
Application and Report	Word Document	Grant Application and Report document. To be completed and uploaded with the WDE435 Excel Workbook.
WDE435 Guidebook	PDF Document	Guidebook for the completion of the WDE435 Instructional Facilitator Grant Application and Report.
Error Report	SSRS Report	Error Report for the upcoming school year 2016-17.

## Data Compilation

Data will be entered in the WDE435 worksheet of the Excel workbook. Data can be pasted from a source file by using the 'cut and **paste special**' function to minimize data entry errors. Data elements are defined in this document. The INSTRUCTIONS worksheet of the WDE435 Excel workbook also contains information on the data elements of the WDE435.



## Instructional Facilitator Information Elements

- Staff ID
- School ID
- First Name
- Middle Name
- Last Name
- Full Time or Part Time?
- What percent if part time?
- If part time, what other responsibilities?
- Percentage of salary from IF grant
- How is IF salary augmented?

Detailed definitions for each element are contained on the instructions page of the WDE435 data collection worksheet.

### Entering data in the WDE435

Enter data in the form following all instructions to ensure data quality and no error report. If elements for the collection are pulled from some sort of source material, the data can be copied in the WDE435 using the Paste Special option within Excel. Do not have blank lines within your data.

### Data Submission

When all data has been entered and checked for accuracy save the file to your system. The Application and Report document should be completed as well. These files are now ready to be uploaded to the Department. The district uploader will select the **Data Submission Log In** link at the top right of the Data Collection – Forms Inventory page at <http://edu.wyoming.gov/data/dcs/>

COLLECTION	TITLE	RESPONDENT	STATUS	DUE DATE
WDE100A	School Foundation Program Funding Worksheet	District	Under Review	08/12/2016
WDE100B	Vocational Education Student FTE Worksheet	District	Under Review	08/12/2016

This website is restricted to authorized users conducting official business with the Wyoming Department of Education. A Fusion username and password are required. To obtain the right to upload data to the Department, contact your Fusion Administrator and make sure the correct roles are assigned. Once the Data Submission Log In link is accessed, the user will be on the Support page of the Data Collection Suite. From there, the user will select the upload link and will then be prompted to enter their Fusion User Name and Password. Please be aware that the following depictions of what the user will view on the screen are examples only. The user account information that is shown is a testing account and does not represent a valid user.

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forms uploads submissions tracking collections admin support

## Support

Welcome to the Data Collection Suite Support!

Per [Director's Memorandum No. 2013-080](#), the Collection Tracking System (CTS) has been replaced with Data Collection Suite Release 1 (DCS). To sign in to DCS please use your Fusion username and password. To sign in, click on the upload hyperlink in the DCS navigation bar at the top of this page. The WDE690 is no longer utilized to manage user credentials for data submission and reporting.

This support page contains valuable links to help solve any technical issues. Please feel free to contact us using any of the following methods.

- The [DCS User Manual](#) can be downloaded via the link on the right.
- The Instructional Video list contains several short how-to videos to help guide users through the data collection submission process.
- In an effort to continuously improve our products and services, please send constructive comments and suggestions to the WDE through the [Provide Feedback](#) tool.
- The [Contact](#) link has telephone and email information for various WDE staff.

We appreciate your time and hope DCS can be a tool that works for everyone.

Sincerely,  
The WDE Information Management Division

## Support Resources

- [Provide Feedback](#)
- [DCS User Manual](#)
- [Contact Us](#)
- [Current User Profile](#)

## Resources

- [Collection Summary](#)
- [DCS - Forms Inventory on WDE Website](#)
- [Home Page of WDE Website](#)
- [Communications on WDE Website](#)
- [WISE Website](#)
- [DCS Support](#)

## Instructional Videos

- [Signing into DCS](#)
- [Using the Respondent Selector](#)
- [Uploading and Certifying](#)
- [Retrieving and Resetting Passwords](#)
- [Certifying, Downloading and Decertifying Submissions](#)

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## Uploading the WDE435 Collection

Once logged in to the secure Data Collection Suite website, the user will have a choice of which collection to upload to (depending on the roles assigned the user) via the Collection Selector drop down. Chose the WDE435 – Instructional Facilitator Grant Application and Report. Once selected, the Collection Due Date will load and the user will then be requested to respond to the Submission Upload information. The following screen shot is an example of what the user will see.

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## Collection Selector

Collection:

WDE435 - Instructional Facilitator Grant Application and Report ▼

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

4/15/2016 ▼

## Submission Upload

Submissions:

---Select a Submission---

**Upload File** [Reset Form](#)

File Role in Submission

---Select a File Role---

File:

Comments:

Current Respondent

You are currently representing:

**Natrona County School District #1**

**Organization Code: 1301000** [Change](#)

Previous Submissions

No Previous Submissions

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

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### Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

---

### Submission Upload

Submissions:  
 {1}

File Role in Submission  
 {2}

{3}

Comments:

**Current Respondent**  
 You are currently representing:  
**Natrona County School District #1**  
**Organization Code: 1301000** [Change](#)

---

**Previous Submissions**  
 No Previous Submissions

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

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If this is the first time you are submitting data then for the Submissions information select 'Start a New Submission' {1} from the drop down box. For File Role in Submission select 'Supporting file' {2} and then enter a secondary file {3}. The secondary file is the Word document of the Grant Application and Report that has already been completed. Comments may be entered and are optional. Click the Upload File button once all Submission Upload information has been entered. Once the file has uploaded, the user will then be asked to upload another file. Click the Upload Another File button.

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### Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

---

### Submission Upload

Your file has been uploaded. Would you like to upload another file?

#### Validation Results Summary

The submission package was not validated. Supporting file received.

**Current Respondent**  
 You are currently representing:  
**Natrona County School District #1**  
**Organization Code: 1301000** [Change](#)

**Previous Submissions**

[3/25/2016 1:28 PM - Liz Districts](#)

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.



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Notice that under the Validation Results Summary information that it indicates that the submission package was not validated and that a supporting file has been received. Once the Upload Another File button is selected, the user will be returned to the Submission Upload screen. The respondent will receive a confirming email once this file has been uploaded.

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### Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

---

### Submission Upload

Submissions:  
 {1} **Upload File** [Reset Form](#)

File Role in Submission  
 {2}

File:  
  {3}

Comments:

**Current Respondent**  
 You are currently representing:  
**Natrona County School District #1**  
**Organization Code: 1301000** [Change](#)

**Previous Submissions**

[3/25/2016 1:28 PM - Liz Districts](#)

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

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For this Submission Upload, select the submission that you just uploaded to from the Submissions drop down box {1}. For this upload the File Role is changed to the Primary Data File {2}. The Primary data file is the WDE435 Excel workbook so this is the file to be uploaded and that is what will be selected as the File {3}. Comments are optional and can be entered at this time. Once all Submission Upload information is entered, click the Upload File button. Since this is the Primary Data file, data validation will be performed on the incoming data to create the Validation Report. Once the data validation is complete, a summary of the results will be reported to the user. When the file is correctly uploaded, the respondent will receive a confirming email regardless if the data file passed validation.

## Data did not pass validation

In the following example, the Validation Results Summary states that the submission did not pass the data validation.

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**Collection Selector**

Collection:  
WDE435 - Instructional Facilitator Grant Application and Report ▼

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:  
4/15/2016 ▼

**Submission Upload**

Your file has been uploaded. Would you like to upload another file?  
[Upload Another File](#)

**Validation Results Summary**

The submission package has not passed validation (error count: **8**). Please review the validation report to review data validation errors.

[Validation Report](#)

**Current Respondent**  
You are currently representing:  
**Natrona County School District #1**  
**Organization Code: 1301000** [Change](#)

**Previous Submissions**  
3/25/2016 1:28 PM - Liz Districts

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

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To view the errors associated with the file upload, select the Validation Report Button. Clicking on this button will show the summary of the errors found, as the following example depicts.

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Validation Report:  
**Loading Results for Submission Package: 3/25/2016 1:28 PM - Liz Districts**  
 Collection:  
**WDE435-Instructional Facilitator Grant Application and Report**  
 Is the submission valid? **No**  
 Validation Engine Start: **Friday, March 25, 2016 at 1:34:44 PM**  
 Validation Engine End: **Friday, March 25, 2016 at 1:34:44 PM**  
 Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7675**  
 Number of Errors: **8**  
 Number of Warnings: **0**

The submission is invalid and cannot be certified at this time.

Show ▾

Set	Is Valid
> IF Staff - Successfully Imported Rows: 14	Fail

**WDE435 - Instructional Facilitator Grant Application and Report**

- This collection cycle is **officially open.**
- Due Date: **4/15/2016**
- Window Opening: **4/1/2016**
- Window Closing: **4/15/2016**
- Expected Number Of Respondents: **48**
- Start: **7/1/2015**
- End: **6/30/2016**

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To view in detail the reported errors, click the arrow on the left to expand the selection. Please contact the Collection Steward if there are questions in regards to this Validation Report. The Validation Report will show the error by displaying the Collection Item (element) that did not pass, why the element did not pass data validation and the field location (cell location) of the error. Please correct the errors noted and resubmit the file. If the files does not pass data validation, the submission cannot be certified. NOTE: This validation report may also be viewed under the submission link, Validation Reports tab.

### Data passed validation

If the uploaded file did pass data validation, the Validation Results Summary will reflect this. The user will see the following example. Note that there is not an error count being displayed.

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### Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

**Current Respondent**  
 You are currently representing:  
**Natrona County School District #1**  
**Organization Code: 1301000** [Change](#)

---

**Previous Submissions**  
[3/25/2016 1:28 PM - Liz Districts](#)

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

### Submission Upload

Your file has been uploaded. Would you like to upload another file?

**Validation Results Summary**

The submission package has passed validation. Please review the validation report to certify the submission.

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Not only is it recommended that the user review the validation report to ensure that all data was uploaded correctly but this is the easiest way to certify the submission. To do this, click on the Validation Report button. Once selected the following screen is displayed.

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**Validation Report:**  
**Loading Results for Submission Package: 3/25/2016 1:28 PM - Liz Districts**  
**Collection:**  
**WDE435-Instructional Facilitator Grant Application and Report**  
 Is the submission valid? **Yes**  
 Validation Engine Start: **Friday, March 25, 2016 at 1:31:08 PM**  
 Validation Engine End: **Friday, March 25, 2016 at 1:31:13 PM**  
 Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7675**  
 Number of Errors: **0**  
 Number of Warnings: **0**

Set	Is Valid
No records to display.	

**WDE435 - Instructional Facilitator Grant Application and Report**

- This collection cycle is officially open.**
- Due Date: **4/15/2016**
- Window Opening: **4/1/2016**
- Window Closing: **4/15/2016**
- Expected Number Of Respondents: **48**
- Start: **7/1/2015**
- End: **6/30/2016**

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If your Fusion user account is assigned the Certify role, then you will notice there is now a Certify option. If you do not see this option, then your account does not have the Certify role and the Fusion user that does have this role will need to certify this data under the submissions link.

Click on this Certify option (if available) to view the following summary/certification screens.

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## Certify Submission Package

- Collection: **WDE435 - Instructional Facilitator Grant Application and Report**
- Due Date: **4/15/2016**
- Creation Date: **3/25/2016**
- Last Modified: **3/25/2016 1:31 PM**
- Last Modified By: **ldistricts**
- Submitter Name: **Liz Districts**
- Submitter Phone: **307-777-7675**
- Submitter Email: **elizabeth.foster@wyo.gov**
- Current Status: **Editing**

File name	Data Submit Date	Modified	Modified By
Grant Application and Report .docx	3/25/2016 1:28:44 PM	3/25/2016 1:29:00 PM	ldistricts
wde435 - test .xlsx	3/25/2016 1:31:08 PM	3/25/2016 1:31:00 PM	ldistricts

I certify that to the best of my knowledge and belief all of the information in this submission package is correct.

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Click the Certify button to certify your submission to the Department and view the following confirmation screen.

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### Submission Package Certification Confirmed

- Collection: **WDE435 - Instructional Facilitator Grant Application and Report**
- Due Date: **4/15/2016**
- Creation Date: **3/25/2016**
- Last Modified: **3/25/2016 1:33 PM**
- Last Modified By: **ldistricts**
- Submitter Name: **Liz Districts**
- Submitter Phone: **307-777-7675**
- Submitter Email: **elizabeth.foster@wyo.gov**
- Current Status: **Certified**

File name	Data Submit Date	Modified	Modified By
Grant Application and Report .docx	3/25/2016 1:28:44 PM	3/25/2016 1:29:00 PM	ldistricts
wde435 - test .xlsx	3/25/2016 1:31:08 PM	3/25/2016 1:31:00 PM	ldistricts

You have successfully certified this submission. Confirmation emails have been sent to subscribed users and collection steward(s) at the Wyoming Department of Education.

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**Note:** The above documented process is the recommended way to submit and certify data to the Department. However, you may upload the files in any order but the Validation Report and Certify options will only be available once the Primary Data file has been upload. The submission can also be certified under the submission link as well. The process is the same. Once the submission is certified, the persons within the district that have certify rights to this collection along with the Collection Steward will receive a confirming email stating that the submission was certified.

**Important Note:** Since this a staff level data collection, there cannot be any blank lines between the staff information. The data validation is performed until it comes across a blank line at which point it is assumed that there is no more data to process and the validation process is then terminated. Having blank lines between student information will result in not having all the information processed and loaded into the system for further analysis.

### Corrections to Data

You and the Collection Steward work together to resolve any errors in the data set. Corrections to the 2016 WDE435 data are restricted to a firm timeline. The Collection Steward will have an error report from your submitted data and will work with you to resolve any errors. Plan to work closely with the Collection Steward during the collection period until your data are clean. If you find an error and need help with resolution contact the WDE435 Collection Steward: Tracy Stibitz at [tracy.stibitz@wyo.gov](mailto:tracy.stibitz@wyo.gov) or (307) 777-8979. All errors must be resolved before data is final.

### Re-uploading

Once your data are uploaded, you will be able to upload again as needed to correct errors discovered in the previous submission. The Steward will have an error report from your submitted data and will work with you to resolve any errors. **The collection window is April 1 – April 15, 2016.** Remember, all errors must be resolved before data is final.

### Error Report

Once your data is certified, the DCS automatically post-loads your data into to WDE's database. From here, Business Rules are applied to your data. Business Rules are other data validation rules that your data must pass in order for the data to be error free. An example of a Business Rule is when the Other Responsibilities text field has to have data in it if the staff member is part time. Another example is the How is the IF salary augmented field has to have data in it if the Percentage of salary from IF grant is not 100%. Keep in mind that just because the file passes data validation upon uploading does not mean that the process is complete and that your data is error free. Errors can still reside in the data due to the applying of the Business Rules and must be corrected.

The Error Report can be accessed from the Data Collection Suite – Form Inventory page, under the Documents Tab. Please refer to **Accessing the WDE435 Collection** section of this document for further information on how to access the Error Report. A Fusion user name and password is required to access the report. Once you have certified your data, please wait at least 24 hours before accessing this Error Report to review any additional errors. If your institution does not appear in the drop down box, then you do not have any errors and congratulations, the process is now complete. If there are errors, please correct the original Excel workbook and re-upload, repeating the process over again.

# Frequently Asked Questions

## WHOM DO I CONTACT REGARDING THE WDE435 CONTENT QUESTIONS?

Tracy Stibitz, (307) 777-8979 or [tracy.stibitz@wyo.gov](mailto:tracy.stibitz@wyo.gov)

## WHOM DO I CONTACT REGARDING SUBMISSION/UPLOAD QUESTIONS OR PROBLEMS?

Elizabeth Foster, (307) 777-7009 or [elizabeth.foster@wyo.gov](mailto:elizabeth.foster@wyo.gov)

## WHOM DO I CONTACT REGARDING USERNAME AND PASSWORDS OR COLLECTIONS ROLES IN ORDER TO UPLOAD A COLLECTION?

The rights to upload data to the Department are assigned at the district office. Contact the district's Fusion Administrator who can set rights and re-set passwords.

## WHOM DO I CONTACT REGARDING THE WYOMING DEPARTMENT OF EDUCATION DATA COLLECTION EFFORTS AS A WHOLE?

Susan Williams, (307) 777-6252 or [susan.williams@wyo.gov](mailto:susan.williams@wyo.gov)

Elizabeth Foster, (307) 777-7009 or [elizabeth.foster@wyo.gov](mailto:elizabeth.foster@wyo.gov)