WDE

OPERATIONS

INFORMATION MANAGEMENT

WDE465 – Missing Domain on ACCESS Assessment for ELs/IEP Students

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Introduction

When a student is an English Language Learner (ELL) and has an IEP but is unable to take a particular Domain(s) on the ACCESS Assessment, that student needs to be reported to the Wyoming Department of Education (WDE). By submitting the student to the WDE, the district is applying for the exemption of the Domain test. The application is then reviewed by the WDE to determine eligibility. Data is submitted via a web form in the Data Collection Suite (DSC).

School Districts are required to submit a variety of data collections each year. The data collected by the WDE are critical to the continual growth of Wyoming's education system. It is widely agreed upon that quality and timely data are helpful to inform the work of stakeholders, such as students, teachers, administrators, parents, and policy makers, in order to most appropriately impact the teaching and learning process.

Department staff will review the submitted application and determine if the student(s) is eligible for exemption. Department staff will then contact the districts with the results. Districts access this collection through the Data Collection Suite (DCS) reporting software. The WDE465 data is meant to be used by the WDE to meet Wyoming State Statute reporting and monitoring requirements. It is inaccessible to the general public.

This guidebook serves as the definitive instruction set for the data contained within the WDE465 Data Collection.

WDE465 Authority

As per ESSA State Plan

Collection Schedule

WDE465 Collection Window:
November 15, 2022 – January 31, 2023

Districts should upload the WDE465 report no later than a week before the final due date of the collection, unless the Collection Steward has approved a later deadline. However, the data for this collection can be uploaded and validated at any time during the collection window. The Collection Steward will review the application and respond to the District appropriately.

Instructions

Data Compilation

Data will be entered into the data entry web form accessed under the Forms link in the Data Collection Suite (DCS) software. Web form guidance and data elements are defined in this document. The data elements are:

- WISER ID
- First Name
- Last Name
- Date of Birth
- Gender
- Primary Disability
- Part of IEP?
- Domain
- Reason why student cannot participate in Domain Assessment

WISER ID

The WDE 8-digit assigned student identifier WISER ID. This is a required element.

First Name

Student's legal first name and can be up to 25 characters. Do not use nicknames. This is a required element.

Last Name

Student's legal last name and can be up to 25 characters. This is a required element.

Date of Birth

Student's date of birth. This is a required element.

Gender

Student's gender. This is a required element. Valid values are:

- M – Male
- F – Female

Primary Disability

Report the Primary Disability of the student. This is a required element. Valid values are:

- AT – Autism
- BI – Traumatic Brain Injury
- CD – Cognitive Disability
- DB – Deaf Blindness
- DD – Developmental Delay
- ED – Emotional Disability
- HI – Hearing Impairment (including deafness)
- HL – Other Health Impairment
- LD – Specific Learning Disability

- MU – Multiple Disabilities
- OI – Orthopedic Impairment
- SL – Speech/Language Impairment
- VI – Visual Impairment (including blindness)

Part of IEP?
The Domain(s) that the exemption is being requested for must be part of IEP. More than one Domain can be applied for. This is required element. Valid values are:
- Y – Yes
- N – No

Domain
Report the Domain that the exemption is being requested for. This is a required element. Valid values are:
- Speaking
- Listening
- Reading
- Writing

Reason why student cannot participate in Domain Assessment
Explain why the student will not be able to participate in the Domain assessment testing. Can be up to 3000 characters. This is a required element.

Data Submission

There are two ways access the Data Collection Suite (DCS) in order to submit the WDE465 data. The first option is by navigating to the Data Collection Suite – Forms Inventory page of the WDE website. Once on this page, scroll down to the **WDE465 – Missing Domain on ACCESS Assessment for ELs/IEP Students,** click on the arrow on the left and navigate to the Documents tab. Click on the WDE465 link and the system will open a new tab displaying the Support landing page of the DCS software. The WDE465 Guidebook can be downloaded/accessed from this location as well. The Guidebook provides on the go guidance while completing the WDE465.

The second option is by navigating to the Data Collection Suite – Forms Inventory page of the WDE website and selecting the **Data Submission Log In** link at the top right corner of the page. Once this link has been selected, the system will open a new tab and the Support landing page of the DCS software will be displayed.

This website is restricted to authorized users conducting official business with the Wyoming Department of Education. A WyEd user name and password is required along with the WDE465 credentials. To obtain the right to upload data to the Department, contact your WyEd Administrator and make sure the correct roles are assigned.

From this page, the user will select the Forms link and will be prompted to enter their WyEd User Name password if the system does not already have this information.

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.

Once logged into the secure DCS website and the Forms link has been selected, the Collection Selector drop down box will become available. Chose the *WDE465 – Missing Domain on ACCESS Assessment for ELs/IEP Students.*

Under the Submissions: drop down menu select Start a New Submission and then click on the Enter Data button. The Missing Domain on ACCESS Assessment for ELs/IEP Students web form will be displayed. There are three tabs on this web form and two of them are for data entry. The third tab – District Information – is for informational purposes only and cannot be edited. The two data entry tabs – Student Demographic Information and Missing Domain Information – have to be fully completed before the data can be validated and certified.

Select the New Student Demographics button to access the data entry web form for Student Demographics. Once all data entry fields are completed, click the Save button at the bottom of the form.

Once the Save button has been selected, the system will display the student's information where it can be edited or removed. If you wish to enter more students, click the New Student Demographics button and repeat the process. However, it is suggested that one student be completed before moving on the next, so click on the Missing Domain Information tab to finish the data entry for the already entered student.

The Missing Domain Information tab is very similar to the New Student Demographics tab.

Click on the New Missing Domain Information button to access the data entry web form for Missing Domain Information. Once all data entry fields are completed, click the Save button at the bottom of the form.

Once the Save button has been selected, the system will display the Missing Domain Information where it can be edited or removed. If another Domain needs to be entered, click the New Missing Domain Information button and repeat the process.

Once all information has been entered, click the Validate button in the upper right corner and the system will validate the data entry. Once the data passes data validation and the submission is valid, the Certify button now becomes available.

Click on the Certify button to view the following summary/certification screens.

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

Once the submission is certified, the persons that have the certify rights to this collection along with the Collection Steward will receive a confirmation email stating that the submission was certified. The submission has to be certified in order for the data to be automatically transferred to WDE's database. The Collection Steward will review the submitted application and respond to the district appropriately.

Frequently Asked Questions

WHOM DO I CONTACT REGARDING THE WDE465 CONTENT QUESTIONS?
>Antoinette Hallam, (307) 777-5217 or antointte.hallam@wyo.gov

WHOM DO I CONTACT REGARDING SUBMISSION/UPLOAD QUESTIONS OR PROBLEMS?
>Elizabeth Foster, (307) 777-7009 or 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 school district office. Contact the district's WyEd Administrator who can set rights.

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
>Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov