



WDE537 – Bridges Summary of Summer Programs Guidebook  
September 2016

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## Contents

Introduction.....	4
Collection Schedule .....	5
Instructions .....	6
WDE537 Elements .....	6
Course and Meal Elements.....	7
Summer School Completers Elements .....	7
Narrative and Expenditure Elements .....	7
Data Submission .....	8
Uploading the WDE537 Collection .....	9
Data did not pass validation .....	10
Data passed validation.....	12
Corrections to Data .....	16
Re-uploading.....	17
Error Report .....	17
Frequently Asked Questions .....	18

## Introduction

*The WDE537 is the annual collection from districts that received supplemental funds through the Wyoming Bridges grant for summer school programs. It is submitted after the completion of these programs. The collection reports information concerning summer school enrollment, completion, some program description, and expenditures. Additionally, it requires reporting of data at the individual student level. This collection is required in order to receive reimbursement for grant funds expended to run Bridges summer programs.*

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 Bridges staff will be able to review and assist districts to provide complete, accurate data before adjudicating the WDE537 collection. This collection is accessed through the Department forms inventory, downloaded, completed and uploaded by the district to the Department. The WDE537 data is meant to be used by the WDE, Wyoming Legislature, and district employees. It is inaccessible to the general public.

This guidebook serves as the definitive instruction set for the data contained within the WDE537 Data Collection.

## WDE537 Authority

The authority for the WDE to collect data included in the WDE537 is listed below:

W.S. 21-13-334

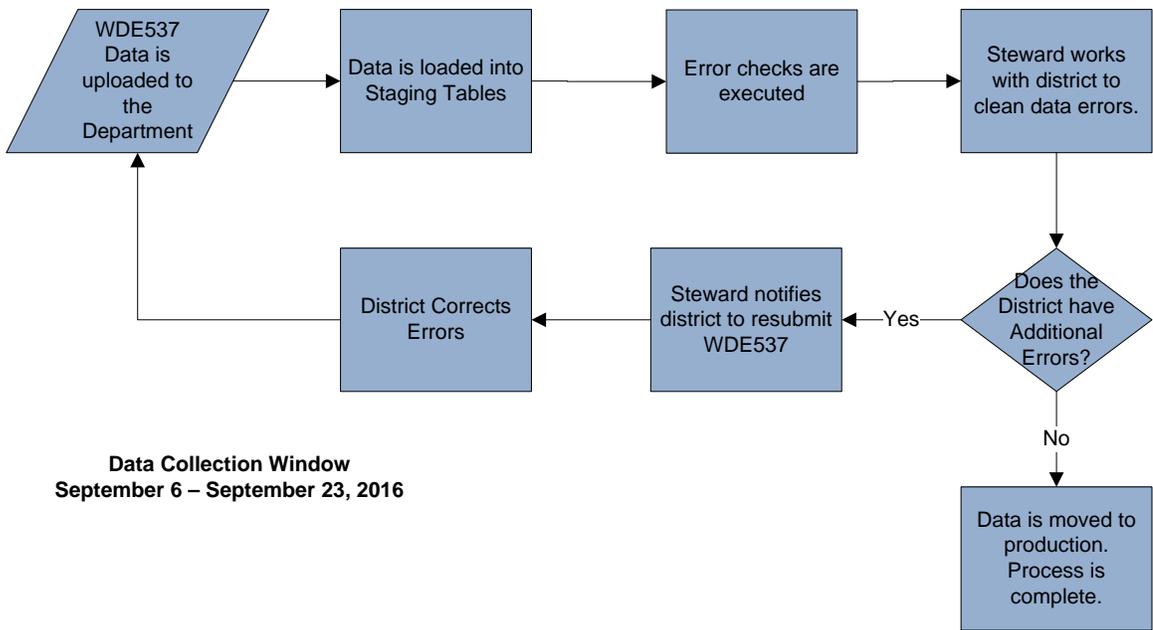
<http://legisweb.state.wy.us/statutes/statutes.aspx?file=titles/Title21/T21CH13.htm>

# Collection Schedule

**WDE537 Fall Collection Window:  
September 6 – September 23, 2016**

Districts should upload the WDE537 report no later than a week before the September 23, 2016 due date 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. Due to the submission of Legislative Reporting requirements from the Department, all data must be submitted by the due date. Corrections to submitted data (if needed) must be completed by the final due date in order to ensure the data is error free.

## Fall 2016 WDE537 Data Collection Guidebook



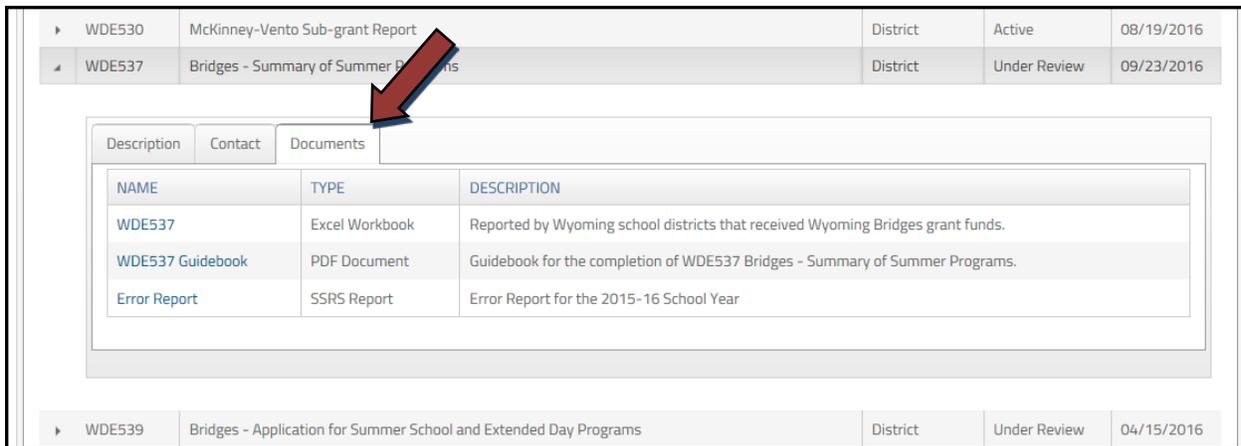
# Instructions

## Accessing the WDE537 Collection

The WDE537 collection is an Excel based collection that can be accessed through the [Wyoming Department of Education Data Collection Suite - Forms Inventory web page](#).

Within the [Data Collection Suite – Forms Inventory page](#), scroll down to select the **WDE537 Bridges - Summary of Summer Programs** collection. Click on the arrow on the left and navigate to the Documents tab. Double click the WDE537 link to open the Excel workbook and then save it to your system using the suggested file name of *WDE537-YourDistrictID*.

The WDE537 Data Collection Guidebook can also be downloaded. It provides on the go guidance while completing the WDE537.



## WDE537 Elements

The WDE537 is an Excel based data collection that collects counts of students identified for summer school programs, counts of those enrolled in summer school programs and student level data for each student who completes a course in a summer school program funded by the Wyoming Bridges grant. As well as fiscal data for the program. The WDE537 data consists of three sections: Counts and Meals, Summer School Completers and Narrative and Expenditures sections.

### Data Compilation

Data will be entered into worksheets pages of an excel workbook spreadsheet file. The workbook has three worksheet pages of data entry and one of instructions. Data can be pasted from a source file compiled from the district Student Information (SIS) or other source for summer school student data. Use the “cut and paste special” function to minimize data entry errors.



Data elements are defined within this document. The INSTRUCTIONS worksheet page of the WDE537 also contains information on the data elements of the WDE537

### Course and Meal Elements

- Is summer school required for grade retention in grades K-8
- Unduplicated count by grade of students identified for summer school
- Unduplicated count by grade of students enrolled in summer school
- Meals provided elementary school grades
- Meals provided middle school grades
- Meals provided high school grades
- If meals were provided, for any grade group how meals were provided
- If meals were not provided for any grade group, why not.

### Summer School Completers Elements

- |                      |                   |
|----------------------|-------------------|
| • WISERID            | • CareerTech      |
| • SchoolID           | • FineArts        |
| • StudentFirstName   | • ForeignLanguage |
| • StudentMiddleName  | • Language Arts   |
| • StudentLastName    | • Math            |
| • StudentNameSuffix  | • PE              |
| • StudentDateofBrith | • Health          |
| • StudentGender      | • Science         |
| • SpringGradeLevel   | • SocialStudies   |

### Narrative and Expenditure Elements

- |  |   |
|--|---|
| • PK summer school effectiveness measures  | • OtherProgramsProvided   |
| • Description of differentiated summer school instruction for elementary grades    | • If yes, OtherProgramName  |
| • Description of differentiated summer school instruction for middle school grades | • If yes, OtherProgramParticipantCount  |
| • Description of differentiated summer school instruction for high school grades   | • All summer school expenditures by category by fiscal year                   |
| • Best practice information  | • Bridges grant summer school expenditures by category by fiscal year         |
| • WDE Assistance   | • Other funding sources summer school expenditures by category by fiscal year |

Detailed definitions for each element are contained on the instructions page of the WDE537 data collection worksheet.

### Enter data into the WDE537

Enter data into the form following all instructions to ensure data quality and no error report. If elements for the collection are pulled from the SIS (School Information System) the data can be copied into the WDE537. Ensure the data provided by the district technical staff is in the correct format. Copy data from the report provided by the district's technical staff. Select the first cell in the WDE537 where the data is to be pasted, then right click, select **Paste Special** option. Other methods will cause the data in the WDE537 to be unacceptable. Do not have blank lines (rows) within your data.

## Data Submission

When all data has been entered and checked for accuracy, save the file to the system; the file is now ready to be uploaded to the Department. The uploader will select the **Data Submission Log In** link at the top right of the [Data Collection – Forms Inventory](#) page.

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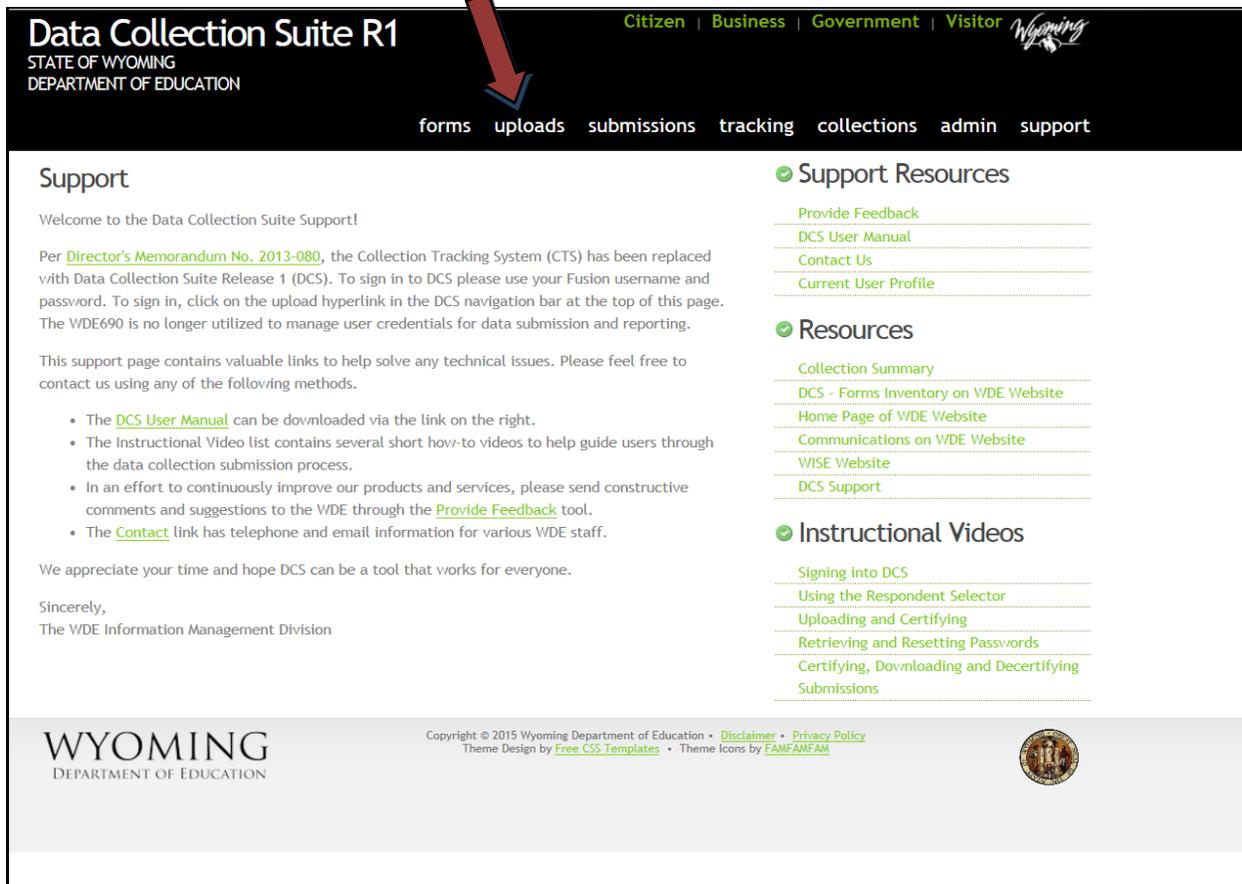
### Data Collection Suite – Forms Inventory

[Data Submission Log In](#)

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 is 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 (DCS). From there, the user will select the uploads link and will then be prompted to enter his/her Fusion User Name and 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.



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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 WDE537 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 WDE537- Bridges – Summary of Summer Programs. Once selected, the Collection Due Date will load and the user will then be requested to respond to the Submission Upload information: Submissions, File Role in Submission, File, and Comments (optional). Once all items are complete, click the Upload File button to submit the WDE537 to the Department. When the file is correctly uploaded, the respondent will receive a confirming email regardless if the data file passed validation.

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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:

File Role in Submission

File:

Comments:

[Reset Form](#)

**Current Respondent**  
 You are currently representing:  
**Park County School District # 6**  
**Organization Code: 1506000** [Change](#)

---

**Previous Submissions**

9/4/2015 2:51 PM - Liz Districts
9/2/2015 8:00 AM - Liz Districts
9/1/2015 12:39 PM - Liz Districts
8/31/2015 8:53 AM - Liz Districts
8/28/2015 12:54 PM - Liz Districts
8/27/2015 1:05 PM - Liz Districts
8/26/2015 3:23 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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Once the Upload File button is selected, the system will begin the upload process. During this time, data validation will be performed on the incoming data to create the Validation Report. Depending on the amount of data being uploaded, this process may take a while. Once the data validation is complete, a summary of the results will be reported to the user.

## Data did not pass validation

In the following example, the Validation Results Summary states that the submission did not pass the data validation and lists the error count contained in the data file.

The screenshot displays the 'Data Collection Suite R1' interface for the Wyoming Department of Education. At the top, navigation links for 'Citizen', 'Business', 'Government', and 'Visitor' are visible, along with the Wyoming state logo. The main navigation bar includes 'forms', 'uploads', 'submissions', 'tracking', 'collections', 'admin', and 'support'. The 'uploads' section is active, showing a 'Collection Selector' with a dropdown menu set to 'WDE537 - Bridges - Summary of Summer Programs' and a 'Collection Due Date' of '10/1/2015'. Below this is the 'Submission Upload' area, which contains a message: 'Your file has been uploaded. Would you like to upload another file?' with an 'Upload Another File' button. A 'Validation Results Summary' section indicates that the submission package has not passed validation (error count: 8) and provides a 'Validation Report' button. A red arrow points to this button. To the right, there are sections for 'Current Respondent' (Park County School District # 6) and 'Previous Submissions' with a list of dates and times. The footer includes the Wyoming Department of Education logo, copyright information, and a seal.

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: 9/4/2015 2:51 PM - Liz Districts**  
 Collection:  
**WDE537-Bridges - Summary of Summer Programs**  
 Is the submission valid? **No**  
 Validation Engine Start: **Wednesday, September 09, 2015 at 12:48:11 PM**  
 Validation Engine End: **Wednesday, September 09, 2015 at 12:48:42 PM**  
 Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7675**  
 Number of Errors: **8**  
 Number of Warnings: **0**

**WDE537 - Bridges - Summary of Summer Programs**

- This collection cycle is **officially open.**
- Due Date: **10/1/2015**
- Window Opening: **9/2/2015**
- Window Closing: **10/1/2015**
- Expected Number Of Respondents: **48**
- Start: **7/1/2014**
- End: **6/30/2015**

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

Set	Is Valid
> 06 Count of Students - Successfully Imported Rows: 1	Fail
> 10 Count of Students - Successfully Imported Rows: 1	Fail
> Student Demographics - Successfully Imported Rows: 190	Fail

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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 or Data Collection Specialist 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 file 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 the 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:  
**Park County School District # 6**  
**Organization Code: 1506000** [Change](#)

### 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.

#### Previous Submissions

<a href="#">9/4/2015 2:51 PM - Liz Districts</a>
<a href="#">9/2/2015 8:00 AM - Liz Districts</a>
<a href="#">9/1/2015 12:39 PM - Liz Districts</a>
<a href="#">8/31/2015 8:53 AM - Liz Districts</a>
<a href="#">8/28/2015 12:54 PM - Liz Districts</a>
<a href="#">8/27/2015 1:05 PM - Liz Districts</a>
<a href="#">8/26/2015 3:23 PM - Liz Districts</a>

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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Not only is it recommended that the user review the validation report by clicking on the Validation Report button but it 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: 9/4/2015 2:51 PM - Liz Districts**  
Collection:  
**WDE537-Bridges - Summary of Summer Programs**  
Is the submission valid? **Yes**  
Validation Engine Start: **Wednesday, September 09, 2015 at 12:34:56 PM**  
Validation Engine End: **Wednesday, September 09, 2015 at 12:35:37 PM**  
Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7675**  
Number of Errors: **0**  
Number of Warnings: **0**

**WDE537 - Bridges - Summary of Summer Programs**

- **This collection cycle is officially open.**
- Due Date: **10/1/2015**
- Window Opening: **9/2/2015**
- Window Closing: **10/1/2015**
- Expected Number Of Respondents: **48**
- Start: **7/1/2014**
- End: **6/30/2015**

Certify Show ▾

Set	Is Valid
No records to display.	

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

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### Certify Submission Package

- Collection: **WDE537 - Bridges - Summary of Summer Programs**
- Due Date: **10/1/2015**
- Creation Date: **9/4/2015**
- Last Modified: **9/9/2015 12:48 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
wde537 - test3 .xlsx	9/9/2015 12:48:10 PM	9/9/2015 12:48:00 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 on the Certify button to certify your submission to the Department and view the following conformation screen.

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### Submission Package Certification Confirmed

- Collection: **WDE537 - Bridges - Summary of Summer Programs**
- Due Date: **10/1/2015**
- Creation Date: **9/4/2015**
- Last Modified: **9/9/2015 1:15 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
wde537 - test3 .xlsx	9/9/2015 12:48:10 PM	9/9/2015 12:48:00 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 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 student level data collection, there cannot be any blank lines (rows) between the student 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. Including blank lines between student information will result in the system not having all the information processed and loaded into the system for further analysis.

## Corrections to Data

You and the Collection Steward will work together to resolve any errors in the data set. Corrections to the Fall 2016 WDE537 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 WDE537 Collection Steward: Dianne Frazer at [dianne.frazer@wyo.gov](mailto:dianne.frazer@wyo.gov) or (307) 777-8676. All errors must be resolved before data is final.

## Re-uploading

Once your data is uploaded, you will be able to upload again as needed to correct errors discovered in the previous submission. The Collection Steward will work with you to resolve any errors. **The collection window is September 6 – September 23, 2016.** Remember, all errors must be resolved before data is final.

## Error Report

Once your data is certified, the DCS automatically post-loads the data into WDE's database. From this point, business rules or secondary validation rules that the data must pass in order for the data to be error-free, are applied to the submitted data (e.g. the WISER ID must match the student's name and date of birth; another example is that at least one content area for the student has be marked as a 'Y'). Keep in mind that just because the file passes data validation upon uploading, it does not mean that the process is complete and that the data is error free.

The Error Report can be accessed from the [Data Collection Suite – Forms Inventory page](#), under the Documents tab. Please refer to **Accessing the WDE537 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 the data has been certified, please wait at least 24 hours before accessing this Error Report to review any additional errors. If your district does not appear in the drop down box, congratulations, no errors were found and the process is now complete. If there are errors, please correct the original Excel workbook and re-upload. Repeat this process until no errors are found.

# Frequently Asked Questions

## WHOM DO I CONTACT REGARDING WDE537 CONTENT QUESTIONS?

Dianne Frazer (307) 777-8676 or [dianne.frazer@wyo.gov](mailto:dianne.frazer@wyo.gov)

## WHICH STUDENTS DO I INCLUDE IN THE SUMMER SCHOOL COMPLETER WORKSHEET OF THE WDE537?

Report each K-12 student who completed the summer school program funded by Wyoming Bridges Grant Funds during the summer of the year being reported. Your district policy determines the definition of a summer school completer. Pre-K students are only reported as total number served. Do not included Pre-K students in student level data.

If you are unsure if a student should be included in the report, contact the collection steward.

## 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 TO UPLOAD A COLLECTION?

The rights to upload data to the Department are assigned at the school 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)