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Introduction

The WDE548 is the annual Federal report of children who are in state funded institutions for neglected or delinquent children, adult correctional institutions, and community day programs for neglected or delinquent children on a single day in October. The counts are used to generate federal funds.

School Districts and institutional schools are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education (WDE) is critical 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 Federal Program staff will be able to review and assist institutional schools to provide complete, accurate data before adjudicating the WDE548 collection. This collection is accessed through the Department forms inventory, downloaded, completed, signed, and dated by the official representative of the institution. The original signed hard copy must be mailed to: Shannon Cranmore, Title I, Part D Program Manager, Wyoming Department of Education, 122 West 25th Street, Suite E200, Cheyenne WY, 82002-0500.

The WDE548 data is meant to be used by the WDE, Wyoming Legislature, United States Department of Education, and institutional school employees. It is inaccessible to the general public. The purpose of this annual report is to provide the US Department of Education with data for use in computation of grants to state agencies responsible for providing free public education for children in institutions or community day programs for neglected or delinquent children.

This guidebook serves as the definitive instruction set for the data contained within the WDE548 Data Collection.

WDE548 Authority

The authority for the WDE to collect data included in the WDE548 is listed below:

Title I, Part D, of the Elementary and Secondary Education Act as amended by the Every Student Succeeds Act.


http://www2.ed.gov/programs/titleiparta/index.html
Collection Schedule

The data for this collection can be input, validated, and mailed at any time during the collection window. It is highly recommended that each institutional school mail the completed report by November 1, 2018. This will ensure that the data is received by the Department before the due date.

Typical Data Collection Process Flow

WDE548 is mailed to the Department

- Steward reviews data
- Steward runs error checks
- Steward works with institutions to clean data errors.

- Institutions Corrects Errors
- Steward notifies institution to resubmit WDE548

Does the District have Additional Errors?

Yes

- Data is moved to production. Process is complete.

No
Instructions

Accessing the WDE548 Collection
The WED548 collection is a Word 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 WDE548 – Institutional Schools October Caseload Count collection. Click on the arrow on the left and navigate to the Documents tab. Click on the WDE548 link to open the Word document and then save it to your system using the suggested file name of WDE548-

The WDE548 Data Collection Guidebook can also be downloaded. It provides on the go guidance while completing the WDE548.

Data Compilation
The WDE548 is a Word based data collection that gathers counts of neglected and delinquent children in state funded institutions on a particular day in October. That day is October 10, 2018. Data will be entered in designated areas of the Word document. The document has three pages – two pages of instructions and one page of data entry. Data can be compiled from the institutional school student information system. Data elements are defined within this document.

The WDE548 is a Word based data collection that gathers information on state approved institutions and some aggregate data on student populations served. The WDE548 data consists of five parts: Institution and State Agency, Basis for Eligibility, Category-Enrollment-Instructional Hours, Adjusted Enrollment, and Certification.
WDE548 Elements

Part I Institution and State Agency Elements
- Name and address of the institution, community day program, or adult correctional institution
- Name and address of the state agency of which the institution, community day program, or adult correctional institution is a part

Part II Basis for Eligibility Elements
- Is a regular program of instruction provided for the children in the institution or community day program?
- Is the state agency responsible for providing free public education for the children in the institution or community day program?
- Is the average length of stay in the institution or community day program at least 30 days?

Part III Category-Enrollment-Instructional Hours Element
- Category
- Enrollment
- Instructional Hours

Part IV Adjusted Enrollment
- Number of children eligible to be counted
- Number of days per year educational program operates
- Computed adjusted enrollment

Part V Certification
- Typed name of institutional official
- Signature of institution official and date

Detailed definitions for each element are contained on the instructions page of the WDE548 document.

Data Submission

When all data has been entered, save the file. Print out the document and obtain an original signature. Make a copy. The original, completed, and signed document should then be mailed to:

Shannon Cranmore
Title I, Part D Program Manager
Wyoming Department of Education
122 West 25th Street, Suite E200
Cheyenne, WY 82002-0050
Corrections to Data
You and the Collection Steward work together to resolve any errors in the data set. Corrections to the 2017 Fall WDE548 data are restricted to a firm timeline.

The Collection Steward 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 WDE548 Collection Steward: Shannon Cranmore, shannon.cranmore@wyo.gov, (307) 777-3672. Data can be submitted any time up to the due date. All errors must be resolved before data is final.

Re-submitting
Once your data is mailed, you can mail an updated originally signed document again as needed to correct errors discovered in the previous submission.

The Collection Steward will have an error report from your submitted data and will work with you to resolve any errors. The collection window is October 11 – November 2, 2018. Remember, all errors must be resolved before data is final.
Frequently Asked Questions

WHOM DO I CONTACT REGARDING THE WDE548 CONTENT QUESTIONS?
Shannon Cranmore, (307) 777-3672 or shannon.cranmore@wyo.gov

WHICH STUDENTS DO I INCLUDE IN THE COUNTS FOR THE WDE548?
Number of children under the age of 21 enrolled in a regular program of instruction supported by state funds for at least the minimum number of instructional hours.

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

WHOM DO I CONTACT REGARDING DOWNLOADING OF THE FORM?
Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov

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