

WDE
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WYOMING DEPARTMENT OF EDUCATION

WDE548 – INSTITUTIONAL SCHOOLS
OCTOBER CASELOAD COUNT

Data Collection Guidebook

WYOMING DEPARTMENT OF EDUCATION

WDE548 Data Collection Guidebook

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Hathaway Building • Second Floor
2300 Capitol Avenue
Cheyenne, WY 82002
Phone 307.777.7690 • Fax 307.777.6234
<http://edu.wyoming.gov/>

Kenya Haynes
Collection Steward
307-777-3672
kenya.haynes@wyo.gov

Elizabeth Foster
Data Collection Specialist
307-777-7009
elizabeth.foster@wyo.gov

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Introduction

The WDE548 is the annual report of children in institutions for neglected or delinquent children, adult correctional institutions, and community day programs for neglected or delinquent children

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 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 Federal Programs 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 and signed and dated by the official representative of the institution. The original signed hard copy must be mailed to: Kenya Haynes, Title I, Part D Program Manager, Wyoming Department of Education, 2300 Capitol Avenue, Hathaway Building, 2nd Floor, Cheyenne WY 82002-0050.

The WDE548 data is meant to be used by the WDE, Wyoming Legislature, institutional school employees, and the United States Department of Education. 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 Public Law 103-383

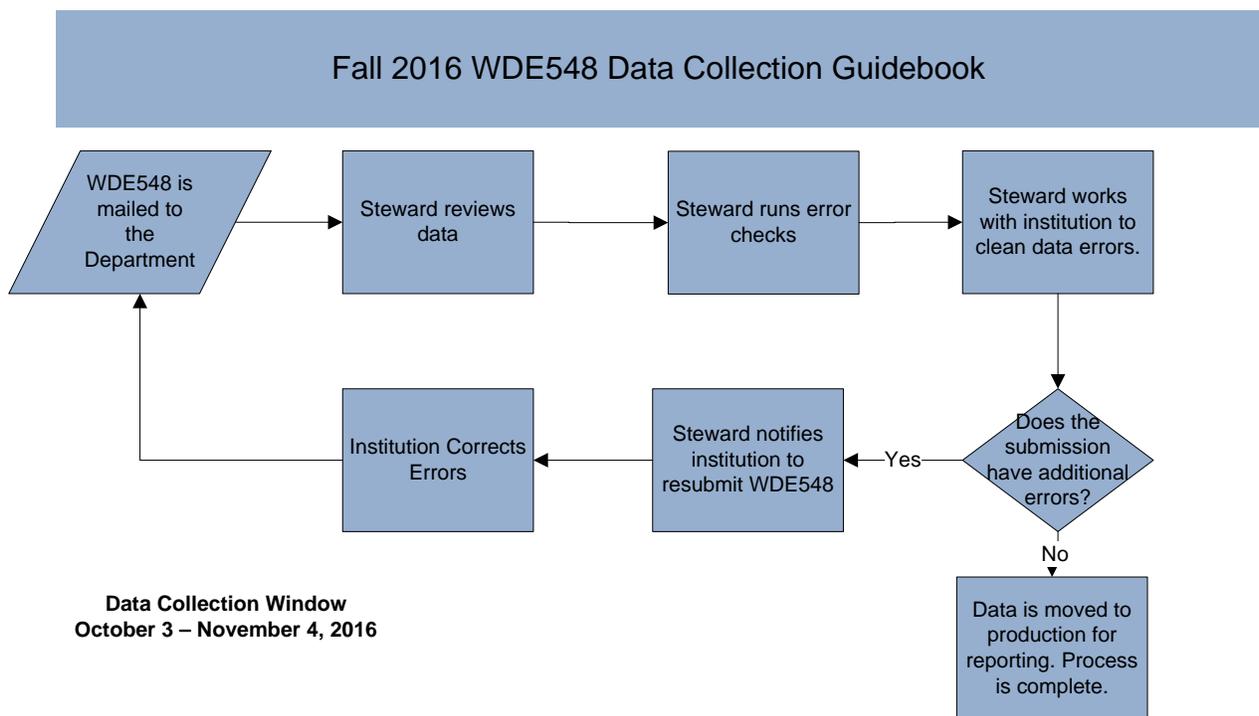
http://find.ed.gov/search?q=Title+1+part+d&client=default_frontend&output=xml_no_dtd&proxystylesheet=default_frontend&sort=date%3AD%3AL%3Ad1&entqr=3&entsp=a&oe=UTF-8&ie=UTF-8&ud=1&btnG.x=22&btnG.y=12

This report is required annually for all state approved educational agencies. No sampling or estimating is to be used in preparing this report. Since these data will generate Federal funds, they are subject to audit and must be supportable from documented records.

COLLECTION SCHEDULE

WDE548 Fall Collection Window:
October 3, 2016 – November 4, 2016

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 4, 2016. This will ensure that errors can be corrected before the due date.



INSTRUCTIONS

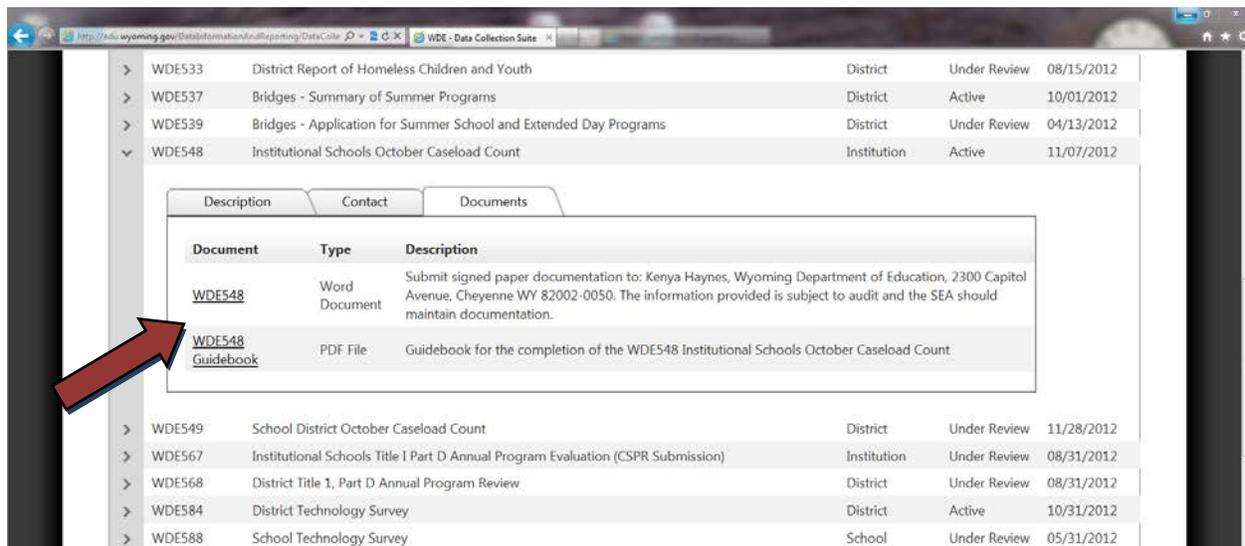
Accessing the WDE548 Collection

The WDE548 collection is a Word based collection that can be accessed through the Wyoming Department of Education Forms Inventory at <https://edu.wyoming.gov/data/dcs/>

Within the forms inventory, scroll down to select the **WDE548** Institutional Schools October Caseload count collection. Open the file and save the blank copy to your system. Name the file as WDE548-(*your institution ID number*).

Downloading the WDE548

Select the Forms Inventory from the Department website at <https://edu.wyoming.gov/data/dcs/>, scroll down to find and select the 548 Institutional Schools October Caseload. The following is the Forms inventory after electing the **WDE548** Institutional Schools October Caseload. Double click the WDE548 Link to open the file, and save it to your system as WDE548-*Institution ID*. Then close the internet and find the file you saved. This is the one to complete and save to your system.



Data Compilation

Data will be entered into designated areas of the Word document file. 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.

WDE548Elements

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 school?
- 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 Elements

- 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 institution official
- Signature of institution official and date

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

Enter data into the WDE548

Enter data into the form following all instructions to ensure data quality, and no errors.

Server Document To modify this document, you must check it out.

Federal Programs
Wyoming Dept. of Education
2300 Capitol Ave., 1st Floor
Cheyenne, WY 82002
Contact: Kenya Haynes, (307) 777-3672

ANNUAL REPORT OF CHILDREN IN STATE AGENCY INSTITUTIONS FOR NEGLECTED OR DELINQUENT CHILDREN, ADULT CORRECTIONAL INSTITUTIONS, AND COMMUNITY DAY PROGRAMS FOR NEGLECTED OR DELINQUENT CHILDREN

WDE-548
Revised: Aug 2009
Due: November 18, 2009
Expires: Feb 2010

PART I—INSTITUTION AND STATE AGENCY

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 part.
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PART II—BASIS FOR ELIGIBILITY

	YES	NO
1. Is a regular program of instruction provided for the children in the institution or community day school?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the State agency responsible for providing free public education for the children in the institution or community day program?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the average length of stay in the institution or community day program at least 30 days?	<input type="checkbox"/>	<input type="checkbox"/>

IF ANSWER TO ALL THREE QUESTIONS ABOVE IS YES, PROCEED TO PART III

Category - Select One	Enrollment <small>See instructions for Part III on Page 2</small>	Number of children under 21 enrolled in a regular program of instruction supported by state funds for at least:	
		20 hours per week	15 hours per week
<input type="checkbox"/> INSTITUTION FOR NEGLECTED CHILDREN <small>A public or private residential facility, other than a foster home that is operated primarily for the care of children who have been committed to the institution or voluntarily placed in the institution under applicable State law, due to abandonment, neglect, or death of their parents or guardians.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> INSTITUTION FOR DELINQUENT CHILDREN AND YOUTH <small>A public or private residential facility that is operated primarily for the care of children who have been adjudicated to be delinquent or in need of supervision.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> COMMUNITY DAY PROGRAM <small>A regular program of instruction provided by a State agency at</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Page: 3 of 3 Words: 25

Data Submission

When all data has been entered, save the file as **WDE548-institutionID**.

FILE CHECK
Remember: An original signature is required

The original completed and signed WDE548 should be mailed via U.S. Mail to: Kenya Haynes, Title I, Part D Program Manager, Wyoming Department of Education, 2300 Capitol Avenue, 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 Fall 2016 WDE548 data are restricted to a firm timeline. The 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: Kenya Haynes kenya.haynes@wyo.gov or (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 are mailed, you can mail an updated originally signed document 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 WDE548 collection window is October 3 – November 4, 2016. Remember, all errors must be resolved before data is final.

FREQUENTLY ASKED QUESTIONS

WHOM DO I CONTACT REGARDING WDE548 CONTENT QUESTIONS?

Kenya Haynes (307) 777-3672 or kenya.haynes@wyo.gov

WHICH STUDENTS DO I INCLUDE IN SUMMER ENROLLMENT COUNTS FOR THE WDE548?

Number of children under 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 HOW TO DOWNLOAD 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