



WDE567 – Institutional Schools Title I, Part D,
Annual Program Evaluation

May 2016

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Introduction

The WDE567 is the annual collection for Institutional Facilities that receive Title I, Part D subpart 1 federal funds to run Neglected and Delinquent programs for Wyoming students. The data collected on the WDE567 is used to monitor and report performance on programs and activities supported by the Elementary and Secondary Education Act, as amended. This data will be used in responses in the Consolidated State Performance Report (CSPR).

Accredited Institutions 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.

School Support and Federal Programs staff will be able to review and assist institutions to provide complete, accurate data before adjudicating the WDE567 collection. This collection is accessed through the Department forms inventory, downloaded, completed, and uploaded by the institution to the Department. The WDE567 data is meant to be used by the WDE, Wyoming Legislature, Federal Reporting requirements, and facility employees. It is inaccessible to the general public.

Data provided is reported to the U.S. Department of Education for EDFacts and in the Consolidated State Performance Report.

This guidebook serves as the definitive instruction set for the data contained within the WDE567 Data Collection.

WDE567 Authority

The authority for the WDE to collect data included in the WDE567 is listed below:

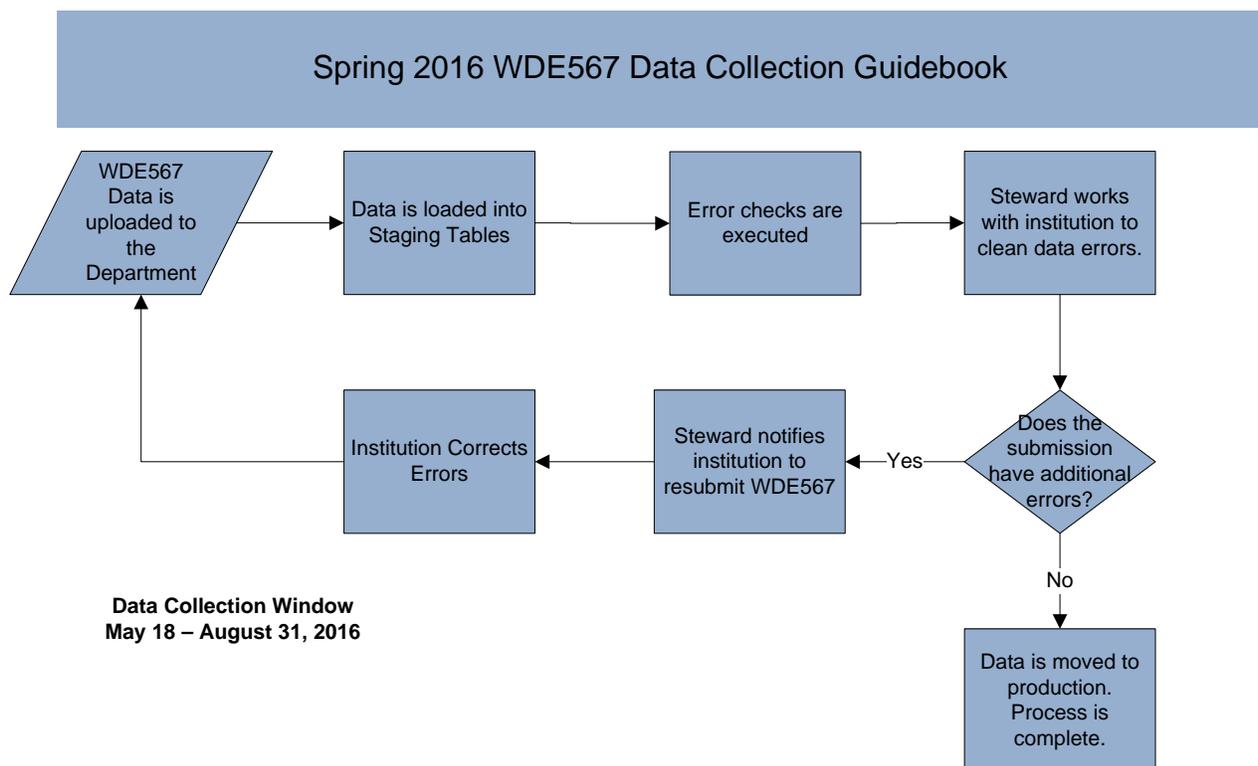
Elementary and Secondary Education Act as amended by the No Child Left Behind Act,
Title I, Part D

<http://www2.ed.gov/policy/elsec/leg/esea02/pg9.html>

Collection Schedule

**WDE567 Spring Collection Window:
May 18 – August 31, 2016**

Institutions should upload the WDE567 report no later than August 12, 2016 unless the Collection Steward has approved a later deadline of August 31, 2016, however, the data for this collection can be uploaded and validated at any time during the collection window. Due to the submission of Federal Reporting requirements from the Department, all data must be submitted by the due date. Corrections to submitted data (if needed) must be completed by August 31, 2016 in order to ensure the data is error free.



Instructions

Accessing the WDE567 Collection

The WDE567 collection is an Excel based collection that 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 **WDE567 – Institutional Schools Title I Part D Annual Program Evaluation** collection. Click on the arrow on the left and navigate to the Documents tab. Click on the WDE567 link to open the Excel workbook and then save it to your system using the suggested file name of *WDE567-YourInstitutionID*.

The WDE567 Data Collection Guidebook can also be downloaded. It provides on the go guidance while completing the WDE567.

WDE567	Institutional Schools Title I Part D Annual Program Evaluation (CSPR Submission)	Institution	Under Review	08/31/2016															
<table border="1"> <thead> <tr> <th>Description</th> <th>Contact</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>NAME</td> <td>TYPE</td> <td>DESCRIPTION</td> </tr> <tr> <td>WDE567</td> <td>Excel Workbook</td> <td>Reported by Institutional entities that received Title I, Part D, subpart 1 funds.</td> </tr> <tr> <td>WDE567 Guidebook</td> <td>PDF Document</td> <td>Guidebook for the completion of WDE567 Institutional Schools Title I Part D Annual Program Evaluation.</td> </tr> <tr> <td>Error Report</td> <td>SSRS Report</td> <td>Error report for the 2015-16 School Year</td> </tr> </tbody> </table>					Description	Contact	Documents	NAME	TYPE	DESCRIPTION	WDE567	Excel Workbook	Reported by Institutional entities that received Title I, Part D, subpart 1 funds.	WDE567 Guidebook	PDF Document	Guidebook for the completion of WDE567 Institutional Schools Title I Part D Annual Program Evaluation.	Error Report	SSRS Report	Error report for the 2015-16 School Year
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Error Report	SSRS Report	Error report for the 2015-16 School Year																	
WDE568	District Title 1, Part D Annual Program Review	District	Under Review	08/31/2016															

Data Compilation

Data will be entered into the worksheet pages of the WDE567 Excel workbook. The workbook has two worksheets of data entry and one worksheet of instructions. Data can be pasted from a source file compiled from the institution's Student Information System (SIS) or other source material. Use the 'cut and **paste special**' function within Excel to minimize data entry errors. Data elements are defined in this document. The INSTRUCTIONS worksheet of the WDE567 Excel workbook also contains information on the data elements of the WDE567. This data collection is designed to collect student level data along with information on what each student accomplished while at the facility and/or thirty calendar days after the student exited the facility. Long term student data regarding reading and math performance is also collected. Long term students are defined as students in placement for ninety consecutive days or more.

Student Demographics – Part 1

- WISER ID
- First Name
- Middle Name
- Last Name
- Date of Birth
- Gender
- Asian Race
- American Indian Race

- Black Race
- Pacific Islander Race
- White Race
- Hispanic Ethnicity
- IDEA
- ELL
- Program Type
- Number of times student was in facility
- Total # of days student was at facility

Student Demographics – Part 2

While in the facility, did this student...

- ...earn at least one high school credit?
- ...enroll in a high school equivalency program?
- ...enroll in elective job training courses?

Student Demographics – Part 3

While in the facility or within 30 calendar days after exit, did this student...

- ...enroll in their local high school?
- ...earn a high school equivalency?
- ...obtain a high school diploma?
- ...accept or enroll into post-secondary education?
- ...enroll in external job training education?
- ...obtain employment?

Long Term Students – Reading Performance Elements

WISER ID

Did the student...

- ...test below grade level upon entry?
- ...take a pre-test?
- ...take a post-test?
- ...show or improve between pre- to post-test reading exams by...
 - NE – show negative grade level change
 - NO – show no change in grade level
 - NT – no pre and/or post test taken, can't determine
 - U1 – show improvement by one full grade level
 - U2 – show improvement of more than one full grade level

Long Term Students – Math Performance Elements

Did the student...

- ...test below grade level upon entry?
- ...take a pre-test?
- ...take a post-test?
- ...show or improve between pre- to post-test math exams by...
 - NE – show negative grade level change
 - NO – show no change in grade level
 - NT – no pre and/or post test taken, can't determine
 - U1 – show improvement by one full grade level
 - U2 – show improvement of more than one full grade level

Detailed definitions for each element are contained on the instructions worksheet of the WDE567 data collection worksheet.

Entering data in the WDE567

Enter data in 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 in the WDE567 using the Paste Special option within Excel. Do not have blank rows between student entries.

Data Submission

When all data has been entered and checked for accuracy save the file to your system. The file is now ready to be uploaded to the Department. The institution respondent 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 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.

Data Collection Suite R1

Citizen | Business | Government | Visitor

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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 WDE567 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 WDE567 – Institutional School Title I Part D Annual Program Evaluation (CSPR Submission). 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 WDE567 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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[forms](#) [uploads](#) [submissions](#) [tracking](#) [collections](#) [admin](#) [support](#)

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:
C-Bar-V Ranch
Organization Code: 2050002 [Change](#)

Previous Submissions

4/7/2015 10:19 AM - Liz Districts
3/20/2015 11:07 AM - Liz Districts
3/18/2015 4:17 PM - Liz Districts

Submission Upload

Submissions:

File Role in Submission

File:

Comments:

Upload File [Reset Form](#)

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.

forms uploads submissions tracking collections admin support

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:
C-Bar-V Ranch
Organization Code: 2050002 [Change](#)

Previous Submissions

- [4/7/2015 10:19 AM - Liz Districts](#)
- [3/20/2015 11:07 AM - Liz Districts](#)
- [3/18/2015 4:17 PM - Liz Districts](#)

Submission Upload

Your file has been uploaded. Would you like to 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.

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.

forms uploads submissions tracking collections admin support

Validation Report:
Loading Results for Submission Package: 4/7/2015 10:19 AM - Liz Districts
 Collection:
WDE567- Institutional Schools Title I Part D Annual Program Evaluation (CSPR Submission)
 Is the submission valid? **No**
 Validation Engine Start: **Friday, May 01, 2015 at 10:22:59 AM**
 Validation Engine End: **Friday, May 01, 2015 at 10:23:02 AM**
 Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7675**
 Number of Errors: **12**
 Number of Warnings: **0**

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

Set	Is Valid
> Get Student Level Data - Successfully Imported Rows: 6	Fail
> Long Term Students - Successfully Imported Rows: 2	Fail

WDE567 - Institutional Schools Title I Part D Annual Program Evaluation (CSPR Submission)

- This collection cycle is officially open.**
- Due Date: **8/28/2015**
- Window Opening: **3/18/2015**
- Window Closing: **8/28/2015**
- Expected Number Of Respondents: **12**
- Start: **7/1/2014**
- End: **6/30/2015**

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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 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.

forms uploads submissions tracking collections admin support

Collection Selector

Collection:
WDE567 - Institutional Schools Title I Part D Annual Program Evaluation (CSPR Submission) ▼

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

Collection Due Date:
8/28/2015 ▼

Submission Upload

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

Validation Results Summary

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

[Validation Report](#)

Current Respondent
You are currently representing:
C-Bar-V Ranch
Organization Code: 2050002 [Change](#)

Previous Submissions

- [4/7/2015 10:19 AM - Liz Districts](#)
- [3/20/2015 11:07 AM - Liz Districts](#)
- [3/18/2015 4:17 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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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.

forms uploads submissions tracking collections admin support

Validation Report:
Loading Results for Submission Package: 4/7/2015 10:19 AM - Liz Districts
 Collection:
WDE567- Institutional Schools Title I Part D Annual Program Evaluation (CSPR Submission)
 Is the submission valid? **Yes**
 Validation Engine Start: **Friday, May 01, 2015 at 10:47:53 AM**
 Validation Engine End: **Friday, May 01, 2015 at 10:47:56 AM**
 Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7675**
 Number of Errors: **0**
 Number of Warnings: **0**

Certify Show ▾

Set	Is Valid
No records to display.	

WDE567 - Institutional Schools Title I Part D Annual Program Evaluation (CSPR Submission)

- This collection cycle is officially open.**
- Due Date: **8/28/2015**
- Window Opening: **3/18/2015**
- Window Closing: **8/28/2015**
- Expected Number Of Respondents: **12**
- Start: **7/1/2014**
- End: **6/30/2015**

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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 submission link.

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

forms uploads submissions tracking collections admin support

Certify Submission Package

- Collection: **WDE567 - Institutional Schools Title I Part D Annual Program Evaluation (CSPR Submission)**
- Due Date: **8/28/2015**
- Creation Date: **4/7/2015**
- Last Modified: **5/1/2015 10:48 AM**
- 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
wde567 - test .xlsx	5/1/2015 10:47:51 AM	5/1/2015 10:48:00 AM	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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Submission Package Certification Confirmed

- Collection: **WDE567 - Institutional Schools Title I Part D Annual Program Evaluation (CSPR Submission)**
- Due Date: **8/28/2015**
- Creation Date: **4/7/2015**
- Last Modified: **5/1/2015 10:53 AM**
- 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
wde567 - test .xlsx	5/1/2015 10:47:51 AM	5/1/2015 10:48:00 AM	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.



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 institutions 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 rows between the student information. The data validation is performed until it comes across a blank row at which point it is assumed that there is no more data to process and the validation process is then terminated. Having blank rows 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 Spring WDE567 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 WDE567 Collection Steward: Kenya Haynes at kenya.haynes@wyo.gov or (307) 777-3672. 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 Collection Steward will have an error report from your submitted data and will work with you to resolve any errors. **The collection window is May 18 – August 31, 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 at least one race has to be marked as a 'Y'. Another example is the WISER ID must match the student's name and date of birth. 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 WDE567 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

WHO MUST SUBMIT THIS DATA?

Wyoming Accredited Institutions with students served by Title I, Part D funds.

WHOM DO I CONTACT REGARDING THE WDE567 CONTENT QUESTIONS?

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

WHICH STUDENTS DO I INCLUDE IN THE WDE567?

Report on students in the facility/program during the school year July 1, 2015 through June 30, 2016.

If you are unsure if a student should be counted 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

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 by the Fusion Administrator. Contact your institution'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
Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov