WDE600 – Attendance and Membership Collection
2023
Introduction

The WDE600 is the official collection for student-level attendance, membership, and unexcused absences. Districts report aggregate attendance, aggregate membership and aggregate unexcused absences for each student enrolled in their schools during the fiscal year.

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. Data are utilized in an array of fashions, which include (but are not limited to) the funding model, Wyoming Accountability Education Act (WAEA), National Center for Education Statistics (NCES), and special education programs.

This guidebook serves as the definitive instruction set for the data contained within the WDE600 Data Collection.

WDE600 Authority

Wyoming Statute § 21-2-203
Wyoming Statute § 21-3-110(a) (v)
Wyoming Statute § 21-13-101 through Wyoming Statute § 21-13-331
WDE Rules and Regulations, Chapter 8

Collection Schedule

Collection Window: June 1, 2023 through June 28, 2023

School District personnel may submit their report at any time during the collection window. The WDE600 is due June 28, 2023. It is highly recommended districts submit their data prior to the due date to ensure that data can be certified before the deadline.

Instructions

The WDE600 is submitted through the Wyoming Interoperable Data System (WINDS). A link to WINDS as well as other useful information can be found on the WDE’s Forms Inventory page under the WDE600 Documents tab. The submission process is as follows:

1. Log in to WINDS.
2. Review errors and warnings.
3. Correct invalid data.
4. Certify the data.

The Wyoming Interoperable Data System (WINDS) (https://reporting.edu.wyo.gov/ibi_apps/bip/portal/Confidential_Portal) contains two reports available to assist districts in resolving ADM issues: WINDS ADM Report and WINDS 600 Validations Report. Districts are encouraged to review the reports throughout the school year to address any issues right away.
Data Elements

The WDE600 consists of one file with the following elements:

**DistrictID**
The WDE 7-digit ID for the district of the student's enrollment.

**SchoolID**
The WDE 7-digit ID for the school of the student's enrollment.

**WISERID**
This is the WDE 8-digit state assigned student record identifier for the student. The WISER ID will be validated at the point of submission to ensure it is an active identification number. It will be verified against the WISER ID Registration System.

**StudentLastName**
Please use the student’s legal last name as it appears on their Birth Certificate. Accepted values are letters, spaces, hyphens, apostrophes, and the number “3”. The Student’s last name will be verified against the WISER ID Registration System.

**StudentFirstName**
Please use the student’s legal first name as it appears on their Birth Certificate. Accepted values are letters, spaces, hyphens, apostrophes, and the number “3”. The Student’s first name will be verified against the WISER ID Registration System.

**StudentMiddleName**
Please use the student’s legal middle name as it appears on their Birth Certificate. This element is optional. Accepted values are letters, spaces, hyphens, apostrophes, and the number “3”.

**StudentGradeLevel**
Report students based on their current grade level placement. It must be two digits.

- PK - Pre Kindergarten
- KG - Full Day Kindergarten
- HK - Half Day Kindergarten
- 01 - First Grade
- 02 - Second Grade
- 03 - Third Grade
- 04 - Fourth Grade
- 05 - Fifth Grade
- 06 - Sixth Grade
- 07 - Seventh Grade
- 08 - Eighth Grade
- 09 - Ninth Grade
- 10 - Tenth Grade
• 11 - Eleventh Grade
• 12 - Twelfth Grade

Student Date of Birth
The student’s date of birth should be entered in the format: YYYYMMDD. Student Date of Birth will be verified against the WISER ID Registration System.

Student Gender
The student’s gender is a one digit value: “M” for Male, “F” for Female. Student Gender will be verified against the WISER ID Registration System.

Ethnicity and Race Reporting (6 fields)
Asian Race
Black Race
Indian Race
Pacific Islander Race
White Race
Hispanic Ethnicity

Valid values for all six fields are: Y or N (Y = Yes, N = No). None of these fields can be left blank. If Hispanic Ethnicity = Y (Yes), at least one of the race data fields must also be Y (Yes). All race fields cannot be reported as N (No).

Student Aggregate Attendance
The aggregate number of days the student was reported as in attendance during the school day. This must be a numeric value greater than or equal to 0 with 1-3 numbers before the decimal and, optionally, 3 numbers after the decimal. Examples: 100.525.

The sum of Student Aggregate Attendance and Student Aggregate Unexcused Absence must be less than or equal to Student Aggregate Membership. Student Aggregate Attendance must be less than or equal to Student Aggregate Membership.

Student Aggregate Membership
The aggregate number of days the student was reported as in attendance for the school day plus the aggregate number of days the student was marked absent for the school day. This must be a numeric value greater than or equal to 0 with 1-3 numbers before the decimal and, optionally, 3 numbers after the decimal.

Student Aggregate Membership must be less than or equal to the number of school days for the school.

If the student attended more than one school, the combined aggregate membership for all of the student's enrollments must be less than or equal to the highest number of school days of the schools attended.

Student Aggregate Unexcused Absence
The aggregate number of days the student had and unexcused absence. This is defined by the local board of trustees, of any student required to attend school when such absence is not excused to the satisfaction of the board of trustees by the parent, guardian, or other person having control of such student. This must
be a numeric value greater than or equal to 0 with 1-3 numbers before the decimal and, optionally, 3 numbers after the decimal. Examples: 5, 15.825, 101.00.

StudentAggregateUnexcusedAbsence must be less than StudentAggregateMembership.

**StudentAggregateAttendanceOffsite**
Off-site attendance applies to any period of time where instruction is provided, attendance is required, and where a student is not in the brick-and-mortar classroom, but counted present by meeting attendance requirements for temporary virtual learning days, remote education, virtual education, or homebound instruction (as specified in W.S. 21-4-402).

District student information system (SIS) vendors have been instructed to convert the results of recorded period attendance into a daily count. If a student is reported as physically present for at least one period, the SIS should capture attendance as on-site for all periods attended that day. This guidance only applies to this field and does not affect other fields in the WDE600, nor change the current definitions of Average Daily Attendance and Average Daily Membership.

**Frequently Asked Questions**

1. Are student level data mandatory?
   a. Yes. Student-level data are required by all school districts.

2. How is Average Daily Membership (ADM) calculated?
   a. Per Chapter 8, Section 8(a) Rules and Regulations, “The mathematical calculation of ADM is derived by dividing each student’s aggregate membership days for the period of time under aggregation by the actual number of school days over which the aggregation occurred.

3. What if the school days used in the WDE600 calculations differ from the district reported school days on the WDE608?
   a. Contact Brian Wuerth (brian.wuerth@wyo.gov) to make a correction to the WDE608. Once the correction is made, the system will update school days and the ADM calculations will be accurate.

4. Can pupil-teacher contact days be less than 175?
   a. In accordance with W.S. 21-13-307(a)(ii)(A), if the pupil teacher contact days are less than 175, the district must have a State Board of Education approved alternative schedule. If a school has an alternative schedule, it still must meet the minimum pupil teacher contact time.
   b. For further information regarding school days and operational days, please refer to the Chapter 8 Rules and Regulations. Additional information on school days and minimum hour requirements are located in Chapter 22 Rules and Regulations.

5. What is the definition of an unexcused absence?
a. Unexcused absences are defined locally by policy set forth by the local school board. Definitions can vary, even across schools in the same district.

6. How is membership calculated when a school is dismissed for emergencies prior to the end of the school day?

   a. When school is dismissed for emergencies prior to the end of the school day, membership inclusion shall be allowed to continue as if the entire session had been completed only if students are in attendance for greater than 50 percent of the school day. No membership shall be counted when school is canceled before the school day begins.

7. Do students have to miss every class for 10 days straight before being dropped?

   a. No, students with 10 consecutive absences in a single period should be dropped from that individual class.

8. A student has been enrolled in a district at the end of the previous year and intends to return the following year but misses the first week of school and does have attendance until the 6th day. Can a district keep them in membership for up to 10 consecutive days of absence at the beginning of the school year?

   a. A pre-enrolled student who has attendance within the first 10 days of the new school year can be included in membership for the absent days.

   b. Enrollment date does not need to be changed.

9. A student has been enrolled in a district at the end of the previous year and intends to return the following year but is gone for more than 10 consecutive days because they are really sick. Can a district claim the 10 days of membership, then drop them on the 11th day and re-enroll them when they return from being sick?

   a. A pre-enrolled student who does have attendance until after the 10th day has elapsed cannot be counted in membership for 10 absent days.

   b. If a no-show student later re-enrolls and has attendance, membership should be claimed from the first day of the new enrollment period, i.e., when they have attendance for the first time.

10. A student is new to the district and enrolled for the new school year, but the student is sick and misses the first week of school. Can 10 days of membership be claimed in the new school year?

    a. No, membership would start on the first date of attendance.

    b. Enrollment date would need to be changed to the first date of attendance.

11. A student is new to the district and is enrolled for the new school year, but the student never has attendance. Can 10 days of membership be claimed in the new school year?
a. No, a student must attend at least one day within the first 10 days of the new school year in order to claim membership.

12. Can a district claim a full day of membership for half-day kindergarten?

a. No. Half-day session kindergarten students should generate membership equal to their proportionate share of the day.

13. We have a student going on an extended vacation during the school year. Can a district continue to claim them in membership while they are gone?

a. No, this includes situations where a student is on vacation and absent from school for more than the allowable 10 days regardless of whether the student takes homework with them. Per an Attorney General’s opinion, students who are not in school are considered absent. Districts may claim students for 10 days and cease claiming membership on the 11th day. Once the student returns, districts may begin claiming membership again.

14. Can a district claim membership for graduating high school seniors if the district has an early release policy and they have a “last day” prior to the end of the year?

a. The statutory definition of ADM allows for counting students who are absent until the 10-day/period is reached. Early-release graduating seniors can continue to be counted in district ADM until they reach the limit of the 10-day rule or to the end of the school year, whichever comes first. Once that limit is reached, they must be dropped from ADM counts.

15. If a student turns 21 during the school year, can a district continue to claim the student in membership for the rest of the school year?

a. As long as the student did not turn 21 prior to the start of the school year, a district can continue to claim them in membership for the remainder of the school year.

16. What is the minimum age for kindergarten and first grade students?

a. W.S 21-4-302(b) requires that the child must have obtained his or her fifth birthday prior to August 1, or September 15 if pursuant to an approved request under W.S. 21-3-110(a)(xxxviii) for Kindergarten.

b. A Student may enroll in the first grade if he or she reaches the age of six on or before August 1, or September 15 if the child started kindergarten pursuant to an approved request under W.S. 21-3-110(a)(xxxviii).

17. Do work study courses count towards membership?

a. Students enrolled in work study courses tied to curriculum and receiving credit through the school may be included in membership. Students with early release, just to work, should not be included in membership.

18. Does early release for religious instruction count towards membership?
a. No. Districts must be providing educational services. The proportion of time a student is released for non-public school religious instruction should not be included in membership.

19. How is membership calculated for virtual education students?

a. Attendance in virtual education programs as defined by W.S. 21-13-330(f)(i) shall be recorded based on students meeting approved participation requirements as described in Chapter 41 Rules and Regulations as well as the Distance Learning Guide located on the Virtual Education webpage. Membership will then be calculated in accordance with Chapter 8 Rules and Regulations.

20. How do we track attendance for virtual education students?

a. Attendance must be recorded weekly in the district's permanent student information system based on students meeting participation. The participation requirements are outlined in Chapter 41 Rules and Regulations as well as the Distance Learning Guide located on the Virtual Education webpage.

21. When should a student be dropped from enrollment for not meeting participation requirements in a virtual education course?

a. Students who do not participate in a course for more than 10 consecutive days shall be counted absent each of those days and dropped from membership on the 11th day of continued absence.

22. What if a student has stopped participating in a virtual education course and is dropped from membership and then starts participating again and finishes the class(es)?

a. The district may re-enroll students if they start participating in a course again but membership shall not include the days dropped when not participating.

23. Does a district still get to claim membership when a student completes a virtual education class early?

a. Membership may be counted after students complete the entirety of a virtual education course before the end of term and meet the early completion criteria as described by the district in the Virtual Education Program Application and Renewal form.

b. Any days not in membership prior to the early completion date or after it will result in partial ADM.

24. If a student completes a virtual education course in June but the brick and mortar school year ended in May, can ADM still be claimed?

a. A district’s virtual education program year can be longer than the brick and mortar year. If the virtual education course was completed by the end of the approved virtual education program year, ADM can be claimed.

b. The virtual education program calendar must be converted to align with the brick and mortar school calendar.
26. How is membership calculated for students who take a greater number of periods than the normal number offered?
   a. Students enrolled in more than the school’s normal class periods per day may only be counted for the number of normally offered sections for the school not to exceed 1.000 ADM.

27. If a student’s total ADM calculated in the district is greater than one (1.000), does a district need to modify records to produce a result of one (1.000) or less?
   a. Yes, pursuant to WDE’s Chapter 8 Rules and Regulations, a district cannot claim an ADM for a student greater than a value of one (1.000). Keep in mind that one (1.000) is the maximum ADM that can be claimed for a student from any one district regardless of the different calendars that may exist for schools in the district.

28. How is membership claimed for a court ordered or medically necessary placed student (COMPS)?
   a. There are a series of questions that must be asked before determining how membership is claimed/reported for any placed student.
   b. Please refer to the placed student guidance document found on the Forms Inventory page under the WDE600 Documents tab.

29. Can a district claim membership for a special education student placed out-of-district?
   a. All special education students placed outside of the district may either have their corresponding ADM claimed on the WDE600 or their district paid tuition claimed for reimbursement on the WDE401, but not both.

30. Can a district claim membership for a student who is enrolled in a study hall?
   a. If a student is enrolled in a study hall and attendance is taken during a normal class period, you may include this class in the student’s membership.

31. Can a district claim membership for a student enrolled in dual enrollment class?
   a. Pursuant to W.S. 21-20-201, districts are allowed to claim students in membership for their full-time equivalent enrollment in dual enrollment programs. This guidance also applies to students enrolled in a concurrent enrollment program.

32. Can a district claim membership for a student enrolled in a “zero-hour” class?
   a. If a student enrolled in a zero-hour class and receives a grade, the proportionate share of membership for the class may be claimed, not to exceed 1.000 ADM. Please see Chapter 8 Rules and Regulations for additional guidance on determining membership amounts.

33. Can a district claim membership for homebound students in certain instances as long as “educational programs and services” are offered? What are “educational programs and services?”
a. W.S. §21-4-402 governs the funding for students hospitalized or homebound, as well as any district policies regarding homebound status. A district may count the student among their ADM, provided educational programs and services are being offered by the district. The student must follow board policies regarding homebound status. For audit purposes, the district would need to maintain evidence of these educational services in the form of time and effort logs, etc. The WDE’s interpretation of what constitutes educational programs and services would include access to a certified teacher/tutor. However, the determination of what constitutes instructional services is at the discretion of the school district.

b. If a student is not working towards the equivalent of a full-time class load, the district will need to prorate the student’s membership based on the reduced class load.

34. How long may a district count a student in membership for a particular class if they are no longer attending or have been dropped?

a. 10 days. Once a student is no longer enrolled in a class, membership should be adjusted in the Student Information System to reflect the student’s full-time equivalency in accordance with Chapter 8 Rules and Regulations.

35. If a student attends more than one school, what school claims the ADM?

a. In accordance with Chapter 8 Rules and Regulations, a student may not be claimed in more than one school at the same time. The school where the student spends most of his/her time will claim the ADM funding for that student and assess tuition to the other district.

36. How is fractional ADM determined for a student in elementary who is only taking specials (P.E., Music, Art, etc.)?

a. It may be best to use minutes to determine the proportionate share of time the student is in membership.

b. For example: An elementary school with 900 pupil-teacher contact hours per year would have 25 hours or 1,500 minutes per week in a 36-week school year. If the time the student spends in specials each week is 150 minutes, the fractional ADM would be 150/1,500 or 0.100.

37. A high school is on a block schedule alternating between A days and B days, each day consisting of four periods. If a student attends three out of four classes on the A days and two out of four classes on the B days, how is the appropriate daily membership determined?

a. Overall the student is in membership five out of eight classes (5/8), or 0.625 FTE. Since a full time enrollment would be eight periods, a district offering four periods one day and four the next would need to consider total periods enrolled over a full time enrollment of eight periods to determine membership. This method assumes the periods are equal in length. It may be best to calculate the FTE based on hours or minutes, if all eight periods are not equal.

38. Who does a district contact regarding attendance and ADM questions?

a. Trystin Green, (307) 777-5808 or trystin.green@wyo.gov
39. Who does a district contact regarding username and password?
   a. Susan Williams, (307) 777-6252 or susan.williams@wyo.gov

40. Who does a district contact regarding WINDS questions or problems?
    a. John Paul, john.paul@wyo.gov